

A REGIONAL COALITION FOR HOUSING (ARCH)

Summary Minutes to Executive Board Meeting

Date January 9, 2025
9:00 am

Hybrid Meeting

Board Members Present:

David Pyle, City of Sammamish, Director of Community Development
Alison Van Gorp, City of Mercer Island, Director of Development Services
Debbie Bent, City of Kenmore, Community Development Director
Kyle Stannert, City of Bothell, City Manager
Steve Burns, City of Medina, City Manager
Nathan McCommon, City of Bellevue, Deputy City Manager
Scott Pingel, City of Newcastle, City Manager
Jared Hill, City of Woodinville, Intergovernmental Affairs Coordinator
Wally Bobkiewicz, City of Issaquah, City Administrator
Kurt Triplett, City of Kirkland, City Manager
Carol Helland, City of Redmond, Director of Planning and Community Development
Maia Knox, City of Clyde Hill, Assistant City Manager
Sunaree Marshall, King County, Housing, Homelessness, and Community Development – Dep Div Director

Board Members Absent:

Others Present:

Lindsay Masters, ARCH, Executive Director
Diana Heilman, ARCH, Senior Administrative Assistant
Yelias Bender, ARCH, Senior Program Officer
Mike Stanger, ARCH, Senior Planner
Susie Levy, ARCH, Local Housing Program Manager
Patrick Tippy, ARCH, Bellevue Housing Stability Programs Manager
Adam Matza, ARCH, Rental Program Coordinator
Ian Lefcourte, City of Redmond, Senior Planner
Linda Abe, City of Bellevue, Affordable Housing Planning Manager
Jen Davis Hayes, City of Issaquah, Economic Development Manager
Jason Gauthier, South Sound Housing Affordability Partners, Manager
Valerie Kendall, King County, Interim Policy Planning and Special Projects Manager
Hannah Bahnmler, City of Bellevue, Senior Affordable Housing Planner
Tyler Coyle, City of Newcastle, Associate Planner
Valerie Porter, City of Issaquah, Associate Planner
Scott Guter, City of Kirkland, Senior Planner
Christen Leeson, City of Issaquah, Senior Planner
Christian Geitz, City of Bothell, Deputy Community Development Director

1. CALL TO ORDER

Chair Nathan McCommon called the meeting to order at 9:02 am.

2. APPROVAL OF THE AGENDA

Chair McCommon asked if there were any changes to be made to the January 9, 2025 agenda. No changes were made.

Kyle Stannert moved to approve the agenda. Sunaree Marshall seconded the motion. All voted in favor of approving the agenda for January 9, 2025.

3. APPROVAL OF THE MINUTES

Chair McCommon asked if there were any corrections to the meeting minutes for December 12, 2024. No corrections were requested.

Kyle Stannert moved that the meeting minutes for December 12, 2024, be approved. Jared Hill seconded the motion. All voted in favor of approving the meeting minutes for December 12, 2024.

4. PUBLIC COMMENT – none

5. REPORTS / ACTION ITEMS

5a) Strategic Plan Monitoring

Chair McCommon turned the discussion over to Director Masters. Director Masters shared a presentation outlining the ARCH Strategic Plan Components. Context for the process of building the plan was shared. There were two phases of the planning process: developing ARCH's organizational identity and selection of strategies to build affordable housing faster. Director Masters provided a summary of the key components of the Strategic Plan, including the Vision Statement, ARCH mission, strategic advantages and decision criteria. The plan also includes a commitment to ongoing monitoring and adjustment.

Director Masters moved to the Strategic Planning Dashboard, which was developed to assist the Board in monitoring progress on the plan. The Dashboard was discussed in respect to what strategies had been completed, were started or were ongoing. This would be available to the Board on the ARCH website. Director Masters identified six areas of attention outlined to monitor the progress of the Strategic Plan.

1. Review success of our strategies – Staff – ongoing; Board – quarterly; Stakeholders – annually
2. Determine adjustments – Staff – ongoing; Board – quarterly; Stakeholders – annually
3. Invite, determine and address new big questions – Staff – quarterly; Board – quarterly
4. Remain current on trends facing our community – Staff – annually; Board – annually
5. Decide what and how we should communicate progress – Staff – annually; Board – annually
6. Refresh the plan – Staff – biannually; Board – biannually; Stakeholders – biannually

Chair McCommon opened the floor for discussion or questions.

Kurt Triplett expressed liking the Dashboard and asked if the Dashboard could be included on the website. Also, it would be helpful to have the Dashboard sent separately to the Board to be shared with their elected officials.

Chair McCommon liked the transparency of the Dashboard provided the data is ready to be shared.

David Pyle commented that there were continuing conversations around how projects get funded and what the role of the Housing Trust Fund was in relationship to local funding. ARCH should be sure to be transparent about how funding worked. Councils and the communities needed to be able to understand how projects got funded so inaccurate information did not get passed around. ARCH should provide information around the parity of the Housing Trust Fund.

Carol Helland liked Kurt's idea to post the Dashboard to the website when the information is ready. It would make it easier to share. Carol agreed that transparency on the additional funding provided by cities to ARCH be shared to counteract inaccurate information.

Scott Pingel said Board members needed to be prepared to answer questions. Many residents were not aware of ARCH's role. Many Council members needed a refresher on ARCH when it came time to approve contributions. The Dashboard would help provide that information.

Sunaree Marshall asked how often the Dashboard would be updated. Director Masters said it was updated quarterly. Sunaree asked if there could be a cover sheet that would summarize the accomplishments in each quarter.

Director Masters said this reinforced the need for an educational event around local investments.

Kurt Triplett asked if they could add "Build more affordable housing faster" or the mission statement at the top of the Dashboard.

5b) 2025 Board Work Plan and Meeting Schedule

Director Masters provided background on the Board's responsibilities under ARCH's Interlocal Agreement. These include:

- Budget and Work Program – develop and make recommendations
- Make recommendations on planning, policy and funding
- Appoint administering agency (Bellevue was appointed in 2010)
- Appoint Community Advisory Board
- Adopt procedures for meetings and administration of ARCH – bylaws are due to be updated
- Oversee Executive Director position

Director Masters summarized recent accomplishments of the Board.

- Adoption of ARCH Strategic Plan
- Adoption of 2025-2026 ARCH Work Program and Budget
- Adoption of 2025 Legislative Priorities
- Approval of updated Housing Trust Fund template agreements
- Approval of Annual Funding Priorities and Recommendations
- Oversee ARCH's work on Middle Housing Affordability

Director Masters says there will be a lighter load of work for the Board in 2025 due to all that was accomplished in 2024. An outline of key board work for 2025 was presented.

- Q1/Q2 - Homeownership Program Policy Updates
- Q2 – Affirm 2026 Budget and Work Program
- Q2 – Organizational and Governance Study and Recommendations
- Q2/Q3 – Incentive Program Legal Agreements
- Q2/Q4 – Housing Trust Fund Priorities, Funding Recommendations
- Q3 – 2026 Legislative Priorities
- Q4 – 2026 Chair/Vice Chair Appointments
- Q4 – Executive Director Performance Evaluation
- Ongoing – Quarterly Monitoring – Strategic Plan, Work Program and Budget

Director Masters opened a discussion on any additions or changes the Board wants to see in the coming year such as informational briefings, shorter meeting times and/or less frequent meetings.

Kyle Stannert suggested that informational items for the Board be separated out from the regular meeting agenda so that quorum would not be necessary but staff and members that wanted the information could

attend. Kyle suggested it could be scheduled right after the regular meeting. A shorter meeting would not be helpful. It would be possibly better to have longer meetings less frequently.

Sunaree Marshall suggested that they would be more likely to come in person for a longer meeting. Also, a read-out from the legislative session would be helpful.

Chair McCommon was in favor of less frequent but longer meetings possibly. Also, regarding informational topics, they could be handled as a distributed report rather than in the meeting agenda unless the topic was of a nature that would benefit from a question-and-answer time. Case studies did help to highlight applicability of state legislation to each member city situation.

David Pyle was curious as to what the relationship of the liaison group was to the Board. How was the liaison group used? Was there a way to connect the work the liaison group was doing to the Board's work? Could the liaison group address the challenges that different cities or regions were facing in the state? This information was relevant to the work that ARCH does.

Maia Knox agreed with having fewer, longer meetings. Maia asked if there was onboarding for new members? Maia was in favor of receiving information to be prepared for meetings. A menu of options or a history of what had been done to serve member cities would be helpful in order to know what options were available.

Scott Pingel agreed with longer, less frequent meetings.

Kurt Triplett appreciated a time for reflection and education. Any frequency for meeting could work. It seemed there was a constant request for information to remind them of what ARCH did. It might make that problem worse if there were fewer meetings. Affordable housing is under attack from some directions. Comp plans are creating community reactions. ARCH was a positive place to work on messaging. It would be helpful to share success stories.

Kyle Stannert was not advocating for fewer meetings. It was a reaction that shorter meetings would not mean more in-person attendance. Filling a meeting with informational items was not favored.

Chair McCommon said the better a success story could be told up front and more frequently elevated the confidence in the good things that ARCH did. What methods helped Councilmembers have the knowledge they needed?

Kurt Triplett supported the combined government affairs/communication position that would help with that. Specificity helped instead of generic "we need affordable housing" messaging. The humanity factor needed to be communicated.

Carol Helland liked the idea of bringing tenants to life. It was helpful to communicate that affordable housing attracted people who helped support small businesses and created a thriving community. A story was shared that in Redmond, an ARCH tenant was a long-term bike mechanic and served an important role in the community. Sharing those types of stories was desirable. Being part of ARCH provided support when under attack. They were in the effort to "build more affordable housing faster" together. Information sharing without an action item could just be sent out to the Board outside the meeting.

Wally Bobkiewicz didn't like when the meetings had lots of informational items. There was still a disconnect with their elected officials. That was the biggest challenge the Board had. Meetings needed to be as focused as possible.

Debbie Bent said it would be helpful to have consistent messaging across all jurisdictions. When Councils were given information, it would be helpful to have good fact sheets to be shared. Having ARCH act as a depository for fact clearing or messaging when dealing with controversy would be helpful.

Sunaree Marshall was on the SKHHP Board. There they did in-person meetings every quarter and focused that meeting agenda on things that required interaction and brainstorming. Was there an event in the year that would be helped by members of the Community Advisory Board attending? Director Masters said they had considered a joint meeting with CAB. Susie Levy said more events, in general, were anticipated.

5c) City of Redmond Middle Housing Presentation

Director Masters emphasized that all the member cities were adopting middle housing in the next three to six months. There were significant implications for their shared work as a coalition. The action item for the Board was to connect the recommendations that ARCH had developed to the policies that their cities were adopting. They were asked to try to learn from what had been put in to practice by other cities. Director Masters shared background on ARCH's focus on middle housing since 2023 when the state established requirements for the cities around middle housing. Director Masters introduced Ian Lefcourte, Senior Planner, from the City of Redmond.

Ian Lefcourte shared a slide presentation titled Redmond 2050 and Housing. Slides would be shared with the members at a later date. The Redmond 2050 plan championed housing. A special area of focus was homeownership. Redmond had had a mandatory inclusionary requirement since the early 1990s. Inclusionary zoning was becoming more bespoke. Zones were being consolidated. With increased development came opportunities for revised affordability. Middle housing did not exclude single family housing and specifically included cottage housing. Density was being measured not in units per acre but, but now, in units per lot. Square footage allowed per unit on a lot increased based on the number of units being built on the lot. The design standards were streamlined and were agnostic towards housing typology. Key points called out in the presentation were:

1. Mandatory Inclusionary Zoning Creates Affordable Housing.
2. Simplification & Streamlining Saves Time, Money and Stress
3. Middle Housing Regulations Are Attainable.
4. There is Market Demand for Middle Housing.
5. ARCH's Staff and Consultant Work is Tremendously Valuable.

Director Masters asked if there questions.

Maia Knox thanked Ian for the presentation. The City of Clyde Hill did not have any inclusionary zoning. Maia asked where the fees went that were collected? And how did they create affordable housing? Ian said they would go specifically to the line item for the Housing Trust Fund allocation plus there was a supplementary line item for any overspill to capture potential revenue for affordable housing. Carol Helland added that fee-in-lieu money could act as seed money in local projects to attract investment. Director Masters pointed out that the Together Center would not have been built without fee-in-lieu money.

Maia Knox asked if it was still valuable to do even though Clyde Hill would probably not collect a large amount? Director Masters pointed out that Kirkland had been collecting fee-in-lieu on projects four units and greater. It had been a significant portion of their contribution to the City's Housing Trust Fund.

Carol Helland asked if the fee-in-lieu that was generated in that way could be used by Clyde Hill to pay its contribution to the Housing Trust Fund? Director Masters said yes.

Kurt Triplett said that in regards to the examples that use MFTE, some would say that the affordable units are not free but a tax shift. He said the messaging needed to be careful so that people didn't think it was an expensive way to make affordable housing. Ian Lefcourte shared that Mike Stanger on the ARCH staff had done research on how that shift worked and Mike could provide some helpful information.

Carol Helland said MFTE was a mechanism to get deeper and broader affordability. As you went down to the 50% level that required subsidy it actually created opportunity to get deeper affordability.

Kurt Triplett agreed but said it was difficult and complicated to explain to someone who opposed MFTE.

6) OTHER BUSINESS

6a] Verbal Updates

- Hiring Updates – Director Masters said they were well underway to post the two positions that had been approved for hiring in 2025. Members were invited to propose candidates.
- Update on Governance/Organizational Study – Preparations were underway to interview consultants with the four Board members on the task force.
- Update on ARCH Legislative Priorities – Susie Levy said the legislative session started on January 13. ARCH staff convened member city staff in December. They compiled key elements from the member city legislative agendas. They were excited to see that many cities adopted some or all of the ARCH legislative priorities. There was momentum around the graduated REET as well as REET flexibility. They would meet with the Washington Association of Cities that wanted to bring forward graduated local option REET. ARCH would plan to support member cities by sharing updates by email about ARCH priorities and share action opportunities from city partners when there are specific asks or needs. They could coordinate ad hoc calls to be sure they were aligned in their messaging. They would provide data and information to support cities advocacy efforts.
- Investment event – April – Director Masters shared that they were looking at convening an event to celebrate the funding awards from the last HTF round. They were tentatively planning on April.

Carol Helland asked if the Dashboard was ready for posting on the website. Director Masters said the content was ready. It was on the website in the Board packet. They would look closer in detail and clean up as needed.

7) ADJOURNMENT

The meeting was adjourned at 10:29 am.