

AGENDA

AFFORDABLE HOUSING COMMISSION

September 16, 2026

Hybrid Meeting In-person and via Zoom



https://us02web.zoom.us/webinar/register/WN_NYitaX9sS92qSzXMCqUS4A

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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, September 16, 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 August 27, 2026 joint meeting with Planning Commission minutes
- 4. Public Comment**
- 5. New Business**
- 6. Unfinished Business**
 - 6.A Review Affordable Housing Commission Work Program: July to Dec. 2026
 - 6.B Discussion: Pre-approved ADU plans
- 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



Minutes of Joint Affordable Housing and Planning Commission

Date of Meeting
Time of Meeting
Place of Meeting

August 27th, 2026
5:45 PM
Council Chambers
501 North Anderson Street
Ellensburg, WA 98926
And remotely via Zoom

1. Call to Order and Roll Call

Vice Chair Bisom-Rapp called the meeting to order at 5:45 pm.

Planning Commission Present: Joe Sheeran, Skylar Bisom-Rapp, Ed Harrell, Michael Buehn, Matthew Stalder

Affordable Housing Commission Present: Delano Palmer, Courtney Garzone, Dan Witkowski, Kim Funtson

Planning Commission Not Present: Geraldine O'Mahony

Affordable Housing Commission Not Present: Sarah Syverson, John Perrie

Others present: Dan Carlson, Community Development Director; Stacey Henderson, Planning Manager; Lily Frey, Housing Program Manager; Mark Rud, Associate Planner; Kelle Vandenberg, Arts & Economic Development Manager; Denise Tlatelpa, Planning Technician; Heidi Behrends Cerniwey, City Manager, and several community members.

Chair Bisom-Rapp called the meeting to order at 5:45 pm. Councilmember Palmer moved to excuse Commissioner Syverson. Motion passed 4-0. Chair Bisom-Rapp moved to excuse Commissioner O'Mahony. Motion passed 5-0.

2. Approval of Agenda

Councilmember Palmer moved to approve the agenda as presented; Motion passed 9-0.

3. Approval of Minutes

3.A. July 9, 2026 Planning Commission meeting minutes

Commissioner Buehn moved to approve the meeting minutes as presented; Motion passed 5-0.

3.B June 3, 2026 Affordable Housing Commission regular meeting minutes.

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

4. Public Comment

None.

5. New Business

5.A. Comprehensive Plan Periodic Update- December Land Development Code Amendments Overview & Draft Review (Public Comment Opportunity)

Mark Rud, Associate Planner, presented a slideshow on the key changes to the Land Development Code to meet statutory requirements and to implement Comprehensive Plan goals and policies. Commissioners discussed and provided comments on the proposed revisions.

Victoria Thomas, City Resident, provided public comment. Commissioner Bisom-Rapp responded with acknowledgment and additional information.

5.B. Airport Overlay (A-O) Zone- Discussion (Public Comment Opportunity)

Rud and commissioners discussed the Airport Overlay Zone and the research conducted by staff, the County's involvement, current stakeholders, and potential strategies to move forward and address the Airport Overlay Concerns.

Sarah Bedsaul provided public comments over the Airport Overlay and requested that this matter be brought to City Council's attention. Commissioners acknowledged the request. Kelle Vandenberg, Arts & Economic Development Manager, expressed interest in coordinating with the Kittitas County Economic Development Partnership for an update on their involvement.

6. Unfinished Business

None.

7. Staff Update/ Discussion Items

7.A. Special Meeting: October 15, 2026- Public Hearing for Land Development Code Update and Comprehensive Plan Adoption

Stacey Henderson, Planning Manager, informed the planning commissioners that they will be receiving an invitation to the upcoming special meeting scheduled for October 15, 2026.

7.B AHC Staff Update

Lily Frey, Housing Program Manager, announced that Vandenberg will be covering the Affordable Housing Commission meetings for September, October, and November while she is on leave.

8. Commission Representative Update

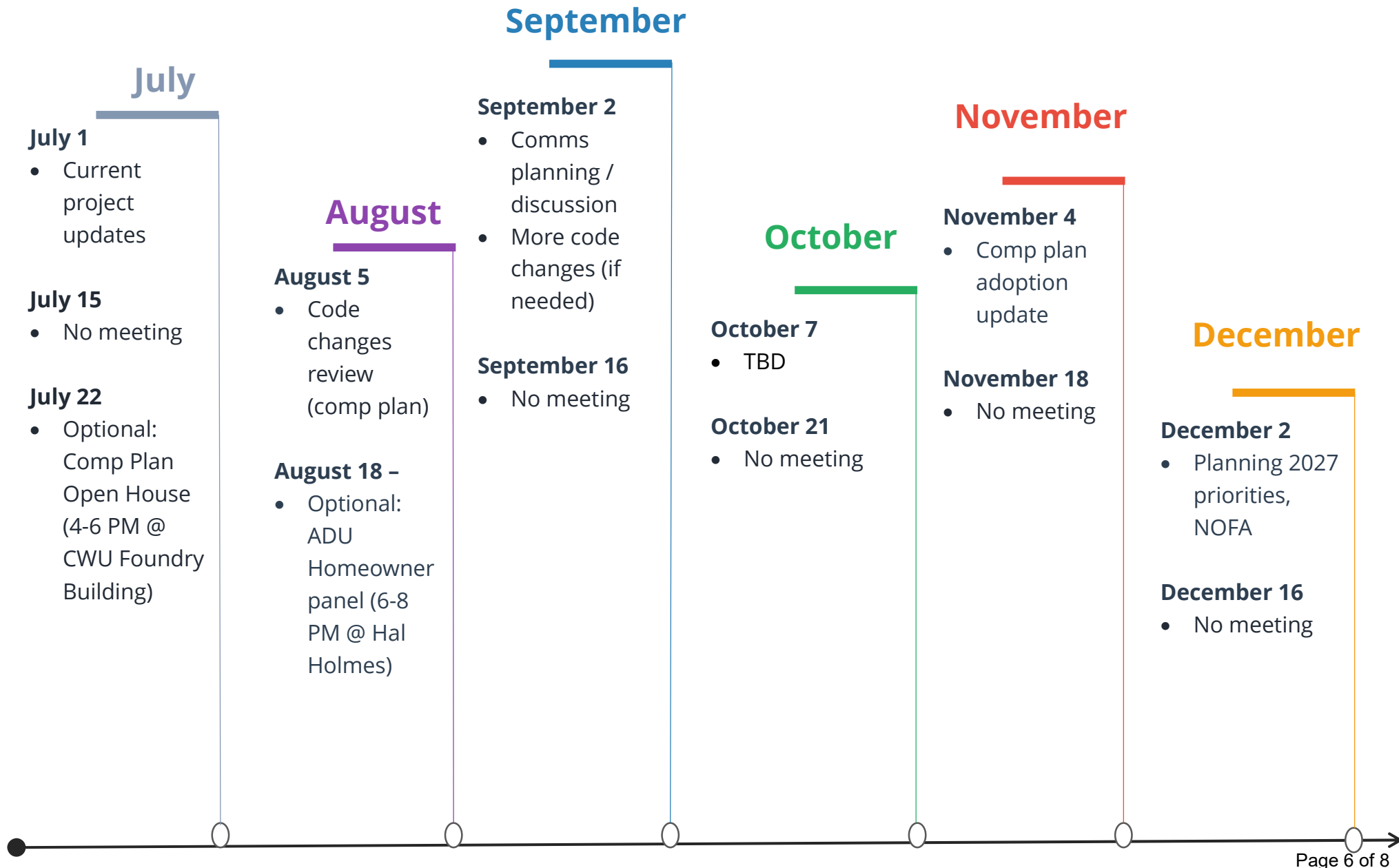
Commissioners Palmer, Garzone and Bisom-Rapp recapped the Accessory Dwelling Unit (ADU) Homeowner Panel event.

9. Adjournment

Vice Chair Bisom-Rapp adjourned the meeting at 7:48 pm.

Affordable Housing Commission Work Program

July - December 2026 (subject to change)





ADU STUDY: PRE-APPROVED IN OTHER REGIONS COMPARIBLES

Kitsap County, WA:

[Pre-Approved Accessory Dwelling Unit \(ADU\) Plans](#)

Brief:

- Offer eight pre-approved permit ready plan sets (ADU) ranging from 480 sq ft to 834 sq ft
- Notes approximate permit fees with plans (online)
- Detailed FAQ section
- KRCC (Kitsap Regional Coordinating Council) [Pre-Approved ADU — Kitsap Regional Coordinating Council](#)
- Request free copy of detailed ADU plans (filling out online form)
- ADU/Guesthouse downloadable brochure—very customer first friendly.
- Offer free-pre-approved plans (if qualified)

[Accessory Dwelling Units | Bremerton, WA - Official Website](#) Bremerton is part of the Kitsap County Program, but lay it out a little differently on their website.

East Wenatchee:

[Pre-Approved ADU Plans | East Wenatchee, WA](#)

Brief:

- More paired down than Kitsap, but clean and easy to find the information
- Offer five pre-approved plans, ranging in size from 400 sq ft to 1200 sq ft (cottage style)
- Easy link to see utility requirements with links to various agencies
- Cover zoning codes in FAQs.
- No pricing online

Everett:

[Pre-Approved Designs | Everett, WA - Official Website](#)

Brief:

- Offer an ADU dashboard: [Accessory Dwelling Unit \(ADU\) Dashboard](#)
- Three sizes of pre-approved units available: 820 sq ft to 1,000 sq ft
- No online pricing available, although you can download Design Packets
- Fairly thin offering online of information comparatively

Kirkland: [The Kirkland ADU Toolkit – City of Kirkland](#)

Brief:

- Well laid out online ‘toolkit’ for information on ADUs
 - Offers four pre-approved ADU plans from 476 sq ft to 1,000 sq ft
 - Could not find online pricing for units
 - Good step-by-step process outline
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Seattle: [Pre-approved DADUs | ADUniverse](#)

Brief:

- Nice online platform for DADUniverse—user friendly, although, not as self-help availability with online information as other municipalities
 - Offers seven pre-approved plans from 288 sq ft to 1,000 sq ft
 - 160 design submissions from which they select the pre-approved plans in an open call format for design houses
-

Port Angeles: [Permit-Ready Plans | Port Angeles, WA - Official Website](#)

Brief:

- Decent online platform/user friendly
- Offers five pre-approved plans from 480 sq ft to a townhouse unit
- This program offers pre-approved and thoughtfully designed construction documents for various housing types and configurations at no cost to community members building within the city limits. The Permit-Ready Plans are also eligible for fee waivers as outlined in Resolution 02-25.
- The City has implemented procedures to expand this program by accepting new donated Permit-Ready Plans for the online library, which will help further reduce costs for housing builders and streamline the permit review process.

Reference:

Washington State Department of Commerce

[Permit-Ready Plan Explorer](#)