



Jefferson County/City of Port Townsend Housing Action Plan

Housing Action Plan Network Advisory Group



Minutes

February 13, 2008

Housing Action Plan Network

Pope Marine Building, 100 Madison Street, Port Townsend

Members Present: Michelle Sandoval, Al Cairns, Kees Kolff, Sandy Hershelman, Susan Miller, Steve Emery, deForest Walker, Steve Paysee, Pastor Dan McMilan, Phil Johnson, L. Katherine Baril

Staff: Judy Surber, Ryan Hunter

Guests: Jamie Maciejewski, Rachael Williams, Cheryl Bozarth, Kathy McKenna

Scribe: Ryan Hunter

Topic	Recommendation/Action	Follow-up (if needed)
Agenda	Approved 02-13-08 agenda	N/A
Minutes	Approved 3-15-07, 6-14-07, & 11-14-07 minutes	Staff to final and post
Problem meeting quorum	Surber expressed concern that current quorum rules may limit group action.	Staff will research alternatives to current quorum rules.
HAPN Procedural Rules Resolution	Surber explained City Council recommended changes to draft resolution. Approved HAPN resolution contingent on follow up on City Council recommended changes.	Staff will research City Council recommended changes and incorporate necessary changes to resolution.
HAPN Prioritization Matrix - 'Low Hanging Fruit'	<p>Surber highlighted high scoring matrix action items.</p> <p>#8: Define minimum density zoning requirements – City has already done this, County could act on this in Tri-area UGA.</p> <p>#17: Create catalogue of pre-approved building plans – confusion as to whether County allows for or is open to stock plans.</p> <p>Discussion: Local lenders are in trouble due to mortgage crisis, need to contact lenders to gauge their interest in participation in HAPN.</p>	<p>Hunter will research County approach to stock plans.</p> <p>Miller will contact First Federal and Quimper Credit Union about participation in HAPN.</p> <p>Surber will research whether mill contributes money to main street fund.</p>

	<p>#44: Provide assistance in grant applications and improve eligibility rating – County needs to update affordable housing definitions which may bring in more grant money, main street rejuvenation district funds, confusion as to whether the paper mill provides money to main street fund.</p> <p>#46: Policy on current jurisdictional holdings (surplus property) – Not one of the ongoing low hanging fruit, but should be, along with policy on obtaining tax foreclosure properties. High interest in this.</p> <p>Discussion: HAPN should draft letter to City Council and BoCC highlighting key actions they hope will be addressed this year. Letter should include low hanging fruit, plus performance based design standards, green energy codes, density bonuses, McMansions, LID standards, and mandatory affordable housing set aside quotas. Approved to direct staff to draft HAPN letter to City Council and BoCC on key action items for the year.</p> <p>#49: Public Outreach – Subcommittee working on a presentation. Surber provided Emery with several resource materials.</p>	<p>Staff to speak with attorneys/others about opportunities to improve policy on surplus and tax foreclosure properties and whether attorneys could speak to HAPN at next meeting on the subject.</p> <p>Staff to draft HAPN letter to City Council and BoCC on key action items for the year.</p>
<p>Emerging Issues</p>	<p>Owner of Admiralty Apts. not looking to convert to market rate, but this could change. HUD is now being more pro-active about preserving existing affordable housing.</p> <p>Pacific Housing Advisors is looking to purchase Claridge Court and Hancock Street Apartments to preserve as affordable housing.</p> <p>Garden Court Apts. is still at risk. Out of state non-profit is purchasing property and pursuing tax credit application that may not work, giving Jefferson Housing Authority another opportunity to obtain the property.</p> <p>Discussion: Paysee says staff can't do all the work, others need to pitch in.</p> <p>deForest asked about status of Marine Plaza Apts.</p>	<p>Surber to follow up with Brent about spreadsheet of expiration dates for subsidized housing.</p>

	<p>There is information on expiration dates for subsidized housing on the HUD web site.</p>	
<p>Endorsement Guidelines</p>	<p>Kolff and Cairns worked on guidelines rather than report on stock plans.</p> <p>Discussion: For non-profits, City/County endorsement letters common. City and County need to check with HAPN before endorsing affordable housing projects? Group seemed to recognize grant timelines are tight, so two meetings requirement in guidelines may not work.</p> <p>These guidelines would allow HAPN to endorse “private” projects. Questions and discussion as to whether HAPN endorsement is needed or prudent use of HAPN time. Suggestion to adopt guidelines for 3 months to see if it is of use, then revisit issue.</p>	<p>Kolff and Cairns will eliminate mention of private vs. public efforts, replace ‘will’ with ‘may’ in the first sentence of guideline #1 and then bring the guidelines back to HAPN for consideration.</p>
<p>Announcements & Public Comment</p>	<p>Hershelman mentioned that the National Association of Home Builders has an upcoming presentation on inclusionary zoning.</p> <p>Cairns provided information on pending affordable housing legislation in Olympia.</p> <p>Sandoval mentioned that SEPA may soon include question on project’s carbon impact.</p> <p>Maciejewski mentioned that Habitat for Humanity has \$60,000 to extend 20th & 21st streets to create 6 more lots, \$15,000 for 2160 housing fund and 2165 homeless fund, and are waiting to hear on CDBG funds.</p> <p>Bozarth emphasized that HAPN letters of endorsement are really important, USDA is dragging its feet so they don’t have USDA funding. Capital campaign is going very well and should be completed in a month.</p> <p>Baril mentioned the availability of Department of Commerce’s Peninsula Infrastructure funds, for which David Sullivan is the chair.</p> <p>Kolff mentioned the upcoming LID conference on</p>	

	<p>Feb. 28th and to form a carpool.</p> <p>Sandoval asked that the group not get tied down on specific homeless issues but stay focused on affordable housing issues – though the two are obviously linked. She also mentioned pending legislation on issue of property owners getting tax credits then kicking out low income residents (e.g., Victoria House).</p>	
<p>Next Meeting</p>	<p>Need to change meeting times to accommodate schedules. Meetings to occur 3rd Mondays of the month from 3:30 – 5:30pm. Next meeting is March 17th at the Pope Marine Building.</p> <p>Meeting adjourned around 5:15pm.</p>	