

# King County Affordable Housing Committee Housing-Focused Draft Comprehensive Plan Review Program Draft Countywide Planning Policies (CPP) Completeness Checklist

(Last updated June 17, 2024)

Please complete and submit this completeness checklist as part of your submission to the King County Affordable Housing Committee’s Housing-focused Draft Comprehensive Plan Review Program. You can review the full text of each CPP in the Housing Chapter and the Housing Technical appendix [here](#). The [Housing-focused Draft Comprehensive Plan Review Guide](#) provides additional information about the program and this checklist. Please send questions and your submission to [AHCplanreview@kingcounty.gov](mailto:AHCplanreview@kingcounty.gov). AHC staff are available to assist you as you prepare your submission.

Include the full text and page number of each draft comprehensive plan policy that addresses each King County Countywide Planning Policies (CPP) Housing Chapter policy. One draft comprehensive plan policy may address multiple CPPs, and multiple draft comprehensive plan policies may address one CPP. Jurisdiction staff are encouraged to include additional information for reviewers to consider in the “notes” column of the checklist.

<u>CPP Housing Chapter Policy</u> <i>Summarized</i>	<u>Comprehensive Plan</u> <i>Policy or Inventory and Analysis Section</i>	<i>Page #</i>	<u>Notes</u> <i>Optional</i>
<b>Plan for and Accommodate Housing Need</b>			
<p><b>H-1</b> Plan for and accommodate the jurisdiction’s allocated share of countywide future housing needs for moderate-, low-, very low-, and extremely low-income households as well as emergency housing, emergency shelters, and permanent supportive housing. Sufficient planning and accommodations are those that comply with the Growth Management Act requirements for housing elements in Revised Code of Washington 36.70A.020 and 36.70A.070, that outline regulatory and nonregulatory measures to implement the comprehensive plan (Washington Administrative Code 365-196-650), and that comply with policies articulated in this chapter. Projected countywide and jurisdictional net new housing needed to reach projected future need for the planning period is shown in Table H-1.</p>			
<p><b>H-2</b> Prioritize the need for housing affordable to households less than or equal to 30 percent area median income (extremely low-income) by implementing tools such as:</p> <ul style="list-style-type: none"> <li>a) Increasing capital, operations, and maintenance funding;</li> <li>b) Adopting complementary land use regulations;</li> <li>c) Fostering welcoming communities, including people with behavioral health needs;</li> <li>d) Adopting supportive policies; and</li> <li>e) Supporting collaborative actions by all jurisdictions.</li> </ul>			
<b>Conduct a Housing Inventory and Analysis</b>			
<p><b>H-3</b> Conduct an inventory and analysis in each jurisdiction of existing and projected housing needs of all segments of the population and summarize the findings in the housing element. The inventory and analysis shall include:</p>			
<ul style="list-style-type: none"> <li>a) The number of existing and projected housing units necessary to plan for and accommodate projected growth and meet the projected housing needs articulated in Tables H-1 and H-2, including:</li> </ul>			

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*Optional*

<p>1) permanent housing needs, which includes units for moderate-, low-, very low-, and extremely low-income households and permanent supportive housing, 2) emergency housing needs, which includes emergency housing and emergency shelters</p>			
<p>b) Number of existing housing units by housing type, age, number of bedrooms, condition, tenure, and area median income limit (for income-restricted units)</p>			
<p>c) Number of existing emergency housing, emergency shelters, and permanent supportive housing facilities and units or beds, as applicable</p>			
<p>d) Percentage and geographic distribution of residential land zoned for moderate- and high-density housing and accessory dwelling units in the jurisdiction.</p>			
<p>e) Number of income-restricted units and, where feasible, total number of units, within a half-mile walkshed of high-capacity or frequent transit service where applicable and regional and countywide centers<sup>1</sup></p>			
<p>f) Household characteristics, by race/ethnicity: 1) income (median and by area median income bracket), 2) tenure (renter or homeowner), 3) housing cost burden and severe housing cost burden</p>			
<p>g) Current population characteristics: 1) age by race/ethnicity, 2) disability</p>			
<p>h) Projected population growth</p>			
<p>i) Housing development capacity within a half-mile walkshed of high-capacity or frequent transit service, if applicable<sup>1</sup></p>			
<p>j) Ratio of housing to jobs in the jurisdiction</p>			
<p>k) Summary of existing and proposed partnerships and strategies, including dedicated resources, for meeting housing needs, particularly for populations disparately impacted.</p>			
<p>l) The housing needs of people who need supportive services or accessible units, including but not limited to people experiencing homelessness, persons with disabilities, people with medical conditions, and older adults.</p>			

<sup>1</sup> AHC staff can provide a shapefile of frequent and high-capacity transit in King County. Contact AHC staff at [AHCplanreview@kingcounty.gov](mailto:AHCplanreview@kingcounty.gov).

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<p>m) The housing needs of communities experiencing disproportionate harm of housing inequities including Black, Indigenous, and People of Color</p>			
<p>n) Areas in the jurisdiction that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations and public capital investments.</p>			
<p><b>H-4</b> Evaluate the effectiveness of existing housing policies and strategies to meet the jurisdiction’s housing needs. Identify gaps in existing partnerships, policies, and dedicated resources for meeting housing needs and eliminating racial and other disparities in access to housing and neighborhoods of choice.</p>			
<p><b>H-5</b> Document the local history of racially exclusive and discriminatory land use and housing practices, consistent with local and regional fair housing reports and other resources. Explain the extent to which that history is still reflected in current development patterns, housing conditions, tenure, and access to opportunity. Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including zoning that may have a discriminatory effect, disinvestment, and infrastructure availability. Demonstrate how current strategies are addressing impacts of those racially exclusive and discriminatory policies and practices. The County will support jurisdictions in identifying and compiling resources to support this analysis.</p>			
<p><b>Collaborate Regionally</b></p>			
<p><b>H-6</b> Collaborate with diverse partners (e.g., employers, financial institutions, philanthropic, faith, and community-based organizations) on provision of resources (e.g., funding, surplus property) and programs to meet countywide housing need.</p>			
<p><b>H-7</b> Work cooperatively with the Puget Sound Regional Council, subregional collaborations and other entities that provide technical assistance to local jurisdictions to support the development, implementation, and monitoring of strategies that achieve the goals of this chapter.</p>			
<p><b>Implement Policies and Strategies to Meet Housing Needs Equitably</b> Equitable Processes and Outcomes</p>			
<p><b>H-8</b> Collaborate with populations most disproportionately impacted by housing cost burden in developing, implementing, and monitoring strategies that achieve the goals of this chapter. Prioritize the needs and solutions articulated by these disproportionately impacted populations.</p>			
<p><b>H-9</b> Adopt intentional, targeted actions that repair harms to Black, Indigenous, and other People of Color households from past and current racially exclusive and discriminatory land use and housing practices (generally identified through Policy H-5). Promote equitable outcomes in partnership with communities most impacted.</p>			

<b>Implement Policies and Strategies to Meet Housing Needs Equitably</b>			
<b>Increased Housing Supply, Particularly for Households with the Greatest Needs</b>			
<b>H-10</b> Adopt policies, incentives, strategies, actions, and regulations that increase the supply of long-term income-restricted housing for extremely low-, very low-, and low-income households and households with special needs.			
<b>H-11</b> Identify sufficient capacity of land for housing including, but not limited to income-restricted housing; housing for moderate-, low-, very low-, and extremely low-income households; manufactured housing; multifamily housing; group homes; foster care facilities; emergency housing; emergency shelters; permanent supportive housing; and within an urban growth area boundary, duplexes, triplexes, and townhomes.			
<b>H-12</b> Adopt and implement policies that improve the effectiveness of existing housing policies and strategies and address gaps in partnerships, policies, and dedicated resources to meet the jurisdiction’s housing needs.			
<b>H-13</b> Implement strategies to overcome cost barriers to housing affordability. Strategies to do this vary but can include updating development standards and regulations, shortening permit timelines, implementing online permitting, optimizing residential densities, reducing parking requirements, and developing programs, policies, partnerships, and incentives to decrease costs to build and preserve affordable housing.			
<b>H-14</b> Prioritize the use of local and regional resources (e.g., funding, surplus property) for income-restricted housing, particularly for extremely low-income households, populations with special needs, and others with disproportionately greater housing needs. Consider projects that promote access to opportunity, anti-displacement, and wealth building for Black, Indigenous, and People of Color communities to support implementation of policy H-9.			
<b>Implement Policies and Strategies to Meet Housing Needs Equitably</b>			
<b>Expanded Housing Options and Increased Affordability Accessible to Transit and Employment</b>			
<b>H-15</b> Increase housing choices for everyone, particularly those earning lower wages, that is co-located with, accessible to, or within a reasonable commute to major employment centers and affordable to all income levels. Ensure there are zoning ordinances and development regulations in place that allow and encourage housing production at levels that improve jobs-housing balance throughout the county across all income levels.			
<b>H-16</b> Expand the supply and range of housing types, including affordable units, at densities sufficient to maximize the benefits of transit investments throughout the county.			

<p><b>H-17</b> Support development and preservation of income-restricted affordable housing near high-capacity transit</p>			
<p><b>Implement Policies and Strategies to Meet Housing Needs Equitably</b> Expanded Housing and Neighborhood Choice for All Residents</p>			
<p><b>H-18</b> Adopt inclusive planning tools and policies whose purpose is to increase the ability of all residents in jurisdictions throughout the county to live in the neighborhood of their choice, reduce disparities in access to opportunity areas, and meet the needs of the region’s current and future residents by:</p> <ul style="list-style-type: none"> <li>a) Providing access to affordable housing to rent and own throughout the jurisdiction, with a focus on areas of high opportunity;</li> <li>b) Expanding capacity for moderate-density housing throughout the jurisdiction, especially in areas currently zoned for lower density single-family detached housing in the Urban Growth Area, and capacity for high-density housing, where appropriate, consistent with the Regional Growth Strategy;</li> <li>c) Evaluating the feasibility of, and implementing, where appropriate, inclusionary and incentive zoning to provide affordable housing; and</li> <li>d) Providing access to housing types that serve a range of household sizes, types, and incomes, including 2+ bedroom homes for families with children and/or adult roommates and accessory dwelling units, efficiency studios, and/or congregate residences for single adults.</li> </ul>			
<p><b>H-19</b> Lower barriers to and promote access to affordable homeownership for extremely low-, very low-, and low-income, households. Emphasize:</p> <ul style="list-style-type: none"> <li>a) Supporting long-term affordable homeownership opportunities for households less than or equal to 80 percent area median income (which may require up-front initial public subsidy and policies that support diverse housing types); and</li> <li>b) Remedying historical inequities in and expanding access to homeownership opportunities for Black, Indigenous and People of Color communities.</li> </ul>			
<p><b>H-20</b> Adopt and implement policies that address gaps in partnerships, policies, and dedicated resources to eliminate racial and other disparities in access to housing and neighborhoods of choice.</p>			
<p><b>H-21</b> Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>			

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<p><b>H-22</b> Implement, promote, and enforce fair housing policies and practices so that every person in the county has equitable access and opportunity to thrive in their communities of choice, regardless of their race, gender identity, sexual identity, ability, use of a service animal, age, immigration status, national origin, familial status, religion, source of income, military status, or membership in any other relevant category of protected people.</p>			
<p><b>Expanded Housing and Neighborhood Choice for All Residents</b> Housing Stability, Healthy Homes, and Healthy Communities</p>			
<p><b>H-23</b> Adopt and implement policies that protect housing stability for renter households; expand protections and supports for moderate-, low-, very low-, and extremely low-income renters and renters with disabilities.</p>			
<p><b>H-24</b> Adopt and implement programs and policies that ensure healthy and safe homes.</p>			
<p><b>H-25</b> Plan for residential neighborhoods that protect and promote the health and well-being of residents by supporting equitable access to parks and open space, safe pedestrian and bicycle routes, clean air, soil and water, fresh and healthy foods, high-quality education from early learning through K-12, affordable and high-quality transit options and living wage jobs and by avoiding or mitigating exposure to environmental hazards and pollutants.</p>			

# King County Affordable Housing Committee

## Housing-focused Draft Comprehensive Plan Review Program

### **Implementation Strategies Workbook (last update: March, 2024)**

#### Instructions

*This tab provides instructions to help jurisdiction staff complete the "Implementation Strategies" and "CPP Crosswalk" tabs within this workbook. Countywide Planning Policy (CPP) H-26 directs the Affordable Housing Committee (AHC) to collect implementation details from jurisdictions as part of the comprehensive plan review program. AHC staff are available to provide assistance and encourage jurisdiction staff to reach out with any questions you may have by emailing [ahcplanreview@kingcounty.gov](mailto:ahcplanreview@kingcounty.gov).*

#### **Step 1: Review Housing Chapter CPPs requiring implementation strategies.**

Housing Chapter Policies H-1, H-2, H-9, H-10, H-12, H-13, H-14, H-15, H-16, H-17, H-18, H-19, H-20, H-21, H-22, H-23, H-24, and H-25 require implementation strategies.

#### **Step 2: Identify which draft comprehensive plan policy or policies address each CPP requiring implementation strategies.**

One draft comprehensive plan policy may address multiple CPPs, and multiple draft comprehensive plan policies may address one CPP. If you have already completed the CPP Checklist, you may use that to match draft comprehensive plan policies with the CPPs.

#### **Step 3: Determine strategies to implement each draft comprehensive plan policy identified.**

Implementation strategies are specific actions your jurisdiction will take to implement the policy over the planning period.

Implementation strategies should be clear and specific, such that your jurisdiction's staff can easily report annually whether or not the strategy has been implemented. The nature and number of strategies you chose depends on the policy. Consider a wide range of potential actions, including a mix of regulatory and nonregulatory measures.

You will be able to add strategies after adoption and during implementation of your plan.

**Step 4: Describe implementation strategies.**

Number and describe each strategy once in the "Implementation Strategies" tab.

Please disaggregate implementation strategies into components if doing otherwise would prevent you from reporting a significant action as implemented. You do not need to include details such as a staffing plan or budget.

**Step 5: Decide on a timeframe to implement or complete each strategy.**

Complete the timeframe column in the "Implementation Strategies" tab.

You may use timeframes, such as "near-term", as long as they are explicitly defined (e.g. 2025 through 2026).

**Step 6: Complete the "CPP Crosswalk" tab.**

Completing this tab explains to AHC staff how your implementation strategies are responsive to each CPP listed in Step 1. You must include at least one strategy for each CPP listed in Step 1. If one strategy addresses multiple CPPs, repeat the strategy in a different row for each relevant CPP.

**Step 7: Send this spreadsheet to AHC staff.**

Email this spreadsheet with complete "Implementation Strategies" and "CPP Crosswalk" tabs to the AHC Plan Review Program at [ahcplanreview@kingcounty.gov](mailto:ahcplanreview@kingcounty.gov) as part of your submission before or concurrent with the release of your public review draft.

**King County Affordable Housing Committee**  
**Housing-focused Draft Comprehensive Plan Review Program**  
**Implementation Strategies Workbook**  
Example for CPP Crosswalk tab

This tab provides example policies, implementation strategies, and timeframes to demonstrate the level of detail AHC staff expect and how CPPs, comprehensive plan policies, and implementation strategies can connect in different ways:

Rows 10 through 13 demonstrate how one comprehensive plan policy and one strategy could address multiple CPPs,

Rows 13 and 14 demonstrate how one strategy could implement multiple comprehensive plan policies, and

Rows 14 through 18 demonstrate how multiple strategies may be needed to implement one comprehensive plan policy.

Countywide Planning Policy (CPP) Addressed	Draft Comprehensive Plan Policy and Number	Implementation Strategy Details		Timeframe to Implement or Complete
Select the relevant Housing Chapter CPP from the drop down options. Macros must be enabled in Excel.	Public review draft comprehensive plan policy # and text for which you are providing implementation details.	Implementation Strategy Number	Note: One comprehensive plan policy can have multiple implementation strategies.	Year or timeframe your jurisdiction anticipates the strategy will be adopted, implemented, or launched.
H-12 Adopt and implement policies that improve the effectiveness of existing housing policies and strategies and address gaps in partnerships, policies, and dedicated resources to meet the jurisdiction's housing needs.	<b>Policy H-1:</b> Madrone City shall provide density bonuses and other incentives for the development of affordable housing. Bonuses shall be periodically reviewed and updated, as needed, to ensure they are effective in creating affordable housing units.	1	Madrone City staff will prepare code changes to improve the existing density incentive program with the 2024 Comprehensive Plan. The update will require some income-restricted units in projects in commercial areas and in areas with transit options for commuters to access major employment centers.	2024
H-15 Increase housing choices for everyone, particularly those earning lower wages, that is co-located with, accessible to, or within a reasonable commute to major employment centers and affordable to all income levels. Ensure there are zoning ordinances and development regulations in place that allow and encourage housing production at levels that improve jobs-housing balance throughout the county across all income levels.	<b>Policy H-1:</b> Madrone City shall provide density bonuses and other incentives for the development of affordable housing. Bonuses shall be periodically reviewed and updated, as needed, to ensure they are effective in creating affordable housing units.	1	Madrone City staff will prepare code changes to improve the existing density incentive program with the 2024 Comprehensive Plan. The update will require some income-restricted units in projects in commercial areas and in areas with transit options for commuters to access major employment centers.	2024
H-16 Expand the supply and range of housing types, including affordable units, at densities sufficient to maximize the benefits of transit investments throughout the county	<b>Policy H-1:</b> Madrone City shall provide density bonuses and other incentives for the development of affordable housing. Bonuses shall be periodically reviewed and updated, as needed, to ensure they are effective in creating affordable housing units.	1	Madrone City staff will prepare code changes to improve the existing density incentive program with the 2024 Comprehensive Plan. The update will require some income-restricted units in projects in commercial areas and in areas with transit options for commuters to access major employment centers.	2024

<p>H-18 Adopt inclusive planning tools and policies whose purpose is to increase the ability of all residents in jurisdictions throughout the county to live in the neighborhood of their choice, reduce disparities in access to opportunity areas, and meet the needs of the region's current and future residents by:</p> <p>a) Providing access to affordable housing to rent and own throughout the jurisdiction, with a focus on areas of high opportunity;</p> <p>b) Expanding capacity for moderate-density housing throughout the jurisdiction, especially in areas currently zoned for lower density single-family detached housing in the Urban Growth Area, and capacity for high-density housing, where appropriate, consistent with the Regional Growth Strategy;</p> <p>c) Evaluating the feasibility of, and implementing, where appropriate, inclusionary and incentive zoning to provide affordable housing; and</p> <p>d) Providing access to housing types that serve a range of household sizes, types, and incomes, including 2+ bedroom homes for families with children and/or adult roommates and accessory dwelling units, efficiency studios, and/or congregate residences for single adults</p>	<p><b>Policy H-1:</b> Madrone City shall provide density bonuses and other incentives for the development of affordable housing. Bonuses shall be periodically reviewed and updated, as needed, to ensure they are effective in creating affordable housing units.</p>		<p>Madrone City staff will prepare code changes to improve the existing density incentive program with the 2024 Comprehensive Plan. The update will require some income-restricted units in projects in commercial areas and in areas with transit options for commuters to access major employment centers.</p>	<p>2024</p>
<p>H-20 Adopt and implement policies that address gaps in partnerships, policies, and dedicated resources to eliminate racial and other disparities in access to housing and neighborhoods of choice.</p>	<p><b>Policy H-2:</b> Madrone City shall take actions to prevent and mitigate residential and cultural displacement for communities at risk of displacement to address racially disparate outcomes in housing and help protect cultural communities for Black, Indigenous, and People of Color by supporting cultural institutions, community hubs, and using community preference programs for affordable housing that helps people with a connection to the local community remain in or return to their community of choice.</p>		<p>Madrone City staff will prepare code changes to improve the existing density incentive program with the 2024 Comprehensive Plan. The update will require some income-restricted units in projects in commercial areas and in areas with transit options for commuters to access major employment centers.</p>	<p>2024</p>
<p>H-21 Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>	<p><b>Policy H-2:</b> Madrone City shall take actions to prevent and mitigate residential and cultural displacement for communities at risk of displacement to address racially disparate outcomes in housing and help protect cultural communities for Black, Indigenous, and People of Color by supporting cultural institutions, community hubs, and using community preference programs for affordable housing that helps people with a connection to the local community remain in or return to their community of choice.</p>		<p>Madrone City staff will implement a community preference program, as recommended by the Madrone City Anti-displacement Strategies Report</p>	<p>2025</p>
<p>H-21 Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>	<p><b>Policy H-2:</b> Madrone City shall take actions to prevent and mitigate residential and cultural displacement for communities at risk of displacement to address racially disparate outcomes in housing and help protect cultural communities for Black, Indigenous, and People of Color by supporting cultural institutions, community hubs, and using community preference programs for affordable housing that helps people with a connection to the local community remain in or return to their community of choice.</p>		<p>Madrone City staff will provide funding and assistance to manufactured housing communities as recommended by the Madrone City Anti-displacement Strategies Report</p>	<p>2026</p>

<p>H-21 Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>	<p><b>Policy H-2:</b> Madrone City shall take actions to prevent and mitigate residential and cultural displacement for communities at risk of displacement to address racially disparate outcomes in housing and help protect cultural communities for Black, Indigenous, and People of Color by supporting cultural institutions, community hubs, and using community preference programs for affordable housing that helps people with a connection to the local community remain in or return to their community of choice.</p>		<p>4 Madrone City staff will support community land trusts and other equitable development efforts.</p>	<p>2025-2026</p>
<p>H-21 Adopt policies and strategies that promote equitable development and mitigate displacement risk, with consideration given to the preservation of historical and cultural communities as well as investments in low-, very low-, extremely low-, and moderate-income housing production and preservation; dedicated funds for land acquisition; manufactured housing community preservation, inclusionary zoning; community planning requirements; tenant protections; public land disposition policies; and land that may be used for affordable housing. Mitigate displacement that may result from planning efforts, large-scale private investments, and market pressure. Implement anti-displacement measures prior to or concurrent with development capacity increases and public capital investments.</p>	<p><b>Policy H-2:</b> Madrone City shall take actions to prevent and mitigate residential and cultural displacement for communities at risk of displacement to address racially disparate outcomes in housing and help protect cultural communities for Black, Indigenous, and People of Color by supporting cultural institutions, community hubs, and using community preference programs for affordable housing that helps people with a connection to the local community remain in or return to their community of choice.</p>		<p>5 Madrone City is providing land at no cost and financial and technical assistance to community-based organizations for the development of an affordable housing and community space building.</p>	<p>2025</p>



