



AGENDA
CLALLAM COUNTY
HOUSING SOLUTIONS COMMITTEE
223 East 4th Street, Room 160
Port Angeles, Washington
September 2, 2022 – 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: 875 561 7844 and passcode: 12345

If you would like to participate in the meeting via Zoom video conference, visit <https://zoom.us/j/8755617844> and use meeting ID: 875 561 7844 and passcode: 12345

This meeting can be viewed on a live stream at this link: <http://www.clallam.net/features/meetings.html>

Public comment and questions can be directed to the Clerk of the Board at 360-417-2256 or agores@co.clallam.wa.us.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

PUBLIC COMMENT – Please limit comments to three minutes

APPROVAL OF MINUTES

- Minutes – August 5, 2022

BUSINESS ITEMS

- Update on staffing
- Proposal from Paul Knox for consulting

REPORTS AND PRESENTATIONS

- Holden Fleming – Housing Coordinator, City of Port Angeles

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – October 7, 2022 at 9 a.m.

ADJOURNMENT

Housing Solutions Committee

Draft Minutes August 5, 2022



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of August 5, 2022

MEETING OF THE HOUSING SOLUTIONS COMMITTEE

Chair Christy Smith called the meeting to order at 9 a.m., August 5, 2022. Also present were Randy Johnson, Donella Clark, Lowell Rathbun, Gregory McCarry, Shawn McCourt, Shawn Washburn, Sarah Martinez, Colleen Robinson, Colleen McAleer, Glenn Ellis, Michael Sivia, Wendy Sisk, Sharon Maggard, Rod Fleck and Cheri Tinker. Nathan West, Leslie Bond, Kathy Morgan and Caleb McMahon are excused.

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: None

APPROVAL OF MINUTES

- Minutes – July 1, 2022

ACTION TAKEN: McCarry moved to approve the minutes as presented, Sivia seconded, motion carried

BUSINESS ITEMS

- Housing Solutions Committee Roles and Responsibilities Purpose Review
- Smith briefed the Housing Solutions Committee (HSC) Members on the Roles and Responsibilities. Commissioner Ozias provided detailed information on what the BOCC expects from the HSC. Commissioner Johnson discussed funding, project examples and legislation. HSC Members held discussion.

REPORTS AND PRESENTATIONS

- University of Washington Housing Affordability Index
- Target Wage for affordable housing
- Owner Occupant Ratio in Clallam County

Daniel A. Underwood – Olympus Consulting provided a presentation on Prosperity for Working People in Clallam County. HSC Members held discussion regarding the presentation.

Colleen McAleer – Clallam County Economic Development Council provided a presentation on Residential Analysis.

NEXT MEETING DATE

- September 2, 2022 at 9 a.m.

ADJOURNMENT

Meeting concluded at 10:04 a.m.

Housing Solutions Committee

Business Item

Update on Staffing

The job description is intended to describe the general nature and level of work being performed by the incumbent and is not to be construed as an exclusive list of responsibilities, duties and skills required by the incumbent on this position. The job description does not imply an offer of employment, nor a contract for employment. It is subject to change at the discretion of the employer.

Job Title: Housing Solutions and Grants Coordinator

Salary Range: 67

Department: Board of County Commissioners

Reports to: County Administrator

Pages: 1-7

Summary

The responsibilities of this classification are designed to identify projects and work collaboratively with housing providers, builders, real estate professionals, non-profit agencies and local governments that could help alleviate the housing challenges facing residents of Clallam County. Individuals assigned to this classification are expected to apply extensive knowledge of county government processes, granting efforts, stakeholder coordination and project management.

Scope of Responsibility

Incumbent is responsible for the organization, coordination and development of options and opportunities to address housing challenges for individuals and families. Special emphasis will be focused on household incomes below 120% of Area Median Income (AMI). The position maintains formal and informal connections with the Clallam County Economic Development Council, Housing Solutions Committee and other community groups, facilitating further cooperation and opportunities for addressing chronic issue of accessing affordable housing.

An additional responsibility is the organization, tracking, and management efforts for multiple grant and revenue sources while ensuring compliance with specific terms and conditions associated with each type of revenue. The incumbent will track the progress, expenditures, reimbursements, deadlines, and reporting compliance for the multitude of County grant sources.

Work includes liaison between granting sources, non-profit agencies, government officials, Clallam County's Department of Finance, Community Development, Environmental Health, and other government entities, both municipal and tribal.

Apply extensive, in-depth knowledge of project analysis and management using modern systems, methods, practices and procedures utilized in project research and documentation, ensuring the adherence to sound principles of business management.

Works in conformance with generally prescribed policies while operating with appreciable latitude for independent action and decisions commensurate with demonstrated ability. Operate within the scope of authority and with the County Administrator's approval in matters requiring deviation from established policies and in matters having major impact or long-range effects.

Report to the County Administrator and Clallam County Board of Commissioners on effectiveness measured primarily through a dashboard of performance measures, reports, conferences, occasional check of in-process work and review of results achieved.

Typical Duties

- Develop and administer housing, community development and economic development programs
- Design long-term strategic planning efforts to achieve best outcomes
- Participates in community outreach efforts including advisory groups
- Organizes Housing Solutions Committee Meetings working with the Chair
- Performs field work in coordination of program goals with partner agencies and departments
- Create and monitor budgets as associated with this position
- Prepare administrative reports for committees, task forces, the public and Board of County Commissioners
- Write technical components of proposals including budget justifications, facilities analysis and descriptions, and programmatic elements
- Ensure quality control of applications and advocate for projects through grant making process
- Build and maintain strong partnerships with stakeholders, committees, the public and department staff
- Prepare and submit progress reports according to Grantor, and revenue source requirements
- Provide technical advice and interpretation of regulations to department staff and stakeholders
- Performs project research, analysis, develops recommendations and prepares reports as directed by the County Administrator
- Provide expertise in grant procurement management, oversight, and meeting federal, state Grantor, and County/City requirements
- Maintains a searchable inventory of all county grants
- Conducts a cost assessment for each granting opportunity to include staffing, administration and indirect calculations
- Identifies and coordinates reportable requirements for each grant
- Identifies methods for improving and strengthening internal controls
- Identifies risks and deficiencies globally, specific to county departments or to individual programs
- Develop grant monitoring plans and ensure monitoring activities are being performed consistent with the monitoring plan
- Conduct periodic review to ensure county policy is in alignment with all current Uniform Guidance standards (CFR Part 200)
- Perform any other related duties as needed or directed

Essential Functions

- Exercise sound judgment in the performance of assigned duties on the basis of law, applicable policies and procedures, and ethical responsibilities
- Prepare clear, concise, coherent, and grammatically correct written work product
- Establish and maintain positive and effective working relationships with those contacted in the course of work
- Communicates effectively both verbally and in writing. Deals tactfully and courteously with the public, coworkers, and other County employees, occasionally in difficult customer service situations.
- Is able to analyze complex issues and impacts, provides clear direction, and adopts an effective course of action or presents alternative solutions.

- Exercises sound, ethical judgment in the decision-making process.
- Good communication skills in representing Clallam County to other agencies and the public.
- An effective decision-maker, who makes short- and long-range plans, programs and goals.
- Able to establish high standards of performance for the department and maintain accountability standards.
- Politically astute, with excellent verbal and written communications skills.
- Skill in communicating with people of diverse backgrounds
- Regular, reliable and punctual attendance.

Key Competencies all Clallam County Positions:

- Ethics and Integrity: Respects and maintains confidentiality. Earns trust, respect, and confidence through honesty, forthrightness, and professionalism in all interactions
- Valuing Diversity: Help create a work environment that embraces and appreciates diversity treats all with acceptance and respect; and values diverse perspectives
- Communication: Effective communication skills to convey thought and information clearly and concisely to a broad audience. Strong writing and editing skills
- Relationship Building: Proven skills to create and maintain effective teams and partnerships
- Multi-tasking: Proven multi-tasking skills with the ability to handle multiple assignments in various stages simultaneously. Ability to work in a fast-paced environment with changing priorities
- Analytical Skills: Analytical skills with exceptional attention to detail

Qualifications

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Knowledge of the job assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description

Knowledge of customer service etiquette

Knowledge of relevant information, including applicable policies, procedures, laws and regulations

Knowledge of specialized terminology

Knowledge of software applications; keyboarding skills (may vary according to position assignment)

Knowledge of appropriate physical standards for computer work such as appropriate seating, arm and/or wrist use

Knowledge and proficiency in Microsoft Word, Excel, Teams, and Outlook; Zoom meeting platform; and grant tracking software programs

Knowledge of understanding of race & social justice principals and impacts of systemic racism and oppression on communities
Knowledge and experience working with homelessness services including homeless housing programs and emergency shelters
Knowledge and understanding of the real estate and property development processes
Demonstrated commitment to excellence

Skill in:

Skill and experience writing or managing budgets with municipal, state and federal funds
Strong skill in technical writing and editing
Skill in interpersonal relationships
Skill in organization
Skill in being analytical
Skill in research skills
Skill in problem-solving and troubleshooting
Skill in conflict resolution
Skill in oral and written communications
Skill in word processing, spreadsheets and specialized software programs
Skill in adapting to changes in work load demand
Skill in working on multiple projects simultaneously
Skill in maintaining confidentiality of sensitive matters
Skill in responding to emergencies
Skill in following oral and written instructions
Skill in composing/generating and editing correspondence
Skill in communicating with people of diverse backgrounds
Skill in meeting deadlines
Skill in working in stressful environments
Skill in prioritizing work
Skill in working independently
Skill in working in a team setting
Skill in determining validity of information received
Skill in reading and interpreting applicable documents specific to position assignment

Ability to:

Ability to demonstrate competency in required job skills and knowledge
Ability to communicate clearly and effectively, both verbally and in writing, with coworkers, other government agencies, contractors, and the general public
Ability to work independently and as part of a team, coordinating with others to facilitate teamwork
Ability to perform multiple tasks simultaneously under tight deadlines, prioritizing work and managing own time
Apply common sense understanding when carrying out instructions furnished in written or oral form
Ability to keep abreast of current developments using available resources effectively
Ability to be inquisitive
Ability to be methodical and logical
Ability to demonstrate attention to detail
Ability to demonstrate accuracy and thoroughness at all times

- Ability to be organized, showing excellent administrative skills
- Ability to select and use appropriate communication methods
- Ability to get along well with others
- Ability to cooperate in a team environment
- Ability to problem solve in a group environment
- Ability to confront difficult situations while maintaining objectivity
- Ability to keep emotions under control
- Ability to establish and maintain effective relations
- Ability to exhibit good listening and comprehension+
- Ability to plan, organize, prioritize, implement and manage a wide variety of tasks with competing priorities to meet deadlines while maintaining a high degree of attention to detail
- Ability to read and interpret legislation and provide advocacy
- Ability to maintain an accurate and up-to-date knowledge of current trends in the community development field
- Ability to demonstrate customer service skills
- Ability and experience interacting with department staff and leadership in project management context
- Ability and experience providing technical assistance to strengthen compliance with contract terms or service delivery
- Ability and experience working in the human service/housing fields
- Ability and experience staffing or facilitating small and/or large group community meetings
- Ability to meet attendance standards necessary for successful job performance

SUPERVISORY CONTROLS:

This position performs work under general supervision and direction of the County Administrator

GUIDELINES:

Guidelines include federal, state, grantor, county, city, and department policies and procedures. These guidelines require judgement, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK:

- The work consists of varied routine and highly technical clerical, administrative, budgetary, management and planning duties. Changing priorities and working with multiple stakeholders contributes to the complexity of the position.
- The purpose of this position is to manage and direct all aspects of proposal development and administration of County-managed housing and community development related grant programs and contracts and provide administrative support for County Commissioner implement community-based planning and economic development projects. Successful performance contributes to positive growth and positive community benefits.
- This individual will also monitor and recommend to the Housing Solutions Committee potential legislative changes at the local and state level that benefit housing availability and cost. Other duties will also include reviewing and recommending other forms of alternative housing.

CONTACTS:

Position maintains a very high profile in the community with media exposure and frequent contact with the public, other agencies and other elected and appointed officials within the County. Regular, extensive interaction will occur with citizen advisory groups and County staff. Ability to establish and maintain effective working relationship is required. Requires the skills and ability to keep multiple tasks on target in a positive and organized way.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY:

Not a supervisory position. Will coordinate multiple functions and work extensively with Departments, and allied agencies throughout the County to deliver services and information to the public.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in urban, regional, or planning; business or public administration; a human services field, or any other closely related field is preferred (or a combination of education and/or training and/or experience which provides an equivalent background required to perform the duties and responsibilities of the position).
- A minimum of two years' professional experience in grant and contract administration, budget management, planning, and human services administration.
- Prefer experience in municipal government sector and/or building community with strong administrative background

PHYSICAL DEMANDS / WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Most duties are typically performed in an office setting while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- Some field work will be required throughout project development. Use of County vehicle may be required.
- Primary job conditions include working in a climate-controlled environment and will require extended period of sitting, typing, telephone use, and evaluation of quantitative data.
- Must be able to work with a minimum of supervision.
- May be required to attend various outside training programs.
- Position required working some weekend and frequent evening meetings.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Licensing/Certification Requirements

Washington State Driver's License

U.S. citizenship (selected positions)

Drug testing (selected positions)

Pass Background Check
Pass OSHA/Designated Required Training

Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.

High Exposure Designation

The employee assigned to this position may work within a high exposure classification as defined under the Occupational Safety & Health Act and Washington Administrative Code governing Washington Industrial Safety & Health Act for blood borne pathogens protocols.

Essential Worker Designation

The employee assigned to this position may be designated as an “essential worker.” Essential workers are required by the county to respond and perform work functions during an emergency in order to ensure the protection of the health, safety, and welfare of the citizens of Clallam County and public facilities and property located therein. The county maintains the right to recall essential workers during any emergency and/or as necessary to restore governmental functions during extended emergencies.

Requirement for Confidentiality

The employee assigned to this position works in the capacity of a confidential employee and is required to maintain confidentiality with regard to a broad range of matters including, but not limited to: employee performance, the management of protected health information, and matters protected by the attorney – client privilege. Any breach of this requirement of employment may result in immediate discipline, up to and including termination.

General Disclaimer

The statements contained herein reflect general details as necessary to describe the principal functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. The individual may be directed to perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Housing Solutions Committee

Business Item Consulting

To: Commissioner Randy Johnson and Christy Smith
 From: Paul Knox and Beth Doglio
 Re: Clallam Housing Solutions group facilitation proposal
 August 10, 2022

Overview

Our proposal goals are to provide project management, facilitation, and policy support to the Clallam Housing Solutions Committee (CHSC) through November 2022. Our suggested objectives include:

- Engage Committee members via surveys and interviews to gather their insights about housing needs and priorities – based on Clallam BoCC mission/objectives for CHSC.
- Facilitate two group meetings and a retreat that provide team building and develop strategic focus, action priorities and structure.
- Assist, advise and support the transition process for the newly hired county housing director.

Below is our proposal action timeline for your thoughts and comment. Developing this proposal led us to questions regarding decision-making expectations, meeting timeline and related questions. We suggest meeting to discuss follow up on if these meet your goals.

Activity	August – September	October	November - Dec
Committee Engagement and Planning	• Develop and conduct survey to gauge priorities, information needs, structure, and process insights • Follow up with interviews/small group meetings • Plan and facilitate Sept meeting ○ Initial discussion of group structure options ○ Learning session TBD	• Plan and facilitate October meeting ○ Review/discuss survey results ○ Establish structure: steering team, sub committees, etc. ○ Prepare members for the retreat	• Facilitate 2 in-person retreats - Parts 1 & 2 ○ 2 hours each • Desired outcomes: ○ Clarify strategic focus and priorities ○ Set timeline of activities and work process ○ Sub-team breakouts ○ Prepare state advocacy agenda and plan ○ Social time following
Research best practices and options for this work	• Research models of how other communities are organized • County/cities collaboration options • Develop draft options for structure and organizing work clusters per CHSC objectives	• Prepare meeting materials and summary presentations	• Prepare meeting materials and summary presentations • Consult and support housing director in their transition

Proposal Cost

- Cost will be up to \$_____ with semi-monthly invoices and progress reports

THE CITY OF
PORT ANGELES

Pursuing Housing for All

Holden Fleming, AICP
September 2, 2022



Agenda

- 2017 VS Today
- Select Housing Actions Since 2016
- New Temporary Building Permit Fee Waiver Program
- Moving Forward



2017 VS Today

19,872	←	Population	→	20,200
40-49K	←	Income	→	48,567
9,382	←	Housing Units	→	9,661
230k	←	Housing Cost	→	450K



Selected Housing Actions Since 2016 Comp Plan Update

- Townhouses become allowed use (2017)
- ADU design standards adopted (2017)
- ADUs as an accessory use (2019)
- Duplexes become an allowed use throughout City (2019)
- Housing Action Plan adopted (2019)
- Minimum lot size in R7 zone reduced to 3,500 sq.ft.(2021)
- Utility Base-rates waived for ADU housing (2022)

September 2, 2022



New Temporary Building Permit Fee Waiver Program

- Beginning August 1, 2022, and until September 1, 2023, certain building types may be eligible to have their associated building permit fees waived.
- ADUs, Duplexes, Triplexes, Cottage Developments, and Multifamily Developments may qualify.
- To qualify, a unit must be reserved for families at or below 80% AMI until September 1, 2028.
- One unit of the housing development can be occupied by the developer/owner and still fully qualify for the fee waiver.

September 2, 2022



Moving Forward

- Updates to Title 17 adding flexibility for development
- Potential provisions for transitional housing/safe parking
- ADU/Duplex/Infill Housing permit ready plan sets
- Comprehensive Plan update for 2025

September 2, 2022



Bottom Line

- Housing remains the #1 priority for Port Angeles
- Port Angeles continues to look for ways to remove barriers to housing development
- More than just SFD is needed
- A community approach is essential

September 2, 2022



Questions and Discussion

September 2, 2022



Thank you.

Holden Fleming, AICP
Housing Coordinator- City of Port Angeles
HFleming@cityofpa.us 360-417-4755

September 2, 2022





TEMPORARY BUILDING PERMIT FEE WAIVER FREQUENTLY ASKED QUESTIONS

1. What is the Temporary Building Permit Fee Waiver?

Beginning August 1, 2022, and until September 1, 2023, certain building types may be eligible to have their associated building permit fees waived.

2. What building types qualify?

ADUs, Duplexes, Triplexes, Cottage Developments, and Multifamily Developments may qualify.

3. What is the qualifying requirement for these building types?

To qualify, a unit must be reserved for families at or below 80% AMI until September 1, 2028.

4. What is AMI?

AMI stands for Area Median Income and is calculated by the Department of Housing and Urban Development (HUD).

5. What if the developer/owner wants to live in a unit?

One unit of the housing development can be occupied by the developer/owner and still fully qualify for the fee waiver.

6. What if only half of the units qualify for this waiver?

Half of the standard building permit fee would be waived.

7. How long does a unit have to stay affordable?

All housing units taking advantage of this fee waiver must remain affordable until September 1, 2028, a period of 5 years.

8. What happens if a housing unit exits this program early?

The owner who signed the fee waiver would be responsible for paying the original building permit fee, plus 10% for every year left on the program.

9. What happens if I sell the property?

If you sell the property to a family at or below 80% AMI, nothing will happen. If the property is sold to someone above the 80% AMI income threshold, you would be responsible for covering the original building permit fee, plus 10% for every year left on the program.

Commented [JS1]: Suggestion: the property will continue to qualify for the waiver.

Commented [JS2]: Who? The seller?



PORT ANGELES
WASHINGTON, U.S.

DEPARTMENT OF
COMMUNITY & ECONOMIC DEVELOPMENT

10. Does this waiver remove the requirement for getting a building permit?

No. All housing developments still require building and development permits. However, building fees are waived if the housing is reserved for families at or below 80% AMI.

11. How does the City of Port Angeles certify that a housing unit is reserved for those at or below 80% AMI?

The developer/owner self certifies the project at the time of development and a notice to title is filed with the County Auditor.

Commented [JS3]: Suggestion: and files a Notice to Title with the County Auditor's Office.

"Where the mountains meet the sea"

360 417 4750 ced@cityofpa.us www.cityofpa.us
321 E 5th Street Port Angeles WA 98362