Memo

To: King County Affordable Housing Committee Members
From: McCaela Daffern, Affordable Housing Committee Manager
cc: Housing Interjurisdictional Team
Date: March 28, 2025
Re: Preliminary Draft AHC Strategic Direction Recommendations

Introduction

At the April 3, 2025 Affordable Housing Committee (AHC or Committee) meeting, AHC members will be asked to provide feedback on preliminary draft recommended charter amendments to the Growth Management Planning Council (GMPC) to establish a new strategic direction for the AHC (see Exhibit 1). This staff report also includes a sample 10-year calendar illustrating what administering these draft charter amendments could look like (Exhibit 2).

Background

The GMPC formed the AHC in 2019 to serve 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 Committee was formed to be action-oriented, meet frequently, actively pursue goals, and evaluate potential changes to its structure regularly.

Recent AHC Feedback

The AHC has undergone a multiyear effort to evaluate its effectiveness, most recently at its March 6, 2025, meeting where AHC staff briefed members on the AHC's past work to review and evaluate the AHC's effectiveness in furthering its goals, including what the AHC should continue doing and consider doing next. Members then offered input on what's needed to meaningfully increase the number of affordable homes available to those who need them and what role the AHC, in its current or a different form, should play.

Broadly speaking AHC members agreed that the AHC should engage in the Countywide Planning Policies (CPPs) Housing Chapter accountability framework implementation and use the CPP monitoring data and the AHC's collective subject matter expertise to assess what's working and not working, why, and what should be done about it.

While there was agreement that additional revenue for affordable housing and effective housing policy are both critical to meeting housing needs for low-income renters and homeowners, members did not reach consensus on what role, if any, the AHC should play in coordinating efforts to increase revenue to meet affordable housing needs.

Members offered other feedback as well. One member noted that state legislation may impact what role the AHC should play going forward and expressed the challenge the AHC faced in establishing a path forward without knowing what role the AHC will play in the assessment of shortfalls five years

after plan adoption. Members also wanted to see an emphasis on affordable homeownership in the future work of the Committee and offered input on whether and how to meaningfully diversify membership.

Proposed Charter Amendments

In response to this discussion and prior AHC feedback in 2023 and 2024, AHC staff prepared preliminary draft charter amendments (see Exhibit 1) that:

1. **Define the AHC's core purpose as a steward of the CPP Housing Chapter** with authority over each phase of the CPP Housing Chapter accountability framework detailed in the "Activities" section.[1] This formalizes the AHC's current body of work and maintains the systems, knowledge and organizational capacity within the AHC for regional housing review. Under this approach, the AHC would use the CPP Housing Chapter goals and policies, which includes a policy about lowering barriers to and promoting affordable homeownership (CPP H-19), to guide its work.
2. **Retain AHC authority to recommend to other governing bodies** actions to further the goals and policies of the CPP Housing Chapter, which could include revenue and adopting state or federal legislative priorities.
3. **Diversify membership** to include individuals with expertise in housing and/or connections to communities disproportionately impacted by housing cost burden in King County, while maintaining a balance between non-elected and elected officials.
4. **Update and streamline descriptions of member appointments, meeting procedures, and staff functions** for clarity and to better reflect the AHC and staff's current operating procedures.

Alternative Governance Structure

The AHC has not coalesced around an alternative governance structure. This proposal assumes the AHC remains a committee of the GMPC and the AHC does not recommend the creation of another entity to carry out other affordable housing activities outside of the AHC's new authority.

Sample Calendar of AHC Activities

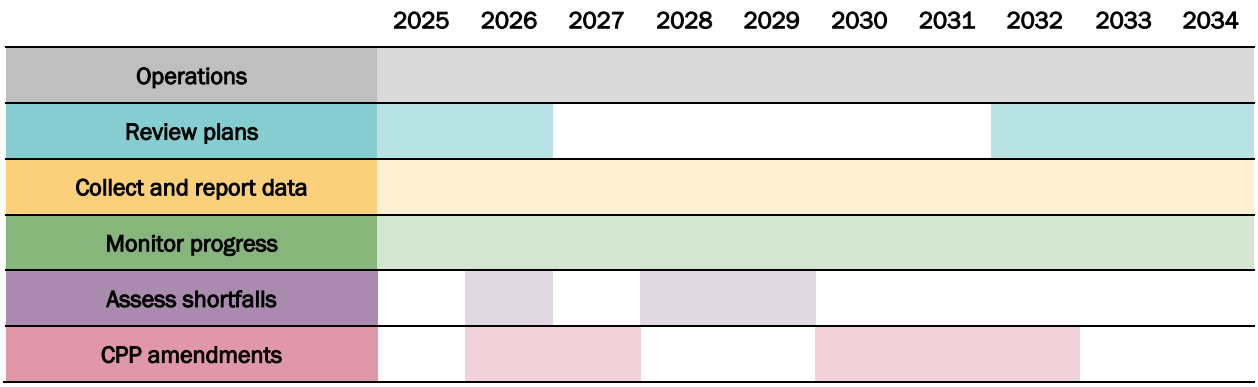
Staff also prepared a sample calendar (summarized in Figure 1 and detailed in Exhibit 2) illustrating what it could look like for the Committee and staff to exercise this chartered authority over the ten-year comprehensive planning period. The actual work of the AHC over this ten-year period will vary.

This example assumes AHC staffing levels remain steady, with staff time split as follows:

- one project manager supporting regional coordination and staff supervision;
- two project managers supporting reviewing plans, collecting and reporting data, monitoring progress, assessing shortfalls, and amending CPPs; and
- one project manager supporting Committee operations.

[1] See CPPs H-26 through H-29 and the CPPP Appendix 4: Housing Technical Appendix to review the accountability framework.

Figure 1. Summarized Sample Calendar of AHC Activity, 2025-2034



What's Next

AHC refinement and approval: At the April 3, 2025 AHC meeting, AHC staff will ask the Committee to provide input on the preliminary draft charter amendments. Throughout April, AHC staff will consult with King County Executive Regional Planning staff to the GMPC, DCHS leadership, and the Housing Interjurisdictional Team and refine the proposal according to the input received.

AHC staff will present the Committee with a revised draft for Committee consideration on May 1. At that same meeting, AHC staff will brief the Committee on state legislative outcomes that may have bearing on what role the AHC should play in encouraging effective housing policy and planning in the future. AHC staff will revise the proposal based on AHC input and present the AHC with a revised recommendation for possible approval on June 5.

GMPC consideration and approval: The AHC will then transmit the recommendation to the GMPC for consideration at the September 17 GMPC meeting and possible action on November 19.

Exhibit 1: Preliminary Draft AHC Charter Amendments

The Affordable Housing Committee of the King County Growth Management Planning Council Charter

1. Purpose

The Affordable Housing Committee (Committee) of the King County Growth Management Planning Council (GMPC) is a regional advisory body that serves as a point of coordination and accountability for implementation of the King County Countywide Planning Policies Housing Chapter.

2. Activities

The Committee:

- adopts an annual work plan;
- provides regular updates to the GMPC on Committee activities;
- reviews King County jurisdiction's comprehensive plans and recommends actions necessary to align with the King County Countywide Planning Policies (CPP) Housing Chapter;
- monitors and annually reports countywide and jurisdictional progress to meet housing needs and eliminate disparities in access to housing and neighborhood choice;
- identifies significant shortfalls in planning for and accommodating housing needs, provides findings that describe the nature of the shortfalls, and recommends jurisdictional action to address shortfalls, as directed by the GMPC;
- makes recommendations to other governing bodies regarding actions to further the goals and policies of the CPP Housing Chapter;
- recommends amendments to the CPPs to the GMPC; and
- reviews and evaluates the effectiveness of the Committee in meeting its purpose and recommends to the GMPC potential alternative governance structures and/or revisions to this Charter needed to better accomplish the Committee's purpose at least once every ten years.

3. Membership

Composition

The Committee is composed of 18 members as follows:

- Three King County members: the County Executive or their designee and two King County Councilmembers;
- Four Sound Cities Association Councilmembers/Mayors;
- Two City of Seattle members: the Seattle Mayor or their designee and one Seattle City Councilmember; and
- Nine individuals with expertise in housing and/or connections to communities most disproportionately impacted by housing cost burden in King County.

At least one member shall serve on and represent the Committee on the GMPC.

Appointments
King County, Sound Cities Association, and the City of Seattle are responsible for recommending their own committee members for appointment. The AHC recommends the subject matter experts for appointment. All members are appointed by the GMPC every odd numbered year. The GMPC may appoint any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. Members serve in a provisional capacity on the Committee pending the outcome of their appointment. Members serving in a provisional capacity will have full membership and voting rights.

Terms
Members serve two-year terms.

Replacement
If any member is unable to complete their term, a represented organization may suggest a replacement for consideration by the AHC. If the AHC recommends the appointment, the new member may serve in a provisional capacity on the Committee until the GMPC considers the appointment.

4. Leadership

Election and Terms
At the first meeting of each odd-numbered year, the Committee elects a Chair, who must be an elected official, and a Vice Chair, who must be a non-elected representative. The Chair of the Committee must also serve on the GMPC. Should the Chair or Vice Chair seat be vacated prior to the end their two-year term, the AHC shall expeditiously select a replacement. If both the Chair and Vice Chair are absent from a Committee meeting, the Committee members shall elect one of the members to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice Chair joins the meeting.

Duties
The Chair is responsible for:

- setting meeting agendas in consultation with the Vice Chair;
- informing and approving the meeting schedule and draft annual work plan developed by staff, in consultation with the Vice Chair;
- working with staff to recommend and approve meeting materials;
- chairing Committee meetings;
- providing guidance to staff as needed; and
- providing regular oral reports to the GMPC, as requested by the GMPC Chair.

The Vice Chair serves in the Chair's stead when the Chair is unable to perform their duties.

5. Meetings

Frequency
The Committee will meet as needed but no less than four times a year. Committee staff will work with Committee leadership to establish a meeting calendar each year. Once confirmed, this schedule will be posted to the Committee webpage.

Format
Committee meetings will be held at such time and place to efficiently carry out the Committee's

responsibilities. Committee meetings may be conducted virtually or in person.

In-Person Meetings
When a meeting is held in person, Committee members should attend in person but can participate and vote via an online meeting platform, telephone, or other electronic means as technology allows.

Alternates
Committee members may designate an alternate to participate when they are unable to attend meetings. To the extent possible, elected officials should select alternates that are also elected officials. Committee members representing King County, Sound Cities Association, and the City of Seattle may establish their own protocol for alternate selection. Members sending alternates should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting. Alternates have full voting rights when the Committee member is absent. When their member is present, alternates may participate in discussions but must refrain from making motions or voting when their member is present.

Notice
Staff will post a notice of each meeting on the Committee webpage and email the notice to members at least 72 hours in advance of meetings. The notice will include the meeting date, time, format; an agenda; minutes or meeting summary from the last meeting; and any new materials that may require action at the meeting. Parties interested in receiving the meeting notices via email should contact the lead Committee staff and request to be added to the mailing list. Staff will post meeting slides on the Committee's webpage at least 24 hours in advance of meetings.

Cancellation
The Chair may cancel a Committee meeting when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons. Meeting cancelation notifications and changes in meeting format will be posted on the Committee webpage and emailed to members.

Conflict of Interest
Members should alert the Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.

6. Decision Making

Consensus
The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only occur when a quorum is present.

Quorum
A quorum is at least 51 percent of the voting membership. Permanently vacant positions to which a new member has not been appointed or asked to serve in a provisional capacity will not be counted as voting members. Actions taken by the Committee require a quorum present at the time of the vote and a majority vote of those present and eligible to vote.

Documentation
Meeting minutes or a meeting summary will document the vote tally for any decision put to a vote. Staff will post meeting minutes or a summary to the Affordable Housing Committee webpage for public access.

7. Staffing

Housing Interjurisdictional Team

The Committee is supported by a Housing Interjurisdictional Team (HIJT) composed of staff from King County, cities in King County, and other interested parties such as transit agencies, subregional collaborations, and nonprofit groups. The GMPC's Interjurisdictional Team will work closely with the HIJT to ensure coordination among their work and effective staffing for the GMPC.

King County Executive Staff

Executive staff work is directed by the Committee and the annual work plan. Staff are responsible for:

- drafting the Committee's annual work plan and schedule;
- handling all procedural and administrative matters for the Committee;
- providing guidance to jurisdictions and the Committee on alignment between comprehensive plans and the CPP Housing Chapter;
- supporting AHC and GMPC's annual monitoring and assessment of shortfalls required by the CPP Housing Chapter;
- preparing draft recommendations for Committee consideration;
- coordinating with subregional, regional, and sitewide entities; and
- convening and leading the work of the HIJT.

The Affordable Housing Committee
of the King County Growth Management Planning Council
((~~*Charter*~~)) Charter

((~~1. Background~~

~~In July 2017, the Regional Affordable Housing Task Force convened to develop a regional approach to addressing the affordable housing crisis in King County. The Task Force was composed of 12 elected officials - six from King County, two from Seattle, and four from other cities. In December 2018, the Task Force approved a Five-Year Action Plan (Action Plan) with the overall goal to "strive to eliminate cost burden for households earning 80% Area Median Income and below, with a priority for serving households at or below 50% Area Median Income." The Action Plan contains seven goals to accomplish the overall goal, with supporting strategies and actions for each goal. Goal 1 is to "create and support an ongoing structure for regional collaboration." The Affordable Housing Committee of the Growth Management Planning Council (GMPC) implements Goal 1. This Committee is charged with overseeing the implementation of the Action Plan and tracking the region's progress toward meeting the goals in the Action Plan.~~))

((~~2.~~)) 1. Purpose ((~~and Activities~~))

The Affordable Housing Committee (Committee) of the King County Growth Management Planning Council (GMPC) ((~~serves as~~)) is a regional advisory body ((~~with the goal of recommending action and assessing progress toward implementation of the Regional Affordable Housing Task Force Five Year Action Plan. The Committee functions~~)) that serves as a point of coordination and accountability for affordable housing efforts across King County.

2. Activities

The Committee ((~~will:~~

- ~~hold regular meetings~~))
- ((~~adopt~~)) adopts an annual work plan;
- ~~release an annual report to measure the following:~~
  - ~~qualitative and quantitative metrics regarding countywide and jurisdictional progress to implement the Regional Affordable Housing Five Year Action Plan and~~
  - ~~the countywide need and/or cost burden gap, including a measurement plan that, at a minimum, tracks the percentage of housing supply at various levels of Area Median Income (AMI) and track the region's progress to meeting the goal to build or preserve 44,000 units affordable to households earning 50 percent or less of AMI by 2024~~))
- provides regular updates to the GMPC on Committee activities;
- reviews King County jurisdiction's comprehensive plans and recommends actions necessary to align with the King County Countywide Planning Policies (CPP) Housing Chapter;
- monitors and annually reports countywide and jurisdictional progress to meet housing needs and eliminate disparities in access to housing and neighborhood choice;
- identifies significant shortfalls in planning for and accommodating housing needs, provides

findings that describe the nature of the shortfalls, and recommends jurisdictional action to address shortfalls, as directed by the GMPC;

- ((~~review~~)) reviews and ((~~make~~)) makes recommendations to other governing bodies regarding actions to ((~~implement the Action Plan, including:~~
  - ~~funding/pursuing new and innovative financing strategies to significantly address the affordable housing need in King County~~
  - ~~revising land use policies~~
  - ~~recommending State legislative agenda items, such as increasing state funding for affordable housing, expanding options for local funding, supporting the creation and preservation of affordable housing, and creating uniform statewide laws for tenant protections~~))

  further the goals of the CPP Housing Chapter;

- ~~((recommend implementation actions for the Puget Sound Regional Council's Growth Management Policy Board's consideration and approval;~~
- ~~review and provide guidance regarding alignment between the Action Plan and comprehensive plans))~~
- ~~recommend~~)) recommends amendments to the ((~~Countywide Planning Policies including regional goals/metrics and land use policies~~)) CPP Housing Chapter; and
- ((~~coordinate support for increased federal funding for affordable housing~~
- ~~coordinate with existing and new sub-regional collaborations, such as A Regional Coalition for Housing (ARCH) and South King County Housing and Homelessness Partnership (SKHHP)~~
- ~~recommend/review incentives for regional solutions which promote strategies that are broader than one jurisdiction at a time~~
- ~~meet at least through the end of the five year time frame for the Action Plan, and at the end of that five-year period, the committee will consider recommendations to the GMPC to continue the work of the Affordable Housing Committee, including development of a new Five Year Action Plan~~))

- ((~~periodically review~~)) reviews and ((~~evaluate~~)) evaluates the effectiveness of the ((~~GMPC Affordable Housing~~)) Committee in ((~~furthering the Five Year Action Plan and, based on this evaluation, recommend~~)) meeting its purpose and recommends to the GMPC potential alternative governance structures and/or revisions to this Charter ((~~that may be~~)) needed to better accomplish the ((~~Action Plan and Committee goals.~~)) Committee's purpose at least once every ten years.

3. Membership

((~~Members of the Committee are appointed every odd numbered year in January by the Chair of the GMPC, with concurrence from the GMPC membership. Members serve two-year terms, and there is no limit on the number of times members can be re-appointed to two year terms. The membership of the Committee includes both elected officials and non-elected representatives. Committee membership categories are listed in Table 1.~~

~~Each caucus of GMPC is responsible for recommending its own committee members for appointment by the GMPC Chair with concurrence from the GMPC membership. There are three GMPC caucuses: King County, Sound Cities Association, and the City of Seattle. Selected members should represent diverse regions of the county. At least two of the elected officials on the~~

~~Committee must also be members of the GMPC and at least one member must also serve on the Sound Transit Board.~~

~~Table 1~~

~~Committee Membership Categories~~	
~~Category~~	~~Number~~
~~King County Councilmembers/County Executive or their designee~~	~~3~~
~~Sound Cities Association Councilmembers/Mayors~~	~~4~~
~~City of Seattle Councilmembers/Mayor or their designee~~	~~2~~
~~Non-elected Stakeholders~~	~~9 11~~
~~Total Members~~	~~18 20~~

~~The non-elected stakeholders will be 9 11 individuals with expertise in affordable housing, including displacement. One of these members must represent a housing authority operating in King County. Other example stakeholder perspectives include, but are not limited to, nonprofit and for profit housing developers, landlords and renters, smart growth, business community, and anti-displacement. If any of these individuals are unable to complete their term, a represented organization may suggest a replacement for consideration by the GMPC. The GMPC may select any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. Members are expected to alert the Committee Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.~~))

Composition

The Committee is composed of 18 members as follows:

- Three King County members: the County Executive or their designee and two King County Councilmembers;
- Four Sound Cities Association Councilmembers/Mayors;
- Two City of Seattle members: the Seattle Mayor or their designee and one Seattle City Councilmember; and
- Nine individuals with expertise in housing and/or connections to communities most disproportionately impacted by housing cost burden in King County.

At least one member shall serve on and represent the Committee on the GMPC.

Appointments

King County, Sound Cities Association, and the City of Seattle are responsible for recommending their own committee members for appointment. The AHC recommends the subject matter experts for appointment. All members are appointed by the GMPC every odd numbered year. The GMPC may appoint any qualified candidate that maintains a balance of diverse demographic and geographic representation and expertise. Members serve in a provisional capacity on the Committee pending the outcome of their appointment. Members serving in a provisional capacity will have full membership and voting rights.

Terms

Members serve two-year terms.

Replacement
If any member is unable to complete their term, a represented organization may suggest a replacement for consideration by the AHC. If the AHC recommends the appointment, the new member may serve in a provisional capacity on the Committee until the GMPC considers the appointment.

4. Leadership

Election and Terms
At the first meeting of each odd-numbered year, the Committee will select a Chair, who must be an elected official, and a Vice Chair, who must be a non-elected representative. The Chair of the Committee must also serve on the GMPC. Should the Chair or Vice Chair seat be vacated prior to the end their two-year term, the AHC shall expeditiously select a replacement(s). If both the Chair and Vice Chair are absent from a Committee meeting, the Committee members shall elect one of the members to serve as Chair Pro-Tem. The Chair Pro-Tem shall relinquish the chair at such a time as the Chair or Vice Chair joins the meeting.

Duties
The ((~~Chair's responsibilities include~~)) Chair is responsible for:

- setting meeting agendas in consultation with the Vice Chair;
- ((~~developing the draft annual work plan and~~)) informing and approving the meeting schedule and draft annual work plan developed by staff, in consultation with the Vice Chair ((~~and with staff support, for adoption by the full Committee~~));
- working with staff to recommend and approve meeting materials;
- chairing Committee meetings;
- providing guidance to staff as needed; and
- providing regular oral reports to the GMPC, as requested by the GMPC Chair.

The Vice Chair ((~~will serve~~)) serves in the Chair's stead when the Chair is unable to perform ((~~the~~)) their duties ((~~of the Chair~~)).

5. Meetings

Frequency
The Committee will meet as needed but no less than four times a year. Committee staff will work with Committee ((~~members~~)) leadership to establish a meeting calendar each year. Once confirmed, this schedule will be posted on the Committee's webpage. ((~~A quorum is 50% of total members, plus one for voting purposes.~~))

Format

Committee meetings will be held at such time and place to efficiently carry out the Committee's responsibilities. Committee meetings may be conducted virtually or in person.

In Person Meetings

When a meeting is held in person, Committee members ((~~are encouraged to~~)) should attend ((~~meetings~~)) in person but can participate and vote via an online meeting platform, telephone, or other electronic means as technology allows. ((~~Members participating remotely should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting, unless the Chair and lead committee staff have determined that the meeting will be held remotely.~~))

Alternates

Committee members may ((~~select~~)) designate an alternate to participate when they are unable to attend meetings. To the extent possible, elected officials should select alternates that are also elected officials. ((~~Each GMPC caucus~~)) Committee members representing King County, Sound Cities Association, and the City of Seattle may ((~~also~~)) establish their own protocol for alternate selection. Members sending alternates should alert the Chair and lead Committee staff in writing at least 24 hours in advance of the meeting. Alternates have full voting rights when the Committee member is absent. When their member is present, alternates will have the right to sit with the Committee and participate in discussions but must refrain from making motions or voting when their member is present.

Notice

((~~Meeting agendas will be distributed~~)) A notice of each meeting will be posted on the Committee webpage and will be email to members at least 72 hours in advance of meetings. The notice will include the meeting date, time, format, an agenda, minutes or meeting summary from the last meeting, and any new materials that may require action at the meeting. Parties interested in receiving the meeting notices via email should contact the lead Committee staff and request to be added to the mailing list. Meeting ((~~materials~~)) slides will be ((~~distributed~~)) posted on the Committee's webpage at least 24 hours in advance of meetings.

~~Meeting materials will be posted in advance on the Affordable Housing Committee website.~~

Cancellation

((~~Meeting cancelation notifications will be distributed at least 72 hours in advance of scheduled meetings. Changes to meeting location will be distributed at least 72 hours in advance of the meeting.~~)) The Chair may cancel a Committee meeting when there is evidence of insufficient agenda material, lack of quorum, or for other justifiable reasons. Meeting cancelation notifications and changes in meeting format will be posted on the Committee webpage and emailed to members.

Conflict of Interest

Members are expected to alert the Chair when they have a conflict of interest on a topic under consideration for a Committee decision and recuse themselves from relevant votes.

6. Decision Making

Consensus

The Committee will strive to make decisions by consensus. If consensus is not possible, then decisions can be put to a vote and require the majority of the members present. Voting can only occur when a quorum is present.

Quorum

A quorum is at least 51% of the voting membership. Permanently vacant positions to which a new member has not been appointed or asked to serve in a provisional capacity will not be counted as voting members. Actions taken by the Committee require a quorum present at the time of the vote and a majority vote of those present and eligible to vote.

Documentation

Meeting ((~~decisions put to a vote will be documented in meeting minutes with a vote tally~~)) minutes or a meeting summary will document the vote tally for any decision put to a vote. ((~~Meeting~~)) Staff

will post meeting minutes ((will be posted)) or a summary to the Affordable Housing Committee ((~~website~~)) for public access.

7. Staffing

Housing Interjurisdictional Team

The Committee ((~~will be~~)) is supported by a Housing Interjurisdictional Team (HIJT) composed of staff from King County, ((~~the City of Seattle, other cities,~~)) cities in King County, and other interested parties such as transit agencies, subregional collaborations, and nonprofit ((~~and stakeholder~~)) groups. ((~~This includes representatives from sub-regional collaborations such as ARCH (A Regional Coalition for Housing) and SKHHP (South King Housing and Homelessness Partnership). King County Executive staff will be tasked with convening and leading the work of the HIJT.~~)) The GMPC's Interjurisdictional Team ((~~(IJT) to the GMPC~~)) will work closely with the HIJT to ensure coordination among their work and effective staffing for the GMPC.

King County Executive Staff

((~~Staff~~)) Executive staff work ((~~will be~~)) is directed by the Committee and the annual work plan. ((~~and will include~~)) Staff are responsible for:

- drafting the Committee's annual work plan and schedule;
- ((~~preparing draft agendas and materials for meetings~~
- ~~providing technical assistance to the cities and the County on affordable housing policy including identification and sharing of best practices and model legislation~~
- ~~preparing a data dashboard~~
- ~~preparing the annual report~~))
- handling all procedural and administrative matters for the Committee;
- providing guidance to jurisdictions and the Committee on alignment between comprehensive plans and the CPP Housing Chapter;
- supporting AHC and GMPC's annual monitoring and assessment of shortfalls required by the CPP Housing Chapter;
- preparing draft recommendations for Committee consideration;
- coordinating with subregional, regional, and sitewide entities; and
- convening and leading the work of the HIJT.

Exhibit 2: Sample Calendar of AHC Activity, 2025-2034

Year	Operations	Review Plans	Collect and Report Data	Monitor Progress	Assess Shortfalls and Adjust	Recommend CPP Amendments

2025	**AHC**
	• Meet monthly
	• Routine activities
	  ○ concur with member appointments
	  ○ elect AHC leadership every other year
	  ○ adopt work plan
	• Recommend to GMPC ways to improve AHC effectiveness
	
	Staff
	• Routine activities
	  ○ Administrative and procedural duties, such as member appointments, work plan, AHC meeting packet production
	  ○ Coordination duties with groups such as HIJT, IJT, GMPC, AHC Chair and Vice Chair, Commerce, PSRC
	• Develop recommendations to GMPC to improve AHC effectiveness and steward GMPC approval
		AHC
		• Finish reviewing plans
		• Provide feedback on program
		
		Staff
		• Review remaining plans
		• Seek stakeholder input about plan review program
		• Draft plan review evaluation
			Staff
			• Survey jurisdictions in partnership with PSRC and Commerce
			• Update Regional Affordable Housing Dashboard
			• Develop draft standardized benchmarks, housing data trends, and comparative standards
			• Develop beta public-facing annual reporting tool to replace Regional Affordable Housing Dashboard
				AHC
				• Review housing data trends
				• Incorporate insights into 2026 state legislative priorities and work plan
				• Adopt 2026 state legislative priorities
				
				Staff
				• Prepare housing data briefing
				• Report on 2025 state legislative session
				• Develop 2026 state legislative priorities		

2026	**AHC** • Meet every other month Routine activities **Staff** • Routine activities	**AHC** • Discuss plan review evaluation • Recommend to GMPC changes to the program or CPPs to improve future effectiveness **Staff** • Release plan review evaluation • Develop draft GMPC recommendation to improve plan review effectiveness, including any necessary CPP amendments	**AHC** • Provide input on draft public-facing reporting tool, including standardized benchmarks, housing data trends, and comparative standards **Staff** • Release annual survey • Publish reporting tool	**AHC** • Review annual reporting **Staff** • Prepare housing data briefing	**AHC** • Recommend to GMPC shortfall assessment procedure, standards, reasonable measures, and necessary CPP amendments **Staff** • Develop draft recommendation and any necessary CPP amendments • Consult with Commerce to align with progress reporting requirements	• See *Review Plans* and *Assess Shortfalls and Adjust*

Year	Operations	Review Plans	Collect and Report Data	Monitor Progress	Assess Shortfalls and Adjust	Recommend CPP Amendments
2027	**AHC** • Meet quarterly Routine activities **Staff** • Routine activities		**Staff** • Release annual survey • Update reporting tool	**AHC** • Review annual reporting and identify a topic the AHC would like to know more about • Review staff research • Issue recommendations to other governing bodies as necessary **Staff** • Brief AHC on data insights • Research AHC inquiries • Report findings to AHC • Prepare draft recommendations		**Staff** • Steward approval and ratification of recommended CPP amendments regarding plan review and shortfall assessment
2028	**AHC** • Meet quarterly • Routine activities **Staff** • Routine activities		**Staff** • Survey jurisdictions in partnership with PSRC and Commerce • Update reporting tool	**AHC** • Review annual reporting and identify a topic the AHC would like to know more about • Review staff research • Issue recommendations to other governing bodies as necessary **Staff** • Brief AHC on data insights • Research AHC inquiries • Report findings to AHC • Prepare draft recommendations	**AHC** • Learn about the state's progress reporting requirements **Staff** • Prepare for a shortfall assessment as directed by the GMPC	
2029	**AHC** • Meet monthly • Routine activities **Staff** • Routine activities		**Staff** • Release annual survey • Update reporting tool	**AHC** • Review annual monitoring and reporting data **Staff** • Brief AHC on data insights	**AHC** • Review monitoring results, identify shortfalls, document draft findings and issue a report and recommendations for consideration by the GMPC or its designee **Staff** • Prepare draft findings, report, and recommendations for consideration by the GMPC or its designee	
2030	**AHC** • Meet every other month		**Staff** • Release annual survey	**AHC**		**AHC**

Year	Operations	Review Plans	Collect and Report Data	Monitor Progress	Assess Shortfalls and Adjust	Recommend CPP Amendments
	• Routine activities • Recommend to GMPC ways to improve AHC effectiveness **Staff** • Routine activities • Develop recommendations to GMPC to improve AHC effectiveness and steward GMPC consideration		• Update reporting tool	• Review annual monitoring and reporting data **Staff** • Brief AHC on data insights		• Scope periodic update to the CPP Housing Chapter • Develop recommended housing needs **Staff** • Seek input on CPP Housing Chapter amendment concepts • Seek input on housing needs allocation method in coordination with King County staff who lead growth target setting
2031	**AHC** • Meet monthly • Routine activities **Staff** • Routine activities		**Staff** • Survey jurisdictions in partnership with PSRC • Update reporting tool	**AHC** • Review annual reporting and identify a topic the AHC would like to know more about • Review staff research • Issue recommendations to other governing bodies as necessary **Staff** • Brief AHC on data insights • Research AHC inquiries • Report findings to AHC Prepare draft recommendations		**AHC** • Recommend CPP amendments to the GMPC, including recommended housing needs **Staff** • Draft CPP amendments
2032	**AHC** • Meet every other month • Routine activities **Staff** • Routine activities	**Staff** • Publish new plan review guidance	**Staff** • Release annual survey • Update reporting tool	**AHC** • Review annual reporting and identify a topic the AHC would like to know more about • Review staff research • Issue recommendations to other governing bodies as necessary **Staff** • Brief AHC on data insights • Research AHC inquiries • Report findings to AHC • Prepare draft recommendations		**Staff** • Steward approval and ratification of recommended CPP amendments

Year	Operations	Review Plans	Collect and Report Data	Monitor Progress	Assess Shortfalls and Adjust	Recommend CPP Amendments
2033	**AHC** • Meet quarterly • Routine activities **Staff** • Routine activities	**AHC** • Review and issue comments on plans **Staff** • Review plans and prepare recommendations for AHC consideration	**Staff** • Release annual survey • Update reporting tool	**AHC** • Review annual monitoring and reporting data **Staff** • Brief AHC on data insights		
2034	**AHC** • Meet every other month • Routine activities **Staff** • Routine activities	**AHC** • Review and issue comments on plans **Staff** • Review plans and prepare recommendations for AHC consideration	**Staff** • Survey jurisdictions in partnership with PSRC • Update reporting tool	**AHC** • Review annual monitoring and reporting data **Staff** • Brief AHC on insights from data in new reporting tool		