

## Comprehensive Plan Checklist & Recommended Policies

HDC has prepared this checklist to help cities craft a strong Housing Element, consistent with the GMA and Countywide Planning Policies and sensitive to local context and conditions. The majority of example language below comes directly from the Comprehensive Plan Housing Elements of cities throughout King County (city cited in parentheses). The strongest examples use active language to describe detailed strategies or implementation plans that will help the city realize its housing goals.

### **Aligns with Countywide Planning Policies:**

- Includes a Monitoring Policy**
  - “Monitor housing supply, type and affordability, including progress toward meeting a significant share of the countywide need for affordable housing for very low-, low-, and moderate-income households.” (Sammamish, draft)
  - Measure, monitor, and report progress in addressing affordable housing needs. (HDC language)
- Includes an Implementation Policy—Housing Strategies Plan**
  - “Adopt a Housing Strategy Plan to outline steps toward implementation of this Housing Element.” (Sammamish, draft)
  - “On a regular basis, based on results of monitoring local data and effectiveness of local regulations and programs, reassess and adjust policies and strategies to meet local housing needs.” (Sammamish, draft)
- Includes a Housing Needs Assessment & Identification**
  - ✓ Includes assessment of healthy housing needs
  - ✓ Includes comparison to “Proportional” countywide need
  - ✓ Identifies priorities for Need/Location/Strategy Identification
  - “Participate in the production and periodic update of a housing needs assessment for the City and the region to ensure that policy is based upon a rational evaluation of housing needs and priorities.” (Federal Way)
- Sets goal to address the countywide need for housing affordable to households with moderate, low, and very-low incomes, including:**
  - ✓ 12% of total housing supply affordable at 0-30% AMI
  - ✓ 12% of total housing supply affordable at 30-50% AMI
  - ✓ 16% of total housing supply affordable at 50-80% AMI

*We at HDC look forward to working with you as you update your Comprehensive Plan. We would be happy to answer any questions or to provide comments on your Housing Element. You can reach us at (206) 682-9541 or email our Policy Director, Kelly Rider, at [kelly@housingconsortium.org](mailto:kelly@housingconsortium.org).*

## **Promotes Partnerships & Collaboration: Non-profit, Jurisdictional, Regional, State**

### **□ Supports work of non-profit organizations**

- “The City should compile and make available housing and housing agency services information to assist both low and moderate income families in finding adequate housing and to assist non-profit developers in locating suitable sites for affordable housing.” (Burien)
- “Assist special needs housing developers, local service organizations and self-help groups to obtain funding and support.” (Federal Way)
- Encourage, assist, and partner with non-profit organizations that construct, manage, and provide emergency, transitional and permanent affordable housing during all stages of siting and project planning and when applying for county, state, and federal funding. (HDC language)

### **□ Recognizes the benefits of inter-regional collaboration**

- “Establish effective links with King County and other area cities to assess need and create housing opportunities for low-income and special needs households, and develop housing programs that address issues common throughout the region.” (Federal Way)
- “Collaborate with King and Snohomish Counties, other neighboring jurisdictions, and the King County Housing Authority and Housing Development Consortium to assess housing needs, create affordable housing opportunities, and coordinate funding.” (Shoreline)
- “Work with other King County cities to address regional housing issues.” (Renton)
- Work regionally to increase availability of public and private resources for affordable housing and homelessness prevention. (HDC language)

### **□ Commits to supporting policies and funding at the state and regional level that promote affordable housing.**

- “Support and encourage housing legislation at the county, state, and federal levels, which would promote the City’s housing goals and policies.” (Sammamish, draft)
- “Work to increase the availability of public and private resources on a regional level for affordable housing and prevention of homelessness, including factors related to cost-burdened households, like availability of transit, food, health services, employment, and education.” (Shoreline)
- Support public and private funding for affordable housing at the local, state, and federal level, particularly increased resources for the State Housing Trust Fund. (HDC language)

### **Promotes Communities of Opportunity**

- Recognizes intersection between housing, transit, and other opportunity factors**
  - “Encourage housing in the Urban Center that provides opportunities for all economic segments of the population.” (Renton)
  - “Encourage affordable housing availability in all neighborhoods throughout the city, particularly in proximity to transit, employment, and/or educational opportunities.” (Shoreline)
  - In all neighborhoods, particularly near employment, education, and transit opportunities, encourage and support funding and permitting for the development of housing affordable to low-income individuals (HDC language).
- Promotes mixed-use neighborhoods in at least some locations**
  - “Encourage a range of housing types in the Urban Center and those commercial designations allowing mixed-use.” (Renton)
  - “Continue to permit mixed-use residential/commercial development in designated commercial areas throughout the City. Develop incentive programs to ensure an adequate amount of housing is developed in these areas.” (Federal Way)
  - Promote equitable downtowns, growth centers, transit stations, and other neighborhoods of opportunity that include a mix of transportation, employment, and housing opportunities for people of all income levels. (HDC language)

### **Promotes Diverse Housing Supply**

- Allows for diverse housing models (ADUs, cottage, infill, townhouse)**
  - “Support accessory dwelling units as strategies for providing a variety of housing types and as a strategy for providing affordable housing. . . .” (Renton)
  - “Review zoning, subdivision and development regulations to ensure that they further housing policies and don’t create unintended barriers. This is of particular importance for small lot and cottage housing developments.” (Federal Way)
  - “Permit and promote smaller housing types [e.g. cottages, duplexes, efficiency studios and townhouses].” (Sammamish, draft)
  - Promote a variety of housing types and options in all neighborhoods in the city, particularly in proximity to transit, employment and educational opportunities. (HDC language)
- Limits Maximum Densities (or large lot zones)**

### **Explores All Available Tools to Build & Preserve Market-Rate and Subsidized Affordable Housing**

- Promotes preservation/maintenance of affordable housing**
  - “Identify areas in the City for priority funding for rehabilitation by non-profit housing sponsors.” (Renton)

- “Support the maintenance, weatherization, rehabilitation, and long-term preservation of existing housing for citizens of low and moderate income.” (Tukwila)
- “Identify low-income and very low-income housing resources that may be lost due to redevelopment or deteriorating housing conditions. Develop strategies that seek to preserve this existing housing, and that seek to provide relocation assistance to households that are displaced as a result of any redevelopment.” (Federal Way)
- Support legislation at the state and federal level that funds rehabilitation, energy efficiency, and weatherization programs. (HDC language)
- Establish strong code enforcement and inspection programs. (HDC language)

**□ Promotes Development Incentives**

- “Require a portion of new housing on sites of significant size to be affordable to low-income households at a level not provided otherwise by the private market. Developers should be compensated for providing this affordable housing by increased density or other benefits.” (Federal Way)
- “Consider delaying, deferring, or exempting affordable housing from development fees, concurrency requirements, payment of impact fees, offsite mitigation, and other development expenses that do not compromise environmental protection or public health, safety, and welfare concerns, or constitute a nuisance.” (Federal Way)
- “Offer regulatory incentives such as priority processing of permits, fee waivers or reductions, and/or property tax relief for builders who provide very low, low or moderate income housing.” (Sammamish, draft)
- Explore the use of density bonuses, parking reductions, multi-family tax exemptions, fee waivers and permit expediting to encourage the development of housing affordable at below market-rate. (HDC language)
- Consider mandating provision of affordable housing in light rail station areas and when providing increased development potential. (HDC language)

**□ Engage in public awareness campaign**

- “Provide updated information to residents on affordable housing opportunities and first-time home ownership programs.” (Shoreline)
- “Educate the public about community benefits of affordable housing in order to promote acceptance of local proposals.” (Shoreline)
- Develop relationships with owners of privately owned multi-family housing; encourage their participation in voucher programs and partner with them to preserve and enhance safe, healthy, affordable housing options. (HDC language)
- Sponsor and/or promote public education on low-income and special needs housing in order to engender community awareness and support. (HDC language)

**☐ Prioritizes land for affordable housing**

- “Before City surplus land is sold, evaluate its suitability for development of affordable housing.” (Renton)
- “Maintain an inventory of publicly owned land if land is determined to be surplus for public purposes and is suitable for housing, give priority for its use to affordable housing with a preference for housing for low-income and very-low income households.” (Sammamish, draft)
- Promote use of vacant, surplus land for affordable housing, particularly near transit, employment, and education opportunities (HDC language).

**☐ Encourage 50 year affordability of city supported affordability**

- “Ensure that affordable housing created or preserved using local public resources or by regulation retains its affordability over time.” (Burien)
- “Encourage that any affordable housing funded in the city with public funds remains affordable for the longest possible term, with a minimum of 50 years.” (Shoreline)

**☐ Includes or explores funding strategies—particularly for 30% AMI and below housing**

- “Address the need for housing affordable to households at less than 30% AMI (very low income). Meeting this need will require funding, policies and collaborative actions by all jurisdictions working individually and collectively.” (Sammamish, draft)
- “Use a greater percentage of federal funds including Community Development Block Grants and HOME funds to support low and moderate income affordable housing.” (Renton)
- “Explore the feasibility of creating a City housing trust fund for development of low income housing.” (Shoreline)
- Increase funding for affordable housing. (HDC language)
- Work with other jurisdictions to jointly fund affordable housing. (HDC language)

**☐ Promotes homeownership for low and moderate-income households**

- “Encourage home ownership opportunities affordable to moderate income households.” (Renton)
- “Encourage expansion of home ownership options through such means as first time home buyer programs, housing cooperatives, lease-purchase ownership, and other housing models.” (Federal Way)
- “Encourage housing ownership or rental opportunities for all economic segments of the Redmond community.” (Redmond)

## **Recognizes Need for and Supports Housing for Special Needs Populations**

- Promotes a wide range of special needs housing (seniors, people with developmental disabilities, homeless, etc.)**
  - “Support proposals for special needs housing that: offer a high level of access to shopping, services, and other facilities needed by the residents; demonstrate that it meet the transportation needs of residents; help to preserve low-income and special needs housing opportunities in a neighborhood where those opportunities are being lost; disperse special needs housing throughout the residential areas of the City.” (Renton)
  - “Support development of emergency, transitional, and permanent supportive housing with appropriate services for people with special needs, such as those fleeing domestic violence, throughout the city and region.” (Shoreline)
  - “Support opportunities for older adults and people with disabilities to remain in the community as their housing needs change, by encouraging universal design or retrofitting homes for lifetime use.” (Shoreline)
- Recognizes and addresses homelessness**
  - “Support the development of public and private, short-term and long-term housing and services for Shoreline’s population of people who are homeless.” (Shoreline)
  - “Work with other jurisdictions and health and social service organizations to develop a coordinated, regional approach to homelessness.” (Sammamish, draft)
  - Recognize the needs of homeless families and individuals in the Comprehensive Plan Housing Analysis and Inventory (HDC language).
  - Encourage preservation AND new development of housing throughout the city that addresses the needs of all economic segments, including underserved populations such as households earning less than 30% of the area median income, older adults, and homeless individuals. (HDC language)
- Coordinates with City’s Human Services program and other human services providers.**
  - ✓ Contains a Human Services element either separately or combined
  - “Coordinate City actions related to homelessness with the City’s Human Services Program and non-profit housing and human services providers.” (Federal Way)
  - “Review permit applications for special needs housing in close coordination with service providers and the City’s Human Services program.” (Federal Way)