



Jefferson County/City of Port Townsend Housing Action Plan

Housing Action Plan Network Advisory Group



Draft Minutes

April 20, 2009

Housing Action Plan Network

San Juan Baptist Church, 1704 Discovery Road, Port Townsend

Members Present: Steve Emery, Jamie Maciejewski, Dan McMillen, deForest Walker, Sandy Hershelman, Joe Breskin, Al Cairns, Kees Kolff, Phil Johnson, David Rymph

Staff: Judy Surber, Cara Leckenby

Guests: Melinda Szatlocky, Shelby Smith, Dan Grossman

Scribe: Cara Leckenby

Topic	Recommendation/Action	Follow-up (if needed)
Meeting began	3:30 p.m. the meeting began with no quorum	
Public Comment	<p>Guest Dan Grossman introduced himself and expressed interest in the work that HAPN is doing. He particularly noted that he felt that Park Model homes should be considered as permissible permanent living structures given the economic climate. He stated that Park Models meet the federal definition of manufactured home. Judy Surber noted that there is currently a compliance issue in the city with Mr. Grossman's park model home being used as a residence. Cara Leckenby noted that the County doesn't permit park models as residences either, and the permitting is an International Building Code issue. In the county, for land use issues, a registered vehicle isn't under the Unified Development Codes jurisdiction as a home, but rather under the state department of licensing as a vehicle. Member Joe Breskin noted that Melinda Szatlocky mentioned that manufactured homes cannot be utilized in the "Homeward Bound" land trust program with issues possibly linked to financing. Dan Grossman commented that Blaine WA allows park models as residences. Member Joe Breskin asked about the temporary vs. permanent nature. Cara responded that in the County land use codes, temporary and</p>	

	<p>permanent are most firmly defined in the flood ordinance. Joe Breskin noted that Oregon eliminated the distinctions in their floodplain ordinance. Chair David Rymph asked if people living in RV's were included in the recent homelessness count? Member deForest Walker responded that the count was undertaken on 1/29/2009 over a period of days and that people living in RV's were not necessarily counted. Yes they would be if they self reported. She doesn't have the number of folks living in RVs specifically, but anecdotally understands that there are many in this situation in Irondale.</p>	
Call to Order	<p>3:55 p.m., Member Jamie Maciejewski arrived, Quorum was achieved and the meeting was called to order.</p>	
Agenda and Minutes	<p>No Quorum existed for the March meeting. No minutes for approval.</p> <p>Move to approve 2/23/2009 Minutes. Seconded. Approved.</p> <p>Move to approve 4/20/2009 agenda. Seconded. Approved.</p>	Staff to final and post
Membership	<p>3 persons have expressed interest in membership: Craig Wier (Tem Jefferson), Malcolm Dorn (Builder), and Kendra Wagoner (First Federal Bank). Craig Wier submitted a formal letter of interest.</p> <p>Shelby Smith of WSU has been put forward as an alternate for Katherine Baril, and Melinda Szatlocky of Homeward Bound was put forward as an alternate for Peter Von Christierson.</p> <p>Member deForest Walker noted that group dynamics is a challenge regarding alternates (a person who is not in attendance for all meetings may have less buy in and understanding).</p> <p>Chair David Rymph questioned whether alternates represent the institution or the individual's opinion. And noted that he will follow up with Kendra Wagoner regarding her expressed interest in joining HAPN.</p> <p>A motion was made to recommend Craig Wier and Malcolm Dorn as members and Melinda Szatlocky and</p>	Staff will follow up on the position of the County/City on proxy voting.

Shelby Smith as alternates to the City Council and County Commissioners. Motion seconded and passed.

Cara Leckenby reminded group of attendance requirements and pointed to the notes from the resolution establishing HAPN that accompanied the 4/20 agenda, and reminded members to respond to Staff's/Chair's call for attendance when the agenda is issued:

Section 6. Attendance & Alternates

6.1 To achieve its greatest effect the HAPN needs the regular attendance of its members at most or all meetings; the HAPN benefits greatly from full participation of each member.

6.2 In light of this, HAPN members are expected and required to notify the chair of anticipated absence from any meeting of the HAPN as far in advance of the meeting as possible. In the event that such notifications indicate that a quorum will not be present, the chair will ordinarily cancel or reschedule the meeting.

6.3 If a member is absent for either three (3) consecutive regular meetings without excuse, or if a member is absent for thirty-five percent (35%) of all regular business meetings whether or not excused, in any six (6)-month period, the member's record of attendance may be forwarded to the Mayor and Chair of the County Commissioners for consideration of removal in accordance with RCW 35.63.030.

6.4 If the HAPN determines a need, it will recognize an appropriate designated alternate in the event of a member's absence. An "appropriately designated alternate" will have been recommended by the HAPN, forwarded to the Mayor and Chair of Board of County Commissioners for their recommendation and approved by the Board of County Commissioners and City Council. In the event of that member's absence, the alternate can exercise the voting privilege of the seat that he/she represents.

	<p>Member Al Cairns asked about the policy regarding proxy votes (asking another member to vote your opinion in your absence).</p> <p>Member Jamie Maciejewski expressed concern about proxy voting. If a member is absent during substantive discussion, the vote is not an accurate reflection of all consideration.</p> <p>Chair David Rymph asked staff to get an opinion on proxy voting and noted that any alteration would require a change in the bylaws.</p>	
Elections	<p>David Rymph expressed interest in continuing as Chair, and Susan Miller expressed interest in Vice Chair. A motion was made to elect David Rymph as Chair and Susan Miller as Vice Chair. The motion was seconded and passed unanimously.</p>	
Admiralty Apartments	<p>Judy Surber gave an update regarding Admiralty Apartments.</p> <p>Member deForest Walker noted that she would speak with Tim Hockett about the possibility of using 2060 funds to do a feasibility study.</p> <p>Pacific Housing Advisory spoke with Olycap about the possibility of purchasing, but said its list price was too high. They felt that this price would be prohibitive for any low-income providers.</p> <p>Chair David Rymph asked what the gap in “too high” is. deForest responded that it might be ¾ of a million. David noted that 40 units in Garden Court are asking \$2.5 million</p> <p>Member deForest Walker noted that most subsidized units in Port Townsend are managed by the same outfit and that they are quite strict regarding requirements.</p> <p>Member Al Cairns suggested Common Ground as a potential partner.</p>	
WA HTF Letter Supporting House budget	<p>Chair David Rymph noted that Housing Trust Funds are critical in the purchasing/sale of affordable housing (from above Admiralty Apartments discussion). These funds are threatened in the current State budget proposals. A memo was forwarded to HAPN</p>	<p>Surber to follow up on letter.</p>

	<p>suggesting that support to legislators is needed in this issue.</p> <p>A question was raised: What's more powerful, a single letter from HAPN with all representatives, or a letter from each organization.</p> <p>Member deForest Walker felt that a letter from HAPN AND a letter from each organization on letterhead was needed.</p> <p>A motion was made to send the suggested letter (with minor edits allowed) to legislators including a list of members and the organizations represented on HAPN, signed by David Rymph. The motion was seconded and passed unanimously.</p>	
Break		
Staff Update	<p>The City Councils and County Commissioners joint meeting is scheduled for May 7, 2009. Discussion relevant to HAPN will include forwarding members approved earlier in this meeting, and discussion of city and county land within city limits.</p> <p>A question was asked about why only within the city. Staff responded that there is a proximity to services and that the focus doesn't preclude discussion of other lands owned which might be viable separately (example: Quilcene land).</p> <p>Member Al Cairns wondered if HAPN will be a part of the vetting process for the lands discussed and wondered if it might be appropriate to go out for an RFP to get developer input early on.</p> <p>Chair David Rymph suggested it may be possible to go for a CDBG planning only grant.</p> <p>Members encouraged approaching other partners (Port, PTSD) for land.</p> <p>Member Jamie Maciejewski noted that when thinking about the land inventory, the more constituents that can be served, the better chance it has for success (the more the existing organizations can lend support).</p> <p>Melinda Szatlocky suggested a Charette on the land</p>	

	<p>once a piece is identified.</p> <p>The UGA update will be forwarded to another meeting.</p>	
Housing Authority of Jefferson County Update	<p>Chair David Rymph updated members on the Housing Authority of Jefferson County's Section 8 Voucher program. Bremerton Housing Authority is no longer able to continue with management as it has been being undertaken for the past several years. BHA identifies a significant shortfall and is losing money. BHA has offered alternatives, and has given the HAJC board until June 30, 2009 to decide on a course of action. Clallam County was recently approached to take on role that Bremerton Housing Authority now fills, and CC identified a \$25,000/yr gap that they couldn't cover and declined.</p> <p>The next step will be to re-convene the "Work Group" which has been meeting to address possibilities and to move forward with requesting an extension for the decision from the Bremerton Housing Authority.</p> <p>Member Phil Johnson noted that one bill moving forward in the current legislative session addresses supporting Housing Authorities (and other affordable housing initiatives) through an additional recording fee.</p>	
Workplan Discussion	<p>Chair Rymph updated the group on the Workforce Housing Summit – we haven't heard from First Federal regarding funding request, and the summit will likely not occur until fall.</p> <p>Public Outreach – Members Joe Breskin, Steve Emery will work on public outreach group that had begun previously, with the goal of producing media press packets, draft roadshow, PTTV interview ideas. George Randels will be invited to join this group.</p>	The members working on public outreach will meet and bring ideas/draft product to the next HAPN meeting.
Next Steps & Agenda Planning	<p>May 7th Joint Meeting</p> <p>Next HAPN meeting is on May 18, 2009 3:30-5:30, San Juan Baptist Church.</p> <p>Discussion regarding next meeting agenda:</p> <p>Cara Leckenby asked that the issues that are emergency (Admiralty and Housing Authority) be on</p>	

	<p>the agenda for update.</p> <ul style="list-style-type: none">• Admiralty Apartments update• Housing Authority of Jefferson County update• Public Outreach presentation• County update on Port Hadlock/Irondale UGA• Bulk and scale – effect on ADU’s affordable housing	
Adjourn	5:30	