



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Tuesday, September 02, 2025, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Robert Wotton

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

- [1.](#) Approval of the minutes dated July 7, 2025.

AGENDA BILLS

- [2.](#) **AB25-083:** Affordable/Workforce Housing Development

UPCOMING ITEMS

(The following items reference either upcoming projects or issues pertaining to matters of the Community Development Council Committee. There will be no discussion of these items unless there is a change in status.)

ADJOURNMENT



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES JULY 7, 2025

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER & ROLL CALL: Councilmember Washington called the meeting to order at 6:00 pm.

Committee Members:

Councilmembers Louis Washington (remote) and Rob Wotton were present. Councilmember Johnson had an excused absence.

Mayor Katherine Ross was also present.

City Staff:

Mike Chambless, City Administrator; Dena Burke, City Attorney; Mona Davis, Community and Economic Development Director; Deana Dean, City Clerk; Nicole Wiebe, Community Liaison; and Jimmie Betts, IT Support.

AGENDA APPROVAL – The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES – The minutes dated June 2, 2025, were approved as presented.

AGENDA BILLS

2. **AB25-069:** Historic Downtown Color Palettes Resolution. Director Davis introduced this item and provided background on the process, Planning Commission actions, and the recommended palettes. Committee questions and comments followed. This item is approved to move forward on the July 14, 2025, Council meeting non-consent agenda.

ADJOURNMENT - The meeting was adjourned at 6:15 pm.

Minutes prepared by Deana Dean, City Clerk.

Recorded meeting audio is available on the city website after the meeting.

Minutes approved at the _____ Community Development Committee Meeting.

Council Agenda Bill

AB Number

AB25-083

Agenda Bill Information

Title *

Affordable/Workforce Housing Development

Action *

Motion

Council Agenda Section

Discussion

Council Meeting Date *

09/08/2025

Staff Member

Mona Davis

Department *

Community Development

Committee

Community Development

Committee Date

09/02/2025

Exhibits

Packet Attachments - if any

Snoqualmie, WA RFQ for Affordable Workforce Housing - Dec 2024.pdf

370.42KB

Summary

Introduction *

Brief summary.

The city received two RFQ submittals in January, which were determined to be inconclusive as additional steps are needed to support affordable/workforce housing in the City. Staff propose the CD Committee reevaluate the affordable and workforce housing development process to determine next steps.

Proposed Motion

Move to rescind the RFQ and reevaluate the affordable housing process.

Background/Overview *

What was done (legislative history, previous actions, ability to hyperlink)

The Community Development Committee met several times in 2024 to develop a Request for Qualifications (RFQ) for Affordable/Workforce Housing, which was launched in December 2024.

The City received two submissions in response to the RFQ, which were discussed with the CD Committee on February 3, 2025; the CD Committee authorized a "subcommittee" be formed to review and evaluate the RFQ submittals, which consisted of the City Administrator, CD Director, PW Director, a councilmember, and 1-2 independent parties with experience in affordable housing developments. The Subcommittee was provided with evaluation criteria and met on March 31, 2025 to discuss the RFQ submittals and evaluate

the submissions, where they were deemed inconclusive. The Subcommittee members suggested that the CD Director reach out to Imagine Housing to inquire on a recent affordable housing development that was completed in Bellevue and discuss what it would take to make this type of project attractive to build in our city. After numerous attempts to reach Imagine Housing in April and May, a meeting was scheduled in June with their VP of Real Estate Development.

CD Director Davis and Councilmember Wotton met with Imagine Housing on June 16, 2025; they indicated that this recent Bellevue project presented many challenges that should not be replicated, particularly in a more rural community without wrap around services.

Director Davis continued to pursue other avenues for affordable housing funding, such as Amazon's Housing Fund and Department of Commerce's Connecting Housing to Infrastructure Program (CHIP), only to learn that grant funding was appropriated to shovel ready projects and not designated for projects that needed preliminary evaluation to design. Councilmember Wotton researched affordable loan programs to determine that this project could qualify for USDA lending since Snoqualmie was considered a rural designation with under 20,000 population. His associate, who is the affordable housing relationship manager with Umpqua Bank, reached out to an affordable housing developer she knew, Related Companies, to inquire about creative solutions to affordable housing in small communities; Related responded by expressing interest in hearing about Snoqualmie's needs.

Councilmember Wotton contacted Related on July 7, 2025 to inquire about scheduling a meeting to make introductions and explore options, which was held on July 15, 2025 and attended by CM Wotton and Director Davis. Related (aka Related Northwest) provided additional information on their firm and the projects they were involved in, most recently contracting with City of North Bend to develop an affordable housing project. Director Davis committed to providing additional information on Snoqualmie's site and it was agreed to reconvene after Related had an opportunity to evaluate the property information; a second meeting was held on August 12, 2025. At that next meeting, Related expressed interest in a site visit and asked if they could meet city staff there on August 25, 2025 when they were in town. Director Davis sent a placeholder meeting invitation from 1-4 (meeting was later narrowed down to a 2:00 meet time) to City Administrator Chambless, Mayor Ross, Finance Director Bouta, Public Works Director Hamlin, and Councilmembers Christensen, Holloway, Washington, and Wotton. Councilmembers Christensen and Wotton attended the site visit, along with City Administrator Chambless, Deputy Finance Director Hughes, and CD Director Davis. At that meeting, it was determined that next steps would entail taking this topic back to the CD Committee for Subcommittee updates and discussion on how to proceed with next steps.

Analysis*

Discussion on how to proceed with inconclusive RFQs and share the Subcommittee's findings to date. Explore next steps with either refining the criteria to obtain additional proposals through an RFP process or utilize another mechanism to sole source a Development Agreement with Related.

Budgetary Status*

This action has no budgetary implications.

Budget Summary



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Snoqualmie, Washington 98065
(425) 888-1555 | www.snoqualmiewa.gov

December 30, 2024

Request for Qualifications (RFQ) for Affordable/Workforce Housing Development

Date Issued: December 30, 2024

RFQ Name: Affordable/Workforce Housing

Response Deadline: January 24, 2025 (revised from January 6, 2025)

1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a development on Parcel No: 2524079033, to provide affordable/workforce housing. Additional Information about this parcel including environmental constraints may be found on:

<https://www.snoqualmiewa.gov/DocumentCenter/View/43903/Critical-Areas-Review-Parcel-2524079033>

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative affordable/workforce housing. [Affordable housing is defined as housing that is affordable for households earning up to 60% of Area Median Income (AMI), and preferred workforce housing is intended to be affordable for those earning between 80% and 120% of AMI, with affordability guaranteed for up to 55+years.]

2. Background

Snoqualmie, WA is a city located about 28 miles east of Seattle, with a 2024 population of 14,520. Approximately 4,600 employees enter the city each day. Most employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent, and Auburn, WA due to the high cost of local housing. Over 2,500 of these jobs are in the hospitality industry; just under 1,000 jobs are in the manufacturing and business park sectors.

3. General Scope of Work. No firm is required to provide both development and management services, but each firm should be prepared to address how both could be accomplished.

- Development Services: Site assessment, design, construction management and/or,
- Management Services: Property management, tenant relations, maintenance services.

4. Evaluation Criteria (56 Points)

Interested parties should demonstrate the following:

- a. **Experience:** Proven track record in creative workforce housing or similar projects. This includes ability to bring a viable mixed-income development from concept to occupancy creating a safe environment for all residents. Mixed-income development refers generally to residential settings in which housing is affordable to individuals and families across multiple AMI bands. **(20 points)**
- b. **Approach:** Demonstrate an understanding of the local workforce housing needs and proposed methodology for addressing them. This includes providing a narrative of how the firm intends to approach the scope of work and how the firm would cultivate and discern possible development components like wraparound services, parking, senior population, daycare etc. “Wraparound services” embraces any resident’s individualized mental health needs onsite. **(20 points)**
- c. **Expertise:** Relevant qualifications and experience of key personnel. This includes providing resumes and qualifications of key team members that demonstrate the firm’s complete ability to perform development tasks and the overall management of the development process and manage and operate the property or find a partner with expertise to manage. **(5 points)**
- d. **Financial Stability:** Evidence of financial stability and ability to handle project requirements. This includes demonstrating sufficient company reserves, accurate balance sheets, currency with annual audits, information on cash flow and liabilities. **(5 points)**
- e. **Community Partners:** Organizations identified and committed in participating in the of Workforce Housing financing, construction, management, wraparound services or other . **(2 points per partner up to a total of 6 points)**
- f. **References:** At least 3 references from past projects. This includes details of relevant projects, including scope and outcomes.

5. Submission Requirements

Submissions must include:

- Cover Letter: Summarizing the interest and qualifications of the firm.
- Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- Responses to the Evaluation Criteria

Submissions will be evaluated and scored based on a complete submittal including all evaluation criteria and submission requirements detailed in items 4 and 5 above.

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7. Submission Instructions:

Submit your qualifications package by 5:00 PM on January 24, 2025 to:
AffordableWorkforceHousingRFQ@snoqualmiewa.gov

8. Questions/Additional Information

All questions regarding this RFQ process should be submitted in writing to: **Mona Davis, Senior Planner**. Email: AffordableWorkforceHousingRFQ@snoqualmiewa.gov

9. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the City or project.

