

Housing Element Guidance - 2020: Outline Draft 8/15/2020

1. Introduction

- a. What is the purpose of a housing element?
- b. GMA and the Comprehensive Plan
 - i. Requirements for a housing element
- c. Relationship to HNA & HAP
- d. Drafting your own housing element
- e. Housing Element Guidebook overview
 - i. Guidebook Contents
 - ii. Include relationship of this guidebook to other Commerce guidance

2. Housing Needs Assessment

- a. Purpose of an HNA
- b. Requirements for an HNA
- c. How the HNA fits into your comp plan
- d. How to prepare an HNA
 - i. *Point to Commerce HNA Guidance*
- e. Evaluating progress towards housing targets
- f. Land capacity analysis
 - i. Requirements / Buildable lands counties
 - ii. Calculating Land Available to Meet Housing Unit Demand
 - iii. What the Land Capacity Analysis Can Tell You
 - iv. Land Available to Meet Special Housing Needs
 - v. What if there is Not Enough Capacity?

3. Countywide Planning Policies

- a. GMA Requirements
- b. Updating CPPs: "Policies that consider the need for affordable housing, such as housing for all economic segments of the population and parameters for its distribution"
 - i. What does it mean to say "parameters for its distribution"?
 - ii. Local contributions to regional policies
 - iii. Examples:
 1. King County CPPs and local contributions to affordable housing at different income levels
 2. Snohomish County CPPs and Policy HO-5
 3. Pierce County CPPs and fair share
 4. Thurston County, TRPC, Fair Share
 5. PSRC Vision 2050 (HNA, page 12 describes VISION 2050)
 - iv. Consistency of local plans with CPPs and Multicounty Planning Policies
 1. Definition of consistency within GMA rules WAC 365-196
- c. Regional Housing Planning: examples, benefits
 - i. Snohomish County Housing Affordability Regional Taskforce (HART)

- ii. King County Regional Affordable Housing Task Force
- iii. ARCH 101
- iv. South King County Housing and Homelessness Partners (SKHHP)
- v. Skagit County Council of Governments
- vi. Chelan Valley Housing Needs Assessment and Chelan Valley Housing Trust

4. **Housing Element Review**

- a. Purpose of a Housing Element review
- b. Assess alignment of Housing Element goals and policies with
 - i. CPPs and MCPPs
 - ii. *Comprehensive plan*
 - iii. Housing needs
 - iv. Community vision and engagement results
- c. Assess progress in meeting housing targets or objectives for housing types and units
- d. What opportunities have arisen that were not foreseen by the comprehensive plan?
- e. Future land use map and designations
 - i. *Map and designations set parameters for housing development (types, density)*
- f. Infrastructure and services
 - i. *Touch on transportation, public facilities, parks, and urban services (or lack thereof – rural issues)*

5. **Updating Goals and Policies**

- a. What are “goals” and “policies”
- b. Goals and policies to address community needs.
 - i. *Tie to HNA and touch on needs to meet growth targets, housing diversity and affordability, preservation, and community design*
 - ii. *Providing sufficient land for special needs housing*
 - iii. *How to address vitality and character of established residential neighborhoods while increasing housing variety and supply*
 - iv. *Integrating equity and addressing displacement*
 - v. *Other: design, complete neighborhoods, transportation costs and access, integrated human services*
- c. Example goals and policies, organization

6. **Housing Element Adoption**

- a. Public Engagement
- b. Periodic Review – Example process in coordination with Comprehensive Plan
- c. Annual Docket or targeted review – e.g. HAP recommendation for more frequency than periodic review

7. **Implementation Plan and Monitoring**

- a. Identifying action needed to implement the Housing Element
 - i. Reference relevant topics from HAP guidance
 - 1. Development regulations

2. Development review process
 3. Fees and infrastructure
 - b. Implementation plan
 - i. Schedule and workplan
 - c. Monitoring program
 - i. Performance metrics
 - ii. Integrate your Monitoring Program with Established Practices
 - iii. Report on Outcomes
8. **Legal background on housing.**
 - a. Federal housing law (Federal Fair Housing Act), ADA, roles of housing authorities
 - b. State housing laws (State housing policy act, Tenant protection laws, condo laws)
 - c. GMHB cases, any higher court appeals (Sammamish case, plus a few others)
 - d. Rural areas and densities (LAMIRDs, ADUs, other?)
 - e. CC&Rs (this has come up), local covenants. . .

Guidebook Preparation Timeline:

- First draft by early October
- Committee review by late October
- Commerce to finalize document in November
- Public draft by December