

AGENDA

AFFORDABLE HOUSING COMMISSION

July 1, 2026

Hybrid Meeting In-person and via Zoom



https://us02web.zoom.us/webinar/register/WN_zmcrwxOSsaoaClcGWAL2g

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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, July 1, 2026
4:30 PM - Regular Meeting**

- 1. Call to Order and Roll Call**
- 2. Approval of Agenda (No Public Comment)**
- 3. Approval of Minutes**
 - 3.A June 3, 2026 regular meeting minutes
- 4. Public Comment**
- 5. New Business**
- 6. Unfinished Business**
 - 6.A Review Accessory Dwelling Unit (ADU) homeowner panel planning
- 7. Staff Update/Discussion Items**
 - 7.A Project and notice of funding availability updates
 - 7.B August & September meeting scheduling
- 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

Date of Meeting

Time of Meeting

Place of Meeting

Minutes of Affordable Housing Commission Meeting

June 3, 2026

4:30 PM

Council Chambers 501 North Anderson Street

Ellensburg, WA 98926

And remotely via Zoom

1. Call to Order and Roll Call

Present: Kim Funtson, Courtney Garzone, Delano Palmer, John Perrie

Not present: Sarah Syverson, Dan Witkowski

Also present: Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; Chris Horner, City Attorney; Denise Tlatelpa, Planning Technician.

Chair Garzone called the meeting to order at 4:30 p.m. Councilmember Palmer moved to excuse Commissioners Syverson's and Witkowski's absences. Motion passed 4-0.

2. Approval of Agenda

Councilmember Palmer moved to approve the agenda as presented. Motion passed 4-0.

3. Approval of Minutes

3.A. May 6th, 2026 regular meeting minutes

Councilmember Palmer moved to approve the meeting minutes as presented. Motion passed 4-0.

4. Public Comments

Stephen Greenfield spoke about the Catherine Cottage project. Commissioners expressed their appreciation for the public's interest in the future development.

5. New Business

5.A. Robert's Rules of Order review and city procedures with Chris Horner, City Attorney

Horner provided a brief overview of commission procedures, including parliamentary procedure, the limits on subjects that can be discussed, the option to entertain a motion, voting processes, how to handle disruptions, and additional motions such as "Call to Question," "Table a Motion," "Point of Order," and "Parliamentary Inquiry." Frey and Horner will share the presentation with the commissioners.

6. Unfinished Business

6.A. Review draft 2026 housing services notice of funding availability (NOFA)

Frey presented the current draft of the 2026 Housing Services NOFA and requested feedback, comments, and questions. The commissioners discussed the referenced utility rates. Frey informed the commissioners that the finance department would be reviewing the draft and providing additional comments. Commissioner Perrie suggested a topic for future discussion regarding funding for accessory dwelling units. Commissioner Palmer recommended issuing the NOFA for up to \$150,000 in housing service funds for the remainder of 2026. Palmer motioned to issue the NOFA after final staff review. The motion passed 4-0.

6.B. Review Comprehensive Plan housing survey results (Public Comment Opportunity)

Frey presented the results of the Comprehensive Plan housing survey data, which included homeowner and renter data, respondents' perceived affordability of rent and utilities, difficulties in finding housing, safety and wellness issues, renter satisfaction, displacement due to the cost of living, displacement disaggregated by race, exclusion and discrimination responses, and impressions of the homeowner market.

Commissioners discussed the age gap among those struggling to find housing and the opportunity for grants aimed at supporting senior living and other marginalized individuals. No public comments were heard.

7. Staff Update/ Discussion Items

7.A. Draft July-Dec 2026 work program

Frey presented the draft work program, highlighting the Comprehensive Plan open house on July 22, 2026. Frey noted Commissioner Perrie's recommended accessory dwelling unit topic and the invitation to the Affordable Housing Commission for the Willow Street Groundbreaking event, which are not included in the work program. Commissioners confirmed their availability for the events with Frey.

7.B. Updated Kittitas County Area Median Income (AMI) figures

Frey informed the group of the updated AMI figures that went into effect in May 2026, which represent a very slight decline compared with 2025. Commissioners expressed concern that the County AMI continues to exceed City incomes.

8. Commission Representative Update

Councilmember Palmer expressed his appreciation to the City staff for their efforts in support of affordable housing.

9. Adjournment

Chair Garzone adjourned the meeting at 5:23 p.m.

Event Concept Note: ADU Homeowner Panel

Objective: Provide concrete examples of ADUs developed in Ellensburg with photos and cost estimates where available. Homeowners interested in building an ADU have example projects in mind when considering an ADU.

Experiential aim: Attendees feel better prepared to approach their projects, define project goals, know whom to approach with additional questions.

Location: Hal Holmes Community Center, theater style seating (for 100+)

Time: August 18, 2026; 6-7:30PM

Format:

- Homeowner panel - conversation with 3-4 panelists + Q&A session

Speakers:

- Homeowner(s) – Learning from ADU experience
 - What were your goals in building an ADU?
 - Did your project have special features or site constraints?
 - What advice would you have for those who are considering a project on site or unit design and permitting?
 - Did you consider different financing options and have suggestions for research?
 - Before-after photos, budget (if possible, noting year constructed)
 - What surprised you in the process of building your ADU?
 - Would you do anything differently if you were at the start of this project?
 - What big picture advice would you share with someone at the beginning of their journey?

Presenter/Partner Outreach:

- Kittitas County Community Development Department
- Kittitas County Developmental Disabilities Advisory Committee (DDAC) (agenda review, intro if desired)
- ADU info session participating organizations/partners (for distribution/attendance if desired) – option to offer personalized Q&A

Public Outreach:

- Flyer for email/print/social media distribution (by City and partners)
- Press release – for media distribution
- Share through Rotary/churches/community groups (AHC commissioners/DDAC members)
- Share with exempt and classified CWU staff (Delano)
- Send email to attendees who signed up for updates at the info session

Materials:

- Sign-in sheet for follow up with links to ADU resources

- Question cards to seats to ask what questions attendees have about ADUs to inform website FAQ content
- QR codes with the session agenda, speaker emails and feedback form (including questions on ADU program priorities)

Draft Agenda:

6:00-6:05	Take seats / icebreaker activity
6:05-6:10	Welcome and goals (DDAC/AHC rep?)
6:10-6:50	Homeowner panel discussion
6:50-7:10	Q&A for homeowner panel
7:05-7:10	Thank you, feedback survey, transition to personalized Q&A
7:10-7:30	Personalized Q&A (participating organizations can respond to specific questions or share contact information for follow up)