



AGENDA
CLALLAM COUNTY
HOUSING SOLUTIONS
COMMITTEE

223 East 4th Street, Room 160
Port Angeles, Washington
November 1, 2024 – 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

1. October 4, 2024

PRESENTATIONS – Bruce Emery – GMA Comp Plan Update

PUBLIC COMMENT – Please limit comments to three minutes

OLD BUSINESS

1. Bylaws Amendments

NEW BUSINESS

1. Housing Registry
2. 2025 Legislative Agenda
3. 2025 Housing Trust Funds Strategic Planning

REPORTS

1. Community Update

PUBLIC COMMENT – Please limit comments to three minutes

NEXT MEETING DATE – December 6, 2024 at 9 a.m.

ADJOURNMENT 10:00 AM



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of October 4, 2024

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Chair Christy Smith called the meeting to order at 9:04 a.m.

Present: Colleen McAleer, Commissioner Randy Johnson, Colleen Robinson, Caleb McMahon, Greg McCarry, Sharon Maggard, Cheri Tinker, Rod Fleck, Leslie Bond, Sarah Martinez, Nathan West, Glenn Ellis, Shawn Washburn, Christy Smith, Bruce Emery, Greg McCarry and Wendy Sisk.

Absent: and Shawn McCourt.

Commissioner French and Ozias were present.

Staff: Timothy Dalton

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Commissioner Johnson moved to approve the agenda, Nathan West seconded, motion passed unanimously.

APPROVAL OF MINUTES

- Minutes – August 2, 2024

ACTION TAKEN: Wendy Sisk moved to approve the minutes with the correction of Rod Flecks name, Shawn Washburn seconded motion; motion passed with Bruce Emery abstained he was absence.

PUBLIC COMMENT –

1. **James Taylor**, Port Angeles, stated he may have been a little harsh with comments made during the September Housing Solution Committee but is glad the committee is here, he was concerned with the price of the North View Apartment not the fact it was being built. He has concerned that the house moved was sitting is red tagged. He spoke about the private sector being involved in the group and how to work with them for infill housing.

OLD BUSINESS

1. **At-Large Position** – Nathan reported the subcommittee of had interviewed the candidates and was really encouraged by the number of applications for this position. Nathan stated the one factor that main recommending Steve Workman for the At-large position on the Housing Solutions Committee. Stephen Workman has a degree in both Architecture and Construction Management from the University of Washington and over 20 years in the building and remodel experience.

Action Taken – Christy called for a motion to approve Stephen Workman for the At-Large position, Wendy Sisk move3d to approve, Nathan West seconded, motion passed unanimously.

2. **Homelessness 5yr-plan** – Staff provided update concerning the Commerce Homelessness Taskforce 5 yrs plan, which will also align with the GMA Comp Plan process, consultant has been identified who is Paul Knox of KnoxWorks, who was the consultant for HSC and the process is moving forward.

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NEW BUSINESS

1. 1406/1590 Projects Updates

- a. **Peninsula Behavior Health (PBH) 5th and Fir Group Home** – this project is a 1406 project due to the nature of it being a rehabilitation of an existing home which was house, then turned into office space and is now being put back housing. Wendy Sisk CEO for PBH reported the project in on budget and an Open House/ribbon cutting is set for October 16th at 4pm. Three off five residents have been identified.
- b. **Peninsula Behavior Health (PBH) North View Apartments (2nd and Oak)** Wendy outlined the project and stated about Mr. Taylor comments; yes, it is expensive, but it is what it cost to meet the state's requirements when building affordable housing, PBH has submitted for permits and are working their way through the system. One of the houses has been removed; and they are filling in the in the old foundation to remove the main house on the corner. Bids packet and notification to bid have been sent out and PBH is receiving calling concerning the project. Bid opening is scheduled for Wednesday, November 13th and Tim has been invited to assist in the process. PBH has applied for Apple Health and Homes for \$5 million and \$1.9 million in HTF funding.
Shannen Cartmel, Deputy Director of City of Port Angeles Community Development provided update on the relocation of the two houses on 2nd Ave. to 3rd Ave. the first house is waiting on wastewater modeling and then will be able to set the foundation. The individual will be receiving some funding to assist with the relocation.
- c. **Peninsula Housing Authority - Eklund at Gales (7th and Gales)** Sarah Martinez reported they received third party cost analysis on Sept. 3rd and initial estimated of about \$6.3 million came back considerably higher at \$9.1 million with a majority in mechanical (i.e. electrical, HVAC and plumbing) and the Washington energy codes. They submitted to HTF for funding and will wait to see how the 2024 cycle goes. They are also AHP loans and request \$1.9 million and will explore long term debt.

2. **Harvard Joint Center for Housing** – Commissioner Johnson presented Harvard's Joint Center for Housing 2024 Affordable Housing Study for housing cost strain both homeownership and rental units.

REPORTS

1. **Clallam County DCD** – Bruce mention losing Chief Deputy Director due to the lack of affordable Housing, employee moved to Kentucky due to the difference in affordable living.
2. **Clallam EDC** – Colleen McAleer reported the Opportunity Fund Board planning a planning a meeting for application. They are thinking they will have 5 applications.
3. **Sarge's Veteran Support** – Cheri Tinker reported the OPHCC community meeting concerning creating a workforce apartment.
4. **Peninsula Housing Authority** – has an opening for Director of Finance
5. **Habitat for Humanity** – October 7th is World Habitat Day
6. **Serenity House Fall Funder** – Friday, October 25th 5-7pm

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PUBLIC COMMENT

1. Danny Steiger, Port Angeles – Danny spoke about the affordable housing challenge of financing we really need to be courageous and creative in our efforts to build housing.

NEXT MEETING DATE

- Next meeting is scheduled for November 1, 2024, at 9 a.m.

ADJOURNMENT

- The meeting concluded at 10:05 am

DRAFT

Housing Solutions Committee

Draft

Bylaws Amendments

CLALLAM COUNTY Housing Solutions Committee

Bylaws

Article I-Object

These Bylaws are promulgated and enacted by the Housing Solutions Committee (HSC) for the governance of the HSC.

Article II-Precedence

To the extent any text of these Bylaws is determined to be in conflict with either the state law or the County Code the text of the state law and/or County Code will be controlling. These Bylaws also expressly recognize that state law and County Code may, in the future, be the subject of amendment. Those amended state laws and/or County Code will also be controlling.

Article III-Membership and Terms

- A. Membership of the Housing Solutions Committee was established in Resolution Number 32, which was adopted by the Board of Clallam County Commissioners on March 15, 2022.
- B. The members ~~representing governmental, or quasi-governmental and non-governmental entities~~ shall not have limits on the length of their terms. Accordingly, the following members are standing members:
 - a. Clallam County Commissioner
 - b. Representative of Clallam County Department of Community Development
 - c. Representative of City of Forks
 - d. Representative of City of Port Angeles
 - e. Representative of City of Sequim
 - f. Representative of Peninsula Housing Authority
 - g. Representative of Peninsula Behavioral Health
 - h. Representative of Olympic Community Action Programs (OlyCap)
 - i. Representative of Port of Port Angeles
 - j. Representative of Economic Development Council
 - k. Representative of Tribal Governments
 - l. Representative of Habitat for Humanity of Clallam County
 - m. Representative of ~~North-Olympic-Regional-Veteran's-Housing Network~~[Sarge's Veteran Support](#)
 - n. Representative of Serenity House of Clallam County
 - o. Representative of Healthy Families of Clallam County
 - p. Representative of United Way of Clallam County
 - q. [Representative of Olympic Housing Trust](#)

- r. Representative of North Peninsula Building Association
- s. Representative of Sequim Realtors Association
- t. Representative of Port Angeles Realtors Association
- At-large representative

~~p.~~

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- C. The committee will have one At-Large member is appointed for a three-year term. The individual appointed to this position will be able to reapply during open application process with no limit as the number of times the may serve on the committee.
- ~~C. The following members shall be appointed for a term of three years in lengths. Terms maybe adjusted as necessary to maintain a staggered expiration dates. There will be no limit on the number of terms an individual may serve representing one of the following organization:~~
 - ~~a. Representative of North Peninsula Building Association~~
 - ~~b. Representative of Sequim Realtors Association~~
 - ~~c. Representative of Port Angeles Realtors Association~~
 - ~~d. At-large representative~~
- A full term shall be three (3) years in length and no longer. In order to preserve continuity, terms may be set for varying lengths so that vacancies occur in staggered years. Terms may be adjusted as necessary to maintain staggered expiration dates.
- D. Alternates: Each voting member of the HSC may propose an alternate with full membership privileges to be appointed to attend in their absence. Alternates must be designated in writing by a letter addressed to the HSC staff and chair. Alternates must also apply in the regular manner as a member and be appointed by the Board of County Commissioners.
- ~~D.E. Vacancies: When a vacancy occurs, the vacancy shall be published in an official county newspaper~~
- ~~E. Clallam County will appoint the Commissioners' Office staff to serve as the Administrative Assistant for the HSC.~~
- F. An attorney from the Prosecuting Attorney's Office will provide legal advice and consultation to the HSC in its role as an advisory Board to the County Commission BUT not to individual HSC members.

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Article IV-Purpose of Housing Solutions Committee

The purpose of the Housing Solutions Committee is to assess the need for housing in Clallam County, to identify problems and unmet needs to housing in Clallam County, and to develop recommendations to the Board of Clallam County Commissioners for programs to promote housing solutions in Clallam County and to make recommendations to the Board of Clallam County Commissioners and the Opportunity Fund Board for expenditures of 1406 funds, American Rescue Plan Act Funding related to housing solutions,

Opportunity Fund infrastructure for housing and other funds that can be used for affordable housing.

Article V-Duties of the HSC

The HSC shall report to the Board of County Commissioners annually about the housing needs in Clallam County.

The HSC shall also make annual or more frequent recommendations to the Board of County Commissioners for projects to be funded to promote housing solutions in Clallam County.

Article VI-Meetings

- A. Regular meetings of the HSC shall be held on dates established at the first meeting of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- B. At the first meeting of the HSC, the "members" shall elect a chairperson to run the meetings and organize, with the assistance of the HSC's Administrative Assistant, the agenda for the meetings. The "members" shall also select a vice-chairperson that shall act as chairperson when the elected chairperson is not present.
- C. A record of attendance of HSC members shall be kept for all HSC meetings.
- D. Special meetings of the HSC may be called by the Chair of the HSC and shall be noticed and conducted in a manner consistent with Ch. 42.30 RCW, the Open Public Meetings Act.
- E. The HSC meetings shall be open to the public and members of the media and shall occur in a location that is handicapped accessible.
- F. Public input at HSC meetings shall be limited to that time on the meeting agenda set aside for public input.
- G. Unless otherwise established by the Chair of the HSC, public input (oral testimony) will be limited to three minutes per speaker until such time as all persons wishing to speak have spoken or waived their right to speak, at which time a prior speaker may again speak for not more than two minutes.
- H. HSC meetings will be held in compliance with all health and safety requirements in effect at the time of the meeting.
- I. All meetings will have a minimum of one public comment period.

Article VII-Agenda format

While the Chair has full discretion to establish the agenda for any and all HSC meetings, the following "Order of Business" is offered as a default or template agenda format for possible use:

- Open the meeting at the time set
- Roll call
- Approval of the agenda

- Public comment
- Approval of minutes from prior meeting
- Reports and presentations
- Business items
- Public comment
- Announce date for next meeting
- Adjourn

Article VIII-Quorum

Except as otherwise specifically provided in these Bylaws, the attendance (either in person or electronically) of a majority of the full membership of the HSC shall constitute a quorum for the transaction of business.

Article IX-Voting

- A. A majority vote of the HSC members present and forming a quorum shall be sufficient for adoption of any motion, including recommendations to the County Commission.
- B. There shall be no secret ballots.

Article X-Adoption by the HSC of amendments

- A. At any meeting of the HSC where a quorum (as defined in Article VIII above) is present the HSC may, by a majority affirmative vote, change these Bylaws.
- B. Any amendment suggested pursuant to Sections A this Article must be on the Agenda of one HSC meeting and may not be approved or rejected until the next "regular" meeting of the HSC in order to provide time for review and consideration of the proposed amendment.

Article XI-Public Hearings

- A. The HSC has authority to hold such public hearings as it deems necessary at a time, date and place chosen by the Chair and arranged by the Administrative Assistant.
- B. Such hearings shall be noticed and held in compliance with the Open Public Meetings Act.
- C. If such public hearings are to be held, the HSC is encouraged to hold them in diverse locations reflecting the population of the county that resides in the western, central and eastern regions of this County.

Article XII-Vacancies

Any vacancies in the HSC shall be filled by the decision of the County Commission as decided in a public meeting. If needed, and if applicable, the County Commission may enter into Executive Session pursuant to RCW 42.30.110(1) in order to complete the work of declaring the existence of a vacancy or filling a vacancy.

Adopted by the Housing Solutions Committee this ____ day of _____, 2022.

Chair, Housing Solutions Committee

Housing Solutions Committee

Housing Registry

Project	# of Units	Type	Population Served	Total Dev. Value	Description of Project	Agency	Date Added Anticipated Start Date	Projected Completion Date	Type of Housing
5th & Fir Sequim	5	Group Home	Individuals and Veterans engaged in behavioral health treatment	250K	Rehabilitation	Peninsula Behavioral Health	Awaiting Final Inspection	Oct-24	New
Fairmont & Hazel Port Angeles	4	Home Ownership	Veteran 30-80% AMI	\$500,000	New Construction MFH	Habitat for Humanity	Building	Aug-25	New
Eklund at Gales	24	Multifamily rental	60% of AMI and Below	\$9M	New Construction MFH	Peninsula Housing Authority	Waiting Funding		New
Eklund Heights Self-Help Build, Port Angeles	12	Home Ownership	Under 80% of AMI	\$320K	New Construction SFR	Peninsula Housing Authority	Waiting Funding		New
Brownfield Rd Sequim	50	Home Ownership	Under 80% of AMI	\$4.24M	New Construction MFH	Habitat for Humanity	Permitting		New
Oxbow Apartment	20	Multifamily rental	Under 80% of AMI		Acquisition	Peninsula Housing Authority	Waiting on USDA		
123 9th St Port Angeles	2	Group Home	Individuals and Veterans engaged in behavioral health treatment		Rehabilitation	Peninsula Housing Authority	2025		New
Shane Place Self Help Port Angeles	12	Home Ownership	Under 80% of AMI	\$150K	New Construction SFR	Peninsula Housing Authority	Oct-25		New
Mt. Angeles View Senior Housing Port Angeles	33	Multifamily rental	Seniors	\$9M	New Construction MFH	Peninsula Housing Authority	2025		New
Mt. Angeles View Family Phase II Port Angeles	60	Multifamily rental	Serving 60% or below of AMI Variety of 1, 2, 3 bed with set asides for Disabled/Vets/Homeless/Seniors	\$20M	New Construction MFH	Peninsula Housing Authority	2025-2026		New
Mt. Angeles View Self-Help Port Angeles	17	Home Ownership	Under 80% of AMI	\$100K	New Construction SFR	Peninsula Housing Authority	2025-2026		New
Mt. Angeles View Family Phase III Port Angeles	59	Multifamily rental	Serving 60% or below of AMI Variety of 1, 2, 3 bed with set asides for Disabled/Vets/Homeless/Seniors	\$20M	New Construction MFH	Peninsula Housing Authority	2026-2027		New
Owen Crossing Self Help Port Angeles	24	Home Ownership	Under 80% of AMI	\$750,000	New Construction SFR	Peninsula Housing Authority	2026-2027		New

Project	# of Units	Type	Population Served	Total Dev. Value	Description of Project	Agency	Date Added Anticipated Start Date	Projected Completion Date	Type of Housing
Miller Rd. Sequim	40	Home Ownership	Under 80% of AMI	\$3.2M	New Construction MFH	Habitat for Humanity	Future Project		New
8th St. & C, Port Angeles	2	Home Ownership	Veteran 30-80% AMI	\$550,000	New Construction MFH	Habitat for Humanity	Future Project		New