



Jefferson County/City of Port Townsend Housing Action Plan

Housing Action Plan Network Advisory Group



Draft Minutes

May 18, 2009

Housing Action Plan Network

San Juan Baptist Church, 1704 Discovery Road, Port Townsend

Members Present: Dan McMillen, Jamie Maciejewski, Sandy Hershelman, Pete von Christierson, deForest Walker, George Randels, Phil Johnson, Susan Miller, Steve Emery, Ashley Bullitt, David Rymph

Absent: Al Cairns, Kees Kolf, Joe Breskin, Cheryl Bozarth, Katherine Baril

Staff: Cara Leckenby

Guests: Melinda Sztatlocky, Shelby Smith, Dan Grossman, Rick Sepler

Scribe: Cara Leckenby

Topic	Recommendation/Action	Follow-up (if needed)
Meeting began	3:35 p.m. the meeting began with no quorum	
Public Comment	None	
Call to Order	3:37 p.m., Susan Miller, Ashley Bullet arrived, Quorum was achieved and the meeting was called to order.	
Agenda and Minutes	Move to approve 4/20/2009 Minutes. Seconded. Approved. Move to approve 5/18/2009 agenda. Seconded. Approved.	Staff to final and post
Chair updates	First Federal funding for the Workforce Housing Summit was not approved. Please email any ideas for funding to Chair Rymph. Kendra Wagoner has declined to become a member of HAPN. David Rymph will contact the First Federal branch manager to see if there is interest there. George Randels gave update on Mountain View property. School board wants to solicit bids from anybody who might be interested. The City is an interested party. Not looking for a	Staff will follow up on the position of the County/City on proxy voting.

	<p>long term lease at this point. Would like to revert back to school use at some point. City is likely to bid.</p>	
Admiralty Apartment update	<p>Judy Surber forwarded this information to the membership: Update on Admiralty is that I sent out the SOS to Kitsap Housing Authority and they indicated that they are having financial difficulties, so it doesn't look promising. So far we've tried: OlyCAP, Bremerton Housing Authority, Kitsap and Clallam Housing Authorities, community Frameworks and Pacific Housing Advisory.</p> <p>deForest commented that someone had offered to look into the current ownership partnership and see what possibilities exist. Believes it was Judy.</p> <p>Pacific Housing has offered to purchase if a 20% reduction in price is made.</p>	
Staff Updates	<p>The next joint City/County meeting will be on June 25, 2009. City and County staff are preparing an inventory of land within the city of Port Townsend which might be suitable for affordable housing.</p> <p>Update regarding proxy voting – handout given. The resolution providing for composition, terms of office and procedural rules for the HAPN committee refers to Robert's Rules of Order, which doesn't encourage proxy voting. However, the resolution makes allowances for "designated alternates" which may be used in the event that a member anticipates being absent.</p> <p>Update: UGA handout of FAQ's given. The Port Hadlock and Irondale UGA was approved by ordinance. Joel Peterson, County Planner, is organizing a sewer advisory committee. Members are encouraged to contact Joel if interested in being a part of the committee.</p>	
Housing Authority	<p>Chair David Rymph noted because of financial issues, management change is needed. One proposal was from BHA, as a reluctant partner. D.R. has been in contact with Pam Tietz last Thurs, have agreed to support a merger of HAJC</p>	

	<p>with Clallam. All vouchers would stay in jeff co, but would be implemented by Clallam. Pam is preparing a plan now to present to board on June 4th to approve that plan. Pam says they're considering possibility of maintaining office here. David Rymph will be seeking staffing office 5 days a week, continuing FSS program. Clallam has affinity with Jeff co. and would like to work toward consolidated Housing Authority. deForest pointed out that this is not contingent upon \$25,000.00 yet. Steve Thurringer, Clallam Co. Commissioner would like to promote cooperation. This is a success for HAPN.</p>	
<p>Break</p>	<p>The meeting was ahead of schedule and no break was taken</p>	
<p>Public Outreach</p>	<p>Joe absent, Steve and Joe haven't been able to meet yet. David Rymph and Ashley Bullitt will be willing to join this group.</p>	
<p>Bulk and Dimensional Presentation</p>	<p>Rick Sepler Distributed notes on bulk and scale recommendations. Concerns – historic residents have limited if any, protection. SEPA can be used in assessments. A teardown needs to be identified as a historic structure if SEPA is to be used.</p> <p>Historic structures tend to be torn down and replaced by larger structures.</p> <p>District designation comes into place due to the accumulative effect of several structures in area.</p> <p>Residential issues: Teardowns. If they have merit, they should be preserved. A tier of “historic importance” with a sliding scale. Locating additions to the back of the lot, maintain the façade and maintain some historic features. Issues about what is “historic”. These have been designated. Map that was prepared for the 1971 designation is no longer accurate. Some have been restored, etc. The inventory will be redone this summer. The historic society and architecture interns will be involved in the field survey of the historic district.</p> <p>There are tax incentives and credits available for homes designated as historic.</p>	

	<p>There may be “demolition by neglect” and minimum maintenance needs to be maintained. The structures need to remain weather tight.</p> <p>Bulk and scale issues are of issue for affordable housing. Character is an issue. When the code was adopted, setbacks, etc, home sizes were less than 700 sf. Average house in PT now is 2400 based on housing needs study.</p> <p>Adding 5 feet to side yard setbacks to increase to 10 feet. Historically, the side setbacks were 15 feet.</p> <p>Second issue is people building to the entire 30 foot envelope. Reducing the blockiness of straight roof to peaked roof.</p> <p>Slab sided buildings on the front. Proposing a bump of some sort on the frontage of the building.</p> <p>No agreement on maximum size of residences and outbuildings. No conclusion was reached. Issue is still being discussed. The current maximum impervious surface is 35% in RII.</p> <p>Relief “mini variance” for site constraints. And from front setbacks. Averaging may be used for a variance from front yard setbacks.</p> <p>If adding to a historic home, there would be design guidelines.</p> <p>The question is, would this preclude ADU’s? No it would not, but it may modify the type that’s possible.</p> <p>In the City, the ADU policy (owner living in either residences) has lead to folks building smaller homes as ADU’s and using them as vacation homes. Then renting out the main house at a larger rental price. This issue may be re-addressed. Fine tuning to meet intent of law to provide affordable housing.</p>	
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	There are a number of homes that had been converted to apartment complexes.	
Next Steps & Agenda Planning	<p>Next Meeting June 15, 3:30, 2009 at San Juan Baptist Church, 1704 Discovery Rd, Port Townsend, WA</p> <p>David Rymph will be out of town</p> <p>Agenda items; Information for Joint Meeting and city/county Properties review.</p> <p>Housing Authority</p> <p>2060 funds/2160 funds Olycap presentation regarding the use of these funds. Philip Morley to discuss 2133</p>	Phil will ask Philip about being at the meeting and presenting regarding upcoming homelessness fund 2133
Adjourn	5:00	