



ARCH EXECUTIVE BOARD AGENDA

January 11, 2024

Together Center, Klickitat Room

<https://kirklandwa-gov.zoom.us/j/96905200722>

9:00 a.m. – 10:30 a.m.

- 1) Call to Order
- 2) Approval of the Agenda
- 3) Approval of the December 2023 Meeting Minutes
- 4) Public Comment
- 5) Reports / Action Items
 - a) Draft ARCH Strategic Plan (*materials forthcoming*)
- 6) Other Business
 - a) Verbal Updates
 - Middle Housing Planning Coordination
 - Reminder: Scheduling Council HTF/Budget Approvals
- 7) Adjournment

ITEM 3: Approval of the December 2023 Meeting Minutes

Approval of the December 2023 Executive Board Meeting minutes

Attachments

- A. Summary Minutes to Executive Board Meeting (December 14, 2023)

A REGIONAL COALITION FOR HOUSING (ARCH)

Summary Minutes to Executive Board Meeting

Date December 14, 2023
9:00 am

Hybrid Meeting

Board Members Present:

Carol Helland, City of Redmond, Director of Planning and Community Development (Chair)
Diane Carlson, City of Bellevue, Deputy City Manager
David Pyle, City of Sammamish, Director of Community Development (Vice Chair)
Maia Knox, City of Clyde Hill, Assistant City Manager
Alison Van Gorp, City of Mercer Island, Director of Development Services
Sunaree Marshall, King County, Deputy Division Director
Scott Pingel City of Newcastle, City Manager
Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
Kurt Triplett, City of Kirkland, City Manager
Steve Burns, City of Medina, City Manager
Debbie Bent, City of Kenmore, Community Development Director
Rob Karlinsey, City of Kenmore, City Manager

Board Members Absent:

Wally Bobkiewicz, City of Issaquah, City Administrator
Jason Greenspan, City of Bothell, Community Development Director

Others Present:

Lindsay Masters, ARCH, Executive Director
Diana Heilman, ARCH, Senior Administrative Assistant
Terrell Edwards, ARCH, Planner
Yelias Bender, ARCH, Senior Program Officer
Nicole Palczewski, ARCH, Housing Program Intern
Patrick Tippy, ARCH, Affordable Housing Program Manager
Mike Stanger, ARCH, Senior Planner
Susie Levy, ARCH, Local Housing Program Manager
Jen Davis Hayes, City of Issaquah, Economic Development Manager
Hannah Bahnmler, City of Bellevue, Senior Affordable Housing Planner
Ian Lefcourte, City of Redmond, Senior Planner
Olga Perelman, Community Advisory Board

1. CALL TO ORDER

Carol Helland called the meeting to order at 9:01 am.

2. APPROVAL OF THE AGENDA

Carol requested that the agenda for December 14, 2023, be amended for Rob Karlinsey, City Manager, City of Kenmore, to address the Board prior to item 3.

Kurt Triplett made a motion to amend the agenda as requested. David Pyle seconded the motion.

3. SPECIAL REPORT BY ROB KARLINSEY

Rob Karlinsey reported on the City of Kenmore Council Meeting of Monday, December 11, 2023.

Rob Karlinsey left the meeting at 9:22 am.

4. APPROVAL OF THE MINUTES

Carol asked if there were any changes for the meeting minutes from November 9, 2023.

Kurt Triplett made a motion for the minutes to be approved. Debbie Bent seconded the motion. Approved 10 – 0.

5. PUBLIC COMMENT

No public comment was made.

6. REPORTS / ACTION ITEMS

6a) 2023 ARCH Trust Fund Recommendations

Carol turned the floor over to Lindsay Masters to present the background and process of the Housing Trust Fund recommendations. Lindsay covered the ARCH 2023 Funding Priorities as established by the Board earlier in 2023, the landscape of state and local funding for affordable housing, and the workflow for the ARCH team responsible for local investments in affordable housing through the Trust Fund and the Housing Stability program. The leverage for the local investment was highlighted as about \$15.00 for every \$1.00 in local funds in the current funding round. Lindsay turned the presentation over to Olga Perelman, Chair of the Community Advisory Board to discuss this year's funding recommendations.

Olga reviewed the considerations involved in making the HTF application decisions. Each application request was explained to the Board. Olga asked if anyone had questions. Kurt Triplett expressed appreciation for the work of the CAB. Olga said they wanted to continue to look for sustainability in projects.

Steve Burns left the meeting at 9:45 am.

Carol asked for a motion to approve the 2023 Housing Trust Fund Recommendations as presented by the Community Advisory Board.

Debbie Bent made a motion to approve the 2023 Housing Trust Fund Recommendations. David Pyle seconded the motion. Approved 9 – 0.

6b) ARCH Executive Board Chair and Vice Chair Election

Carol introduced the issue of electing the 2024 Chair and Vice Chair for the ARCH Executive Board.

Carol turned the discussion over to Lindsay, who discussed the history of the roles of Chair and Vice Chair. The ARCH Bylaws stipulate a 1-year term for the Chair position, but past practice has been for the Chair to remain for two years. The Vice Chair role was created in the Bylaws recently to create backup support for the Chair and help identify successors for Chair. Lindsay shared that Carol has expressed a willingness to continue in the Chair role for 2024.

Carol opened the floor for nominations for the position of 2024 ARCH Chairperson.

Kurt Triplett nominated Carol Helland for the position of 2024 ARCH Executive Board Chair. Diane Carlson seconded the nomination. Approved 8- 0.

Carol opened the floor for nominations for the position of 2024 ARCH Executive Board Vice Chair.

Kurt expressed appreciation for Carol's filling of the role of Chair. Kurt also expressed appreciation for David's work as Vice Chair in 2023. David has indicated he will be unable to continue as Vice Chair due to other obligations. Kurt said he would like to nominate Debbie Bent of Kenmore for the Vice Chair position.

Kurt Triplett nominated Debbie Bent to be ARCH Vice Chairperson for 2024. David Pyle seconded the nomination. Approved 8 – 0.

7) OTHER BUSINESS

7a. 2024 Housing 101 / Educational Event – Board Input

Lindsay reminded the Board about a previous conversation regarding an educational event for members' elected officials and staff in late 2023. The Board had recommended waiting till new Council members took their seats in January. Lindsay said that in the past there had been a two-part series which included an extensive multi-hour bus tour. ARCH staff has given feedback to consider a simpler approach with an event at one location that features an affordable housing project, such as the Together Center. Lindsay said they want to follow up on interest in having tours of the Eastgate campus as a separate event. The Strategic Plan might be featured as a topic if the timing was appropriate. Lindsay asked for feedback from the Board on timing and focus areas for their elected officials. The discussion was opened to the Board members.

Jared Hill entered the meeting at 10:03 am.

Scott Pingel said that Newcastle has five Councilmembers that have served less than five years.

Diane liked the idea of keeping the event in a single place. Diane asked for it to be later in the 1st quarter or early in the 2nd quarter. Carol said the recommendation by the CAB had to be approved by the City Councils by the end of quarter 1, and asked if that affects the timing of the Housing 101 event. Diane said it is already scheduled in Bellevue by the end of January, and it would not be necessary to have the educational event prior to that approval.

David said it is a great idea. They have a new Council. David said the end of quarter 1 or beginning of quarter 2 would also work for them and it did not have to be before the HTF authorization.

Carol summarized that it appeared that the tour would take too much time and organization. Carol recommended a one-page information sheet on each of the projects that ARCH has funded within a certain period. Carol would like to emphasize the leverage of local funds, and late Q1 to early Q2 timeframe seemed the best for most jurisdictions.

Maia Knox said they have requested that ARCH come to their Council in January 2024 for the vote. That could be a shortened presentation with anticipation of an educational event to come.

Alison Van Gorp said they have no new Council members, but the information has not always been retained by the Council when presented. Alison thinks their Council needs a better understanding of the different types of housing and how the different funding sources work.

Carol suggested that it might help Kenmore to know how ARCH helps cities meet state mandates.

Debbie said if this could align with the Strategic Planning effort it would be helpful to present it all at once. If there is a way for a simplified overview of the funding mechanisms it would make it easier when the Council approves the HTF recommendations. Debbie would like to do the meeting at the Together Center.

Kurt added that the benefit of the sharing of the work through ARCH is cost effectiveness and that would be compelling to new members. Kurt liked it being linked to the Strategic Planning results and favored the end of Q1.

Sunaree Marshall said it would be helpful to have another educational opportunity differentiating between what can be accomplished between policy and planning tools vs. what requires resources to accomplish. There is interest from one councilmember in how we collectively support the need of rural affordability.

Jared Hill said they have one new Councilmember. That member works for King County. Woodinville just joined the North Urban Human Services Alliance. That organization will also provide some education for Council members. There is a light industrial area of Woodinville that their Council will be asked to rezone to mixed-use, multi-level buildings in 2024. Jared said they hoped to use that opportunity to add affordable housing along some transit development.

Lindsay added that the information on timing is helpful. It was thought that the upper limit on time would be three hours. They would like some interactive components for the cities to talk together. Lindsay asked if there were concerns about that. Lindsay asked about quorum concerns and if it would need to be given special notice as a public meeting.

Carol said the quorum issue is not insurmountable. Carol said they would get back to Lindsay after they polled their Councils.

7b Verbal Updates

- **Strategic Planning**

Lindsay shared an update on the Strategic Planning process. A staff workshop was held after the Board workshop, and the consultants are taking all of the generative ideas from the process so far into potential strategies and action steps. The staff will meet with the Planning Committee hopefully before the end of the year, but if not in early January. It is possible the January Board meeting might be used for finalizing the Strategic Plan. Lindsay related that the staff and consultants were trying to balance realistic actions steps for the next year as well as a bigger, long-term vision. Lindsay asked if there were any questions. Carol Helland thought the workshop was great. There were no other questions.

- **ARCH Meeting Minutes Update**

Lindsay shared that in the future the meeting minutes will be recorded without gender pronouns. The speakers will be referred to by name.

Kurt suggested policy around public comment be developed for the by-laws. Lindsay invited anyone to share a model for this type of policy if they already have one. Diane will send to Lindsay a set of Bellevue policies regarding Public Comment, which are in the process of being updated.

- **2024 Board Meetings**

Lindsay brought some two new options for a change in location for the 2024 Board meetings: Redmond City Hall or the Together Center conference rooms. Lindsay invited feedback from the Board. Carol said that Redmond City Hall could accommodate the Board meeting and to consider parking and the convenience for ARCH staff.

Alison offered the Council chambers at Mercer Island.

Diane agreed that the location should be convenient for ARCH staff.

Carol asked if moving the location would create a barrier for anyone to participate. No one indicated that it would. Carol and Lindsay said that it could be possible to build in some travel time to the meeting time. Kurt said he valued the ability to be hybrid but perhaps quarterly in person.

Sunaree said SKHHP does a quarterly meeting in person and the rest virtual to provide some reference.

Carol asked if everyone was comfortable with Carol and Lindsay making this decision for the Board. The Board indicated their support for this.

8) ADJOURNMENT

Meeting was adjourned at 10:31 am.