



**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.