



**AGENDA
CLALLAM COUNTY
HOUSING SOLUTIONS
COMMITTEE**

**223 East 4th Street, Room 160
Port Angeles, Washington
August 2, 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. June 7, 2024

PRESENTATIONS

1. 10,000 Years Institute, Jill Silvers, Executive Director – Need for Westend Workforce Housing
2. First Federal, David Henry, ADU Financing

PUBLIC COMMENT – Please limit comments to three minutes

OLD BUSINESS

1. Bylaws Amendments

NEW BUSINESS

1. No New Business

REPORTS

1. Community Update

PUBLIC COMMENT – Please limit comments to three minutes

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

ADJOURNMENT 10:00 AM

Housing Solutions Committee

Draft Minutes
June 7, 2024



CLALLAM COUNTY HOUSING SOLUTIONS COMMITTEE MINUTES of June 7, 2024

MEETING OF THE HOUSING SOLUTIONS COMMITTEE (HSC)

Commissioner Randy Johnson called the meeting to order at 9 a.m.

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

Excused: Sharon Maggard, Shawn McCourt, Glenn Ellis and Wendy Sisk.

Commissioners French and Commissioner Ozias were present.

Staff: County: CFO Mark Lane, and Housing and Grant Resource Director Timothy Dalton

CALL TO ORDER, PLEDGE OF ALLEGIANCE, ROLL CALL

REQUEST FOR MODIFICATIONS/APPROVAL OF AGENDA

ACTION TAKEN: Greg McCarry moved to approve the agenda with the Addition of Bylaw added under New Business, Commissioner Johnson Seconded, motion passed unanimously.

APPROVAL OF MINUTES

- Minutes – May 3, 2024

ACTION TAKEN: Greg McCarry moved to approve the minutes as presented, Colleen McAleer seconded motion; motion passed unanimously.

PUBLIC COMMENT – no comments.

OLD BUSINESS

1. **Affordable Housing 1406/1590 Request** – Staff met Sarah Martinez and Annie O'Rourke of Peninsula Housing Authority and reported they had a good meeting regarding the 24-unit multi-family apartment building with 22 one-bedroom and 2 two-bedroom units to be located at the southwest corner of the 7th and Gales; in Gales Edition, Port Angeles. Staff has prepared a resolution for a commitment from the Affordable Housing Sales Tax (1406/1590) Fund not to exceed One Million Five Hundred Thousand dollars (\$1,500,000.000) for FY 2025 Budget contingent on the Peninsula Housing Authority's ability to secure all additional funding necessary to complete this project by January 15th, 2026 and is seeking approval of this resolution to be forwarded to the Clallam County BOCC.

ACTION TAKEN: Colleen McAleer moved to approve the resolution for the commitment of Affordable Housing Sales Tax (1406/1590) Fund not to exceed One Million Five Hundred Thousand dollars (\$1,500,000.000) for FY 2025 Budget contingent on the Peninsula Housing Authority's ability to secure all additional funding necessary to complete this project by January 15th, 2026, Nathan West seconded motion; motion passed with four HSC members abstaining – Sarah Martinez, Executive Director, Peninsula Housing Authority, Colleen Robinson and Cheri Tinker both Peninsula Housing Authority Commissioners, and Commissioner Randy Johnson.

NEW BUSINESS

1. **Bylaws** – Staff presented a draft copy of the edition of the Bylaws with a couple of corrections including the name change for the North Olympic Regional Veteran's Housing Network to Sarge's

HOUSING SOLUTIONS COMMITTEE
MINUTES of June 7, 2024
Page 2

Veteran Support and the addition of Olympic Housing Trust to the member section of the Bylaws. There was also a question concerning the idea of adding the ability for alternates to be voting members of the committee. Staff will review other BOCC committee bylaws and bring back recommendations at the August HSC meeting.

REPORTS

1. Committee Updates –

- a. Habitat – Received building permit for Fairmont Veterans Build**
- b. Greg McCarrey talked about Lennar build in Sequim, in addition to other projects.**
- c. Clallam EDC – Colleen talked about using Recompete funds for a ADU study using CLT.**
- d. Homelessness Taskforce is now meeting every other month instead of Quarterly.**
- e. Tim reported Danny Stieger, CEO Hartnagel/Angelos Mills is talking with PBH on partnering on the 2nd and Oak project. Danny Stieger said they are offering special pricing options for Affordable Housing projects.**

PUBLIC COMMENT – No Public Comments

NEXT MEETING DATE

- Next meeting is scheduled for August 2, 2024, at 9 a.m.

ADJOURNMENT

- The meeting concluded at 9:53 am

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 organizations/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
 - p-q. Representative of Olympic Housing Trust

- C. The following members shall be appointed for a term of three years:
- a. Representative of North Peninsula Building Association
 - b. Representative of Sequim Realtors Association
 - c. Representative of Port Angeles Realtors Association
 - d. At-large representative
- D. 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.~~E. Appointment: Members of the HSC are appointed by the BOCC. When notified by the HSC, BOCC will announce opening on the HSC through press releases. Persons wishing to serve as a member will send an application to Clallam County Human Resources. The application will be forwarded to HSC and the BOCC for review. Recommendations for appointments by the HSC will be forwarded to the BOCC. Final authority for such appointments will rest with the BOCC.
- ~~E.~~ ~~Clallam County will appoint the Commissioners' Office staff to serve as the Administrative Assistant for the HSC.~~
- F. 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.
- F.G. 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.

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~~2024.

Chair, Housing Solutions Committee