



## STEP Housing Committee Meeting #3

Meeting Agenda June 25, 2025

Location: Kenmore City Hall

### Project Resources:

STEP = Shelters, Transitional Housing, Emergency Housing, and Permanent Supportive Housing

Project Website: [STEP Housing | City of Kenmore Washington](#)

HB 1220: [Engrossed Second Substitute House Bill 1220](#)

Department of Commerce: [STEP Housing User Guide](#)

### Attendees:

- ☐ Maddie Hayden (Committee Member)
- ☐ Josh Kurcinka (Committee Member)
- ☐ Timothy Marchello (Committee Member)
- ☐ Corina Pfeil (Committee Member)
- ☐ Juliana Pooley (Committee Member)
- ☐ Caitlin Sullivan (Committee Member)
- ☐ Jennifer Alderman (Committee Member)

- ☐ Debbie Bent, City of Kenmore (Staff)
- ☐ Brittany Chue, City of Kenmore (Staff)
- ☐ Clay White, Kimley-Horn (Facilitator)
- ☐ Nick Chen, Kimley-Horn (Facilitator)

### Meeting Agenda

1. Minutes from May meeting

#### Panel Discussion

Panel members:

**Ralph Neis**, Director of Special Projects/Transitional Housing, Low Income Housing Institute

**William Towey**, Executive Director, Lake City Partners

**Cynthia Singer**, Admin Manager, Lake City Partners

**Teena Ellison**, Director of Housing Services, Compass Housing Alliance

**Sunaree Marshall**, Director | Housing and Community Development Division (HCD)

Panelist introductions followed by questions:

#### 1. Community Engagement:



- a. When a STEP Housing project is proposed, what methods and materials do you use to engage with the community? When does that engagement effort typically begin?
- b. What engagement, outside of an active application for a project, would be beneficial for cities to do proactively around the topic of STEP?
- c. Who do you typically engage as stakeholders?
- d. What community questions and concerns are often raised and how do you resolve these issues e.g. safety & security, building design & neighborhood character, parking, site upkeep, others etc.?
- e. What information do you think is most helpful to share with a community to help gain community support for a housing project and do you continue to engage with a community once a project is built/operating?

**2. Zoning Regulations/Process:**

- a. What are some of the challenges of finding a suitable location for STEP Housing?
- b. Do you have examples where local regulations or permit processes have worked well to develop STEP housing?
- c. Do you have examples where local regulations or permit processes have hindered project approval? What are typically the most limiting zoning and regulatory constraints?
- d. What types of incentives and/or flexibility in zoning regulations or processes would you suggest to better support STEP housing and/or a range of project sizes?

**3. Good Neighbor Agreements/Operational Agreements:**

- a. What information do you believe should be included in a good neighbor agreement?
- b. What information do you believe should be included in an operational agreement?
- c. What is the expectation of jurisdictions as part of these agreements? Who are they typically between?
- d. How is compliance with such agreements ensured and what are the consequences of non-compliance?

**4. Funding:**



- a. What are some of the main funding challenges for providing STEP Housing e.g. is it a need for more funding, application processes etc.?
- b. Does funding criteria limit the feasibility for smaller scale projects?
- c. Are there any creative funding strategies that you can share? How can jurisdictions help to identify external funding opportunities?

**5. Support Services/Partnerships:**

- a. What kinds of support services and/or partnerships are needed to provide a high level of service for residents?
- b. What kinds of support services and/or partnerships are typically provided on-site?

**6. Lessons Learned:**

- a. Based on your experience, do you have any recommendations or lessons learned that would be helpful for the STEP Committee to hear?

2.

**3. Discussion and Next Steps**

- a. Next Meeting: July 2025 (Date and Time TBD)