



AGENDA

CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE

**223 East 4th Street, Room 160
Port Angeles, Washington
December 1, 2023 – 9 a.m.**

Housing Solutions Committee meetings will also be available virtually at:

If you would like to participate in the meeting via Zoom audio only, call 253-215-8782 and use meeting ID: 731 249 7453 and passcode: 08816

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/7312497453> and passcode: 08816

This meeting can be viewed on a live stream at this link:
<https://www.clallamcountywa.gov/669/Live-Archived-Meetings-Online>

Public comment and questions can be directed to the Housing Director at 360-417-2478 or timothy.dalton@clallamcountywa.gov

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

APPROVAL OF MINUTES

- November 3, 2023

PUBLIC COMMENT – Please limit comments to three minutes

PRESENTATION – Kellen Lynch, North Olympic Housing Trust

OLD BUSINESS

- Minsky House Funding – Cheri Tinker

NEW BUSINESS

- 2024 Affordable and Supportive Grant Application – Timothy Dalton
- Bonding 1590 funds – Commissioner Johnson
- 2023/24 Strategic Goals and Objectives – Christy Smith

REPORTS

- Community Update

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – January 5, 2024 at 9 a.m.

ADJOURNMENT 10:00 AM

Housing Solutions Committee

Draft Minutes

November 3, 2023



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of November 3, 2023

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Chair Christy Smith called the meeting to order at 9 a.m.

Present were Christy Smith, Colleen McAleer, Colleen Robinson, Caleb McMahon, Shawn Washburn, Sarah Martinez, Cheri Tinker, Rod Fleck, Leslie Bond, Nathan West, Bruce Emery, Mike Sivia, Sharon Maggard, and Glenn Ellis.

Excused: Randy Johnson, Shawn McCourt, Greg McCarry, Kathy Morgan, Rachel Anderson, and Wendy Sisk were excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Nathan West moved to approve the agenda with the following, Bruce Emery Seconded, motion passed unanimously.

REMOVE

New Business Item

1. Bonding 1590 funds

ADD

New Business Item

1. Port Angeles Development Fees – Nathan West
2. North Olympic Regional Veterans Housing Networks – Minsky Funding Request

PRESENTATION – Kirsten Jewell, Housing Policy Manager, Department of Commerce

Overview of Commerce & Programs

1. 2023 Legislative Overview
2. Growth Management Planning
3. HB1220
4. Middle Housing
5. Key planning research (AHAB Plan, Pathways to Housing, HB1220 Projections, Workforce Studies)
6. Technical Assistance Opportunities

APPROVAL OF MINUTES

- Minutes – October 6, 2023

ACTION TAKEN Sharon Maggard moved to approve the minutes, Cheri Tinker seconded motion; motion passed unanimously.

HOUSING SOLUTIONS COMMITTEE
MINUTES of November 3, 2023
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OLD BUSINESS

1. Connecting Housing Infrastructure Project – Habitat for Humanity

- Colleen Robinson, Executive Director for Habitat for Humanity reported that the Chip grant infrastructure for Habitats 52-unit project on Brownfield Rd and Sequim Avenue has been submitted to Department of Commerce, she thanked the City of Sequim for their assistance with filling out the application.

2. Community Land Trust

- Timothy introduces Kellen Lynch with Olympic Housing Trust, Kellen spoke briefly about the Olympic Housing Trust, he will make a formal presentation on December 1st.

NEW BUSINESS

1. Port Angeles Development Fees

- Nathan West outlined there are no fees for accessory dwelling units, duplexes, triplexes, fourplexes, cottage housing, caretaker units, apartment complexes, town home developments, multi-family housing, group homes, permanent supportive housing, emergency housing, adult family homes and homeownership programs. No fee for the permit, SEPA, no fee for the other permits required along the land, clean, short plat. Nathan also said it's important to share that Yes, we have adjusted fees relative to single family and other developments outside of the housing realm. But for now, we still are very comparable to other jurisdictions. With that. In fact, we did a detailed study to look at where we stand relative to those other jurisdictions.

2. Consolidated Entry Report

- Sharon Maggard outlined the 2023 Consolidated Entry Report as required by the State of Washington. She highlighted where the number came from including American Communities Surveys and the Office of Financial Management. She said this was her first year doing this report and would hope to build on it in the future.

3. North Olympic Regional Veterans Housing Networks – Minsky Funding Request

- Cheri Tinker brought forth a request for \$200k for the remodel of Minsky Place located in Sequim. Cheri outlined the history of NORVHN acquiring Minsky Place when the fire alarm for the Courthouse sounded and the BOCC Chambers had to be evacuated.

ADJOURNMENT

- The meeting adjourned at 10:20 a.m. due to fire alarm and meeting never came back in session.

NEXT MEETING DATE

- Next meeting is scheduled for December 1, 2023, at 9 a.m.

**2024 CLALLAM COUNTY
AFFORDABLE AND SUPPORTIVE
HOUSING GRANT APPLICATION**

**2024 CLALLAM COUNTY AFFORDABLE AND SUPPORTIVE
HOUSING GRANT SUMMARY PAGE FUNDING REQUEST**

Project Name: _____

Project Organization: _____

Application for: ☐ Permanent Supportive Housing
 ☐ Affordable Housing

Requested Funds Amount: \$ _____

Matching/In-kind Funds Amount: \$ _____

Project Contact:

Street Address:

City:

State:

Zip:

This agency is: (please select one of the following)

- ☐ Non-profit organization defined by Section 501(c)(3) of the Internal Revenue Code
☐ For-profit entity
☐ Public Housing Authority

Federal Tax ID Number: _____

CERTIFICATION by Authorized Agency Representative (Board President, CEO or another person authorized to bind the agency in a contract)

Print Name

Title

- Applicant certifies that these funds will be used as described in this application unless a change has been mutually agreed upon between Contractor and Clallam County Board of County Commissioner. Substantive amendment request will also require the approval of the Clallam County Housing Solutions Committee.
- Applicant certifies that the information in this application is true and correct.
- Applicant certifies that it has no outstanding obligations to the County with respect to housing funds.

Signature

Date

**2024 CLALLAM COUNTY
AFFORDABLE AND SUPPORTIVE PERMITTED USES
FOR HOUSING FUNDING REQUEST**

Permitted Uses of Funding under RCW 82.14.530 (1590):

A minimum of sixty percent of the moneys collected under this section must be used for the following purposes:

1. Constructing or acquiring affordable housing, which may include emergency, transitional, and supportive housing and new units of affordable housing within an existing structure, and facilities providing housing-related services, or acquiring land for these purposes; or
2. Constructing or acquiring behavioral health-related facilities, or acquiring land for these purposes; or
3. Funding the operations and maintenance costs of new units of affordable housing and facilities where housing-related programs are provided, or newly constructed evaluation and treatment centers.

The affordable housing and facilities providing housing-related programs in (a)(i) of this subsection may only be provided to persons within any of the following population groups whose income is at or below sixty percent of the median income of the county imposing the tax:

1. Persons with behavioral health disabilities.
2. Veterans.
3. Senior citizens.
4. Persons who are homeless or at-risk of being homeless, including families with children.
5. Unaccompanied homeless youth or young adults.
6. Persons with disabilities.
7. Domestic violence survivors.

The remainder of the money collected under this section must be used for the operation, delivery, or evaluation of behavioral health treatment programs and services or housing-related services.

Permitted Uses of Funding under RCW 82.14.540(1406 Funding)

The moneys collected or bonds issued under this section may only be used for the following purposes:

1. Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385 (Behavioral health administrative services and managed care organizations—Mental health and substance use disorder treatment programs—Development and design requirements).
2. Funding the operations and maintenance costs of new units of affordable or supportive housing; or
3. For providing rental assistance to tenants.
4. The housing and services provided pursuant to subsection (6) of this section may only be provided to persons whose income is at or below sixty percent of the median income of the county or city imposing the tax.

**2023 CLALLAM COUNTY
AFFORDABLE AND SUPPORTIVE NARRATIVE FOR GRANT PROPOSALS
HOUSING FUNDING REQUEST
Limited Narrative to five (5) pages**

Project Name:

Amount requested: \$

Funding Sources

1406 Funding ____

1590 Funding ____

1. Project Description

- A. Describe your project. Include what housing you will provide, and where housing will be delivered. Provide a timeline for implementation. Discuss how the goals of this project will affect housing in Clallam County.

2. Threshold Requirement

- A. What is the target population you intend to serve, and what is that populations' unmet need or gap in housing you propose to address? How many people in Clallam County need the housing you propose, and what method did you use to estimate that number? How many individuals within this target population will you house during the grant period?
- B. Is the Project ready to use the funding now or are there actions to be taken before the Project can begin? If so, what are those actions?
- C. Could the Project be scaled (including the per unit cost of the Project)?
- D. Have additional funds been requested and received or committed to this project? Identify the sources for those requests and the status of the requests.

3. Impact of Funds

- A. Provide a **Budget Narrative** that is as comprehensive as possible outlining all proposed expenditures including labor and materials

B. Do the submitted budgets incorporate Prevailing Wage requirements?

- ☐ - Yes – *Identify the wage rates used:*
- ☐ State Prevailing Wage – Residential
 - ☐ State Prevailing Wage – Non-Residential
 - ☐ Davis-Bacon – Residential
 - ☐ Davis-Bacon – Non-Residential
- ☐ - No.

A. Discuss how the applicability of state or federal prevailing wage rates were determined.

- Be explicit about what assumptions were made when determining wage rates.
- If the Washington State Department of Labor & Industries provided a determination of wage rates for this project, include documentation of the determination as an attachment.

B. Describe the process used to solicit bids and select construction contractors (general and subcontractors), consultants, and other professional services to secure competitive fees.

Be sure that this process complies with the bidding and selection requirements of the project's proposed funding sources

4. Organizational Capacity

A. Provide a brief description of your internal governance and leadership structure.

B. Provide a description of your basic managerial and fiscal structure including housing management, accounting, and internal controls. Summarize the results of your Agency's (or your unit of financial independence) most recent audit and/or administrative inspection. Include description of any disallowed costs, questioned costs and administrative findings. Explain your plan or response to any findings.

Applicants must submit one **copy of their most recent audit report**, including any "Management Letter" and/or all other correspondence referred to in the audit report, along with the applicant's response to the audit and corrective action plan, if any. If an applicant has not been audited within the last two (2) years, a certified "Current Financial Statement" must be submitted in lieu of an audit report.

- C. Provide evidence and examples of similar projects implemented and managed which demonstrates the ability of the organization to successfully implement and manage publicly funded projects in a timely manner, within budget, and consistent with funding requirements.
- D. Provide a complete list of staff positions for the project, including the Project Director and other key personnel, showing the role of each and their level of effort and qualifications.
- E. If this is a collaborative project, identify the other partners involved, their role, and your role. If you are partnering with another agency/agencies, *attach their letter of commitment.*

Operating Pro Forma Details

Project Name

Operating Expense Estimates

Operating Expenses- Yearly Estimates

Management - On-site	
Management - Off-site	
Accounting	
Legal Services	
Insurance	
Real Estate Taxes	
Marketing	
Security	
Maintenance and janitorial	
Decorating/Turnover	
Contract Repairs	
Landscaping	
Pest Control	
Fire Safety	
Elevator	
Water & Sewer	
Garbage Removal	
Electric	
Oil/Gas/Other	
Telephone	
Other (identify and include cost estimate for each)	

Housing Solutions Committee 2023/24 Goals and Objectives

Goals and objectives – Sub Committee teams

1. Increase housing supply – drive innovation and efficiencies in local affordable and workforce housing development; provide incentives to attract builders

- a. Draft Objectives:
 - i. Establish a county-level land bank to buy up and reserve properties
 - 1. Seek conversion of underutilized commercial properties and buildings
 - 2. Pursue derelict properties
 - ii. Task jurisdictions to reduce local requirements and create permitting process that are streamlined and effective
 - 1. Develop policies to decrease city/county fee structures
 - iii. Incentivize developers with significant decreases in permitting/impact/engineering/utility hookup fees
 - iv. Target resources to build a multi-family project by 2024 to illustrate the local market for lenders and multi-family developers
 - v. Engage Clallam PUD and ports to help enable more housing
 - vi. Engage Peninsula College, school districts and other partners to boost trades training and recruitment
 - vii. Review funding options to decrease or subsidize housing-related infrastructure costs
- b. Potential Metrics:
 - i. Increase year over year new unit starts by 50%
 - ii. Ensure range of new housing production, targeting starter homes and rentals affordable to low- and moderate-income households

2. Increase affordable housing for low-income households – develop and implement model project/s using public funding

- a. Draft objectives:
 - i. Use existing templates to develop a request for proposal with specific quantifiable requirements.
 - 1. Allocations should be able to quantitatively prove need, financial forecast, etc.
 - 2. Explore developing a single RFP to use all existing public housing funds
 - a. Check off for fund source
 - 3. Review teams will be made up of a small but diverse team who shall have no interest in organizations applying
 - ii. Use the 2021 affordable housing plan to update and create a pipeline approach
 - 1. Create capacity to aggressively pursue state funds for projects
 - iii. Develop an ongoing land bank for affordable housing projects
 - iv. Promote and support manufactured/RV parks for affordable housing
 - v. Pursue options to purchase and remodel motels
 - vi. Build shelter on the west end of Clallam County
- b. Potential Metrics:
 - i. Target adding 100 new affordable units each year across the county
 - ii. Develop an organized pipeline of proposed projects that cover 5 years into the future

3. Create multi-jurisdictional task force to develop short term rental policy approaches

a. Metrics:

- i. Develop appropriate county/city policies in 2023 to incentivize and/or limit STRs that remove housing from the rental market

b. Action options:

- i. Create interjurisdictional work group to review codes and ordinances in other regions and make recommendations
- ii. Research the actual impact of STRs on the market and model ordinances; and enforcement options
- iii. Craft proposed ordinances for county/cities leaders to consider

2024 Housing Solutions Committee Work Plan

1. HSC will provide housing-focused comprehensive plan review.
 - a. HSC staff will offer assistance to jurisdictions when requested on comprehensive plan updates that are responsive to the Countywide Planning Policies (CPP) Housing Chapter policies and meet the HSC's recommended housing-related comprehensive plan review standards. Technical assistance will include a resource for documenting the history of racially discriminatory and exclusive housing and land use practices in jurisdictions.
 - b. The HSC will offer comprehensive plan review process on jurisdictions that opt in to early comprehensive plan review, improve the process, and then review other plans publicly released prior to the potential ratification of the CPPs in early 2024.
2. Develop a process to collect data, report on, and compare jurisdictional progress to plan for and accommodate housing needs of all types.
 - a. HSC staff will update the current Affordable Housing Dashboard with limited new information to inform ongoing comprehensive planning.
 - b. The HSC will establish metrics to measure progress toward planning for and accommodating jurisdictional housing needs consistent with the CPPs and Regional Affordable Housing Task Force recommendations and compare jurisdictional efforts.
 - c. HSC staff will develop a survey to collect jurisdictional data.
3. Partner with the nonprofits to advance housing priorities of communities most disproportionately impacted by housing cost burden (contingent on funding)
 - a. The HSC will continue to offer recommendations to the Clallam County BOCC that reflect the housing priorities, including recommendations for potential joint projects with all geographical regions within Clallam County. The Table will begin implementing their final December recommendations report to determine how to maximize their impact.
4. Support local, state and federal affordable housing requirements.
 - a. The HSC will review the status of their 2023 state legislative priorities and discuss which enacted state legislation necessitates further HSC analysis and engagement.
 - b. The HSC will potentially make recommendation to the Clallam County BOCC for 2025 state legislative priorities.
5. County-owned properties for possible housing opportunities
 - a. Work with interdepartment agencies to GIS and catalog