



CITY OF ELLENSBURG

Minutes of Affordable Housing Commission, Regular Meeting

Date of Meeting

February 4, 2026

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 4:35 p.m.

Present: Dan Witkowski, Delano Palmer, John Perrie, Sarah Bedsaul

Absent: Kim Funston (excused), Sarah Syverson (excused), Courtney Garzone

Others present: Dan Carlson, Community Development Director; Lily Frey, Housing Program Manager; and several members of the public.

Commissioner Palmer moved to excuse the absences of commissioners Funston and Syverson. Motion passed 4-0.

2. Approval of Agenda

Commissioner Palmer moved to approve an amended agenda with the removal of items 4C and 4D. Motion passed 4-0.

3. Approval of Minutes

Commissioner Palmer moved to approve both January meeting minutes as presented. Motion passed 4-0.

3.A January 7, 2026 regular meeting minutes

3.B January 8, 2026 joint meeting with Planning Commission minutes

4. New Business

4.A Recommendations from Kittitas County Developmental Disabilities Advisory Committee (DDAC)

Frey introduced Hope Isitt, a member of the Kittitas County Developmental Disabilities Advisory Committee, who shared recommendations regarding accessory dwelling units (ADUs). The recommendations include creating a clear and transparent approval pathway, offering pre-approved ADU designs, reducing financial barriers for people with disabilities, allowing flexible and mobile ADU options and expediting the ADU review process. Isitt also provided information about local needs, such as that 124 adults with a developmental disability live in Kittitas County, nearly 76 percent of whom live with parents or a

family member.

Commissioners and Isitt discussed the needs and intentions behind some of the recommendations. Commissioners generally agreed on promoting ADUs as affordable housing options for the developmental disability community and the public. Commissioners encouraged considering Americans with Disabilities Act (ADA) readiness in ADU design.

- 4.B Discuss upcoming land use planning and building fee changes
Carlson noted that Community Development fees have not been updated since 2013-2014 and are currently covering only about 50 percent of actual permit processing costs. Proposed fee updates include three types: new construction, building applications, and land use applications. Carlson explained the methodologies used to calculate revised fees of each type. Fees would be moved from code to a resolution and updated every two years with the biennial budget.

Commissioners discussed the tradeoffs of full cost recovery and phasing in fee increases over multiple years and suggested gathering feedback from affordable housing developers. Expected cost increases will be higher for multifamily and commercial new construction compared to single-family residences due to cost per square foot changes. Several land use permit types that require processing but do not currently have fees will have new fees introduced to represent the costs of processing.

Isitt recommended collecting additional fees to subsidize ADU permits for low-income residents. Carlson clarified that the current process would set community development fees and would need to be defensible; flexible income could not be created through permit fees.

- 4.C 2025 Annual Review
Not discussed.
- 4.D Meeting agreements discussion: attendance & commissioner roles, public comment, and meeting structure
Not discussed.

5. Unfinished Business

None.

6. Public Comment

None.

7. Staff Update/Discussion Items

City Council approved the Affordable Housing Commission's recommendations to fund Habitat's Willow Street project and the Odd Fellows Lodge #20 Housing Project. Staff are working with developers on agreements and next steps.

- 7.A March meeting preview
Items 4C and 4D will appear on the March agenda.

8. Commission Representative Update

None.

9. Adjournment

Commissioner Witkowski adjourned the meeting at 5:26 p.m.