

SEQUIM PLANNING COMMISSION

Public Meeting

**Civic Center
152 West Cedar Street
Sequim, WA 98382
6:00 P.M.
Tuesday, May 7, 2019**

Agenda

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL:**
PC: Carter, Ferrell, Lotzgesell, Mahalick, Protze, Smith, Wiseman.
- 2. APPROVAL OF MINUTES: April 2, 2019.**
- 3. PUBLIC COMMENT**
- 4. NEW BUSINESS**
 - a. Public Meeting – SUB18-001 / VAR18-001 Subdivision and Variance application for “Jennie’s Meadow Phase B and C” Preliminary Major Subdivision –
CONTINUED TO MAY 21, 2019 PLANNING COMMISSION MEETING
 - b. Revised Planning Commission Planning Commission Rule of Procedure
 - c. Affordable Housing Strategy
- 5. UNFINISHED BUSINESS - None**
- 6. DIRECTOR’S REPORT**
- 7. GOOD OF THE ORDER**
- 8. ADJOURNMENT**

Next Meeting: May 21, 2019

Item 2.

SEQUIM PLANNING COMMISSION

Public Meeting

Sequim Civic Center
152 West Cedar Street

Sequim, WA 98382

6:00 P.M.

Tuesday, April 2, 2019

MINUTES

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE, AND ROLL CALL

Chairwoman Mahalick called the meeting to order at 6:00 p.m., welcomed Commissioner Lotzgesell to the group, led those present in the pledge of allegiance to the flag, and took roll call. A quorum was present.

Commissioners Present:

Jeff Carter
Thomas Ferrell
David Lotzgesell
Karen Mahalick
Gary Smith
Roger Wiseman

Commissioners Excused:

Olaf Protze

Staff Present:

Barry Berezowsky, Community Development Director
Alisa Hasbrouck, DCD Specialist

2. APPROVAL OF MINUTES: March 5, 2019

Motion: By Commissioner Smith and seconded by Commissioner Wiseman to approve the minutes of the March 5, 2019 Planning Commission meeting.

Motion Carried unanimously.

3. PUBLIC COMMENT

None

4. NEW BUSINESS

a. **Sequim Planning Commission Public Hearing on a proposed amendment to the Sequim Municipal Code (the “Code”) to provide for Planned Residential Developments (PRDs)**

Community Development Director Barry Berezowsky presented, stating that a PRD process allows creativity in design and would typically be coupled with a subdivision, and that the Planning Commission would provide a recommendation with City Council having final approval. Commissioner Carter requested a change to the beginning of the proposed Code to add “native vegetation” as follows, and the other Commissioners agreed:

“The purpose of this chapter is to encourage creative and superior site design in Residential, Lifestyle, and Economic Opportunity (EOA) zones which also promotes the preservation of native vegetation, open space . . .”

Mr. Berezowsky stated that he would edit the document, and discussed additional aspects of the PRD process with the Commission: up to 15% commercial use would be allowed; elevation views of proposed housing would be included with an application so compliance with requirements such as those in Section 18.35.060.E.4.a. can be determined; density bonus incentives are attractive to developers; the Code revision provides a tool that may help provide affordable housing; a developer would like to build apartments in a location where Code requires that the ground floor must be for commercial use, but there is no market for that type of space; a developer would like to build duplexes; a developer would like to build a manufactured home community; the City Manager is working with individuals, groups and agencies to assess recommendations made in last year’s Housing Study.

Motion: By Commissioner Carter to recommend approval of the Planned Residential Development (PRD) regulations as proposed to the Sequim City Council, seconded by Commissioner Wiseman.

Motion carried with 5 ayes and one nay.

b. **Review amended Constitution and By-Laws of the Planning Commission of the City of Sequim**

Community Development Director Barry Berezowsky stated that final edits need to be completed and he will present the document during the next meeting.

5. UNFINISHED BUSINESS

None

6. DIRECTOR’S REPORT

Community Development Director Barry Berezowsky updated the Commissioners: a developer is looking at the Booth property; a developer is looking to build duplexes; the second phase of Jennies Meadow will be presented to the Commission in late April; Legacy Ridge is pending minor changes from the applicant to the preliminary plat drawing and may be presented to the Commission in 30-60 days. Commissioner Lotzgesell asked what can be done to help with the need for affordable housing. Mr. Berezowsky stated that there has been interest in the Economic Opportunity Area. Commissioner Ferrell asked if the requirement to use the ground floor as commercial space could be removed, and

Mr. Berezowsky replied that a Code change would be needed. The Planning Commission then requested staff to bring forward a proposed change to the Code.

7. **GOOD OF THE ORDER**

None

8. **ADJOURNMENT**

Motion: By Commissioner Wiseman to adjourn the meeting, seconded by Commissioner Smith.

Motion carried unanimously.

The meeting was adjourned at 7:14 p.m.

Next meeting: April 16, 2019 at 6:00 p.m.

Respectfully submitted,

Alisa Hasbrouck
Secretary to the Commission

Karen Mahalick
Chair

Item 4.b.

**SEQUIM PLANNING COMMISSION
AGENDA COVER SHEET**

MEETING DATE: May 7, 2019

FROM: Barry Berezowsky, DCD Director

BB
initials

SUBJECT/ISSUE: Revised Planning Commission Rule of Procedure

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|------------------|--|---|------------------------------|--|
| Discussion dates | | | | |
| CATEGORY | <input type="checkbox"/> City Manager Report | <input type="checkbox"/> Information Only | Time Needed for Presentation | |
| | <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Consent Agenda | 10 | |
| | <input checked="" type="checkbox"/> Other Business | | | |
| Reviewed by | Initials | | Date | |
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PROBLEM/ISSUE STATEMENT:

Currently the Planning Commission operates under articles adopted under “Meeting Procedures for the Planning Commission of the City of Sequim”, adopted 4/1/2008 and another document entitled “Constitution and By-Laws, Planning Commission of the City of Sequim”, adopted 04/8/1980 & revised 12/4/2001.

While structured somewhat differently, these two documents seem to address similar subject matter. One of the primary differences is how the Chair and Vice Chair are selected and, without knowing which document rules, these differences creates problems.

LIST OF ATTACHMENTS:

1. Exhibit A – Revised PC Constitution and By-Laws

DISCUSSION/ANALYSIS:

None

FINANCIAL IMPLICATIONS:

None

RECOMMENDATION:

None

MOTION:

None

MODIFICATION ADOPTED ON APRIL 8, 1980, REVISED DECEMBER 4, 2001, Revised May 7, 2019.

**BY-LAWS & RULES OF PROCEDURE
PLANNING COMMISSION OF THE CITY OF SEQUIM**

I. NAME

The official name is “The Planning Commission of the City of Sequim,” hereinafter referred to as the “Commission.”

II. COMPOSITION AND DUTIES

1. The Commission consists of seven (7) members appointed by the Mayor and confirmed by City Council for terms of four (4) years.
2. In accordance with SMC 2.36 as amended by Ordinance No. 2001-010, the members of the Planning Commission may be appointed from among the residents of the City of Sequim. Additionally, not more than two (2) members may be appointed from outside the City limits, if they reside within the boundaries of the Sequim School District and within Clallam County.
3. The duties of the Commission are those delineated in Chapter 2.36, “Planning Commission” of the Sequim Municipal Code.

III. MEETINGS

1. All meetings are to be held at the City Hall Council Chambers, Sequim, Washington, on the first and third Tuesday of each month, unless otherwise directed by the Chair of the Planning Commission and shall be open to the public.
2. A Special Meeting may be called at any time by the Chair or by the majority of the members of the Commission after complying with the requirements of the Open Public Meeting Act. The agenda for that meeting shall be sent with the notice.
3. The last meeting in February of each year will be the annual election and review meeting of the Planning Commission.
4. Public Hearings will be scheduled and conducted per Title 20 of the Sequim Municipal Code.

IV. ELECTION OF OFFICERS

1. The officers of the Planning Commission are the Chair, Vice-Chair and Executive Secretary.
2. The Chairman of the Planning Commission will be elected for a one (1) year term by the Planning Commission at its first meeting of the new year. Term of office shall begin immediately after the election at the first meeting of the year. The Vice-Chair of the Planning

Commission will also be elected for a one (1) year term at the first meeting of the new year.

3. The Chair and Vice-Chair will not serve more than three (3) consecutive terms and a member not present may not be nominated and elected as either the Chair or Vice-Chair of the Planning Commission. The Executive Secretary shall not be a member of the commission but shall be chosen by the City Manager and shall serve at the City Manager's pleasure under the advice and consent of the Commission.
4. Nominations will not require a second. Election of officers shall be by voice vote. If for any reason a decision cannot be agreed upon, the Planning Commission shall continue nominating members for the vacant position until a decision is made.

V. CHAIR

1. The Chair will preside over the meetings of the Planning Commission and may exercise all the powers usually incident of the office retaining; however, to himself/herself as a member of the Commission, shall have the full right to have his own vote recorded in all deliberations of the Commission.
2. The Chair has full power to create temporary committees of one (1) or more members. Standing committees of the Commission shall be created at the direction of the Commission and appointed by the Chair. Standing or temporary committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Commission. No standing or temporary committee has the power to commit the Commission to the endorsement of any plan or program without the approval of the Commission.
3. The Chair will be responsible with the Director of Community Development for setting the agenda for each meeting and seeing to it that applications for all land use actions or code amendments are dealt with promptly and in a business-like manner by the Planning Commission.

VI. VICE-CHAIR

1. The Vice-Chair will, in the absence of the Chair, perform all the duties incumbent upon the Chair. The Chair and Vice-Chair both being absent from a meeting, the members present will elect for that meeting a temporary Chair who will have the full powers of the Chair during the absence of the Chair and Vice-Chair. If a vacancy occurs in the office of the Vice-Chair, the Planning Commission must nominate a sitting member whom, after receiving approval by a voice vote of the Commission, will serve the remainder of the Vice-Chair's term.

VII. EXECUTIVE SECRETARY

1. The Executive Secretary acts as staff to the Planning Commission and will keep the official record of all the meetings of the Planning Commission, its committees, appointments, transactions and expenditures, and will perform other duties required by the Chair.
2. He/She will attend all regular, special, committee meetings and work sessions of the Planning Commission and will be responsible with the Chair for the agenda for each meeting.

3. He/She will work the prescribed hours, days and varied shifts that are required to meet the needs of the Planning Commission.
4. He/She will act as recording and corresponding Secretary.
5. He/She will notify individual planning commissioners one month before their term of office is to expire.

VIII. QUORUM

A quorum of the Planning Commission is four (4) of the seven (7) members.

IX. ABSENCE OF MEMBERS

1. Attendance at Commission meetings is expected of all Commission members.
2. If a member misses three (3) consecutive regular meetings, or is absent from twenty- five percent (25%) of the meetings in one calendar year without being excused by the Commission, a note will be made of it by the Executive Secretary and forwarded to
3. The City Council for their consideration. A copy of that note shall be forwarded to the Chairman and to the members.
4. A member unable to attend a meeting shall notify, in advance, the Chair or the Executive Secretary, for an excused absence.

X. RESIGNATIONS AND RE-APPOINTMENTS

Any Planning Commission member who wishes to submit his/her resignation or who desires reappointment due to an expiration of term of office must do so in writing to the Mayor with a copy forwarded to the Chair and the Executive Secretary of the Planning Commission.

XI. APPLICATIONS - DEVELOPMENT AND NON-PROJECT

Applications for Commission consideration will be accepted by the Planning Commission only when properly filed with the Executive Secretary.

XII. AGENDA PACKET

An agenda for a regularly scheduled meeting must be distributed four (4) calendar days preceding any scheduled meeting to each member of the Planning Commission.

The agenda for each meeting will consist of the following items:

1. Call to Order
2. Roll Call
3. **Approval of Minutes**
4. Items from the Public Not Already on the Agenda
5. Unfinished Business (Old Business)
6. New Business
7. Items from Commissioners/Committee Reports
8. Planning Director's Report
9. Good of the Order

10. Adjournment

XIII. AMENDMENTS AND DATING REQUIREMENTS

1. These By-Laws may be amended at any regular or called meeting of the Commission by a majority vote of the entire membership providing that the proposed amendment is presented in writing and placed on the agenda and packet material prior to the regular or called meeting. And no amendment to the Constitution or By-Laws will be permitted without at least equal notice and a majority vote.
2. Amendments and all copies of the By-Laws shall show the date of adoption.

APPROVED ON THE _____ OF _____, 2019

CHAIR, SEQUIM PLANNING COMMISSION

Item 4.c.

SEQUIM CITY PLANNING COMMISSION AGENDA COVER SHEET

MEETING DATE: May 7, 2019

FROM: Barry Berezowsky, Community Development Director

SUBJECT/ISSUE: Affordable Housing Strategy

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| Discussion dates | | | | |
| CATEGORY | | | | Time Needed for Presentation |
| <input type="checkbox"/> Public Meeting <input type="checkbox"/> Unfinished Business | | | | - minutes |
| <input checked="" type="checkbox"/> New Business | | | | |

PROBLEM/ISSUE STATEMENT:

Affordable housing is becoming more and more difficult to attain throughout the City of Sequim. While this is not a Sequim centric issue, the solutions must be grounded locally to have a chance at being successful.

The City’s recently completed Housing Needs Assessment sets the table for the community to discuss the various strategies to address the growing housing crisis.

LIST OF ATTACHMENTS:

1. Copy of Housing Action Plan
2. Action Plan Implementation Chart

DISCUSSION/ANALYSIS:

The City recently received a completed Housing Needs Assessment that included data and statistics summarizing Sequim’s housing environment. The Study also included a Housing Action Plan.

The City Council has tasked both a Housing Task Force and the Planning Commission to review the Action Plan and make recommendations to the Council regarding which strategies in the Action Plan should be prioritized.

RECOMMENDATION:

MOTION: None. Discussion only.

Sequim Housing Action Plan for 2010

| Objectives/Tasks | Project leads | Action/Funds |
|--|---|---|
| <p><u>1: Establish differential taxing rates for affordable housing purposes</u></p> <ul style="list-style-type: none"> ▪ <u>Establish differential property tax rates</u> - providing lower rates for properties that will be held as critical areas or in common open space, parks, septic drain fields or package treatment plants and/or leased lands in community land trusts and/or as affordable housing projects to reduce housing development, ownership, and operating costs. ▪ <u>Provide property tax exemptions</u> - for multifamily projects that include affordable housing components within designated areas (C-III, MU, R-IV zones) for up to 12 years for all improvements to new or rehabilitated building elements - but not land in accordance with RCW 84.14. ▪ <u>Approve differential property tax rates and exemptions</u> - following appropriate hearings and public comment in accordance with the provisions of the Growth Management Act (GMA) approve a differential property tax rate assessment schedule that reflects actual land use and that will favor and tend to prime the use of land leases under community land trusts and affordable housing projects. | <p><u>Sequim</u> Planning Department Finance Department City Attorney Planning Commission City Council</p> | <p>Create ordinances and assessment formulas allowing differential tax rate and tax exemptions for affordable housing using staff and General Funds and WA DOC planning grants.</p> |
| <p><u>2: Allow and encourage the use of innovative housing products and designs</u></p> <ul style="list-style-type: none"> ▪ <u>Allow lot size averaging</u> - subdividing land into parcels that may be smaller than the minimum lot specified in the zoning district so long as the average of all of the lot sizes created remains equal to or above the minimum lot size. Lot size averaging is similar to cluster development in that it makes efficient use of the developable portions of a site building to the allowable density while protecting environmental and other features, and providing housing type developments which are compatible with the surrounding neighborhood. ▪ <u>Establish small lot single family housing standards</u> - that allow small lot single family housing developers to construct these types of housing products in feasible and appropriate moderate density single family neighborhoods where the added density will benefit from existing transit, school, employment, community | <p><u>Sequim</u> Planning Department Planning Commission City Council <u>Nonprofit</u> Habitat for Humanity Housing Authority of Clallam County Homeward Bound <u>Profit</u> Local Builders Local Realtors</p> | <p>Update and/or amend zoning, subdivision, and design standards using staff and General Funds and WA DOC planning grants.</p> |

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| <p>facility, and other supporting services.</p> <ul style="list-style-type: none"> ▪ <u>Update subdivision, zoning, and development regulations</u> - to reduce or remove unnecessary property setbacks, maximum site coverage allowances, and other restrictions that prevent the use of innovative, functional, and cost effective land and housing products such as zero lot line on one or more sides, atrium houses, and zipper lots, among others. ▪ <u>Update zoning and development regulations</u> - to expand the definition of allowable innovative, functional, and cost effective housing products City such as duplex, attached single family, town or row houses, tandem houses, and manor houses, among others. ▪ <u>Establish cottage housing standards</u> - that allow cottage housing developers to construct these types of housing products and projects in feasible and appropriate moderate density single family neighborhoods where the added density will benefit from existing transit, school, employment, community facility, and other supporting services. ▪ <u>Expand and/or designate higher density zoning districts</u> - within feasible and appropriate urban core areas to increase the supply of this type land and subsequent higher density housing products including apartment or condo, and mixed use structures. ▪ <u>Approve revised ordinances and regulations</u> - following appropriate hearings and public comment in accordance with the provisions of the Growth Management Act (GMA), amend or supplement zoning and subdivision codes, design standards, and other measures accordingly. | | |
| <p><u>3: Implement Accessory Dwelling Unit (ADU) program</u></p> <ul style="list-style-type: none"> ▪ <u>Amend existing ADU ordinance 18.66</u> - to remove homeowner occupant requirement. ▪ <u>Defer permit and planning review fees, utility connection charges, and impact fees for affordable ADUs</u> - until such time as the ADU affordable units, if ever, are sold or rented in the marketplace as market rate housing at which time the deferred fees will be repaid to the Housing Trust Fund (HTF). ▪ <u>Pre-approve ADU design manual and prototypes</u> - using kit housing projects like Lowe's Katrina Cottages and possibly, including local architect's ADU plans per Santa Cruz, California example. | <p><u>Sequim</u> Planning Department Planning Commission City Council <u>Nonprofit</u> Habitat for Humanity Housing Authority of Clallam County Serenity House <u>Profit</u> Local Architects</p> | <p>Revise existing ordinance 18.66.060B to eliminate owner-occupant requirement.</p> <p>Adopt incentive zoning ordinance with deferment allowance for all fees and charges with repayment to General Funds (GF) using Housing Trust Fund (HTF).</p> <p>Create ADU design and construction manual</p> |

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| <ul style="list-style-type: none"> ▪ <u>Establish an ADU low cost loan program</u> - working with local lenders per Santa Cruz, California example. | <p>Local Builders First Federal Savings & Loan</p> | <p>using staff and General Funds and WA DOC planning grants.</p> <p>Establish low-cost ADU loan program working with local banks.</p> |
| <p><u>4: Implement incentive zoning - noncash density off-sets</u></p> <ul style="list-style-type: none"> ▪ <u>Provide incentive zoning allowance</u> - provide additional (height) floor, reduced parking ratios, and increased site coverage for mixed use projects that provide 10-15% on or off-site affordable housing units. ▪ <u>Transfer housing credits</u> - identify sending and receiving zones for transferring housing density credit units when the increased density allowed by providing affordable housing units within a mixed-use project will not be provided on-site. ▪ <u>Allow fee-in-lieu</u> - provide a fee-in-lieu program where developer pays into the Housing Trust Fund (HTF) the equivalent amount for the development of an affordable housing unit when the affordable housing units will not be provided on-site. | <p><u>Sequim</u> Planning Department Planning Commission City Attorney City Council</p> | <p>Create incentive zoning ordinance for C-III, MU, R-IV and.....using staff.</p> <p>Create TDR sending-receiving zone ordinance using staff and General Funds and WA DOC planning grants.</p> <p>Create fee-in-lieu fund (HTF) and method of constructing off-site units.</p> |
| <p><u>5: Implement incentive zoning - cash off-sets</u></p> <ul style="list-style-type: none"> ▪ <u>Defer permit and planning review fees for affordable units</u> - until such time as the affordable units, if ever, are sold or rented in the marketplace as market rate housing at which time the deferred fees will be repaid to the Housing Trust Fund (HTF). ▪ <u>Defer utility connection charges for affordable units</u> - until such time as the affordable units, if ever, are sold or rented in the marketplace as market rate housing at which time the deferred utility connection charges will be repaid to the Housing Trust Fund (HTF). ▪ <u>Defer park, traffic, and school impact fees</u> - if adopted, until such time as the affordable units, if ever, are sold or rented in the marketplace as market rate housing at which time the deferred impact fees will be repaid to the Housing Trust Fund (HTF). | <p><u>Sequim</u> Planning Department Finance Department City Attorney Planning Commission City Council School Board</p> | <p>Adopt incentive zoning ordinance with deferment allowance for building permits and reviews, utility connections, and impact fees with repayment to General Funds (GF) using Housing Trust Fund (HTF) using staff and General Funds and WA DOC planning grants.</p> |
| <p><u>6: Acquire an infill demonstration property</u></p> <ul style="list-style-type: none"> ▪ <u>Acquire a demonstration property</u> - within the C-III, MU, or R-IV zones to create a prototype mixed use project for market rate and affordable units. | <p><u>Sequim</u> Planning Department City Council <u>Nonprofit</u></p> | <p>Acquire (\$750,000) or option property if necessary to facilitate an RFP competition using city and/or</p> |

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| <ul style="list-style-type: none"> ▪ <u>Establish a land trust holding</u> - including the management organization, bylaws, lease rates, and other provisions for all units - market rate and affordable - and the equity allowances for sale of property if retained as affordable for the demonstration property. | <p>Homeward Bound Port of Port Angeles S'Klallam Jamestown Tribe</p> <p><u>Profit</u> Property Owner Developers</p> | <p>nonprofit funds with or without WA grant assistance to facilitate competition.</p> |
| <p><u>7: Conduct an RFP competition for a mixed-use project with 10-15% affordable units</u></p> <ul style="list-style-type: none"> ▪ <u>Brainstorm development solutions for the property</u> - draft concepts that develop the property under alternative scenarios using the noncash density incentives provided for additional height (a floor), reduced parking ratio, and increased site coverage allowances. ▪ <u>Assess the economic feasibility of the preferred concepts</u> - to determine land value, construction cost, indirect development cost - and the impact of noncash and cash off-set incentives, ▪ <u>Assess partnership opportunities</u> - including purchase of the land for a land trust by a nonprofit entity, and the purchase of some affordable units by the Housing Authority of Clallam County for very low income households. ▪ <u>Assess and mitigate environmental impacts</u> - to assess on and off-site stormwater run-off, design aesthetics, and urban amenities. ▪ <u>Conduct public hearings and approve a pre-packaged plan solution</u> - including appropriate property-specific development agreements, design guidelines, and SEPA MDNS or EIS mitigation documents. ▪ <u>Develop a competitive request-for-proposal (RFP) process</u> - governing the sale or long term lease and development of the property for the preferred and pre-approved design/develop solution. ▪ <u>Judge proposals</u> - by fixing the asking price for the property and ranking proposals on design merits and beneficial impacts on the property and the city's affordable housing objectives. ▪ <u>Award project</u> - following public hearings and review procedures, City Council may award the project to the proposal ranked to have the most design merit and beneficial affordable housing development impacts on the property, downtown, and city. | <p><u>Sequim</u> Planning Department Planning Commission City Council</p> <p><u>Nonprofit</u> Homeward Bound Housing Authority of Clallam County S'Klallam Jamestown Tribe</p> <p><u>Profit</u> Developers</p> | <p>Budget for RFP, evaluation, and selection \$50,000 plus honorariums for 3 contestants at \$10,000 each = \$30,000 Total = \$80,000 to be repaid by successful developer.</p> |
| <p><u>8: Refinance overextended households</u></p> | <p><u>Sequim</u></p> | <p>Establish Housing Trust</p> |

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| <p>Establish an affordable housing deferred loan or shared equity program where the eligible homeowner's house is acquired then sold-back to the homeowner under terms that the homeowner can afford remaining within the 30% of gross income devoted to housing occupancy costs. Where necessary and appropriate, utilize grants, loans, limited and land trusts, reverse mortgages, and other refinancing terms that will allow the homeowner to remain resident in the house, keep the house in viable shape, and where appropriate, retain an affordable price or terms so that the unit can be resold at a future time as an affordable housing unit.</p> <ul style="list-style-type: none"> ▪ Identify homeowners - who would be eligible and capable of participating in the shared or deferred equity refinancing program. ▪ Identify income and financial capability - of the occupants in order to create feasible and appropriate refinancing terms using grants, low and no-interest loans, land trusts, and shared or deferred equity approaches. ▪ Create performance criteria governing refinancing packages - necessary to guarantee homeowner equity and financial solvency, while repaying the Housing Trust Fund (HTF) when the house is ultimately sold or inherited <i>and/or</i> retaining the housing unit in the affordable housing supply to be resold in the future to eligible low-income households. ▪ Assign a management entity - capable of monitoring compliance with the refinanced mortgage terms and the eventual sale and repayment, <i>or</i> sale and resale of an affordable unit in the market. ▪ Create a housing loan trust - able to fund refinancing packages and hold the loan or equity or land title in trust until such time as the house is sold and the loan is redeemed in full <i>or</i> the house is resold under a limited or shared equity approach. | <p>Planning Department City Council Nonprofit Habitat for Humanity Housing Authority of Clallam County Homeward Bound Profit First Federal Savings & Loan</p> | <p>Fund (HTF) and match program with HACC, HUD, WA, and other parties.</p> |
| <p><u>9: Renovate eligible housing with shared and limited equity loan programs</u> Establish a home rehabilitation and deferred loan or shared or limited equity program where the eligible house is refurbished and the cost or loan is deferred for payment to when the house is sold or resold to the occupant with land leases and the land equity is deferred or used to reduce payment terms to allow the current occupant to continue to reside in the house with current home payments.</p> | <p>Sequim Planning Department City Council Nonprofit Habitat for Humanity Housing Authority of Clallam County</p> | <p>Establish Housing Trust Fund (HTF) and match program with HACC, HUD, WA, and other parties.</p> |

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| <ul style="list-style-type: none"> ▪ Identify homeowners - who would be eligible and capable of participating in the rehabilitation and shared or deferred equity program. ▪ Identify rehabilitation program requirements - including the potential number of housing projects, deferred or limited equity program participants, and required number and skill of renovation contractors or agents. ▪ Create performance criteria governing contractor selection and oversight - necessary to warrant quality work, timely work schedules, bonded workers and project sites, and other rehabilitation program particulars. ▪ Create a management entity - capable of overseeing rehabilitation work, contract compliance, and the shared or deferred or limited equity program. ▪ Create a housing loan trust - able to fund rehabilitation and hold the loan or equity in trust until such time as the house is sold and the loan is redeemed in full <i>or</i> the house is resold under a limited or shared equity approach. | <p>Homeward Bound Profit Local Builders First Federal Savings & Loan</p> | |
| <p><u>10: Expand/Capitalize Housing Trust Fund (HTF)</u></p> <ul style="list-style-type: none"> ▪ Design and conduct a public survey of voter households to determine public support - for the use of an allocation from General Funds (GF), an allocation from the Real Estate Excise Tax (REET), a special Property Tax Levy (PTL) dedicated to affordable housing and/or a countywide Local Option Sales Tax (LOST) dedicated to affordable housing to provide affordable housing cash off-sets and match fee-in-lieu payments, public and non-profit donations, grants, loans, and other funding measures with which to implement pro-active housing programs and projects. ▪ Submit and approve a financing mechanism(s) - based on the results of the survey, submit referendums necessary to create a revolving capital fund necessary for implementing pro-active housing programs and projects. ▪ Capitalize the revenues - to issue Revenue Bonds with which to initiate acquisitions, prime infrastructure development, conduct RFP design/develop competitions, and other implementing actions appropriate to the proposed pro-active housing programs and projects described below. | <p>Sequim Planning Department Affordable Housing Committee City Council</p> | <p>Design/conduct mail-out/phone-back survey of registered voter households for \$65 per completion for a minimum of 100 respondents = \$6,500.</p> |

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| <p><u>11: Issue annual and periodic reports and update the Housing Action Plan on a frequent basis</u></p> <ul style="list-style-type: none"> ▪ <u>Conduct annual progress assessments</u> - to review action on projects and policies identified in this Housing Action Plan and measure the following: <ol style="list-style-type: none"> 1) accomplishment of the strategies listed in the action plan and the impact the strategies are having on housing costs, 2) the number of affordable units built by public, non-profit, and private sponsors over the measuring time period, 3) turn-over rates realized in the housing market for all value of housing including affordable value ranges during the measuring time period. ▪ <u>Conduct periodic progress assessments</u> - to review action on projects and policies identified in this Housing Action Plan and measure the following: <ol style="list-style-type: none"> 4) comparison with CHAS 2000 and 2010 housing census statistics for percent of income required for housing costs, number and percent of households in poverty and housing status, and other factors, and 5) public satisfaction with housing conditions in general and perception of their ability to buy or rent a quality affordable housing unit. ▪ <u>Review Housing Action Plan strategies and program accomplishments</u> - and make revisions or adjustments necessary to improve methods, assign responsibilities, or take other measures necessary to be effective in the market. | <p><u>Sequim</u> Planning Department Affordable Housing Committee Planning Commission City Council</p> | <p>Annual reports to be paid by Housing Trust Fund (HTF) and as a condition for collection and distribution of HTF monies.</p> |
|--|---|--|