

## **ARCH WORK PROGRAM: 2019**

The ARCH work program is organized into five areas: I. [Project Assistance](#); II. [Housing Policy Planning](#); III. [Housing Program Implementation](#); IV. [Education and Outreach](#); and V. [Administration](#).

In 2019, ARCH will continue ongoing work in these five areas, with special priority placed on the following objectives:

- Strengthen program administration and monitoring functions (see Section III.B)
- Coordinate and facilitate transit-oriented development projects on public land (see Section I.B)
- Develop proposals for dedicated revenue sources for affordable housing (See Section I.B)
- Pursue strategies to increase access to housing by underserved communities (See Section IV.C)

### **I. PROJECT ASSISTANCE**

#### **A. Oversight of Local Monetary Assistance**

ARCH Trust Fund. Review applications and make recommendations for requests of local monetary funds through the ARCH Housing Trust Fund (HTF) process. Collect input from member cities' staff and the Citizen Advisory Board (CAB). Coordinate the application process and use of funds for various programs. Develop final recommendations by the ARCH Executive Board and facilitate final funding allocations through member cities' councils.

Objective: Allocation of \$1,800,000 or more through the ARCH Housing Trust Fund Process to create or preserve a minimum of 75 units.

For the "Parity Program," provide updated annual information to members and achieve the base line goal for levels of direct assistance. Evaluate the appropriateness of updating goals under the Parity Program.

Provide a variety of types of affordable housing as well as meet other funding priorities as specified in the ARCH Trust Fund Criteria.

Public Funding Coordination. Work collaboratively with public funders at the State and local levels to promote shared affordable housing goals. Review and provide input to other funders for Eastside projects that apply for County (HOF, RAHP, HOME, TOD etc.) and State (Tax Credit, State Housing Trust Fund) funds. Provide input to the King County JRC Consortium on behalf of participating Eastside jurisdictions. Assist N/E consortium members with evaluating and making a recommendation to the County regarding CDBG allocations to affordable housing.

Objective: In consultation with County, local staff and housing providers, seek to have funds allocated by the County and State proportionately throughout the County including the ARCH Sphere of Influence.

Project Pipeline Management. Work with member cities and project sponsors to develop a robust pipeline of projects to be funded over the next five years (see related work on Transit Center sites,

below). Actively vet potential HTF projects, and lead funding policy and prioritization discussions with the ARCH Executive Board to facilitate planning and decision-making.

Objective: Maximize available opportunities for affordable housing development within the ARCH Sphere of Influence, leverage private and other public resources, and coordinate local efforts to advance priority projects that support regional goals, including an equitable geographic distribution of resources.

Centralized Trust Fund System. Administer and monitor HTF investments to provide updated information to members on ongoing financial activities, including:

- Produce regular monitoring reports for the ARCH Trust Fund account.
- Work with Administering Agency (Bellevue) to prepare contracts and distribute funds for awarded projects.
- Monitor funded projects including evaluating performance and tracking loan payments. Monitor for long term sustainability of previously funded projects.

Objective: Develop sustainable strategies for the HTF to meet local housing goals and preserve publicly assisted affordable housing.

## B. Special Initiatives

Long-Term Funding/Dedicated Revenue Strategy. Continue work on a long-term funding strategy for the ARCH Trust Fund. Work toward implementing the revised Parity Goals established in 2018, including setting an aspirational goal. In addition, facilitate conversations with member cities on identifying and exploring dedicated sources of revenue for affordable housing at the local and regional level (e.g., REET, property tax levy, 0.1% sales tax, etc.). Provide relevant data and develop options for joint or individual revenue approaches across ARCH member cities and determine any shared state legislative priorities to authorize local options for funding.

Transit Center Sites. Assist cities with advancing and coordinating projects seeking King County TOD funds and work with Sound Transit and King County Housing staff to develop opportunities for affordable housing along transit corridors. Current opportunities include sites in Bel-Red, Overlake, Downtown Redmond, Issaquah, Kirkland, Bothell, and Kenmore.

Surplus Property/Underdeveloped Property. Assist as needed member cities' evaluation of potentially surplus public property or underutilized private property (e.g. faith community properties) for suitability of affordable housing.

Winter Shelter. Support efforts by Eastside shelter providers, Human Services Forum, and cities to develop an East King County sub-regional strategic approach to shelter and related services for homeless adults and families. For the women/family shelter, efforts are expected to focus around finalizing design documents, permitting and start of construction.

Preservation of At Risk Affordable Housing. Assist with responding to notices of sale of HUD assisted properties received by member cities, or other information indicating an impending loss of existing affordable housing. Work with member cities to facilitate acquisitions or other strategies to preserve existing housing where affordability is at risk of being lost.

## II. HOUSING POLICY PLANNING

### A. Local Planning Activities

ARCH provides assistance directly to member cities on a range of local planning efforts. Local planning efforts with individual member cities may be found in *Attachment A*.

General Assistance. On numerous occasions, members have requested support on issues not explicitly listed in the Work Program. Requests have ranged from technical clarifications to assisting with negotiating agreements for specific development proposals to more substantial assistance on unforeseen planning initiatives. ARCH sees this as a valuable service to its members and will continue to accommodate such requests to the extent they do not jeopardize active work program items.

Housing Elements / Housing Strategy Plans. ARCH staff works with members to update comprehensive plan housing elements and to prepare strategies for implementing housing elements. Cities with recently completed strategy plans include Bellevue, Issaquah, Kenmore, Bothell, Kirkland, and Redmond.

Other Local Housing Efforts. ARCH staff will continue to assist local staffs on land use and other code amendments in order to implement comprehensive policies. Examples of areas in which ARCH could provide support to member cities include implementation of impact fee waivers, and policies to assist households displaced by development activity.

### B. Inter-local Planning Activities

Interlocal planning activities are coordinated by ARCH for the benefit of multiple members.

Housing Background Information. On an annual basis, ARCH provides housing and demographic data as available. This information is available to members for planning efforts and will be incorporated into ARCH education fliers and an updated Housing 101 report.

Accessory Dwelling Units (ADUs). Several ARCH members have expressed interest in evaluating current ADU regulations and exploring other ways to increase availability of ADUs. ARCH staff will complete the ADU study begun in 2018 by ARCH member cities to evaluate existing ADU regulations and other related issues (e.g. permitting costs, community awareness) that could impact the creation of ADUs.

Assistance with Private Sector Engagement. As opportunities arise, support efforts by ARCH member cities to engage employers and private sector entities in discussions around the need for more affordable housing and identifying options for public-private partnerships.

### C. State Legislative Activities

ARCH staff will track state and federal legislative items that relate to affordable housing that could impact members' ability to address affordable housing. As needed, staff will report back to the Executive Board and members, and when directed coordinate with other organizations (e.g. AWC, SCA, WLIHA, HDC) to contact legislators regarding proposed legislation.

## D. Regional/Countywide Planning Activities

King County Regional Affordable Housing Task Force. The County Council may adopt a regional affordable housing strategy in late 2018 or early 2019, with two roles for ARCH. First, ARCH staff may be called to participate on a work group to support a new housing committee of the Growth Management Planning Council (GMPC). Second, we would begin discussions with members and the Executive Board as needed to consider the actions recommended by the strategy.

All Home/ Eastside Homeless Advisory Committee (EHAC). Anticipated work of All Home in the coming year includes continued coordinated allocation of resources, and work on specific initiatives (e.g., coordinated entry and assessment for all populations). ARCH staff expect to continue participating in the All Home Funders group, and its efforts to coordinate funding and inform ARCH members and the general public of All Home/EHAC activities. Also continue to participate in efforts to implement homeless efforts within East King County through EHAC.

Objective: Keep member jurisdictions informed of significant regional issues and pending legislation that could affect efforts to provide housing in East King County.

Ensure that perspectives of communities in East King County are addressed in regional housing and homelessness planning.

### III. HOUSING PROGRAM IMPLEMENTATION

#### A. Monitoring Activity

Monitoring Affordable Rental Housing. Administer ongoing compliance with affordability requirements in ARCH rental housing. This includes affordable rental housing created through direct assistance (e.g. Trust Fund allocation, land donations) from member jurisdictions, and through land use incentives. For Trust Fund projects, monitor project income and expenses to determine cash flow payments, and conduct long-term sustainability monitoring of projects and owners. Proactively problem-solve financial and/or organizational challenges in partnership with project owners and other funders.

Objective: Ensure projects follow affordability requirements and maintained as assets for residents, owners and broader community, which involves collecting annual reports from projects, screening information for compliance, and preparing summary reports for local staffs. To the extent possible this work will:

- Minimize efforts by both owners and public jurisdictions.
- Coordinate ARCH's monitoring efforts with efforts by other funders, such as using shared monitoring reports.
- Utilize similar documents and methods for monitoring developments throughout East King County.
- Establish working relationship with other public organizations that can help assess how well properties are maintained and operated (e.g. code compliance, police, and schools).

Monitoring Affordable Ownership Housing. Administer ongoing compliance with affordability requirements in ARCH ownership housing, including enforcement of resale restrictions and buyer income requirements. In addition, ARCH will continue to monitor general trends with ownership units, including enforcement of covenant provisions (e.g. leasing homes, foreclosure).

Objective: Oversee resale of affordable ownership homes. Address issues related to ongoing compliance with program requirements (e.g. leasing homes, foreclosures).

#### B. Program Improvements

Program Database Development. Work with City of Bellevue IT to scope the creation of a program database(s) to manage existing and to be collected program data and support other critical functions, including creation of program reports, project compliance monitoring, communication with program participants, and other functions.

Review Monitoring Policies and Procedures. Review and update compliance monitoring practices and procedures. Make adjustments as needed in both monitoring procedures and, as necessary, program agreements and covenants. This effort will include convening member planning and legal staff to review potential revisions, consulting with King County and other local ownership programs, and seeking input from Secondary Market lenders (e.g. FHA, Fannie Mae) on any potential revisions. In addition, ARCH will evaluate staff capacity to maintain or increase current levels of oversight as the number of ARCH homes continues to grow.

## IV. EDUCATION AND OUTREACH

### A. Housing 101

Plan a Housing 101 event to occur no later than 2020.

Objective: Develop education tools and conduct events to inform councils, staffs and the broader community of current housing conditions, and of successful housing programs. Continue to keep member jurisdictions and the broader community aware of local housing conditions to assist in their efforts to evaluate current and future efforts to meet local housing objectives.

Share media coverage on topics related to affordable housing in East King County, including work done by cities/ARCH.

### B. Information for the Public

ARCH Website. Update on a regular basis information on the ARCH website, including information related to senior housing opportunities. Add new section to the website that provides information on all ARCH member affordable incentive programs and fair housing information.

Objective: Maintain the ARCH web site and update the community outreach portion by incorporating information from Housing 101 East King County, as well as updated annual information, and links to other sites with relevant housing information (e.g. All Home, HDC).

Assist Community Members Seeking Affordable Housing. Maintain lists of affordable housing in East King County (rental and ownership) and make that information available to people looking for affordable housing. Continue to maintain a list of households interested in affordable ownership housing. Work with member cities to develop appropriate referrals for other types of inquiries received by ARCH (e.g., landlord tenant issues, building code violations, fair housing complaints, etc.).

Objective: Maximize awareness of affordable housing opportunities in East King County through the ARCH web site, public flyers and other means to assist persons looking for affordable housing.

### C. Engage Communities to Increase Support and Access

Build connections with community groups, faith communities, developers, nonprofits and others interested in housing issues. Explore strategies to broaden awareness of housing programs to increase access by underserved communities.

Objective: Increase awareness of existing housing programs by communities with less access.

Meet with multiple community organizations to grow support for and engagement in housing solutions.

Conduct a housing event to raise awareness of housing issues.

## V. ADMINISTRATION

Administrative Procedures. Maintain administrative procedures that efficiently provide services to both members of ARCH and community organizations utilizing programs administered through ARCH.

Activities include:

- Prepare the Annual Budget and Work Program.
- Prepare quarterly budget performance and work program progress reports, including Trust Fund monitoring reports.
- Work with Executive Board to develop multi-year strategy for the ARCH Administrative Budget.
- Staff the Executive and Citizen Advisory Boards.

Objectives: Maintain a cost effective administrative budget for ARCH and keep expenses within budget.

Administrative costs should be equitably allocated among ARCH's members.

Maintain membership on the ARCH Citizen Advisory Board that includes broad geographic representation and a wide range of housing and community perspectives.

*Attachment A*  
*Local Planning Efforts by City*

**Bellevue**

Assist City with implementation of Phase One tasks of Bellevue's Affordable Housing Strategy, including:

- Increase development potential on suitable land owned by public agencies, faith-based groups, and non-profits housing entities.
- Assist with items for Wilburton and East Main neighborhood plans, including affordable housing density incentives.
- Develop affordable housing on suitable public lands in proximity to transit hubs including 130th TOD parcels and TOD parcels at the OMFE.
- Advocate for legislative actions that expand state and local funding tools and other opportunities to increase affordable housing.

Assist City staff with contracting and administration for the City's land use incentive program and citywide Multifamily Tax Exemption program.

Assist in Neighborhood Planning to consider more affordable housing types on a neighborhood-by-neighborhood basis, such as small lot neighborhood infill and detached accessory dwelling units.

**Bothell**

Assist city with implementing its Housing Strategy Plan.

Assist city with evaluating and potentially implementing affordable housing provisions related to zoning and other code amendments.

Assist city staff with work related to affordable housing component of the city's LIFT program in their downtown areas. Includes assisting with any reporting requirements and potentially exploring additional opportunities for affordable housing on city owned properties in the downtown revitalization area.

Assist city staff with evaluating the updated state legislation regarding impact fee waivers for affordable housing and explore potential revisions to local regulations related to impact fee waivers for affordable housing.

Assist city with evaluating and implementing affordable housing strategies in its Canyon Park plan.

**Clyde Hill**

Assist City with rental of City's affordable rental unit.

**Issaquah**

Assist City with preparing the annual Affordable Housing Report Card/Analysis.



Assist City staff with evaluating and, as needed, implementing development standards and regulations related to the housing policies adopted in the Central Issaquah Plan and Central Issaquah Standards, including inclusionary zoning.

As needed, assist City staff with administration and/or revisions of the affordable housing provisions of local development agreements (e.g., Lakeside and Rowley).

Assist with evaluating and strategizing sequencing potential projects/opportunities such as those near transit facilities, including coordination with potentially utilizing the King County TOD funds.

Assist with initial work on high priority strategies identified in the Housing Strategy Work Plan including:

- Improving marketing and the understanding of ADUs and the development process.
- Facilitating development of a TOD.
- Beginning work to identify and seek out affordable multifamily projects for retention as affordable housing choices.
- Amending codes to increase allowed diverse housing types such as SROs and cottage housing.
- Supporting housing options and services to assist people experiencing housing insecurity and those with barriers to independent living.
- Lobbying the state to mitigate/offset condominium development deterrents.

### **Kenmore**

Assist Planning Commission and Council in implementing a high priority item identified in the Housing Strategy Plan. Assist the Council in completing the Preservation of Affordable Housing/Mobile Home Park project started in 2018 including assistance with developing regulations to implement Council's 9/17/18 policy direction on land use and other strategies. Assist with review of current code provisions and permitting process for Accessory Dwelling Units (ADU's) is a potential 2019 work program item.

Continue to assist with technical questions and negotiating agreements where affordable housing is proposed including the TOD overlay.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the multifamily tax exemption program.

Assist with review and developing options and opportunities for partnerships to incorporate affordable housing into transit projects including the siting of parking structures in Kenmore for the Sound Transit ST3 proposal.

### **Kirkland**

Assist with the update to the City's Accessory Dwelling Unit (ADU) regulations and implementation of programs to encourage construction of more ADUs.

Assist with the development of Missing Middle housing policies and regulations as part of the City's neighborhood planning processes.

Participate with City and other agency staff to determine feasibility for Transit Oriented Development at the Kingsgate Park and Ride. Help develop regulations for TOD at the site, if appropriate.

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations and/or using the optional multifamily tax exemption program.

Assist City staff with housing issues that come before Council Planning and Economic Development Committee and resulting initiatives.

Assist City staff with affordable housing preservation efforts and initiatives.

### **Mercer Island**

Assist with review of the City's MFTE program and evaluating options for a fee-in-lieu alternative to land use requirements.

Assist City with a Housing Strategy Plan.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

As needed, assist City staff with administering affordable housing provisions associated with the land use incentive and tax exemption programs for Town Center.

Provide project support for Town Center development projects that include affordable housing.

### **Newcastle**

Assist City with a Housing Strategy Plan.

Assist with agreements for any project that would include an affordable housing requirement, including those related to the Community Business Center.

Assist staff with outreach effort related to ADUs.

### **Redmond**

Continue to assist with negotiating and administering the provision of affordable housing in developments required to provide affordable housing units pursuant to city regulations.

Assist City staff with continuing to implement the multifamily property tax exemption program to incentivize affordable housing, as allowed under RCW 84.14.

Continue to assist with strategies to increase the level of affordability for new housing in Overlake and Southeast Redmond as part of the development of master plans and development agreements, including exploring ways to leverage other resources.

Assist with the promotion of affordable housing and other programs available to Redmond residents and developers, e.g., Accessory Dwelling Units (ADUs).

As follow-up to the City's adoption of Section 8 anti-discrimination ordinance, assist with education outreach efforts to landlords regarding the Section 8 program and potentially other initiatives to support use of this program in cooperation with other jurisdictions.

Assist with the implementation of other high priority items identified in the Strategic Housing Plan and the Affordable Housing Strategies Work Plan of June 2016, such as encouraging public/private partnerships to promote the development of affordable housing in urban centers.

### **Sammamish**

Assist City in the finalization of their Housing Strategy Plan.

Assist City staff in finalizing resale requirements and other tasks related to the affordability provisions for site donated to Habitat.

Assist City staff with implementation of Town Center affordable housing provisions.

Support City in exploring impacts to and solutions for affordable housing related to code and policy updates during legislative review.

Work with the City to identify ways to promote available housing assistance and affordable housing programs to Sammamish's workforce and residents.

### **Woodinville**

Assist City staff with a Housing Strategy Plan.

Assist with review and any update of affordable housing and accessory dwelling unit programs and regulations.

Assist City staff and Planning Commission with evaluating and developing incentives for affordable housing as provided for in the Downtown/Little Bear Creek Master Plan area.

As needed, assist City staff with components of residential development standards review that are associated with housing stock diversity.

### **Yarrow Point**

Assist Planning Commission and Council with a review and potential update of current ADU regulations and assist with effort to increase public awareness of local provisions.

**King County**

Ongoing monitoring of affordable housing in the Northridge/Blakely Ridge and Redmond Ridge Phase II affordable housing development agreements.