



# **Meeting Minutes - Draft**

## **Ad Hoc Committee on Housing Affordability**

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Friday, March 10, 2017**

**3:15 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Councilmember Hankins called the meeting to order at 3:19 p.m.

**2. ROLL CALL**

**Present:** 3 - Committee member Jim Cooper, Chair Julie Hankins and Committee member Jeannine Roe

**OTHERS PRESENT**

City Manager Steve Hall  
Community Planning and Development staff:  
Director Keith Stahley  
Deputy Director Leonard Bauer  
Housing Program Manager Anna Schlecht  
Senior Planner Amy Buckler  
Minutes Recorder Stacey Rodell  
Thurston County Commissioner Bud Blake

**3. APPROVAL OF AGENDA**

Councilmember Cooper moved, seconded by Councilmember Roe, to amend the agenda to add a business item of selecting the Ad Hoc Committee Chair before the Approval of the Minutes. The motion was unanimously approved.

**4. AD HOC COMMITTEE CHAIR SELECTION**

Councilmember Cooper moved, seconded by Councilmember Roe, to appoint Councilmember Hankins as the Chair of the Ad Hoc Committee on Housing Affordability. The motion was unanimously approved.

**5. APPROVAL OF MINUTES**

- 5.A** [17-0243](#) Approval of February 21, 2017 Ad Hoc Committee on Housing Affordability Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

**6.A**      [17-0263](#)      Meeting with Thurston County to Review the Housing Pipeline and  
Discuss the Regional Response to Homelessness and Housing  
Affordability

Commissioner Blake reviewed the Thurston County Housing Pipeline Proposal overview which included the following information:

- Project Name
- Agency in charge of project
- Pipeline Placement
- City
- Type of project
- Total number of units project would provide
- Average cost per unit
- Total Project Budget
- Target Demographics
- Intent of Funding
- ProForma

Estimated total annual funding = \$630,500 (expected 2017 from HOME Investment Partnerships Program (HOME) of \$417,600 and Affordable Housing Grant (SHB 2060) of \$212,900)

Total proposals submitted = 12

Total agencies responding = 9

Units projected = 172

Estimated additional HOME Community Housing Development Organization (CHDO) funds = \$83,500

Total CHDO eligible agencies = 2

Commissioner Blake reviewed the February 2017 Request for Proposal (RFP) for Homeless and Affordable Housing Funding breakdown. He also reviewed the Thurston County Community Investment Partnership's (CIP) priorities and desired outcomes for the RFP.

Mr. Stahley stated when the County finishes its 10-year plan it would be beneficial if it could be presented to this Committee. Commissioner Blake indicated the plan is scheduled to be completed within the next few weeks and he would be in contact with Mr. Stahley about presenting a briefing on the 10-year plan.

**The discussion was completed.**

**6.B**      [17-0266](#)      Discussion on the Housing Tool Kit and Developing Options for  
Implementation

Mr. Stahley reviewed highlights of Seattle's Pathways Home Initiative which is Seattle's person-centered plan to support people experiencing homelessness.

Mr. Bauer reviewed the Housing Continuum with regards to Local and Regional

policy.

Through the Downtown Strategy process staff has developed a “Tool Box” that identifies 50 different tools that may be used to encourage implementation of the Downtown Strategy. The majority of these tools are aimed at encouraging development of affordable housing. Mr. Stahley stated he would like staff to evaluate the tools based on the criteria in the RFP and the Pathways report to see which ones would most line up with the affordable housing objectives. He will bring this analysis back to the Committee at a future meeting for further discussion.

**The information was received.**

**6.C**      [17-0267](#)      Review and Finalized the 2017 Work Plan for the Ad Hoc Committee on Housing Affordability

Mr. Stahley and the Committee discussed the Ad Hoc Committee on Housing Affordability 2017 work plan. Councilmember Cooper suggested there be one or two public open houses added to the work plan to provide information to the public about the Committee discussions. Mr. Stahley indicated this will be discussed further at the April meeting. Councilmember Cooper also suggested the Committee attempt to have its report finalized by the end of June rather than in July. The Committee decided on the meeting schedule for the remaining months. It will be meeting on the first Monday and third Wednesday at 5:30 p.m. in Council Chambers during the months of April, May and June.

**It was unanimously agreed to forward a recommendation of approval of the proposed work plan for the Ad Hoc Committee on Housing Affordability to City Council for consideration.**

**7.      REPORTS AND UPDATES**

**7.A**      [17-0269](#)      Status Reports and Updates

Councilmember Cooper referenced a letter that was signed by the Mayors of Olympia, Tumwater and Lacey in response the Home Fund, agreeing to allocate a significant portion of funds received from Community Development Block Grant (CDBG) into the housing pipeline. The Home Fund is a funding infrastructure that would require a property tax levy. He suggested that a response letter be written by Council encouraging this allocation from the other jurisdictions.

**8.      ADJOURNMENT**

The meeting adjourned at 4:53 p.m.