



MEMORANDUM

DATE: May 23, 2016

TO: Technical Advisory Group Members

FROM: Mike Kattermann, Senior Planner, 425-452-2042
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Planning & Community Development Department

SUBJECT: Bellevue's Affordable Housing Strategy

The purpose of this memorandum is to provide members of the Technical Advisory Group (TAG) for Bellevue's Affordable Housing Strategy (AHS) with the objectives for the May 23rd meeting, an overview of the project, and additional information about the materials in this meeting packet. The agenda for the meeting is included as Attachment 1. In the interest of saving paper, cost and time, the meeting materials will only be sent to you electronically and posted online. Please print out materials and bring them to the meeting. However, if you would like a hard copy mailed to you for future meetings, or if you would like staff to bring copies for you to the meeting, please let me know.

The meeting will be held in room 1E-113 at Bellevue City Hall. A limited amount of free parking is available in the visitor lot of City Hall with access off 110th Avenue SE and SE 6th Street. If asked, inform the parking attendant you are attending the TAG meeting. If you are using transit, City Hall is across 110th Avenue NE from the Bellevue Transit Center. To get to the meeting room, proceed through the main concourse and turn left at the corridor past the 2nd set of stairs. Room 1E-113 is on the right just before the corridor turns to the right.

Meeting Objectives

The three objectives of this first meeting of the TAG are:

1. Orientation and project kick-off for the TAG;
2. Initial screening of the *Potential Action List* to narrow it down for evaluation; and
3. Introduction to criteria for evaluation tool.

Project Overview

Among the Council's adopted two-year priorities is to "develop an affordable housing plan for the needs of our diverse population." In December 2015, Council provided direction with a set of guiding principles (Attachment 2) and an approach to developing a strategy for increasing the amount of affordable housing in Bellevue. Since that time, Bellevue's *Housing Needs Assessment* has been updated (Attachment 3), the approach has been refined, the project has been initiated, the TAG has been appointed (Attachment 4) and staff is in the process of hiring consultants to assist with community engagement and the technical evaluation. The TAG has an integral role in the next phase of the project to identify a list of potential actions to be evaluated and then apply your expertise to the evaluation tool and the outputs.

Unlike Citizen Advisory Committees that typically are formed for other city projects, the TAG was appointed for your individual and collective expertise in different aspects of housing. The TAG's charge does not include creating or recommending an action plan. This group will provide invaluable advice and insights on potential tools and your work will help inform the overall Affordable Housing Strategy assembled by staff and Council.

Potential Action List

Staff has compiled a comprehensive list of actions from several sources that are known or anticipated to have the potential for producing or preserving affordable housing (Attachment 5). The list is a starting point for discussion and an initial screening to narrow down the list for more in-depth evaluation. The current list is organized into five major categories with some having sub-categories. The groupings are intended to frame the discussion around those types of actions rather than spend time going through the entire list one action at a time. The agenda allows for about an hour of discussion to begin to narrow the list down for evaluation. Staff will facilitate the TAG's review and discussion through a series of steps intended to produce a preliminary list for the TAG to take away for individual review and follow-up. The goal of this first TAG meeting is to reach a common understanding of the purpose and content of the list, an initial indication of areas of consensus around a limited number of actions, and direction for additional individual consideration and feedback by members of the TAG.

Staff will facilitate a group exercise and discussion at the meeting to begin the process for narrowing the list. **Before the meeting** please take some time to review the list based on your individual expertise and/or experience. Indicate on Attachment 5 which actions you believe have a "High" "Medium" or "Low" potential for creating or preserving the most affordable housing in Bellevue. This should not require much time or research on your part. Individual TAG members are not expected to be familiar with all of the potential actions; please focus on those you know or understand. Also note any that you do not understand or any other actions to add to the list to raise at the meeting. Bring your individual, completed list to the meeting.

Evaluation Criteria

Staff will use the time remaining to explain the next task in the Affordable Housing Strategy project; developing the evaluation tool. One of the important roles of the TAG in developing that tool is to provide guidance on the criteria that will be used to evaluate the narrowed list of potential actions. The evaluation tool is expected to produce up to five outcomes for each action for a comparative review by the TAG, the public and ultimately the City Council. The five outputs for comparison are:

- How many new or preserved affordable units are produced?
- Which income level is served by the affordable units?
- In what time frame are the units anticipated to be available?
- What is the approximate cost of providing the units?
- Who will bear the cost – public or private?

Conclusion

One last item is an information page about public records. Please read over the information in Attachment 6 prior to the meeting. Staff will give a quick overview and answer any questions at the meeting. Information about the Affordable Housing Strategy is available on the project webpage, found here: <http://www.bellevuewa.gov/affordable-housing.htm>.

Thank you again for your time and commitment to this project. Staff appreciates the value of your time and expertise and we will do our best to make the most efficient and effective use of both. If you have questions, comments, suggestions or concerns at any time during the process, please contact me (mkattermann@bellevuewa.gov, 425-452-2042) or Janet Lewine (jlewine@bellevuewa.gov, 425-452-4884). Likewise, contact either of us prior to the meeting if you have any questions about these materials.

We look forward to seeing you at the meeting!

Attachments:

1. Meeting Agenda
2. Council Principles
3. *Housing Needs Assessment*, March 15, 2016
4. Roster of TAG members
5. Potential Action List – TAG Review Draft
6. Public Records Information