

ITEM 3: Approval of the January Meeting Minutes

Approval of the January 2023 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to Executive Board Meeting (January 12, 2023)

A REGIONAL COALITION FOR HOUSING (ARCH)

Summary Minutes to Executive Board Meeting

January 12, 2023
9:00am

Hybrid Meeting

Present:

Diane Carlson, City of Bellevue, Deputy City Manager
Kyle Stannert, City of Bothell, City Manager
Dean Rohla, City of Clyde Hill, City Administrator
Wally Bobkiewicz, City of Issaquah, City Administrator
Debbie Bent, Kenmore, Community Development Director
Kurt Triplett, City of Kirkland, City Manager
Alison Van Gorp, City of Mercer Island, Deputy Director, Community Planning Department
Steve Burns, City of Medina, City Manager
Scott Pingel, City of Newcastle, City Manager
Carol Helland, City of Redmond, Director of Planning and Community Development
David Pyle, City of Sammamish, Director of Community Development
Brandon Buchanan, City of Woodinville, City Manager

Absent:

Kelly Rider, King County, Director of External Affairs, Department of Community & Human Services

Others Present:

Adam Weinstein, City of Kirkland, Planning and Building Director
Xiaoning Jiang, City of Kirkland, Resilience and Technology Officer
Emil King, City of Bellevue, Community Development Assistant Director
Jason Gauthier, South Sound Housing Affordability Partners, Manager
Mark Hofman, City of Newcastle, Community Development Director
Mary Connolly, City of Clyde Hill, Management Intern
Linda Abe, City of Bellevue, Affordable Housing Planning Manager
Yelias Bender, ARCH, Senior Program Officer
Lindsay Masters, ARCH, Executive Director
Raquel Rodriguez, ARCH, Program Coordinator
Mike Stanger, ARCH, Senior Planner
Adam Matza, ARCH, Rental Program Officer
Elsa Kings, ARCH, Housing Trust Fund Program Manager
Yelias Bender, ARCH, Senior Program Officer
Terrell Edwards, ARCH, Housing Planner

1. CALL TO ORDER

Ms. Helland called the meeting to order at 9:03am.

2. APPROVAL OF THE AGENDA

Ms. Helland asked for changes to the agenda of January 12, 2023. Item 5c was added to the agenda to revise the ARCH Trust Fund recommendations adopted by the Board in December.

Mr. Triplett moved that the agenda be approved with the amendment. Seconded by Mr. Pyle. Approved 10 – 0.

3. APPROVAL OF THE MINUTES

Ms. Helland asked if there were any changes to the minutes of December 8, 2022. There were no changes.

Mr. Pyle moved that the minutes be approved. Seconded by Mr. Triplett. Approved 10 – 0.

At this time Mr. Bobkiewicz joined the Executive Board meeting.

4. PUBLIC COMMENT

No public comments.

5a) Middle Housing MOA and ARCH 2023 Budget Amendment

In the 2022 legislative session, the Department of Commerce was directed to develop a grant program to support planning for the promotion of more “middle housing” types. The grants were intended to facilitate new Growth Management Act requirements aimed at expanding the inclusion of moderate density housing options within city and county Comprehensive Plans, and development of policies and regulations to address racially disparate impacts, displacement and exclusion caused by past policies and planning. Five ARCH member cities (Bellevue, Bothell, Kenmore, Newcastle, and Redmond) applied for the grant which provided \$20,000 per jurisdiction to support subcontracting with community-based organizations (CBOs).

Ms. Masters explained that a Memorandum of Agreement (MOA) was developed to facilitate this cost-sharing among the five cities and define a shared scope of work, which involves contracting with one or more CBOs to engage vulnerable communities and underrepresented populations. The MOA has been executed by all cities, and an amendment to ARCH’s budget is needed by the Board to accept the funds.

Mr. Pyle asked if the umbrella agency, City of Bellevue, had any restrictions contracting for other cities, which was an issue that has come up in the past. Ms. Masters responded that the contract has been vetted with Bellevue’s procurement, and since Bellevue is one of the participating cities, Bellevue staff and attorney have already reviewed the MOA and found no issues.

Mr. Pyle moved to approve amendment of ARCH’s 2023 Budget to include Middle Housing Coordination work amounting to \$100,000, which shall be funded by the cities of Bellevue, Bothell, Kenmore, Newcastle, and Redmond, as described in the cost-sharing agreement in Attachment 1. Seconded by Mr. Triplett. Approved 11 – 0.

5b) Kirkland Housing Dashboard Presentation

Adam Weinstein, Planning and Building Director, and Xiaoning Jiang, Resilience and Technology Officer, from the City of Kirkland, gave a presentation on Kirkland’s Housing Dashboard that was created in August 2022 to track affordable and market rate housing construction, as well as progress towards increasing the supply of Accessory Dwelling Units (ADUs), cottages, and other types of “missing middle” housing in the city. It also tracks the overall housing supply and major housing development projects in the city by neighborhood.

Mr. Pyle asked how the city of Kirkland defines “Housing Permits Issued”. Mr. Weinstein responded that Kirkland got rid of the Land use entitlement process and now people just need to come in with a building permit for duplex, triplexes, cottages, etc. and the city has a standard design requirements that need to be incorporated but those are just administrative approvals that need to happen. Mr. Pyle also asked how much effort went into data collected. Ms. Jiang responded that in the beginning it was a lot of effort to try and get the data that they needed and to try to streamline some of the information needed. The initial effort was not simple but the effort of maintaining it is minimal since the data is already stored and it will only be done annually rather than on a monthly basis.

No further action required from the Executive Board at this time.

At this time Ms. Carlson joined the Executive Board meeting.

5c) Added Item – Revision of ARCH Trust Fund Recommendation

Ms. Masters explained that there have been some changes needed to the funding recommendations the Board adopted in December for the Housing Trust Fund. One project sponsor (Friends of Youth) was able to obtain other funding and withdraw their request. In addition, Bellevue and ARCH staff have been working to reconcile

outstanding invoices from the end of the year which led to revised balances for some cities. Staff is seeking the Board's approval to revise their prior recommendation to remove the award to Friends of Youth and to redistribute the allocation of the remaining recommended funds based on the reconciled city balances.

Ms. Helland noted that these changes to the cities' Trust Fund contributions will not result in diminution of awards allocated to any of the organizations included in the Housing Trust Fund recommendation previously approved by the Board.

Mr. Pingel asked if the total allocations given by cities will remain the same. Ms. Masters affirmed.

Mr. Triplett moved to remove the allocation to Friends of Youth to be added back into the Trust Fund. Seconded by Mr. Pyle. Approved 12 – 0.

Ms. Helland entertained a motion to redistribute the percentage allocation from the funding cities.

Mr. Pyle moved to redistribute the percentage allocation from the funding cities. Seconded by Mr. Pingel. Approved 12 – 0.

Mr. Triplett suggested adding an explanation in the recommendation memo that ARCH still supports the Friends of Youth project and noting its importance. Ms. Masters agreed to include that in the memo.

5d) Affordable Housing Incentives Presentation

Mr. Stanger, ARCH Senior Planner, presented on local inclusionary housing and MFTE programs, providing background on the authorizing frameworks, local applications in Redmond and Kirkland, and illustrations of specific projects utilizing the programs.

Ms. Masters encouraged Board members to start thinking about how to maximize the use of these tools as cities face increased need for affordable housing – including expanding the programs to new areas, applying to commercial development to generate revenue for housing, layering more incentives into programs, and converting voluntary programs to mandatory when possible. These opportunities may be discussed more extensively at a future board meeting.

Mr. Triplett asked if the proposed opportunities require any change to state law or are they currently options available to cities. Ms. Masters responded that these are all options to cities without having to change state laws, but further changes to state laws could create even more opportunities.

At this time Mr. Bobkiewicz left the Executive Board meeting.

This item will be discussed further at a future Board meeting.

No further action required from the Executive Board.

5e) Housing Issues in 2023 State Legislative Session

Ms. Masters shared that many ARCH members have included affordable housing in their legislative agendas, and members are expecting an intensive discussion of housing in the legislature this year, including discussion of a local REET option previously discussed by the Board. This item was also included in the lead agenda of the Washington Low Income Housing Alliance (WLIHA), the leading housing advocacy organization at the state level, and is expected to gain broad support among affordable housing stakeholders.

The Association of Washington Cities also convened a Housing Solutions Group to identify policy solutions that cities could broadly support and advocate for at the state level. Emil King, Bellevue Planning Director, participated in the workgroup and presented to the ARCH board information about the recommendations, which also include

support for a local REET dedicated to affordable housing. The work group's recommendations can be found in the packet.

Mr. Pyle commented that it would be good to clearly define rapid transit and how it is used since there have been different definitions used in the past. Ms. Helland agreed and added that clear definitions should be used.

Ms. Helland asked if it would be useful to add discussion of legislative agendas to future meetings. Board members agreed it would be helpful.

No further action required from the Executive Board.

6) OTHER BUSINESS

Verbal Updates

- Strategic Planning Update – Ms. Masters noted that it will take some time for ARCH to get a consultant on board and the time needed to undertake a meaningful strategic plan process may extend past the timeframe for adoption of the annual budget, which is typically finalized in June by the Board.
- Board Member Meeting Survey Results – Ms. Masters went through the survey results sent out earlier this month to compile input from board members on length of meeting, whether in-person or via zoom, and location of the meetings moving forward. Overall, there was a split on survey results but there was preference for meetings being extended to two-hours if meetings are efficient and effective. Ms. Masters noted that the majority of Board members believed that in-person meetings are more productive and give members a better chance to connect with each other, but no one would want to forego of the option to join via Zoom.

Ms. Helland noted that she will continue to look for a meeting space at Redmond City Hall. Ms. Carlson noted that she is okay with the meeting being longer and in-person. Mr. Pyle added that we make an aspirational goal to have at least half of the meetings be in-person. Mr. Triplett noted that he prefers remote since it can be hard to get anywhere, but he will do what is best for the Board.

Ms. Helland noted she will commit to joining in person to help manage the meetings and keep them on time. We will work on ensuring a location with easy access and parking, and also come back with a proposal for being in person on a specific cadence such as a quarterly in-person meeting.

Concerning meeting length, Ms. Masters will aim to keep the agendas within the 1.5 hour length for the next few months and if longer meetings are consistently needed, then scheduling can be revisited. Ms. Van Gorp suggested having a longer meeting quarterly or as needed, and brief meetings in between. Ms. Helland will discuss with Mr. Pyle and Ms. Masters to see how future agenda topics could be spread out over the coming months.

Other items on the agenda will be discussed at next month's meeting.

7) ADJOURNMENT

Meeting was adjourned at 10:35am.