

King County Affordable Housing Committee Meeting Minutes

April 3, 2025 | 2:00 p.m. – 3:30 p.m.

Location: Teams Meeting

Call to Order and Roll Call

Members	Member Present	Alternates Present
King County Councilmember Claudia Balducci (Affordable Housing Committee Chair)	X	
Alex Brennan, Futurewise (Affordable Housing Committee Vice Chair)	Absent	Jazmine Smith, Futurewise
Saghar Amini, Habitat for Humanity Seattle-King and Kittitas Counties	X	
King County Councilmember Jorge Barón	Absent	
Jane Broom, Microsoft Philanthropies	Absent	
Allison Butcher, Master Builders Association of King and Snohomish Counties	X	
Kelly Coughlin, Sno-Valley Chamber of Commerce	X	
Kirkland Councilmember Amy Falcone on behalf of Sound Cities Association	X	
Kenmore Mayor Nigel Herbig on behalf of Sound Cities Association	X	
Thatcher Imboden, Sound Transit	X	
Sunaree Marshall, King County Department of Community and Human Services, on behalf of acting King County Executive Shannon Braddock	X	
Renton Councilmember Ryan McIrvine on behalf of Sound Cities Association	X	
Seattle Councilmember Cathy Moore	Absent	
Bellevue Mayor Lynne Robinson on behalf of Sound Cities Association	X	
Robin Walls, King County Housing Authority	X	
Maiko Winkler-Chin, Seattle Office of Housing, on behalf of Mayor Bruce Harrell	X	
	X	Shoreline Councilmember Annette Ademasu on behalf of Sound Cities Association
	X	Issaquah Council President Lindsey Walsh on behalf of Sound Cities Association
	X	North Bend Councilmember Christina Rustik

- Affordable Housing Committee (AHC or Committee) Chair King County Councilmember Claudia Balducci (Chair Balducci) welcomed members and called the meeting to order.
- Chair Balducci invited AHC Manager McCaela Daffern to call the roll.
- Chair Balducci reviewed the agenda which included:
 - a briefing of the comprehensive plan review program;
 - review and potential approval of Black Diamond and Normandy Park's comment letters;
 - discussion on the draft AHC charter amendments; and
 - a briefing on the GMPC growth target reconciliation decision.

Action Item: Adopt March 6, 2025 Meeting Minutes

- Renton Councilmember Ryan McIrvine moved to approve the March 6, 2025 meeting minutes.
- Bellevue Mayor Lynne Robinson seconded the motion.
- The AHC unanimously passed the motion to approve the March 6, 2025 meeting minutes.
- Sound Transit's Thatcher Imboden and City of Seattle Office of Housing's Maiko Winkler-Chin arrived late. They did not participate in the vote.

Action Item: Approve Comprehensive Plan Review Comment Letter

- Chair Balducci invited AHC Senior Planner Carson Hartmann to present on the comprehensive plan review procedure, status, and Black Diamond and Normandy Park's draft plan review letters,
- Thatcher arrived late at the AHC meeting.
- Carson presented a status update of the housing-focused draft comprehensive plan review program. He shared the AHC had reviewed the plans of 33 jurisdictions within King County, encompassing over 97 percent of King County's total population. The AHC had no draft comprehensive plans in active review. The Town of Yarrow Point and Pacific and the City of Mercer Island had not yet sent a full submission to AHC staff. He reminded the AHC that the cities of Carnation and Snoqualmie were still undergoing the housing growth target reconciliation process with the GMPC.
- Carson presented an overview of the plan review process and standards.
- Carson presented on the City of Black Diamond, providing a city snapshot, outlining comprehensive plan strengths and recommendations for Black Diamond to align with the Countywide Planning Policies (CPP) Housing Chapter goals and policies. Carson noted an error staff caught in the draft letter after distributing it to Black Diamond
- Chair Balducci invited a representative from Black Diamond to comment.
 - Carson shared that he had not heard from the City of Black Diamond and doubted a representative was in attendance.
- Chair Balducci asked the Committee if anyone had questions.
- Chair Balducci noted the AHC's role was to review the housing element for purposes of compliance with the CPPs around planning and accommodating housing at all levels of affordability. She observed Black Diamond particularly has had some planned unit developments that historically have been challenging in regard to general growth management concerns. She pondered if the AHC had any reason to inquire into that or if it was outside of the AHC's review.

- Carson responded that AHC staff review plans for compliance with housing growth targets as this falls into the realm of King County's Regional Planning team. andas such, AHC staff did not make growth target comments in Black Diamond's letter.
- Habitat for Humanity Seattle-King and Kittitas Counties' Saghar Amini asked about the AHC's authority to enforce. She also asked if the AHC encouraged jurisdictions to intentionally include goals for homeownership opportunities.
 - Carson responded that CPP H-19 was about encouraging low-income homeownership for households below 80% of AMI and remedying past exclusion from the homeownership market. He shared a lack of comment on CPP H-19 meant AHC staff checked and found policies that related to encouraging low-income homeownership.
- Maiko arrived late to the AHC meeting.
- Carson presented on the City of Normandy Park, providing a city snapshot, outlining comprehensive plan strengths and recommendations for Normandy Park to align with the CPP Housing Chapter goals and policies. He noted that Normandy Park had been unresponsive during the plan review process.
- Chair Balducci asked the Committee if anyone had questions.
- Master Builders Association of King and Snohomish Counties' Allison Butcher asked about the protocol other jurisdictions followed in documenting their history of covenants and land use in their comprehensive plans.
 - Carson shared AHC staff published a resource guide to support jurisdictions in completing their analysis. The resource guide outlines general points in history in King County jurisdictions could examine. He shared jurisdictions have done this in numerous ways (e.g., narrative, data points, timelines). He shared that the staff reviewing plans encourage jurisdiction to make a concerted effort, but it's up to them to do so.
- Chair Balducci asked for a motion to approve the Black Diamond and Normandy Park comment letters.
 - Allison moved to approve the Black Diamond and Normandy Park comment letters.
 - Futurewise's Jazmine Smith seconded the motion.
- Chair Balducci shared that the AHC was reviewing the plans of stragglers who had their fair share of challenges.
- Issaquah Council President Lindsay Walsh echoed Chair Balducci's sentiments. She shared the AHC's current role with straggling submissions was to document the areas where those jurisdictions hadn't come into compliance. She noted the AHC could look back at these comment letters during the monitoring phase to determine if they made amendments to comply with the CPPs.
- King County Department of Community and Human Services' Sunaree Marshall echoed Chair Balducci's sentiments. She proposed creating a collection of letter snapshots on the AHC website as a record.
- Sunaree noted Carson flagged a typo. Chair Balducci agreed she'd like to see the word "include" added back.
- Councilmember McIrvine offered a friendly amendment to add the word "include" to the Black Diamond letter. Allison and Jazmine accepted the friendly amendment.
- The AHC unanimously passed the motion to approve the amended Black Diamond comment letter and Normandy Park comment letter.

Briefing: Stablising a New Strategic Direction for the AHC

- Chair Balducci reminded the group about the discussion at their last meeting about the AHC's future direction. In response, staff prepared preliminary draft amendments and a schedule of activities to paint a picture of what the revised charter could look like. She then invited McCaela to begin her briefing.
- McCaela summarized the AHC's input on the strategic direction at the March 6, 2025 AHC meeting, reviewed the preliminary draft AHC charter amendment concepts, and summarized an implementation plan that illustrates what type of work the AHC would undertake each year under this proposed core purpose and authority.
 - She reviewed takeaways from the March 6 AHC meeting that informed the preliminary draft charter amendments, including support for the AHC playing a role in implementing the CPP Housing Chapter accountability framework and a lack of consensus on the AHC's role in coordinating efforts to increase revenue for affordable housing. She also noted member concerns about the impacts of state legislation, the AHC's role in the midcycle review, and adding more community member voices to the AHC. She then summarized scope of the preliminary draft charter amendments, which define the AHC as the CPP Housing Chapter's steward, retain the AHC's authority to make recommendations to other governing bodies, diversifies membership while maintaining balance, and updates and streamlines language around member appointments, meeting procedures, and staff functions.
- Chair Balducci reflected that committees shouldn't be maintained simply because they exist. She reflected on the valuable contributions from all Committee members who worked hard to advance the cause of housing affordability.
 - She recalled the Regional Affordable Housing Task Force recommended the creation of the AHC to ensure the jurisdictions implemented the Task Force's recommendations.
 - She uplifted the AHC's work to push the ball forward with House Bill 1220.
 - She asked if the AHC found value as the accountability arm of the CPPs in addition to legislative and funding advocacy or if the AHC had concluded its work.
- Chair Balducci reminded the Committee she was looking for a new chair.
- Mayor Robinson asked if there were two questions on the table: how do AHC members feel about the draft and how do AHC members feel about moving forward with the Committee?
 - Chair Balducci clarified the Committee's direction would drive the draft.
 - Mayor Robinson shared there was a great deal of action at the State level. She shared the Committee was valuable in guiding jurisdictions in using the tools in existence or newly created by the State or highlighting great work cities have done.
 - Mayor Robinson shared support for the draft charter amendments. She expressed interest in aligning with the CPPs.
- Council President Walsh agreed the AHC had deviated from the Regional Affordable Housing Task Force's initial concept. However, she noted that the AHC has been effective at creating cohesion around changes to state mandates and ensuring jurisdictional accountability.
 - Council President Walsh appreciated the briefing. She shared when she originally read the meeting materials, she was concerned staff were moving members away from the conversation on what the AHC could be. She recalled she felt their conversation on the AHC's direction wasn't resolved. McCaela agreed the conversation wasn't complete.

- Council President Walsh appreciated Chair Balducci's comment on leadership. She noted the draft charter amendments said the Chair needed to be part of the GMPC. She wondered if the next AHC Chair should continue to be part of the GMPC.
 - Chair Balducci asked that staff remove the language requiring the AHC Chair to be a member of the GMPC and instead, require the GMPC to ratify the Chair election in the next draft.
- City of Shoreline Councilmember Annette Ademasu praised the draft amendments. She shared her belief the AHC should continue. She noted slide 14 in the presentation spoke about monitoring, reporting, and data that's gathered and how it'd be used to gauge how successful programs are. She asked if AHC staff could update the dashboards annually or even more frequently.
 - McCaella answered there's a requirement in the CPPs that King County make and maintain a public-facing tool. McCaella shared the dashboard was originally included in the draft charter amendments in the staff responsibilities section, but staff removed it. She shared that staff and Housing Interjurisdictional Team members were developing the dashboard.
- Councilmember Ademasu asked if there would be a form each city could fill out annually.
 - McCaella answered that CPP H-27 identified four data points jurisdictions will need to provide to King County; King County can obtain the rest of the data from publicly available sources. McCaella shared that in 2025, AHC staff were partnering with Puget Sound Regional Council to attach an addendum to their Housing Incentives and Tools Survey to collect the required information. She shared AHC staff will distribute their own survey in the future years, and she hopes that jurisdictions will see the benefits of responding.
- Councilmember McIrvine shared the AHC still provides great value and he appreciated the way it's evolved. He shared he was open to broadening the requirements for the AHC Chair position. He supported flexibility in the Committee's composition to ensure balance. He wondered what steps Committee members would be charged with personally to ensure good representation, particularly among the non-elected seats. He noted he saw no labor representation on the Committee and wondered what avenues members had for inviting new potential members.
 - McCaella shared that staff proposed the AHC have responsibility for recommending new members to the GMPC in the preliminary draft charter amendments. She agreed it would be a benefit to involve Committee members in discussion on what expertise was missing from the AHC. She shared the procedure was undecided, but that staff can develop a proposal. McCaella asked if the procedure should be outlined in the charter.
 - Councilmember McIrvine asked if the charter needed more prescriptive wording. He asked if the Committee would hold itself accountable when there is a gap in representation or if filling this gap would be responsibility of the GMPC.
 - Chair Balducci asked if Councilmember McIrvine was proposing an amendment to the charter.
 - McIrvine shared he wasn't proposing an amendment but asking a question.
 - Chair Balducci asked if he could restate his question.
 - McIrvine restated his question was how the AHC would ensure good representation of subject matter experts on the Committee. He shared he wanted the Committee to identify potential gaps in representation. He noted that for example, labor wasn't represented on the AHC.

- Saghar asked if the AHC composition would be changed.
 - McCaela shared the current charter used broad language about what types of subject matter experts can sit at the table, which has led to underrepresentation among organizations representing communities disproportionately impacted by housing cost burden. She noted that, since the AHC started, staff have been thinking about how communities impacted by the lack of affordable homes in King County influence and shape the Committee's work. She said the AHC convened a community-based group called the Community Partners Table that worked independently of the Committee, noting the effort was resource-intensive and the resources for AHC staff to continue that work aren't there right now. She shared one of the proposed recommendations from the Community Partners Table was to give them, or community leaders/ organizations like theirs, seats on the AHC. She explained that staff's intention with the new language was to include individuals who are subject matter experts and can speak from the experience of not being able to find a home they could afford. She pragmatically changed the subject matter expert number to the minimum stipulated in the charter to minimize administrative burden.
 - Saghar asked if the subject matter expert seats belonged to the individual or the organization. She noted that, under the appointments section, the AHC recommends nine individuals with expertise in housing to serve as subject matter experts on the Committee. She noted the language stated "individuals." She then noted under the replacements section, the charter stated a represented organization may suggest a replacement for consideration if the individual stepped down. She asked if that was a practice the AHC wanted to continue or if the AHC wanted to keep subject matter experts on when they leave employment.
 - Chair Balducci shared she was unaware of any committees or boards that approached membership in the way Saghar proposed. She noted that typically seats were for an organization and a representative of that organization, not a person.
 - Chair Balducci shared she was aware of some committee or board formats where there were seats for nonvoting members who brought a certain level of expertise or representation.
 - Chair Balducci suggested voting members remain representatives of organizations but offered to provide non-voting seats for individuals with subject matter expertise beneficial to the AHC or GMPC.
 - Saghar observed the charter mentioned recommendation of individuals to the AHC, but empowered organizations to suggest replacements. She observed the charter did not clearly indicate subject matter expertise seats were for organizations.
 - Chair Balducci asked if Saghar's intent was for the AHC to put into writing a practice the AHC had historically engaged in but had not formalized.
 - Saghar agreed.
- Councilmember Falcone appreciated the context provided. She agreed with the discussion. She supported the role the AHC could play in advocacy around funding.
- Chair Balducci asked if there were any questions or clarification McCaela needed.
 - McCaela asked if the revenue piece was something the AHC would do as an organization of the GMPC.
 - Balducci reflected back what she heard, which was the Committee talking about holding an advocacy role. If that's the case, then the Committee should be empowered to recommend advocacy for revenue because it's such an essential part

of providing affordable housing. She shared she did not hear members recommend the Committee seek additional authorization to have power over revenue.

Briefing: Housing Growth Target Reconciliation

- Chair Balducci invited King County Demographic Planner Rebecca Maskin to brief the AHC on the GMPC's decision to approve Snoqualmie and Carnations growth target reconciliation requests.
- Rebecca briefed the AHC on GMPC's approval of Motion 25-1, which recommends King County Council amend Carnation and Snoqualmie's housing growth targets and housing needs in the CPPs.
- Chair Balducci opened the floor for questions.
 - Allison thanked Rebecca for the presentation. She appreciated the GMPC's efforts to look into additional housing capacity rather than write off the housing units lost in the reconciliation process.
- Chair Balducci shared that AHC staff deferred review of Carnation and Snoqualmie's draft comprehensive plans pending resolution of the reconciliation requests. She asked when AHC will review the plans for the two cities.
 - McCaella answered that it's a decision for the AHC to make, but staff would recommend holding off on issuing comment on their plans until at least after King County Council adopts the CPPs, which is followed by a 90-day city ratification period. She noted that Carnation and Snoqualmie need time to prepare their draft plans for AHC review and said staff would appreciate having clarity from the Committee on when they would like to issue comment.
 - Chair Balducci recommended AHC staff connect with Carnation and Snoqualmie staff to check on their timeframe.
- Chair Balducci thanked Rebecca for her presentation.

Wrap Up and Adjourn

- Chair Balducci reminded the AHC the next meeting was scheduled for May 1 from 2:00 P.M. to 3:30 P.M. She shared AHC staff will update the Committee on the Washington State legislative session and continue the conversation on the AHC's strategic direction.
- Chair Balducci adjourned the AHC meeting.