

# Memo

**To:** King County Affordable Housing Committee Members  
**From:** McCaela Daffern, Regional Affordable Housing Implementation Manager  
**cc:** Housing Interjurisdictional Team  
**Date:** November 9, 2023  
**Re:** Revised Draft 2024 Affordable Housing Committee Work Plan

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## Introduction

At the November 16 Affordable Housing Committee (AHC or Committee) meeting, AHC staff will brief Committee members on a revised draft 2024 Affordable Housing Committee work plan (see Exhibit 1). Following the staff briefing, members will have an opportunity to discuss and possibly vote to adopt the work plan. Reference Exhibit 2 for a schedule of proposed activities for each 2024 AHC meeting that will accomplish the work plan and are within the AHC and staff's capacity.

## Background

The AHC of the Growth Management Planning Council (GMPC) serves as a regional advisory body that recommends action and assesses progress toward implementation of the December 2018 [Regional Affordable Housing Task Force Five Year Action Plan](#) and functions as a point of coordination and accountability for affordable housing efforts across King County. The AHC adopts annual work plans to guide its efforts.

AHC staff prepared a draft 2024 work plan in September that prioritized activities that:

- implement plan review and data monitoring commitments made by the AHC and GMPC in recent amendments to the Countywide Planning Policies;
- advance priorities of communities most disproportionately impacted by housing cost burden;
- clarify the Committee's core purpose and function;
- encourage the state and federal governments to partner in meeting Committee goals; and
- are activities the AHC, staff, and other partners have the time to execute.

At the September 21 AHC meeting, members offered feedback on the draft plan:

- Monthly two hour-long meetings are too much
- Preference for frequent shorter meetings
- Take time off in summer and fall
- Most AHC members aren't planners, so there's only so much feedback they can give on draft comprehensive plans
- Concern about AHC having time to review all plans
- Form staff group to reach consensus on consent agenda before meeting
- Consolidate related work plan items
- Separate out Committee tasks to help with accountability and role definition

In response to this feedback, AHC staff substantially revised the work plan (see Exhibit 1), and a

possible schedule of AHC meeting topics (see Exhibit 2), as follows:

- Streamlined each 90-minute meeting to allow as much time as possible for plan review deliberation, achieved by:
  - Reducing the number of AHC touchpoints on non-plan review topics
  - Scheduling more non-plan review AHC activities in Q1 and Q2 2023
  - Shortening staff briefing time
- Consolidated data-related work plan items
- Restructured work plan, added detail, and revised tasks to clarify roles
- Revised several work plan items based on new AHC staff assessments of feasibility
- Proposed an in-person work session in January to discuss the Committee's future core purpose and function

## Exhibit 1: Revised Draft 2024 Affordable Housing Committee Work Plan

| Work Plan Goal  | Implementation Tasks   | Responsible |
|---|--|-------------|
| <b>1. COLLABORATE</b>   |  |             |
| <b>Collaborate</b> with the Community Partners Table (CPT) to advance housing priorities of communities most disproportionately impacted by housing cost burden | Manage CPT consultant contract   | Staff       |
|   | Provide subject matter expertise to CPT members  | Staff       |
|   | Offer recommendations to the Affordable Housing Committee (AHC) that reflect the housing priorities of the communities they serve  | CPT         |
|   | Consider and potentially respond to Table input  | AHC         |
| <b>2. CONCLUDE</b>  |  |             |
| <b>Conclude</b> Regional Affordable Housing Task Force Five Year Action Plan monitoring   | Survey jurisdictions to understand what housing-related tools and incentives local jurisdictions use and collect data on jurisdictions' income-restricted housing stock  | Staff       |
|   | Update existing Regional Affordable Housing Dashboard with: <ul style="list-style-type: none"> <li>survey results and</li> <li>current data from the US Census and Department of Housing and Urban Development</li> </ul>                                      | Staff       |
|   | Review and provide input on final dashboard updates  | HIJT        |
|   | Receive staff briefing on key insights from dashboard update   | AHC         |
| <b>3. EXECUTE</b>   |  |             |
| <b>Execute</b> a housing-focused comprehensive plan review program  | Offer technical assistance to jurisdictions crafting comprehensive plan updates that are consistent with the King County Countywide Planning Policies (CPP) Housing Chapter and meet the AHC's recommended housing-focused comprehensive plan review standards | Staff       |
|   | Review public review draft comprehensive plans for 38 King County jurisdictions, draft comment letters, and recommend to AHC Chair components for AHC discussion   | Staff       |
|   | Pilot peer review of preliminary draft comment letters and recommend components for AHC discussion   | HIJT        |
|   | Advise AHC staff to improve plan review program effectiveness  | HIJT        |

| Work Plan Goal | Implementation Tasks   | Responsible |
|----------------|--|-------------|
|                | Recommend to AHC staff: <ul style="list-style-type: none"> <li>improvements to their review of comprehensive planning strategies intended to identify and repair harms to Black, Indigenous, and People of Color communities</li> <li>equitable community engagement practices AHC staff could suggest when providing jurisdictional technical assistance for implementation of comprehensive plans</li> </ul> | CPT         |
|                | Review, approve, and issue comment letters on draft comprehensive plans  | AHC         |
|                | Review and approve substantive changes to the plan review process to improve program effectiveness, if needed  | AHC         |
|                | Receive quarterly plan review briefings from AHC staff   | GMPC        |

#### 4. Inform

|  |   |       |
|--|---|-------|
| Inform development of annual monitoring system to assess progress toward implementation of housing-related components of comprehensive plans | Develop: <ul style="list-style-type: none"> <li>method for comparing jurisdictional progress to plan for and accommodate housing needs each year (“a comparative standard”)</li> <li>monitoring and reporting dashboard</li> <li>new jurisdictional survey to collect necessary data for the new dashboard</li> </ul> | Staff |
|  | Scope 2025 dashboard updates  | Staff |
|  | Review and provide input on: <ul style="list-style-type: none"> <li>comparative standard</li> <li>dashboard redesign</li> <li>new jurisdictional survey</li> </ul>  | HIJT  |
|  | Review and provide input on: <ul style="list-style-type: none"> <li>comparative standard</li> <li>dashboard redesign</li> </ul>   | CPT   |
|  | Review and approve a comparative standard   | AHC   |
|  | Provide input on initial ideas for dashboard redesign   | AHC   |
|  | Receive briefing on AHC-approved comparative standard   | GMPC  |

#### 5. SUPPORT

|  |   |       |
|--|---|-------|
| Support state and federal affordable housing solutions | Monitor the status of the AHC 2024 federal and state legislative priorities | Staff |
|  | Draft new federal and 2025 state legislative priorities                     | Staff |

| Work Plan Goal | Implementation Tasks   | Responsible |
|----------------|--|-------------|
|                | Discuss and reflect on the 2024 state legislative session to determine if work plan adjustments are needed | HIJT        |
|                | Review and provide input on new federal and 2025 state legislative priorities                              | HIJT        |
|                | Monitor the status of the AHC 2024 federal and state legislative priorities                                | AHC         |
|                | Determine if work plan changes are needed based on the 2024 state legislative session                      | AHC         |
|                | Review and approve new federal and 2025 state legislative priorities                                       | AHC         |

**6. RECOMMEND**

|  |  |       |
|--|--|-------|
| <b>Recommend</b> AHC charter amendments and/or other governance structures to the Growth Management Planning Council to improve AHC effectiveness in meeting its goals | Develop AHC charter amendments and any necessary recommendations   | Staff |
|  | Review and provide input on draft language   | HIJT  |
|  | Review and provide input on changes needed to improve the way the AHC collaborates with communities most disproportionately impacted by housing cost burden, as needed | CPT   |
|  | Review and approve recommended charter amendments and/or other recommendations   | AHC   |
|  | Review and adopt AHC recommendations   | GMPC  |

## Exhibit 2: Revised Potential 2024 Affordable Housing Committee Meeting Schedule

| Date                          | Topics   |
|-------------------------------|--|
| January<br><i>(in person)</i> | <ul style="list-style-type: none"> <li>• <b>Provide input</b> on Committee’s future core purpose and function to inform charter amendments</li> </ul>  |
| February                      | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve</b> draft comprehensive plan review comment letters <i>(if any)</i></li> <li>• <b>Briefings on:</b> <ul style="list-style-type: none"> <li>○ AHC member appointments</li> <li>○ 2024 state legislative session update</li> </ul> </li> </ul>   |
| March                         | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve</b> draft comprehensive plan review comment letters <i>(if any)</i></li> <li>• <b>Provide input</b> on proposal for comparing jurisdictional progress to plan for and accommodate housing needs</li> <li>• <b>Briefing</b> on 2024 state legislative session outcomes</li> </ul>   |
| April                         | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve</b> draft comprehensive plan review comment letters <i>(if any)</i></li> <li>• <b>Provide input</b> on revised proposal for measuring jurisdictional progress to plan for and accommodate housing needs</li> </ul>   |
| May                           | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve</b> draft comprehensive plan review comment letters <i>(if any)</i></li> <li>• <b>Provide input</b> on initial ideas for dashboard structure</li> </ul>  |
| June                          | No meeting   |
| July                          | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve:</b> <ul style="list-style-type: none"> <li>○ Draft comprehensive plan review comment letters <i>(if any)</i></li> <li>○ Method to compare jurisdictional progress to plan for and accommodate housing needs</li> </ul> </li> <li>• <b>Provide input</b> on draft recommended AHC charter amendments for GMPC consideration</li> </ul> |
| August                        | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> <li>• <b>Approve:</b> <ul style="list-style-type: none"> <li>○ Draft comprehensive plan review comment letters <i>(if any)</i></li> <li>○ Recommended AHC charter amendments for GMPC consideration</li> </ul> </li> <li>• <b>Briefing</b> on status of 2023 AHC federal legislative priorities</li> </ul>  |
| September                     | <ul style="list-style-type: none"> <li>• <b>Report out</b> from Community Partners Table on emerging priorities</li> </ul>   |

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- **Approve** draft comprehensive plan review comment letters (*if any*)
  - **Briefing** on Regional Affordable Housing Dashboard updates

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**October**

- **Report out** from Community Partners Table on emerging priorities
- **Approve** draft comprehensive plan review comment letters (*if any*)
- **Provide input** on:
  - Draft 2025 AHC state and federal legislative priorities
  - Draft 2025 AHC work plan

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**November**

- **Report out** from Community Partners Table on emerging priorities
- **Approve:**
  - Draft comprehensive plan review comment letters (*if any*)

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**December**

- **Final report out** from Community Partners Table members
  - **Approve:**
    - Draft comprehensive plan review comment letters (*if any*)
    - 2025 AHC state and federal legislative priorities
    - 2025 AHC work plan
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