Regional Staff Committee | Remote Only
Date: Thursday, February 18, 2021 from 9:30-11:30 am

1. Welcome and Introductions (9:30) – Chip Vincent, City of Renton, Co-Chair

2. Reports (9:35)
   a. Meeting Summary for January 21, 2021*
   b. PSRC Announcements and Updates

3. Discussion Item (9:45)

4. Discussion Item (10:05)
   a. Draft Biennial Budget and Work Program for Fiscal Years 2022-2023* – Diana Lauderbach, PSRC

5. Discussion Item (10:15)
   a. Regional Transportation Plan: 2021 Schedule* – Kelly McGourty, PSRC

6. Discussion Item (10:35)
   a. Regional Housing Strategy – Actions & Tools* – Laura Benjamin, PSRC

7. Next Meeting: March 18, 2020

8. Adjourn (11:30)

*Supporting materials attached.

Zoom Remote Connection Details:

- To join via a smart device or web browser, go to https://psrc-org.zoom.us/j/96921593755?pwd=L1N4Vzd3QWhFK2FpN1RCbmZCdVRSZz09 and enter Meeting ID: 969 2159 3755 and Passcode: 047324.
- To join by phone, call 833-548-0282 and enter Meeting ID: 969 2159 3755 and Passcode: 047324.

Other Formats:
Sign language and communication material in alternate formats can be arranged given sufficient notice by calling (206) 464-7090 or TTY Relay 711.
Regional Staff Committee Meeting Summary
Date: January 21, 2021
Location: Remote Only
Presentations from the meeting are available on the PSRC website: https://www.psrc.org/rsc-meetings. Audio recording of the meeting is available by request.

Introductions and Announcements
Barb Mock, Co-Chair, called the meeting to order at 9:30 am. Participants were asked to view the meeting attendance on the “chat” feature on Zoom, and phone-in participants were asked to identify themselves verbally.

Reports
Co-Chair Barb Mock welcomed the committee members and explained that PSRC staff would provide short updates on upcoming policy and Executive Board meetings and review the status of ongoing projects in the work program.

Ben Bakkenta, Director of Regional Planning at PSRC, informed the committee that Mark Gulbranson, Deputy Director of PSRC, retired at the end of 2020. He presented Nancy Buonanno Grennan, the new PSRC Deputy Director, who gave a brief introduction to her prior work in the region and her eagerness to work with the committee on upcoming projects. Ben invited the committee members to attend the Regional EV (REV) Collaboration: Electrifying your Comprehensive Plan event on February 10, from 1:30-3:30 pm. He also reflected on the successes of PSRC in 2020, including $549 million awarded to regional and county projects through the 2020 Project Selection process, the adoption of VISION 2050, and PSRC as the recipient of CARES Act funding to disperse to local transit agencies.

Discussion: Draft School Siting Briefing Paper and Next Steps
PSRC staff updated the committee on the draft School Siting Briefing Paper, including major themes, local implementation efforts, and best practices and asked for feedback and direction on the implementation of VISION 2050 actions related to school siting (PS-Action-3 and PS-Action-4).
You can view the presentation [here](#).

*For more information, contact Ben Kahn, Assistant Planner, at 206-464-6172 or bkahn@psrc.org.*

**Discussion: Draft Growth Target Guidance**

PSRC staff provided the committee with an update on development of growth target guidance to support implementation of the VISION 2050 Regional Growth Strategy.

You can view the presentation [here](#).

*For more information, please contact Liz Underwood-Bultmann, Principal Planner, at lunderwood-bultmann@psrc.org.*

**Discussion: Puget Sound Recovery**

PSRC staff and representatives from the Puget Sound Partnership presented the Regional Staff Committee with information on the health of Puget Sound and PSRC’s Stormwater Parks project.

You can view the presentation on Puget Sound Recovery [here](#), and the 2019 State of the Sound Report by Puget Sound Partnership [here](#).

*For more information, please contact Erika Harris, Senior Planner, at eharris@psrc.org.*

**Adjourn**

The meeting adjourned at 11:10 am.

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**Members and Alternates Represented at the Table**

See attached attendance roster.

**PSRC Staff and Other Guests Present**

Gil Cerise, PSRC  
Brian Lee, PSRC  
Rori Kirkpatrick
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DISCUSSION ITEM

February 11, 2021

TO: Regional Staff Committee

FROM: Andrea Harris-Long, Senior Planner

SUBJECT: Plan Review Manual Project Update

IN BRIEF

PSRC staff will brief the committee on the progress made to update the Plan Review Manual, including highlighting work done by the Plan Review Working Group. VISION 2050 calls for PSRC to support efforts to update countywide planning policies, local comprehensive plans, and infrastructure and utility plans by updating the Plan Review Manual, including plan certification guidance (RC-Action-1).

DISCUSSION

A major emphasis of the Growth Management Act is coordination of local, regional, and state planning efforts. To advance this coordination, the law requires PSRC to review and certify that local comprehensive plans, countywide planning policies, and regional transit plans within the region conform to established regional guidelines and principles (multicounty planning policies), the regional transportation plan, and planning requirements in the Growth Management Act. PSRC also certifies regional center subarea plans for consistency with regional requirements. Certification of local plans and policies is a requirement for jurisdictions and agencies that intend to apply for PSRC funding.

Within the central Puget Sound region, local governments and PSRC have worked together to develop an overall process (Adopted Policy and Plan Review Process, Revised Sept. 2003) for reviewing and certifying local, countywide, and transit agency policies and plans. A set of materials, compiled in a Plan Review Manual, provides details on the review and certification process and requirements. The manual was last updated in 2014, prior to the 2015/2016 local plan updates.

VISION 2050 carries forward many of the goals from VISION 2040. However, more emphasis on housing, climate change, racial equity, and other key policy areas requires the Plan Review Manual to be updated to reflect the region’s new policy direction. Specifically, plan reporting tools that highlight relevant multicounty planning policies and actions need to be updated to reflect new and revised policies.
In October 2020, the Regional Staff Committee and Growth Management Policy Board reviewed the scope of work for updating PSRC’s Plan Review Manual. To inform the various project components, PSRC formed a Plan Review Working Group, comprised of local planning staff and state representatives.

**Plan Review Working Group**
Beckye Frey, City of Redmond
Ben Swanson, City of Monroe
Chris Larson, City of Fife
Dan Cardwell, Pierce County
David Killingstad, Snohomish County
Emil King, City of Bellevue
Ivan Miller, King County
Jeff Storrar, WSDOT
Karla Boughton, City of Poulsbo
Mark Hofman, City of Snoqualmie
Michael Hubner, City of Seattle

The Working Group began meeting in October 2020 and has met monthly since then to provide feedback on updates to the various reporting tools, manual document, and resources and outreach activities.

At the February meeting, the committee will hear highlights from the Working Group meetings and review the progress made on the different components of the Plan Review Manual update. The committee will have the opportunity to review draft materials in-depth following the February meeting.

**Next Steps**
The final draft of the Plan Review Manual and reporting tools will be shared with the Regional Staff Committee following the February 18 meeting for additional review and comment. Staff will incorporate the committee’s feedback into the draft and update the committee on work to finalize the Plan Review Manual at the March meeting.

**Lead Staff**
For more information, please contact Andrea Harris-Long at AHarris-Long@psrc.org.
DISCUSSION ITEM  

February 11, 2021  

TO:  
Regional Staff Committee  

FROM:  
Josh Brown, Executive Director  

SUBJECT:  
Draft FY2022-2023 Biennial Budget and Work Program  

IN BRIEF  

PSRC is in the process of developing the agency’s FY 2022-2023 Biennial Budget and Work Program. The PSRC budget outlines transportation, economic and growth planning activities for the fiscal years 2022-23.  

DISCUSSION  

The PSRC Operations Committee has primary responsibility for developing the budget and work program for both PSRC and EDD. Between October and December 2020, the Operations Committee reviewed revenue and expenditure assumptions as well as PSRC’s financial policies. At it’s January 28, 2021 meeting, the Operations Committee reviewed the full draft FY 2022-2023 Biennial Budget and Work Program. The draft PSRC biennial budget includes estimated revenues and expenditures of $30.2 million and is available for review by members online:  

Budget | Puget Sound Regional Council (psrc.org)  

Next Steps  
The Executive Board, Transportation Policy Board, Growth Management Policy Board, Economic Development Board, and Regional Staff Committee review the Draft Budget and Work Program and forward comments to Operations Committee for consideration by March 12. Comments will be compiled and reviewed by the Operations Committee on March 25, 2021 prior to the Executive Board Meeting. The final budget is scheduled for approval by the Executive Board in March and adoption by the PSRC General Assembly on April 29.  

Lead Staff  
For more information please contact Diana Lauderbach, Chief Financial Officer, at 206-802-5231 or dlauderbach@psrc.org.
DISCUSSION ITEM

February 11, 2021

TO: Regional Staff Committee

FROM: Kelly McGourty, Director of Transportation Planning

SUBJECT: Regional Transportation Plan: 2021 Schedule

IN BRIEF

At the February meeting, PSRC staff will brief the committee on the remaining work program for the development of the 2022 Regional Transportation Plan, including the schedule of topics to be presented to the Transportation Policy Board throughout 2021 for their discussion and recommendation.

DISCUSSION

To date the Regional Staff Committee has been briefed on the overall schedule and work program for developing the next long-range regional transportation plan, scheduled to be adopted in May 2022. This has included information on the data collection and research efforts that occurred throughout 2019, as well as the key focus areas for the plan determined by the Transportation Policy Board early in 2020, such as safety and equity. In addition, the committee has been briefed on the plan for conducting public and stakeholder outreach, with an emphasis on equity and engaging historically underserved communities and given the challenges of a virtual format.

At the February meeting, staff will provide a summary of the work conducted to date for development of the plan and the remaining work program through 2021. In addition, the schedule of topics for discussion at the Transportation Policy Board for the rest of the year will be provided. These will include the key policy focus areas noted above as well as elements of the plan such as freight, climate and the environment, technology, preservation and maintenance needs and others.

Lead Staff

For more information contact Kelly McGourty, Director of Transportation Planning, at kmcgourty@psrc.org or 206-971-3601, or Gil Cerise, Program Manager, at gcerise@psrc.org or 206-971-3053.
DISCUSSION ITEM

TO: Regional Staff Committee
FROM: Laura Benjamin, Senior Planner
SUBJECT: Regional Housing Strategy – Actions & Tools

IN BRIEF

Housing access and affordability are key policy areas in VISION 2050, the region’s long-range plan for growth. VISION 2050 calls for the region to better assess and address housing needs through a coordinated regional housing strategy and a regional housing needs assessment. Committee members will be briefed on next steps in the development of the Regional Housing Strategy.

DISCUSSION

Background
A new housing action in VISION 2050 (H-Action-1) directs PSRC to develop a regional housing strategy, including a regional housing needs assessment. The regional housing strategy is intended to serve as a “playbook” of regional and local actions to move towards the region’s goal to preserve, improve, and expand its housing stock to provide a range of affordable, accessible, healthy, and safe housing choices to every resident and to promote fair and equal access to housing for all people.

Based on board and committee review and direction set in H-Action-1, the project work plan identifies general direction for the project, issues to address, roles and responsibilities, and timeline. A Housing 101 presentation provides a glossary of common terms and background about housing issues.

Regional Housing Needs Assessment – Key Findings
The Regional Housing Needs Assessment (RHNA) seeks to answer the central question of “What are gaps between current and projected housing needs and housing supply?” The needs assessment analyzes conditions, trends and gaps in the region’s housing stock and demonstrates how local and subregional housing need and supply fit into the regional picture. The findings of the needs assessment will inform the forthcoming strategy.
The RHNA underscores that it is increasingly difficult for people living and working in the central Puget Sound region to find housing that is affordable. The following key findings from the forthcoming report highlight the critical need for more housing across the region:

- The region needs approximately 800,000 new housing units to accommodate the region’s population growth by the year 2050.
- The region has a current gap of approximately 48,000 housing units due to population growth outpacing the production of housing in the last decade.
- Over 30% of new housing needs to be affordable to households earning 80% Area Median Income (AMI) or below. This means a good share of new housing built will require some level of public incentive – ranging from more flexible zoning standards to direct subsidy – to ensure new units are affordable to households earning less than the median income.
- There are substantial disparities between white and person of color households, underscoring the ongoing effects of systemic racism in housing. People of color, on average, have lower incomes, are more likely to rent, and are more likely to be cost burdened than White households.
- Housing prices have risen at an unprecedented rate over the past decade and have out-stepped increases in income. From 2010 to 2019, rent prices increased 53% with a median rent of $1,563 per month, and home values increased 67% with a median value of $467,000, making rent and homeownership increasing unaffordable for a growing number of households.
- The region’s current housing stock provides limited middle density ownership options that are often more affordable than detached single-family homes, and provides limited options for renters, particularly larger families.
- Stable housing is critical to quality of life. A focus group of residents living in subsidized housing stated that they now spend less time worrying about how to pay the rent, which means more time for family, schoolwork, looking for better paying jobs, and community connections.
- The makeup of the region’s households and housing needs is changing. While about 2/3 of households are made up of related people, only 1/3 of household have children and just over 1/3 of households include seniors.
- There is an imbalance of jobs and housing in the region. One in three residents lives and works in different counties, meaning many residents commute long distances to get to work.
- One in three households with less than $50,000 in income is severely cost burdened, spending the majority of their income on housing costs and leaving little income to cover other basic needs such as food and medical costs.

A presentation of early findings is available online.

**Housing Efforts Underway**

Housing planning and implementation has advanced through the ongoing work of state, regional, and local agencies and organizations. These efforts have yielded new tools
and resources, promoted best practices, established community-based housing strategies, and coordinated efforts across multiple jurisdictions. Examples of work at various levels of government are listed below. This is a high-level overview and by no means an exhaustive list.

- **State** – [HB 1923 Affordable Housing Grants](#); [Guidance and resources](#)
- **Region** – VISION 2050; [Housing Innovations Program](#)
- **Subregion/County** – [King County Affordable Housing Committee](#); [Snohomish County Housing Affordability Regional Taskforce](#); Kitsap Affordable Housing Taskforce; Subregional groups – ARCH, SKHHP, AHA, SHAAP
- **Local** – Housing Action Plans; code updates; more equitable engagement

PSRC fielded a survey in 2019 to understand what housing incentives and policies have been adopted by cities and counties. The survey found that over two-thirds of local jurisdictions surveyed (50) have put in place at least one incentive to promote housing development and/or affordability. Of the cities that completed the survey, 42 have three or more housing incentives in place and 30 have adopted density bonuses. Of the jurisdictions that indicated they have no incentives in use, the majority are small cities that do not have current or planned high-capacity transit. The vast majority – 93% – of jurisdictions surveyed have zoning that allows housing types other than detached single-family.

**Focus Areas for Actions and Tools in the Regional Housing Strategy**

Based on the findings of the Regional Housing Needs Assessment and an understanding of housing efforts currently underway in the region, the Regional Housing Strategy has the potential to further existing efforts and/or propose new tools and actions for regional stakeholders to consider.

Tools and actions fall into three key areas:

- **Supply** – Such as housing production, capacity, zoning.
- **Stability** – Such as displacement mitigation, tenant protections, affordable housing.
- **Subsidy** – Such as funding, financing, incentives.

In addition to the types of tools and action considered, the strategy may address what types of tools and actions have the potential for the greatest impact in different types of places. This could include a typology of different types of places to better identify meaningful strategies. A typology based on [Displacement Risk Mapping](#), [Opportunity Mapping](#), and the [Regional Growth Strategy](#) could evaluate potential tools and actions. This could help local jurisdictions better understand their roles in local and regional housing work, and what type of intervention is needed, where, and at what scale to address gaps identified in the needs assessment. Tools and actions may be categorized based on those best suited for centers, in areas served by high-capacity transit, and for various types of markets/places.
Questions for the Committee:
- What findings in the Needs Assessment could most benefit from regional action?
- There have been many efforts to address housing affordability in the region. How can the Regional Housing Strategy be most impactful and achieve meaningful results? What are pitfalls that should be avoided?
- Is a neighborhood or jurisdiction-scale typology the right approach for identify appropriate tools and actions to support housing access and affordability?

Next Steps
A full draft report of the Regional Housing Needs Assessment will be available for review in late February/early March. PSRC boards and committees will continue discussing potential strategies to address the gaps identified in the RHNA in early 2021.

Lead Staff
For more information, contact Laura Benjamin, Senior Planner, at 206-464-7134 or LBenjamin@psrc.org, or Paul Inghram, Director of Growth Management at 206-464-7549 or PInghram@psrc.org.