

MEMORANDUM

Date: January 6, 2022
To: Community Development Advisory Board
From: Heather Aven, Secretary
Subject: Bylaws Minor Revisions

Members,

There have been some housekeeping revisions made to the Community Development Advisory Board bylaws and have been attached for your review and consideration. Please come to the January 13th meeting prepared to propose any further changes you would like to see made to the bylaws so that we might be able to vote upon and approve them.

Please note the following minor revisions:

- Added the words “up-to” before the number of members appointed to the Board.
- Re-ordered the “Order of Business” to reflect what is actually happening each month.

Feel free to reach out with any questions you may have.

Heather Aven

360-778-8345 or haven@cob.org



COMMUNITY DEVELOPMENT ADVISORY BOARD BYLAWS

ARTICLE I - AUTHORITY AND NAME

The official title of this organization shall be the Community Development Advisory Board (CDAB). This board shall advise the Mayor and City Council, as well as City departments, as set forth in BMC 2.46.010 on matters related to the programs and projects that utilize the Community Development Block Grant Program, the HOME Investment Partnerships Program, other federal funding, and state and local funding. The board may also participate in the formulation of policies, plans, projects and programs, and their implementation, in order to carry out specific community development projects pursuant to the needs/desires of their constituency and general welfare of the people of the city of Bellingham.

ARTICLE II - RESPONSIBILITIES

The responsibilities of the Community Development Advisory Board are described in BMC 2.46.010 as follows:

- A. To maintain familiarity with the current federal, state, and local regulations affecting community development, and to advise on policies and programs in which the City may have an interest; and
- B. To assess the community development and housing needs of the city, and to propose and evaluate City plans and programs to meet those needs, in cooperation with City boards, and departments, or other bodies, public or private; and
- C. To ensure that the citizens of the City are given a variety of opportunities to participate in all phases of the community development program, and to ensure that the requirements of the federal government relating to citizen participation in the program are complied with.

ARTICLE III - MEMBERSHIP

Composition: The Community Development Advisory Board shall consist of up to fifteen (15) members, appointed by the Mayor, who shall serve without compensation. No member of the board shall be employed by the City of Bellingham.

Appointment: The Community Development Advisory Board, City staff, and others may recommend citizens for membership on the board. These recommendations shall be presented to the Mayor with the following factors being taken into consideration:

- One or more members shall have professional, or business, expertise in the financing, construction, or marketing of housing, and one or more members shall have background and experience in advocacy for low and moderate income housing concerns, tenant issues, social service needs, or housing consumers in general; and
- Low income, diverse population, elderly, and other social welfare interests shall be represented, as available; and
- At least one member shall be appointed from each of the wards of the city, to achieve geographical diversity; and
- One member shall be a member of the Bellingham Housing Authority board or staff, and shall serve with no term restrictions.

Recruitment: Board members will be expected to assist with recruitment efforts for vacant seats. The board will attempt to fill seats with at least one individual who receives services funded by the City housing and services program. All new board members shall be offered mentorship and support by existing board members.

Term: The term of each member shall be three (3) years, and members should generally serve for no more than two (2) consecutive terms, with the exception of the Bellingham Housing Authority member.

Attendance: Members are expected to attend all meetings faithfully. Reasonable accommodations will be provided to any member of the board upon request. In the event that a member must miss a meeting, communication with the CDAB Secretary shall take place prior to the meeting. If a member acquires unexcused absences for two (2) consecutive regular meetings, a majority of members may vote to recommend to the Mayor that the member be removed from the board.

Vacancies: Vacancies on the board shall be filled in the same manner as the original appointment, with the replacement member filling the remainder of the unexpired term.

ARTICLE IV - ELECTION AND DUTIES OF OFFICERS

Officers: The officers of this board shall consist of a Chairperson and a Vice-Chairperson. The nomination and election of officers shall occur annually within the first quarter of the year. The candidates receiving the majority vote of those present shall be declared elected, and shall assume their duties immediately for a term of one (1) year. Vacancies in any term of office may be filled by the CDAB at any meeting. Officers shall be allowed to serve until replaced.

Chairperson: The Chairperson shall be a full voting member of the board and shall preside at all meetings and hearings and shall perform all such duties as are incident to the office or as may be required of the chairperson by the board.

Vice-Chairperson: The Vice-Chairperson shall assume the duties and powers of the Chairperson when they are absent.

Pro-tempore: If both the Chairperson and the Vice-Chairperson, are absent from a board meeting, members may, by majority vote of those present, elect a Chair *pro-tempore* who shall assume the duties and powers of the Chairperson for that meeting.

Secretary: The Housing and Services Program Manager, or their designee, shall serve as the Secretary of the board. The Secretary shall provide proper and legal notice for all public hearings, prepare and post the agendas of all regular and special meetings, and provide routine correspondence to the board. The Secretary shall record and retain each meeting of the Community Development Advisory Board and any of its committees. The Secretary shall prepare summary minutes, which must be approved by the board, and will maintain a file of all meeting materials for the official record.

ARTICLE V - Meetings

The Community Development Advisory Board shall comply with the Open Public Meeting Act. All regular and special meetings, hearings, records and accounts of the board shall be open to the public, except those matters considered in executive session.

Regular Meetings: Regular meetings of the Community Development Advisory Board shall be held at least nine (9) times each year, generally at the Mayor's Board Room in City Hall on the second Thursday of the month. Changes to this schedule shall be posted on the City's website.

Special Meetings: may be held as often as the Chairperson or a majority of the CDAB shall deem necessary in accordance with state law.

Order of Business:

- Call to Order
- Approval of Minutes from Preceding Meeting
- General Public Comment (3 minutes each)
- Public Meetings / Hearings
- Regular Business (old and unfinished)
- Staff & Committee Reports
- Announcements
- New Business
- Adjourn

ARTICLE VI - CONDUCT OF BUSINESS

Quorum: A majority of the appointed members at the time of any meeting shall constitute a quorum for the transaction of business or approve any action.

Parliamentary Procedure: The current edition of Robert's Rules of Order, shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the board unless stated otherwise in these Bylaws, in other board Resolutions, or in City Ordinances.

Agenda: The order of the agenda shall be set by the Housing & Services Program Manager in conjunction with the Secretary after consulting with the Chairperson. The number of items to be included on an agenda shall be limited to a number, which may be reasonably considered by the board in one evening.

Motions and Voting: Members are encouraged to vote on all matters which require a decision unless a conflict of interest exists. Motions shall be restated by the Chair before a vote is taken. Each member, including the Chair, shall have one vote and no proxies shall be allowed. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes. Any action taken by a majority of those present, when those present constitute a quorum, at any regular or special meeting of the Community Development Advisory Board shall be deemed and taken as the action of the board.

Conflict of Interest: CDAB is subject to RCW 42.23, which relates to conflicts of interest of municipal officers, which members of CDAB are considered. The City wishes to avoid conflicts of interest and the appearance of conflicts of interest so as to fully deserve and ensure the public trust. RCW 42.32.030 prohibits municipal officers from having a beneficial interest in a contract. For this reason, the member cannot be both a member of CDAB and a contract recipient; however, RCW 42.23.040 provides an exception for "remote interests". These exceptions include allowances for non-salaried Board officers of a non-profit, or salaried employee of a contracting party to participate on CDAB. In keeping with RCW 42.23.040, any board member or employee of an applicant shall publicly disclose any conflicts of interest prior to the board's consideration of the matter, the conflict shall be noted in the minutes, and the member shall refrain from any attempt to influence any other CDAB member, as well as voting thereon.

Open Public Meetings Act: CDAB business is subject to the Open Public Meetings Act.

ARTICLE VII - COMMITTEES

Establishment of Committees: The board may establish such standing or special committees as it deems advisable and assign each committee specific duties or functions. Each standing committee shall consist of at least three members. No standing or special committee shall have the power to commit the board to the endorsement of any plan or program without its submission to the whole body.

Appointment and Terms: The Chairperson of the Community Development Advisory Board shall appoint the members of each standing or special committee and shall name the chair of each committee. The members of each standing committee shall be appointed during the first quarter of each year, and shall serve for a term of one year. Special committees may be appointed at such times and for such purposes and terms as the Board approves.

Vacancies: Any committee vacancy shall be filled immediately by the Chairperson of the Board for the unexpired portion of the term, or until another member can be appointed.

Meetings: All committees shall meet at the call of the committee chair, provided that the Chair of the board shall also have the authority to call a special meeting of any committee at any time and upon such notice as they may specify.

ARTICLE VIII - AMENDMENT OF BYLAWS

These Bylaws may be amended at any regular or special meeting where not less than a quorum of the members are present, and by which an affirmative vote of a majority of the members present is reached; provided that the proposed amendments have been submitted in writing at a previous meeting. Such bylaws shall be effective upon approval by the City of Bellingham Community Development Advisory Board.

ADOPTED by the Community Development Advisory Board this _____ day of _____, 20____

Secretary

Attest:

Chairperson

2021 Annual Report

2021 Annual Report

Community Development Advisory Board (CDAB)

2021 Accomplishments / Highlights

Throughout 2021, CDAB members continued the important work of the board via Zoom as COVID-19 continued to restrict our ability to gather as a group in-person. This group successfully launched another round of NOFAs and made important recommendations on the available funding this grant cycle. They also enjoyed presentations from agencies that are doing amazing work in our community:

- Whatcom Council on Aging
- DVSAS (Domestic Violence & Sexual Assault Services)
- WA State Finance Commission (Homebuyer assistance)
- Road2Home & LIHI (Gardenview Tiny House Village)

Notice of Funding Availability Process

Each year, the Board reviews notices of funding availability (NOFAs) prior to their publication and makes funding recommendations as part of the annual Action Plan process. Some NOFAs are published annually, and some are published every two years or as funding is available.

Every other year, the Board is tasked with reviewing housing and human **service grant applications** and the appropriate allocations of funding. This year the City executed 27 grant contracts after the group recommended which agencies to fund and how much each should be allocated, and the Mayor and Council completed their processes.

View the complete list of funded projects and programs on the City's website at <https://www.cob.org/services/housing/pages/funding-recipients.aspx>.

2021 Action Plan

This plan is created to detail the activities and funding allocations for the upcoming year and is a requirement of HUD for federal grant funds.

Purpose of the Advisory Board

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BMC 2.46.010.

The Board shall advise the Mayor and City Council, as well as City departments, as set forth in BMC 20.46.010 on matters related to the programs and projects that utilize the Community Development Block Grant Program, the HOME Investment Partnerships Program, other federal funding, and state and local funding.

Meetings:

The Board meets on the second Thursday of most months at 6:00 p.m. in the Mayor's Board Room (or via Zoom Webinars this year).

These meetings are open to the public.



March 1: The draft Action Plan was released, and the 30-day public comment period was opened.

March 11: A public hearing on the Action Plan was held before the board. There were no comments on the Action Plan received by members of the public at this meeting.

April 1: The Board recommended approval of the plan, which is the third action plan of the 2018-2022 Consolidated Plan. The City Council passed their resolution on the 2021 Action Plan at their April 26 meeting.

CAPER (Consolidated Annual Performance Evaluation Report)

The CAPER describes the year-end status of all activities proposed by the City in the prior year annual Action Plan. It evaluates accomplishments proposed by the Strategic Plan, as well as the goals outlined in the Housing Levy Administrative and Financial Plan.

September 9: *Public Hearing* on the CAPER was held at the conclusion of a 30-day public comment period. There was no public comment received at the meeting about the CAPER; the board made minor suggestions and recommended approval of the report.

Other Accomplishments / Opportunities

As a result of the ongoing COVID-19 pandemic, the City of Bellingham participated in many different COVID-19 relief measures. Additional funding was proposed and allocated; additional needs surfaced in the community; more coordination was required between the City, County and other partners. CDAB members were kept informed and provided input throughout the year on these complex and changing circumstances.

The members were invited to participate in other opportunities throughout the year, outside of the regularly scheduled monthly meeting:

- October 18-22 – Housing Week [online](#)
- The City's review of the Residential-Multi project



The City of Bellingham's Community Development Advisory Board consists of (up to) fifteen (15) members appointed by the Mayor.

Membership / Attendance

- Alycia Hawkins (Chair) attended 8/9 meetings
- Aran Clauson attended 9/9 meetings – *Perfect Attendance*
- Brien Thane attended 9/9 meetings – *Perfect Attendance*
- Elizabeth Jennings attended 9/9 meetings – *Perfect Attendance*
- Kathleen Roy attended 5/5 meetings – *Perfect Attendance (term ended)*
- Kaylee Galloway attended 8/9 meetings
- Leah Wainman (Vice) attended 3/6 meetings (term ended)

Five new members joined us throughout the year

- Christopher Pasquale attended 4/8 meetings
- Jennifer Miles attended 4/5 meetings
- Rachel Jewell attended 4/4 meetings – *Perfect Attendance*
- Suneeta Eisenberg attended 2/2 meetings – *Perfect Attendance*
- Yin-Ho Lai attended 8/8 meetings – *Perfect Attendance*

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- Members that were not able to finish the full year as a board member included: Greg Arnold, Javier Flores and Cassidy Thornton. We thank you all for your service!

Meetings held in 2021

January 14	February 11	March 11
April 1	May 13	June 10
July – No Meeting	August – No Meeting	September 9
October 14	November 18	December 9 – No Mtg

More information about the Community Development Advisory Board, or for access to the meeting materials including minutes, staff reports and the audio-recordings visit www.cob.org/cdab.

DRAFT CDAB Annual Calendar (subject to change) - 2022

	January 13th	February 10th	March 10th
CDAB Meeting Plans:	Review By-Laws and annual calendar. Discuss recruitment needs, elect chair and vice-chair.	Summary of NOFA applications received. Consolidated Plan update - stakeholder conversations	Action Plan project & draft ranking review. Draft AP Release - Comment Period. Public Hearing on Action Plan
Guest speakers:	None	WCHD - Healthy Whatcom Team	None
	April 14th	May 12th	June 9th
CDAB Meeting Plans:	Comment Period closes. Formal CDAB Recommendation on Action Plan CP & AFH update - data analysis & survey results.	Report on final Action Plan allocations. Review work of funded agencies.	Discuss Services NOFA and process for end of year release. Draft AFH available for review. Update on Consolidated Plan.
Guest speakers:	None	TBD (possibly KulshanCLT/HabitatFH)	TBD
	July 14th	August 11th	September 8th
CDAB Meeting Plans:	Public Hearing on Assessment of Fair Housing Draft CAPER Release in August - Comment Period begins.		Public Hearing on CAPER. Comment Period closes. Follow up on A&F Plan discussion. Discuss approach to NOFAs. Review final draft of AFH.
Guest speakers:	TBD		None
	October 13th	November 10th	December 8th
CDAB Meeting Plans:	Review final draft of NOFA and associated applications. Assessment of Fair Housing due to HUD.	Finalize NOFAs & review process. Update on Consolidated Plan - all draft chapters ready for review.	Discuss 2023 budget.
Guest speakers:	TBD	TBD	None

CDAB Housing Project Update

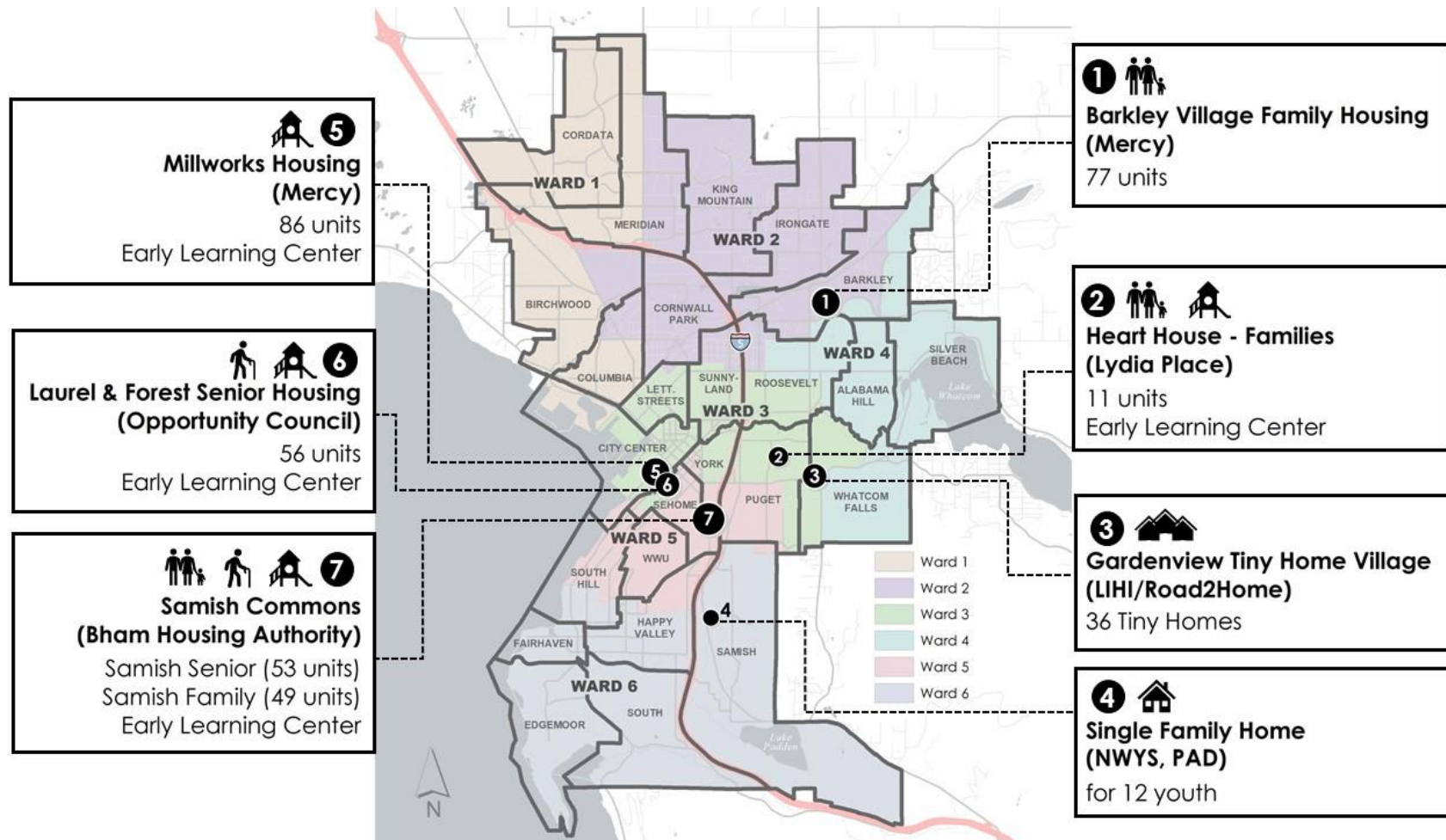
January 2022

Includes projects in Action Plans that are not yet completed

[acronyms: SFH= single family home; PSH= permanent supportive housing; ELC= early learning center; m= million; AMI= area median income; FWC= families with children] PROJECT LISTED IN THE ORDER THAT CORRESPONDS WITH THE MAP NUMBERING

PROJECT	DESCRIPTION	STATUS	LOCATION	CITY FUNDING	TOTAL	Notes
Mercy, Barkley Family Housing	77-units, targeted to families (below 30% & 50% AMI)	Under construction	Barkley Rimland Drive	\$3,350,000 HOME/Levy	~\$25m	10% of units for homeless-on-entry Currently about 20% complete.
Lydia Place, Heart House (+ELC)	11-unit, PSH for families (100% homeless-on-entry)	Under construction	Puget 17901 Gladstone St	\$1,723,750 HOME/Levy	~\$4m	Completion anticipated by June.
LIHI/Road2Home; Gardenview Village	Tiny House Village (shelter) with 30 units, targeting 55+ or medically fragile. 5 additional units possible (for a total potential of 35 units)	Occupied; additional construction of 5 units TBD	Puget 1399 Woburn St	~\$200,000 site set-up + ~\$300,000 operations CDBG-CV/REET	~.5m + 20 units from county	Shelter with on-site case management (referral from housing pool or Road2Home required) Current occupancy at 27 individuals
NWYS, PAD	SFH for up to 12, <18 yo youth	Purchased, improvements to come	Samish 1000 36 th St	\$574,647 perm + bridge CDBG/Levy	~\$1.4m	State Rapid Acquisition funding awarded in late December. Improvements related to fire safety & ADA to be done Q1 of 2022.
Mercy, Millworks (+ELC)	86 units (below 30%, 50%, & 60% AMI)	Planning	City Center NW Corner of W Laurel & Cornwall Ave	TBD (likely ~\$3m)	~\$32m	ELC portion will be additional. Council to consider ARPA portion for both housing & ELC in February.
Opportunity Council, Laurel & Forrest (+ELC)	56 units, targeted to seniors (below 30% & 50% AMI)	Planning	Sehome 1000 N Forest St	\$2,000,000	~\$22m	10% of units for homeless-on-entry. County a significant funder of housing + ELC (using their ARPA)
BHA, Samish Senior	53 units, targeted to seniors (below 30% & 50% AMI)	Contracting phase	Sehome 301 N Samish Way	\$2,477,250 Levy	~\$20m	To be constructed concurrently with Family building (below)

BHA, Samish Family (+ELC)	49 units, targeted to families (below 50% & 60% AMI)	Contracting phase	Sehome 321 N Samish Way	\$3,252,750 Levy/ARPA	~\$22m	ELC is separate contract with additional \$750k from City ARPA
FWC Interim Housing Facility		Planning	TBD			In scoping phase w/consultant assistance



**RECORD OF PROCEEDINGS OF THE
COMMUNITY DEVELOPMENT ADVISORY BOARD (CDAB)
CITY OF BELLINGHAM, WASHINGTON**

**THURSDAY
November 18, 2021**
Audio-recorded

6:00 P.M.
Online - Zoom Meeting
www.cob.org

CALL TO ORDER: The meeting was called to order by Elizabeth Jennings

Members Present: Aran Clauson, Brien Thane, Elizabeth Jennings, Jennifer Miles, Rachel Jewell, Suneeta Eisenberg, Yin-Ho Lai and Hollie Huthman (City Council)*

Staff (PCDD): Samya Lutz, Housing & Services Program Manager; Kate Bartholomew, Development Specialist, Heather Aven, Recording Secretary

Members Absent: Alycia Hawkins, Christopher Pasquale

Guests:

APPROVAL OF MINUTES:

Minutes from October 14, 2021 were approved by general consensus.

AGENDA ITEMS:

Housing Projects Summary

See handout. No updates to discuss.

NOFA Update

Community Facilities application was simplified somewhat, to reduce repetition in the application and attachments. Again this year the City will accept a Cover Sheet only for childcare facilities if the applicant does not have enough information to complete the full application by the due date.

Consolidated Plan – Community Participation Process

The board reviewed the draft Community Participation Plan and gave feedback, provided many suggestions. These included generally an emphasis on meeting stakeholders where they are, keeping language simple and straightforward (no jargon), building relationships beyond just asking for one-time feedback. Build on community outreach initiatives that have already taken place recently or will take place.

City Staff Updates

- Families with Children facility – phase I report complete. Samya to send out report.
- The City and County have hired a Communications Consultant to help do a better job of communicating with the public about homelessness
- Tara & Samya presented to MNAC last night on the City's approach to Housing & Services, with a particular focus on serving those who are unhoused. Good feedback, with clear need to communicate better and more regularly.
- Recent flooding has further reduced our housing stock at a time when we desperately need to add housing.
- Gardenview Village – 17 folks have moved in (some from Base Camp, some who were camping outdoors).

What's the Buzz

- Whatcom Skagit, San Juan, Skagit Counties – Governor declared an emergency: 300-500 homes destroyed. Hoping to find funds at State level to support both short-term emergency housing and longer-term recovery housing.
- BHA seeing rents increase for Section 8 voucher holders. They increased their payment standard to the extent allowed by HUD and doubled the size of their mainstream voucher program to 150 households and got 63 additional emergency housing vouchers (for homeless families or at risk). So far, seeing more rent increases than evictions.

Future Agenda Items

- A speaker from Whatcom County Health Department on the Community Health Improvement Plan (CHIP)
- 2022 state legislative session – specifically renter protections
- A speaker on the business side of housing and real estate development (Kate suggested members watch the recent Housing Week session on “Making Affordable Housing Pencil” and shared link). Let staff know if there is still interest in this topic.
- A policy discussion in light on the close defeat of recent Initiative 1.
- A staff presentation from BHA about how the voucher system works (Section 8 and local forms of rent assistance)
- Presentation on role of non-profit vs role of government entity and ways they overlap and how they differ.
- Balance homeownership and the gap in funding.
- Additional discussion on ways to measure equity.

Adjourned

Minutes prepared by:

Kate Bartholomew, Development Specialist

Minutes edited by Housing & Services Program Manager