



**South Sound Housing Affordability Partners  
Executive Board Meeting Minutes**

October 7, 2022

8:30 – 9:59 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn - present  
Councilmember Kevin Ballard, City of DuPont – present  
Mayor Daryl Eiding, City of Edgewood - present  
Mayor Kim Roscoe, City of Fife - excused  
Vice Chair, Councilmember Hunter George, City of Fircrest - present  
Mayor Tracie Markley, City of Gig Harbor - present  
Councilmember Linda Farmer, City of Lakewood - present  
Mayor Shanna Styron Sherrell, City of Milton - excused  
Executive Bruce Dammeier, Pierce County - present  
Councilmember Ryan Mello, Pierce County - present  
Deputy Mayor Ned Witting, City of Puyallup - present  
Councilmember Annette Bryan, Puyallup Tribe - present  
Mayor Dick Muri, Town of Steilacoom – present  
Councilmember Charla Neuman, City of Sumner - present  
Chair, Mayor Victoria Woodards, City of Tacoma - present  
Councilmember Denise McCluskey, City of University Place – excused  
Mayor Steve Worthington, City of University Place (alternate) – present

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Trish Crocker, Grant Coordinator, Pierce County Human Services  
Becki Foutz, Administrative Assistant

**Guests:** Laura Hodgson, Katie Baker, John Howell, Tiffany Speir, Eliza Blackorby, Cynthia Stewart, Kenneth George, Ryan Windish, Ted Richardson, Patti Spaulding-Klewin, Taylor Jones, Liz Crouse, Evan Hietpas

**MINUTES**

TOPIC/ WHO	DISCUSSION	ACTION
<b>Call to Order</b>	Councilmember George called the meeting to order. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present.	Wel- come!
<b>Russ Blount's Passing</b>	Executive Dammeier reported that the City of Fife and the whole community experienced a tragic loss yesterday morning when Fife Deputy City Manager, Russ Blount, was killed in a motorcycle collision. A moment of silence was observed in his memory.	Mr. Blount will be missed.

TOPIC/WHO	DISCUSSION	ACTION
<b>Consent Agenda</b>	Any additions or changes to the agenda? Councilmember Ballard moved to approve the consent agenda. Mayor Backus seconded. The consent agenda was adopted.	Motion approved; no agenda changes.
<b>Public Comment</b>	Councilmember George invited the public to comment, or to email Jason with comments. (None.)	
<b>Housing Needs Assessment Presentation</b> -Laura Hodgson, Department of Commerce	<p>Laura Hodgson, Senior Planner, from the Department of Commerce Growth Management Services, presented on <i>State-Projected Housing Needs: Implementing HB 1220</i> (laws of 2021).</p> <p><a href="#">HB 1220</a> is one of the biggest changes to the Growth Management Act in the past ten years. It significantly changed the housing element requirements, to require much more intentional planning for housing, to address the current housing crisis.</p> <p>The GMA housing goal has changed: communities are now to plan for and accommodate housing affordable to all economic segments.</p> <p>The bill requires Commerce to provide projected housing need to local governments for moderate, low, very low, and extremely low-income households and for permanent supportive housing, emergency housing and emergency shelters (referred to as special housing needs.)</p> <p>Commerce is providing projected housing needs at the County level, to be consistent with how OFM provides population projections at the County level. They expect that Counties and Cities will need some assistance as they divide up the numbers, so they've provided a tool to help do that. Counties and Cities should work together to allocate the countywide housing needs projections.</p> <p>Local housing element requirements were updated to identify sufficient capacity of land for identified housing needs (this means that communities will need to plan for densities that support housing at a variety of affordability levels and provide enough housing capacity at each density level that will accommodate the needs of the various income brackets), provide moderate density housing options within urban growth areas (UGAs), document barriers to housing availability, consider housing locations in relation to employment locations and to consider the role of accessory dwelling units (ADUs.)</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
<p><b>Housing Needs Assessment Presentation</b> -Laura Hodgson, continued</p>	<p>The planning must be done with periodic updates, not after, so Laura encouraged planning departments to start working together and having allocation conversations, and to work with Commerce if guidance is needed, so the updates will be completed on time. The timeline's been extended from June 2024 to December 2024. Communities will need to identify barriers to meeting the housing needs, as well as actions needed to achieve the housing availability needed, including gaps in local funding, and development regulations.</p> <p>Housing needs are projected using OFM population projection as a base, and accounting for household size, vacancy, and group quarters. Stakeholder groups provided input for special housing needs projections.</p> <p>Pierce County has already adopted housing targets; we may use the numbers we already developed. County housing needs to be broken down to each city and town. An updated version of the projected housing needs and allocation tool, including projection methodology, will be posted on October 10, and feedback will be accepted for 30 days. The tool will now allow counties to enter custom future population targets and it will calculate county needs by income bracket. There are two methods: A, which focuses on new growth and B which focuses on the planning horizon year. King County's currently working on the process and they're leaning towards using a third, more customized model. If Pierce is interested in that model, Laura will connect us with people who are doing that work.</p> <p>The draft numbers coming out on October 10 include projected "medium" special housing needs using 2017 OFM projections. Once 2022 projections are out, those will be used.</p> <p>Next steps for jurisdictions:</p> <ul style="list-style-type: none"> <li>• Identify local policies and regulations that result in racial equity</li> <li>• Allocate countywide housing needs by income bracket</li> <li>• Accommodate allocations by income bracket (land capacity)</li> <li>• Document programs and actions needed to achieve housing availability</li> <li>• Update comprehensive plan policies and regulations</li> </ul> <p>There will be a webinar next month, a public review draft of land capacity guidance in November or December, and a public review draft of remaining policy pieces in January. They have plans to walk communities through this work; they did an Open House on that material, and the recording of it is on their <a href="#">website</a>.</p> <p>The comment period is until November 10. Laura shared the numbers if Pierce County were to use the Vision 2050 population target:</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
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## Updated projected needs

	Affordability Level (% of Area Median Income)							Emergency Housing/Shelter Beds	
	Total	0-30% Non-PSH	PSH	30-50%	50-80%	80-100%	100-120%		120%+
Total Future Housing Needed (2044)	493,590	23,518	23,898	49,529	130,055	84,022	56,827	125,742	9,480
Estimated Housing Supply (2020)*	355,799	9,089	1,038	36,738	112,533	72,435	46,088	77,878	1,444
Net New Housing Needed (2020-2044)	137,791	14,429	22,860	12,790	17,522	11,587	10,739	47,864	8,036

**Housing Needs Assessment Presentation**  
-Laura Hodgson, continued

Mayor Worthington asked who will be reviewing the housing elements. Laura said that Commerce and PSRC will review them, but they don't certify the numbers. Commerce provides guidance to ensure governments are meeting the letter of the law, and revisions can be made. If there's a concern, it can be appealed and go to the He asked about the anomaly that came up. They were finding that there was a significant amount of need in the >120% income bracket and the 0-30% income bracket, and not much in between. They think that was because it's not taking into account cost burdening. There are a significant number of households spending a lot more than they should on housing. They're trying to figure out what the right numbers are.

Councilmember Mello noted that we've started doing this work in Pierce County and have a level of detail and our numbers differ from theirs. We have a lot of work to do to provide a lot more housing, especially at the lower income bands. What would be the most efficient way for Pierce County to collectively try to negotiate or come to agreement on whose numbers we'll land on. Is it a letter?

What are the existing conditions, and what are your goals – do you want more housing located near transit and amenities, or more spread out? Commerce has some framework and guiding ideas, as well as a bit more complicated alternate framework to allow communities to decide. King County's using three different factors to establish priorities.

Councilmember Mello explained that we've made progress in that area; what can be done about the discrepancies between our numbers and Commerce's numbers? Laura said that Pierce is in a unique situation, and she'll get back to us. She needs to have a better idea of where we are, and how the numbers are different. Councilmember Mello would like to be able to track progress, adjust policies and implementation. We don't have real time data.

Laura noted that Commerce recommends that communities set their own policies with monitoring and tracking processes. She suggested looking at what King County does.

Council member Mello will follow up with Laura.

TOPIC/WHO	DISCUSSION	ACTION
<p><b>Housing Needs Assessment Presentation</b> -Laura Hodgson, continued</p>	<p>Councilmember Ballard asked if there are any policies on the West coast around anti-displacement that we can look at, and if so, do any touch on rural or suburban populations? Laura said that communities across the country are working on anti-displacement. There are a lot of good examples in Washington and Commerce has a list of them in their guidance materials. She’s not sure if there’s a lot on rural displacement. Short-term rentals are causing displacement in rural communities. She asked that we take a look at the guidance materials and let them know what’s missing.</p> <p>Executive Dammeier is alternately encouraged and nervous. He agreed that we need to use more accountability. We all have a lot to work to do and shouldn’t quibble over numbers. He feels that two other points made in the bill are particularly important: barriers to housing affordability and availability. Is Commerce soliciting feedback on that? There are some legislative actions that add to the cost of housing. We need to be sensitive as governments, when we’re taking actions that add to the cost of housing, and timelines. Time is really important; is there anything we can do short-term to allow us to try to get housing units online much more quickly? We’re way behind. We need to look at doing things very differently. Housing locations as related to employment locations (job housing balance) is way out of whack. He appreciates King County’s efforts, however, Pierce County’s been King County’s housing availability for a long time. The plan’s been “drive until you find something affordable,” and that’s not adequate.</p> <p>Mayor Backus reiterated that the State has added significantly to home costs. To balance local government budgets, they have had to adjust fees, so they look like the bad guys. Reducing permitting fees for affordable housing isn’t a viable option right now. Each time the state, well-intentioned, adds additional significant costs to build a home, it’s counter-productive to local governments’ efforts. Housing went up \$30,000 overnight due to Washington State energy code changes.</p> <p>Mayor Muri related that a friend of his converted his garage to an Accessory Dwelling Unit (ADU,) and he’ll have to spend a lot of money to bring it up to the new code requirements. If we want affordable housing, we must have affordable standards.</p>	<p>Thank you, Laura!</p> <p>Laura invited member to <a href="#">email</a> her with questions.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>Resolution 2022-06 Legislative Priorities</b> Jason Gauthier</p>	<p>State Legislative Priorities</p> <ul style="list-style-type: none"> <li>• Stability – no changes from September version</li> <li>• Subsidy – change – clarifying extending 1406 remittance period to align with long-range planning horizons</li> <li>• Supply – change – clarifying planning, including funding for Housing Action Plan Implementation and Planned Action EIS</li> <li>• Support/Monitor/Oppose – one change – Support creation of local revenue options to fund the development of affordable housing (moved from priority section)</li> </ul> <p>Next, supporting materials will be developed and meetings with legislators will begin in November.</p> <p>Jason shared the legislative agenda and gave a shout-out to Kari Moore for designing an amazing look for SSHA<sup>3</sup>P’s legislative agenda.</p> <p>Nancy moved to approve resolution 2022-06; Charla seconded.</p>	<p>The group voted unanimously to approve Resolution 2022-06.</p> <p>Great job, Jason!</p>
<p><b>2023 Work Plan</b> Jason Gauthier</p>	<p>Purpose – an annual work plan is a requirement of the Intergovernmental Agreement.</p> <ul style="list-style-type: none"> <li>• Middle Housing Grant – work will continue through June 2023 – one deliverable is a strategy menu for policies and programs, including anti-displacement policies. The menu will be available in a web-based format.</li> <li>• Housing Toolkit – work with members to explore and implement recommendations</li> <li>• Legislative Advocacy – 2023 is a long session; our goal is for SSHA<sup>3</sup>P to be recognized and relied upon as a trusted advisor</li> <li>• Advisory Board – will be in place by April 2023 - this will be time-consuming</li> <li>• FY24 Budget will need to be completed by Q2</li> </ul> <p>Would the Board like to form a work group, as was done last year? What’s the recommended timeline? What help does your government need?</p> <p>Councilmember Ballard’s all for an executive committee on this. We should consider that legislative policy’s being looked at and, though not necessarily voted on and completed, it should inform our work plan, so we may be getting ahead of ourselves.</p> <p>Mayor Markley agreed with Councilmember Ballard. We don’t have enough information about what will come out of the legislative session. We can get started, but a formal work plan would need to wait until after that.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>2023 Work Plan</b> Jason Gauthier, continued</p>	<p>Councilmember George said that big things coming out of the legislature wouldn't be implemented until late in the year; meanwhile our work plan will need to continue.</p> <p>Councilmember Bryan said it's important to know what each member government's getting out of this, since we're putting something into it. What metrics will we use to determine success?</p> <p>Executive Dammeier affirmed Councilmember Bryan's comments. We can't just meet to talk; we must show progress. He'd like to think about how to assess whether our work in the legislature is effective or ineffective. How are we going to measure, look at specific Bills? Funding to Pierce County projects? We should have some accountability to our leg. Agenda, and he's looking for accountability countywide, for example, units produced by income band, or units permitted by income band. We must establish a culture in which we want to show results. He would love to see us come together around one or two policies to do things, maybe based around ADUs. We need to show efforts yielding results.</p> <p>Councilmember George supports having a work group and would like to be on it. Mayor Backus and Mayor Markley indicated they'd like to be on it as well.</p>	<p>Discussion</p> <p>Jason thanked the group for their input. He has one-on-one meetings scheduled with most members.</p>
<p><b>SSHA<sup>3</sup>P Manager Report-</b> Jason Gauthier</p>	<p>Jason referenced the policy board matrix in member packets. None of the 55 seats on four Boards are held by Pierce County residents. There's a non-voting opening on the PSRC Growth Management Policy Board, and SSHA<sup>3</sup>P will be submitting an application for that seat as well as support a couple of other County area organizations who are seeking that seat.</p> <p>The applicants SSHA<sup>3</sup>P supported for the Affordable Housing Advisory Board were not successful in getting seated, but there's an open role for a special needs representative that we're working with a couple of organizations to move forward and support applications.</p> <p>Learning goals memorandum – in packets – Jason outlined what SSHA<sup>3</sup>P will be learning over the next several months. Next month we'll be hearing from the affordable housing development community, about barriers and cost drivers. In December we'll hear from the market rate side.</p> <p>Hiring – interviews were held yesterday for Jason's staff and they're moving forward with offering the position to someone who sits on a local planning commission – exciting!</p>	<p>Informational</p>

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<p><b>SSHA<sup>3</sup>P Manager Report-</b> Jason Gauthier, continued</p>	<p>Memos – The group will see one, potentially two, memos asking the Board to authorize some strategic, small, pre-development investments on some municipal-owned properties in one of our member cities and one of our future member cities to do some feasibility analyses on sites to help move the ball down the field, to get the properties dispossessed and developed.</p> <p>Mayor Worthington asked, regarding submitting names to sit on Boards, is there a method to get supporting letters from organizations? Jason explained that in August the Board entrusted Jason to write letters in support of applicants. Executive Dammeier offered to write letters of support as well.</p>	<p>Informational</p>
<p><b>Executive Board Updates/ Comments</b></p>	<p>Executive Dammeier and Councilmember Mello reported that \$17M in funds have been awarded for affordable housing! The funding will generate close to 400 units, a range of units, including homeownership across the income bands, as well as permanent supported housing units.</p> <p>Mayor Worthington said this was his first time in this meeting as alternate. He commended the group. He reported that the University Place Planning Commission is producing a housing action toolkit that’s just about ready to come to Council. It would increase the number of units that would be allowed for short plat, from three to perhaps eight. This will reduce costs and move things forward.</p> <p>Taylor Jones from the City of Fife announced that they amended a code to allow conversions of hotels and motels to microunit multi-family. They’ve issued permits for one conversion thus far and in September two more motels have sold, so they anticipate three motels being converted to multi-family housing.</p>	
<p><b>Good of the Order/ Adjournment</b></p>	<p>Councilmember Farmer moved to adjourn the meeting and Mayor Backus seconded. The meeting adjourned at 9:59 a.m.</p>	<p>Meeting adjourned!</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, November 4, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz  
Administrative Assistant