



ANACORTES PLANNING COMMISSION

March 8, 2023

AGENDA

6:00 PM

A. Roll Call

B. Minutes

- 1) Minutes of 1/11/2023

C. Correspondence

- 1) Update on Planning, Community, and Economic Development (PCED) Department activities
- 2) Update on Federal and State CDBG Activities

The City of Anacortes encourages people with disabilities to participate in public meetings. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Planning Commission Public Hearing Minutes for January 11, 2023

This is not a verbatim transcript of the meeting and is written to capture the general spirit of the discussion based upon notes and video observation by the author. To view the video recording of this meeting, click [here](#), or go to <https://www.anacorteswa.gov/700/Watch-Meetings>.

Commission Chair MacKenzie called the Public Meeting of January 11, 2023, to order at 6 p.m.

Roll Call: Members Present: Commissioners Jeff Graf, Ward MacKenzie, Frank Jeretzky, Jack Curtis & Linda Martin; **Members Absent:** Gary Molyneaux & Sarah Ruether

Staff Present: Don Measamer, Libby Grage, Grace Pollard, and Nathan Goldschmidt

Minutes: The minutes from December 14, 2022, were accepted as presented.

Correspondence: None

Old Business: Public Hearing – CUP-2022-0005 Morrison Court Bed & Breakfast

Grace Pollard, Senior Planner, gave a presentation on the Conditional Use Permit CUP-2022-0005 for a Bed & Breakfast at 2812 Morrison Ct. Staff recommended approval. Chair MacKenzie opened the floor for public comment at 6:06 PM. No comments were received at the meeting and Commissioner Ward closed the Public Hearing at 6:06 PM and opened the discussion to the commissioners. Commissioner Curtis made a motion to recommend approval with conditions, Commissioner Graf seconded the motion. All five Commissioners present voted to recommend approval.

Bonus Height provisions in the R4 Use Zone west of the Commercial Use Zone, AMC 19.42.050(C)

Don Measamer, PCED Director, gave a presentation providing background information on the bonus height provision. At 6:10 PM Chair MacKenzie opened the floor to public comment. Mike Pearl, Ed Geegan, Mary Jo McArdle, Pat Gardener, Rob Indallen, and a member of the public who commented remotely expressed concerns with the bonus height provisions including the impact to the character of the City and view impacts. At 6:37 Chair MacKenzie closed the public hearing and proceeded with Commission discussion. Chair MacKenzie provided background information on the process that resulted in the bonus height provision. Commissioner Curtis directed questions to Director Measamer regarding the level of public involvement that took place to draft the bonus height provision. Commissioner Graf asked Director Measamer for clarification on the proposed bonus height provision and previous opinions expressed by fellow Commissioners on the topic. Director Measamer summarized the December 14 PC meeting on this topic and recalled that at that meeting the present Commissioners voted unanimously to recommend Item F, to leave the bonus height provision in place with no changes. Commissioner Jeretzky clarified some of the implications of the proposed bonus height provision. Commissioner Martin asked Director Measamer about potential practical implications of the bonus height provisions. Additional discussion continued among the Commissioners and Director Measamer.

At 7:03PM, Commissioner Curtis made a motion to approve Item F, which was seconded by Commissioner Jeretzky. All Commissioners present voted to approve Item F.

With no further discussion, Commissioner Chair MacKenzie concluded the meeting at 7:05 PM.



Planning Commission Agenda Bill

Meeting Date: March 8, 2023 **Agenda Item:** C.2.

Subject: Update on Federal and State CDBG Activities

Staff Contact: DON MEASAMER

Approved for Submittal to Commission by

Joann Stewart
LIBBY GRAGE
DON MEASAMER

Action Type

Discussion

Summary Statement: The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The City Planning Department recently completed the planning process for submission of its 5 year Con Plan, and two components of the Con Plan – the annual Strategic Plan and annual Action Plan. The Action Plan outlines the projects that will be funded during the upcoming program year and the Strategic Plan identifies the funding priorities. The presentation tonight will provide information on the funding activities for the past 5 years with federal CDBG annual funding and the coronavirus funding received from the federal and state governments during the pandemic.

Background: Presentation of the past 5 years of federal CDBG funding and activities funded with CDBG Coronavirus funding.

Previous Action: N/A

Competing Viewpoints Considered:

Recommended Motion: N/A

Alternative Actions: N/A

Attachments (listed in order presented):

1. PC Update on CDBG programs 2023



DEPARTMENT OF PLANNING, COMMUNITY & ECONOMIC DEVELOPMENT

MEMORANDUM

DATE: March 1, 2023

FROM: Joann Stewart, Program Coordinator
Planning, Community & Economic Development

SUBJECT: CDBG Update

The Consolidated Plan comprises the planning and application requirements for the City's Community Development Block Grant (CDBG), a program administered by the U.S. Department of Housing and Urban Development (HUD). The City Planning Department recently completed the planning process for submission of its 5 year Con Plan, and two components of the Con Plan – the annual Strategic Plan and annual Action Plan. The Action Plan outlines the projects that will be funded during the upcoming program year and the Strategic Plan identifies the funding priorities.

The City can designate a maximum of 15% of the total annual allocation to public services and a total of 20% for administration of the grant. The City has elected not to utilize the admin portion of the grant and instead provide that funding to projects. The public services portion is provided to the Anacortes Family Center to assist in their costs for the emergency shelter activity, a great benefit to families in crisis.

The City receives approximately \$105K per year. This funding, while somewhat a small sum, provides many benefits to the lower income families and individuals. Below is a recap of some of the activities from the past 5 years:

- 2018-2021 - Public Services - homelessness/assist special needs populations - create suitable living environs, reducing poverty – 90 day shelter for families and single women along with supportive services for housing location, job search assist, healthy living training – approximately 726 individuals served during this 4 year period (2022 report is not yet available) – CDBG funding (4 years) - \$58,446.86, benefit for low to moderately low income individuals/families

- 2018 - Preservation – Housing Authority - create suitable living environments/preservation of rental housing – low income rental units rehabilitated - 2 households, 7 individuals total - \$65,000, benefit for low to moderately low income individuals/families
- 2019 Preservation – create suitable living environments/preservation of rental housing – essential appliances provided to 20 unit low income apartment complex -\$41,859, benefit for low to moderately low income individuals/families
- 2019 Removal of Architectural Barriers - create suitable living environments – sidewalk ramp replacements in key locations to provide access to services and entertainment for mobility impaired individuals within our community - \$45,222 replaced 6 ramps and improved intersections along O Avenue.
- 2019 Salvation Army Refrigeration Unit for Food Bank – homelessness/assist low income residents – installation of new refrigeration unit for Salvation Army Food Bank. Existing unit was no longer functioning. Very timely project in that the Covid pandemic hit at the same time and many within the community were suddenly without income and food was scarce. Served approximately 1988 individuals during first year - \$59,971.79 CDBG funds
- 2019/2020 CDBG-CV – Small Business Stabilization Grants, Community Action Food Bank, Rental Relief, Emergency Shelter – prepare, respond and prevent the spread of Covid. The city received a total of \$178,507 in Covid relief funding from HUD. One project City staff created assisted 20 local small businesses retain approximately 100 employees and remain in business during the shutdowns caused by the pandemic. The City also utilized another \$100,000 in annual funding to fund the various projects to respond and prevent the spread of the coronavirus.
- 2019/2020 CDBG-CV - Community Action Food Bank provides food and supplies to local food banks. The City provided \$8,183 to assist in distribution of food supplies to the Anacortes food banks. It was estimated that this helped increase food supplies to the local food banks by more than 10%. This funding helped provide an additional 2,000 pounds of food and supplies to Anacortes food banks during the pandemic.
- 2020 CDBG-CV – Rental Relief – approximately \$57,890 was applied to help 26 families with rental assistance. The families had lost income due to business closures and were unable to pay rent. This funding helped keep many families in their homes.
- 2020 CDBG-CV - Cold Weather Shelter – in 2020, the city allocated \$25,000 to the Anacortes Community Health Council to manage a cold weather shelter for homeless individuals. This project helped reduce the spread of the coronavirus by keeping the individuals separate during the cold winter months. This provided a benefit to 4 individuals.
- 2023 CDBG-CV funding - Cold Weather Shelter – this activity was awarded up to \$35,000 to the

Salvation Army to provide safe temporary overnight shelters for the chronically homeless to prevent the spread of the coronavirus. The number of beneficiaries of this activity have not yet been determined as the project is on-going.

- The importance of the CV funding is that if the City did not participate in the annual CDBG funding, we would not have received the coronavirus funding from the federal government. This funding helped immensely to keep many of our local businesses from shutting down completely, helped those families who lost jobs or income due to shutdowns to keep them in their homes and with supplies to feed their families. The cold weather shelter program also helped the homeless population during the cold winter months from congregating together and potentially spreading the virus.
- 2021 – Preservation – awarded approximately \$100,000 to the Housing Authority for a full roof replacement and the Harbor House 50 unit low income, disabled seniors apartment complex. This project provided suitable living conditions for the residents and helped retain low income housing stock within the community.
- 2022- Benefit to Low to Moderately Low Income Individuals – the City awarded the Anacortes Family Center \$85,444 to develop the early learning childhood center at The Landing, a 21 low income housing complex. The Early Learning facility is expected to serve approximately 50 children each year at minimal costs to the families living in the complex and other families in need this type of service.
- 2023 projects include approximately \$100,000 to the Anacortes Housing Authority for a roofing activity at one of the public housing complexes. This will provide a service to 14 low income households

In addition to the federally funded CDBG, the City of Anacortes was awarded approximately \$25,000 in Covid Relief funding from the Washington State Department of Commerce. Approximately \$8,000 was used for rental relief to help 4 public housing families, a total of 11 individuals, pay rent they were unable to pay during the pandemic due to lost wages.

Approximately \$14,000 was awarded to the Anacortes Senior Center to purchase electrical equipment to provide services to the elderly who are at greater risk of serious consequences caused by the coronavirus. The equipment will provide remote learning options for seniors such as educational classes, exercise options, socialization for those unable to meet in person.