

# Memo

**To:** King County Affordable Housing Committee Members  
**From:** McCaela Daffern, Regional Affordable Housing Implementation Manager  
**cc:** Housing Interjurisdictional Team  
**Date:** January 26, 2024  
**Re:** Workshop Debrief and Charter Amendment Proposal

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## Introduction

At the February 1, 2024 Affordable Housing Committee (AHC or Committee) meeting, AHC staff will brief Committee members on a summary from the previous, in-person meeting on January 19 (summarized in the [January 19 meeting minutes](#)). Following the briefing, staff will outline a proposal for changes to the Committee's structure and function, informed by member feedback on areas of consensus (Exhibit 1) and possible actions (Exhibit 2) that could be included in future charter amendments. Following the briefing, the Committee will then have time to discuss and direct staff on any changes moving forward.

## Background

The Growth Management Planning Council (GMPC) formed the AHC in 2019 to serve as a regional advisory body that recommends action and assesses progress toward implementation of the 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.

Among other activities, the Committee was chartered to:

- meet at least through the end of 2024, at which time, consider recommendations to the GMPC to continue Committee work;
- periodically review and evaluate AHC effectiveness in furthering the Five Year Action Plan;
- recommend alternative governance structures and/or charter amendments needed to better accomplish the Action Plan and Committee goals.

On June 15, 2023, the AHC provided initial input on a staff recommendation to evolve the AHC.<sup>1</sup> The AHC convened again on January 19, 2024 to discuss how the AHC could capitalize on its strengths and current opportunities.<sup>2</sup>

## What's Next

Following the February 1 AHC discussion, AHC staff will either:

- amend the proposal (Exhibit 1) of future purpose, membership, and operations of the AHC

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<sup>1</sup> See the June 9, 2023 [Affordable Housing Committee Charter Amendments Scoping Staff Report](#) for details.

<sup>2</sup> See January 19, 2024 [Meeting Minutes](#) for details

based on AHC feedback. Staff would deliver an amended proposal for Committee review in March 2024; OR

- if members approve of the proposal as is, develop charter amendments for Committee review.

Staff will consult the Community Partners Table (CPT) on amendments to the proposal and/or charter amendments. The CPT will communicate takeaways from this discussion at AHC meetings.

Once a proposal is set, staff will prepare charter amendments for AHC review. Amendments will reflect AHC member discussion of future AHC purpose, membership, and operations. The AHC may potentially approve these amendments. The AHC will transmit any approved amendments to the GMPC for consideration.

Dependent on Committee decisions around potential actions (Exhibit 2), staff may develop a recommendation statement, outlining organizations better suited to advance activities that the AHC will not incorporate into its revised charter. The AHC would potentially approve and transmit statement and recommended amendments to the GMPC for consideration.

The GMPC will consider charter amendments and potential AHC recommendations likely in 2025. In the interim, the AHC's activities, membership, and operations will adhere to the Committee's current charter.

## Exhibit 1: Proposed Future AHC Purpose, Membership, and Operations

This proposal reflects:

- ideas where there appeared to be consensus among members on Committee purpose and membership
- feedback from members on AHC meeting operations and staff support
- concepts that can be implemented with existing resources and authority as a committee of the Growth Management Planning Council

### CORE PURPOSE

The King County Affordable Housing Committee of the Growth Management Planning Council serves as a regional advisory body that recommends action and assesses progress toward implementation of the Countywide Planning Policies Housing Chapter and functions as a point of coordination and accountability for housing-related elements of local comprehensive plans in King County.

### PRIMARY ACTIVITIES

- ✓ Implement **accountability framework** established in the Countywide Planning Policies (CPP) Housing Chapter, including:
  - a. Review comprehensive plans for alignment with the CPP Housing Chapter, including provision of technical assistance to the cities and County on alignment
  - b. Assess and report on progress towards implementing housing-related elements of comprehensive plans and ability to plan for and accommodate housing needs across King County
  - c. Review and determine if jurisdictions have made adequate progress five years after comprehensive plan adoption
- ✓ Conduct **data reporting, communicate results, and leverage insights** to:
  - a. Monitor and compare jurisdictional progress on comprehensive plan implementation
  - b. Provide necessary, ongoing information on jurisdictions' progress toward planning for and accommodating housing needs using public-facing tools
  - c. Coordinate with Puget Sound Regional Council, South King Housing and Homelessness Partners, A Regional Coalition for Housing, Seattle, Bellevue, public funders, and other data providers to fill data gaps and leverage existing data and tools
  - d. Inform jurisdictional policy responses to housing issues
  - e. Inform future AHC areas of inquiry, research, and priorities
- ✓ Advise **Growth Management Planning Council** on:
  - a. Amendments to the CPPs
  - b. Alternative governance structures and/or charter amendments needed to accomplish or further Committee purpose

## MEMBERSHIP

- ✓ Maintain **diverse membership** composed of electeds, non-electeds, and subject matter experts
- ✓ Continue to invite the **Community Partners Table** to provide insights on AHC work and priorities

## OPERATIONS

- ✓ Conduct **regular, succinct meetings** with concise materials and briefings for member consideration
- ✓ Meet **in person** more often
- ✓ Allow **time at the end of AHC meetings** for AHC members to make good of the order announcements
- ✓ Continue to be **staffed by King County** staff and **supported by the Housing Interjurisdictional Team**

## Exhibit 2: Potential AHC Activities for Further Discussion

This table reflects areas of needed discussion, based on mixed feedback on the Committee’s future purpose, membership, and operations. It also includes topics identified by staff as requiring AHC direction. The matrix’s columns provide information on the benefits and challenges of each action or goal, other local organizations that are doing work related to the action or goal already, and a generalized cost of taking the work on at the level of the Committee (if applicable).

### PURPOSE

Potential Action/Goal	Benefits	Challenges	Organizations Already Doing Work	Cost
Technical assistance and model ordinances to support implementation of comprehensive plans and the CPP Housing Chapter	<ul style="list-style-type: none"> <li>- Would likely further CPP implementation of CPP goals</li> <li>- If adopted, model ordinances could create consistency across jurisdictions</li> </ul>	<ul style="list-style-type: none"> <li>- Implementation of some policies are legally complex</li> <li>- One model ordinance may not work in the context of different jurisdictions</li> </ul>	<ul style="list-style-type: none"> <li>- Washington State Department of Commerce (DoC)</li> <li>- Municipal Research and Services Center (MSRC)</li> <li>- Puget Sound Regional Council (PSRC)</li> <li>- Housing Development Consortium (HDC)</li> <li>- Master Builders</li> <li>- Jurisdictions with recently passed ordinances</li> </ul>	<ul style="list-style-type: none"> <li>- Would require dedicated staff, 1-3 FTEs, roughly \$200,000 - \$600,000/year</li> </ul>
Creating new revenue	<ul style="list-style-type: none"> <li>- Significant new revenue is needed to meet the housing needs for 0-80% AMI households</li> <li>- AHC could grant or have more control over how affordable housing funding is spent</li> </ul>	<ul style="list-style-type: none"> <li>- AHC does not have authority to create a new revenue source</li> <li>- Lack of consensus among AHC members on pursuing new revenue</li> </ul>	<ul style="list-style-type: none"> <li>- HDC</li> <li>- Washington Low Income Housing Alliance (WLIHA)</li> </ul>	<p>Depends on approach, but could require:</p> <ul style="list-style-type: none"> <li>- voter-approved levy</li> <li>- change in state law to allow new governance structure</li> </ul>

Potential Action/Goal	Benefits	Challenges	Organizations Already Doing Work	Cost
Drafting and approving state and federal legislative priorities	<ul style="list-style-type: none"> <li>Provides state and federal government information from the AHC's unique position and perspective</li> </ul>	<ul style="list-style-type: none"> <li>AHC is not structured to proactively advocate or lobby for its priorities</li> <li>AHC staff unable to coordinate with nongovernment entities around legislative priorities</li> </ul>	<ul style="list-style-type: none"> <li>WLIHA</li> <li>HDC</li> <li>Habitat for Humanity</li> <li>Sightline Institute</li> </ul>	<p>Depends on approach, but could require:</p> <ul style="list-style-type: none"> <li>change in structure</li> <li>contract lobbyist, roughly \$50,000</li> </ul>
Public education, organizing, and advocacy to build support for affordable housing	<ul style="list-style-type: none"> <li>Increased public knowledge and support for affordable housing could further the AHC's efforts</li> </ul>	<ul style="list-style-type: none"> <li>The AHC isn't structured to advocate for specific policies</li> <li>Government employees have legal limitations on grassroots lobbying/advocacy</li> </ul>	<ul style="list-style-type: none"> <li>WLIHA</li> <li>HDC</li> <li>Habitat for Humanity</li> <li>Sightline Institute</li> </ul>	<ul style="list-style-type: none"> <li>Depending on approach, could require change in structure</li> <li>Would require dedicated staff, 1-1.5 FTEs, roughly \$200-\$300,000/year</li> </ul>
Make recommendations to governing bodies other than the GMPC and local jurisdictions regarding CPP Housing Chapter matters	<ul style="list-style-type: none"> <li>AHC can make recommendations about a wide range of issue to any government body</li> </ul>	<ul style="list-style-type: none"> <li>Recommendations may not result in any change</li> </ul>	<ul style="list-style-type: none"> <li>HDC</li> <li>Futurewise</li> </ul>	<ul style="list-style-type: none"> <li>Depends on volume. If very infrequent, could staff with current capacity in most years</li> </ul>
Use CPP amendment process to adapt approach rather than adopt a new five year action plan	<ul style="list-style-type: none"> <li>Efficient way to evaluate needs and adapt approach based on results</li> <li>Doesn't bind the AHC to a five year plan that may quickly be out of date if conditions change</li> </ul>	<ul style="list-style-type: none"> <li>Limits the AHC's ability to set priorities unrelated to the CPP Housing Chapter</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>Can staff with current capacity</li> </ul>

## MEMBERSHIP

Potential Action	Benefits	Challenges	Organizations already doing work	AHC Costs
Reserving a seat for Bellevue on the AHC	<ul style="list-style-type: none"> <li>- Bellevue is one of the two “metro cities” in King County and has a perspective that may differ from Sound Cities Association members</li> </ul>	<ul style="list-style-type: none"> <li>- Would either result in less dedicated SCA representation or a change in the balance of elected representation on the AHC</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>
Change types of subject matter experts (SME) required in charter	<ul style="list-style-type: none"> <li>- More SMEs with experience in comprehensive planning, housing policy, and planning help AHC issue more effective recommendation</li> <li>- SMEs on committee have a better understanding of their role</li> </ul>	<ul style="list-style-type: none"> <li>- Some SMEs may not be able to participate given the timing of meetings and uncompensated nature of AHC service</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>

## OPERATIONS

Potential Action	Benefits	Challenges	Organizations already doing work	AHC Costs
Staffing a non-electeds caucus	-Would enhance the engagement of non-elected AHC members	-Not possible with existing AHC resources and staff capacity	-Some AHC members’ organization staff provide support	Dedicated staff, 0.25-0.5 FTE, roughly \$50,000-100,000/year