



South Sound Housing Affordability Partners
Executive Board

Amended Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

November 4, 2022 8:30 a.m.

Chair Mayor Victoria Woodards, Vice Chair Councilmember Hunter George, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Daryl Eiding, Mayor Kim Roscoe, Mayor Tracie Markley, Councilmember Linda Farmer, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Annette Bryan, Deputy Mayor Ned Witting, Councilmember Charla Neuman, Mayor Dick Muri, Councilmember Denise McCluskey, Councilmember Christi Keith (Alternate), Councilmember Lisa McClellan (Alternate), Councilmember Jim Andrews (Alternate), Mayor Jason Whalen (Alternate), Mayor Steve Worthington (Alternate)

I. CALL TO ORDER 8:30

ROLL CALL

INTRODUCTORY QUESTION

Question: What upcoming Fall or Winter event in your community are excited about?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

Action: Motion to approve the Consent Agenda

ATTACHMENTS: Minutes of October 7 Executive Board meeting [Link](#)

Consent Agenda – Middle Housing contract authorization [Link](#)

IV. PUBLIC COMMENT

This is the time set aside for the public to comment on Resolutions, Ordinances, and Final Action. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov Friday before 8:00 a.m. prior to the monthly Executive Board meeting for the Public Comment period. Comments will be compiled and sent to the Executive Board and posted on the SSHAP website at: piercecountywa.gov/sshap

V. PRESENTATIONS

A. Affordable Housing Development 101

8:40 – 9:00

Purpose: Presentation regulatory barriers and cost drivers of affordable housing development by Brian Lloyd, Vice-President of Beacon Development.

Action: Executive Board questions for Brian Lloyd

ATTACHMENTS: Affordable Housing Development

[Link](#)

B. Housing Toolkit Decision Package

9:00 – 9:30

Purpose: Presentation of housing toolkit program and policy decision package as prescribed in Strategy 1A of the 2022 Work Plan by Jason Gauthier-SSHA³P Manager and a subject matter panel of Taylor Jones - City of Fife, Katie Baker – City of Puyallup, and Kenneth George – City of University Place.

Action: Executive Board question, discussion, and direction for staff on development of the Housing Toolkit policy and program priorities.

ATTACHMENTS: Housing Toolkit Decision Package

[Link](#)

C. 2023 Draft Work Plan

9:30 – 9:50

Purpose: Presentation of the draft 2023 SSHA³P Work Plan by Jason Gauthier, SSHA³P Manager.

Action: Executive Board question, discussion, and direction for staff on development of the 2023 SSHA³P work plan.

ATTACHMENTS: SSHA³P 2023 Draft Work Plan Presentation

[Link](#)

VI. REPORT BY THE SSHA³P MANAGER

9:50

ATTACHMENTS: Member Support Activities Report 2022Q3

[Link](#)

Budget Performance Report 2022Q3

[Link](#)

Work Plan Progress Report 2022Q3

[Link](#)

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN



**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, SSHA³P 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
Call to Order	Councilmember George called the meeting to order. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Wel-come!
Russ Blount's Passing	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
Consent Agenda	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.
Public Comment	Councilmember George invited the public to comment, or to email Jason with comments. (None.)	
Housing Needs Assessment Presentation -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>HB 1220 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>Housing Needs Assessment Presentation -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"> • Identify local policies and regulations that result in racial equity • Allocate countywide housing needs by income bracket • Accommodate allocations by income bracket (land capacity) • Document programs and actions needed to achieve housing availability • Update comprehensive plan policies and regulations <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 website.</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>Housing Needs Assessment Presentation -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 email her with questions.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Resolution 2022-06 Legislative Priorities Jason Gauthier</p>	<p>State Legislative Priorities</p> <ul style="list-style-type: none"> • Stability – no changes from September version • Subsidy – change – clarifying extending 1406 remittance period to align with long-range planning horizons • Supply – change – clarifying planning, including funding for Housing Action Plan Implementation and Planned Action EIS • Support/Monitor/Oppose – one change – Support creation of local revenue options to fund the development of affordable housing (moved from priority section) <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 SSHA³P’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>2023 Work Plan Jason Gauthier</p>	<p>Purpose – an annual work plan is a requirement of the Intergovernmental Agreement.</p> <ul style="list-style-type: none"> • 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. • Housing Toolkit – work with members to explore and implement recommendations • Legislative Advocacy – 2023 is a long session; our goal is for SSHA³P to be recognized and relied upon as a trusted advisor • Advisory Board – will be in place by April 2023 - this will be time-consuming • FY24 Budget will need to be completed by Q2 <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>2023 Work Plan 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>SSHA³P Manager Report- 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 SSHA³P 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 SSHA³P 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 SSHA³P 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>

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P Manager Report- 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>Executive Board Updates/ Comments</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>Good of the Order/ Adjournment</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 SSHA³P Executive Board meeting is scheduled for Friday, November 4, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant

TO: SSHA³P Executive Board

FROM: Jason Gauthier, SSHA³P Manager

SUBJECT: Middle Housing Grant - Contracting

DATE: November 4, 2022

IN BRIEF

A request is being made to authorize a consultant contract, not to exceed \$230,000.00 beginning November X, 2022 – June 30, 2023, for consultation support services to fulfill certain requirements of the regional Middle Housing grant supporting the member cities of Edgewood, Fife, Gig Harbor, Milton, and University Place.

In July 2022, SSHA³P was awarded \$275,000 for a Middle Housing grant by the Washington Department of Commerce (Commerce). This grant application was made in collaboration with five (5) SSHA³P member cities, who will each separately contract with for an additional \$30,000.00 to support their staff work. Of the \$275,000.00, \$230,000.00 will be used for consultant contracting, \$5,000.00 will be used by SSHA³P and its administrating agency for grant administration, and \$40,000.00 is eligible to be used for contracting with community-based organization to support community engagement and involvement work in support of the Middle Housing grant.

RECOMMENDED ACTION

Recommend the Executive Board authorize the SSHA³P Manager to enter a consultant contract for consultation support services to fulfill certain requirements of the regional Middle Housing grant not to exceed \$230,000.00 over the next eight (8) months.

BUDGET IMPACT

The Budget adopted for FY21 – FY23 in the intergovernmental agreement did not include a Middle Housing grant award, but the grant includes sufficient funding for this task.

DISCUSSION

Although no authorization by the Executive Board is required for the SSHA³P Manager to enter into a contract, staff will be recommending a future process and amount threshold for Executive Board contract authorization. In anticipation of this future process implementation, staff is bringing this contract authorization to the Executive Board.



What can Jurisdictions do to Reduce Barriers to Affordable Housing?

South Sound Housing Affordability Partners

Brian Lloyd, Beacon Development Group

November 4th, 2022

Our Experience

Project Experience

	Projects	Units	Value
Completed	95	5,811	\$730M
Under Construction	5	567	\$147M
Fully Funded	0	0	\$71M
In Development	2	140	\$64M
Total	102	6518	\$1.4B

Project Types

Family	52 projects
Agricultural Workers	25 projects
Sustainable Building	30 projects
Historic	8 projects
Senior	30 projects
Special Needs	32 projects
Acquisition/Rehab	23 projects
Urban/Mixed Use	33 projects



NEW LIFE HOUSING - I STREET - JAMES & MARILYN WALTON APARTMENTS
ISSUED FOR DD - PRICING SET
PROJECT NO. 2006
09/21/22



Pierce County Work

Challenges Faced by AH Developers

- Construction costs
- Land costs
- Length of development timeline
- Lack of predictability
- Resource availability





Planning

- Dedicated staff that understand AH and are motivated to help
- Comprehensive Plan and Housing Element
- Public land disposition for AH
- Expedited permitting and design review
- Impact fees – reduced or waived for AH
- Utilities – expedited and/or reduced cost

Zoning

- Sufficient amount of land for multifamily
- Density bonuses
- Incentive zoning or inclusionary zoning
- Housing variety – ADU, small unit, plexes, TH
- Parking reduction (esp near transit)





Funding

- Direct funding
 - HOME/CDBG
 - 1590/1430
 - Levy or other revenue generators
- Tax incentives
- Local commitments, even if small, are critically important to leverage other funding

Challenges Faced by AH Developers

- Construction costs
- Land costs
- Length of development timeline
- Lack of predictability
- Resource availability





HOUSING TOOLKIT

SSHA³P EXECUTIVE BOARD REGUAR MEETING

NOVEMBER 4, 2022

JASON GAUTHIER, SSHA³P MANAGER

SUBJECT MATTER PANEL

- Taylor Jones | Associate Planner | City of Fife
- Katie Baker | Planning Manager | City of Puyallup
- Kennith George | Senior Planner | City of University Place



AGENDA

- Housing Toolkit
- Staff Considerations
- Supply
- Subsidy



HOUSING TOOLKIT?

“Identify 1-3 policy and program areas that have significant impact and/or potential for impact, and develop a toolkit for tracking and dissemination”



STAFF CONSIDERATIONS

- ADUs (supply)
- PALS+ (supply)
- Property Tax Exemptions for special populations (stability)
- Surplus Land Policy (subsidy)
- 1/10th 1% Affordable Housing Sales Tax (subsidy)



SUPPLY

1. Short plat threshold increase

Difficulty/Staffing: Low-Medium
Impact Potential: Medium

3. SEPA Categorical Exemption

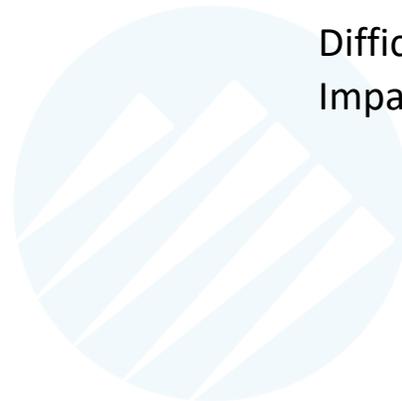
Difficulty/Staffing: Medium-High
Impact Potential: Medium

2. SEPA Urban Infill Exemption

Difficulty/Staffing: High
Impact Potential: Medium

4. Multi-family property tax exemption

Difficulty/Staffing: High
Impact Potential: Medium-High



SUPPLY (CONT.)

5. Fee-in-Lieu Program

Difficulty/Staffing: High
Impact Potential: Medium

6. Townhome Density Bonus

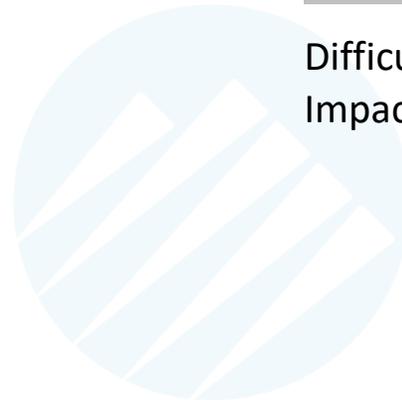
Difficulty/Staffing: High
Impact Potential: Medium

7. Lot Subdivision Policy

Difficulty/Staffing: High
Impact Potential: Medium

9. Transfer Development Rights

Difficulty/Staffing: Medium
Impact Potential: Low-Medium



SUBSIDY

8. Affordable and supportive housing sales & use tax “1406”

Difficulty/Staffing: Medium

Impact Potential: Medium





HOUSING TOOLKIT

SSHA³P EXECUTIVE BOARD REGULAR MEETING
NOVEMBER 4, 2022

JASON GAUTHIER, SSHA³P MANAGER



2023 WORK PLAN

SSHA³P EXECUTIVE BOARD REGUAR MEETING

NOVEMBER 4, 2022

JASON GAUTHIER, SSHA³P MANAGER

AGENDA

- Work Plan Purpose
- Affordable Housing Development
- Housing Policy & Planning
- Education & Outreach
- Administration & Governance



PURPOSE

- An annual work plan is a requirement of Intergovernmental Agreement
- Direct and prioritize workflow
- Setting expectations for Executive Board, member governments, and public



AFFORDABLE HOUSING DEVELOPMENT

A. Special Projects

- With approval of the Executive Board, make predevelopment investments to determine affordable housing development feasibility and capacity of member owned and/or identified real property.
- Coordinate with member governments, religious institutions, affordable and mixed income housing developers to provide a combination of predevelopment service and activity in support of residential development.
- Exploring funding opportunities and partnerships to provide targeted communications and community engagement to increase usage of senior and disabled household property tax deferral and exemption programs.
 - Support administrative and legislative changes to expand, provide ease of use, and add clarity to tax deferral and exemption programs.

B. Collaborative Funding

- Explore member interest in collaborative funding of affordable housing development using dedicated local revenue sources
 - In collaboration with member government staff, develop interlocal agreement option(s) for the purpose of collaborative funding



HOUSING POLICY & PLANNING

- A. [Housing Toolkit](#)
 - Create SSHA³P website page with housing toolkit recommendations and supporting content.
 - Provide ongoing assessment of policies and programs and brief Executive Board for actions to include additional housing toolkit recommendations.
 - Present housing toolkit recommendations to member staff, planning commissions, and committees, and Councils as requested.
 - Report member government consideration and adoption via quarterly work plan update.
- B. [Comprehensive Plan Housing Element Update](#)
 - Assist members with community outreach, presentation development, and data support as requested.
 - Explore capacity building opportunities for SSHA³P to support member long-range planning efforts.
- C. [Grant Support](#)
 - Regional Middle Housing grant support and administration through June 30, 2023.
 - Assist members with the identification and application submission for planning and affordable housing related grants.
- D. [State Legislative Agenda](#)
 - Provide weekly update “hot sheets” on legislative policy and budget activity affecting land use and housing during 2023 session.
 - Respond to member requests for information and data in support of legislative priorities affecting land use and housing.
 - Attend legislative committee hearings and work sessions and provide oral and written testimony for items on the 2023 SSHA³P Legislative Agenda.
 - Provide the Executive Board with a 2023 Legislative Session re-cap and provide briefings as requested to member government Councils and staff on budget and policy activity regarding land use and housing during the 2023 legislative session.
 - Develop 2024 State Legislative Agenda in collaboration with the Executive Board, Advisory Board, member government staff, contract advocates, and stakeholders.
- E. [Federal Legislative Agenda](#)
 - Develop 2023-2024 Federal advocacy priorities in collaboration with the Executive Board, Advisory Board, member government staff, contract advocates, and stakeholders.
 - Respond to member requests for information and data in support of Federal priorities affecting land use and housing.

EDUCATION & OUTREACH

A. Internal Education & Outreach

- Continue board learning as outlined in *Learning Goals Memorandum*

B. External Education & Outreach

- Update annual affordable housing production and housing services mapping.
 - This mapping includes affordable housing and 12-year MFTE project completions, major and minor home repair activity for low-income households, weatherization and energy assistance modifications, senior housing accessibility modifications, and senior and disabled household property tax exemption usage.
- Create a developer information portal, including;
 - Information and contact for affordable housing capital investment programs
 - Housing incentive mapping, including links to municipal codes and contacts, incentives include;
 - Multi-family property tax exemption
 - Density bonuses
 - Height bonuses
 - Fee waivers
 - Expediated permitting
 - Transfer Development Rights
 - “Success Stories” of updates to member municipal codes that have attracted residential and mixed-use development
- Create a housing indicators dashboard with data recommendations from member governments to support long range planning and community engagement efforts.
- Explore the development of a dynamic dashboard on housing development across member governments and its alignment with comprehensive plan targets for housing unit creation.

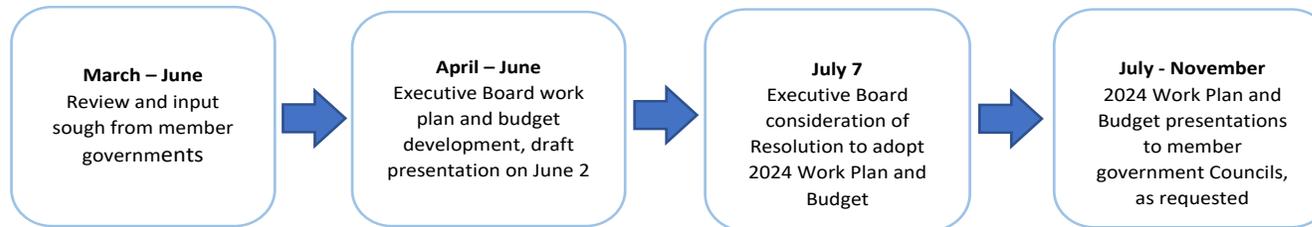
ADMINISTRATION & GOVERNANCE

A. Advisory Board

- In collaboration with member governments complete recruitment of Advisory Board members
- Executive Board adopts Resolution to appoint 15-20 Advisory Board members in April
- Advisory Board begins meeting in April 2024

B. FY 2024 Budget and Work Plan Development

- We will work in coordination for the development of a 2024 budget and work plan to ensure alignment



C. Quarterly Reporting

- Provide the Executive Board will quarterly budget and work plan progress reports in the following order;
 - FY22, Q4 – February 2023
 - FY23, Q1 – May 2023
 - FY23, Q2 – August 2023
 - FY23, Q3 – November 2023
 - FY23, Q4 – February 2024

D. Housing Related Policy Boards

- Work to ensure adequate representation on statewide and regional housing related policy boards

E. Membership Growth

- Explore membership expansion with Pierce County cities and towns.



2023 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING
NOVEMBER 4, 2022

JASON GAUTHIER, SSHA³P MANAGER

South Sound Housing Affordability Partners

Member Support Activities Report

2022 Quarter 3 Update

Member Government	Staff Contact(s)	Support Activities
City of Auburn	Jeff Tate	N/A
City of DuPont	Barbara Kincaid Andy Takata	Worked with staff to understand interest in multi-family property tax exemption (MFTE) and provided connection to appropriate member City and Department of Commerce staff. Meeting with staff in October to discuss potential support activities for housing needs assessment of comprehensive plan update.
City of Edgewood	Evan Hietpas	A participant in the regional Middle Housing Grant application and award. City will receive \$30,000 to support staff work in support of grant deliverables and be served by regional consultant contract.
City of Fife	Taylor Jones Steve Friddle	A participant in the regional Middle Housing Grant application and award. City will receive \$30,000 to support staff work in support of grant deliverables and be served by regional consultant contract. Have met with staff to discuss future vision and use for 1406 funds.
Town of Fircrest	Jayne Westman	Discussion with staff regarding permitting software needs.
City of Gig Harbor	Katrina Knutson Carl de Simas Robin Bolster-Grant	A participant in the regional Middle Housing Grant application and award. City will receive \$30,000 to support staff work in support of grant deliverables and be served by regional consultant contract. Working with City staff to fund feasibility analysis of future City owned property for affordable housing development.
City of Lakewood	Tiffany Speir	N/A
City of Milton	Angelie Stahlnecker	A participant in the regional Middle Housing Grant application and award. City will receive \$30,000 to support staff work in support of grant deliverables and be served by regional consultant contract.
Pierce County	Bryan Schmid Mike Kruger	Provided Council Human Services Committee presentation on work of SSHA ³ P.
Puyallup Tribe of Indians	Joanne Gutierrez	N/A
City of Puyallup	Katie Baker Meredith Neal	Have met with staff to discuss future vision and use for 1406 funds.
City of Sumner	Ryan Windish	Have met with staff to discuss future vision and use for 1406 funds.
Town of Steilacoom	Paul Loveless	N/A
City of Tacoma	Bucoda Warren Felicia Medlen	Provided feedback on potential implementation on SB 5755 (limited sales and use tax exemption for residential development on certain types of real estate)
City of University Place	Kennith George Kevin Briske	A participant in the regional Middle Housing Grant application and award. City will receive \$30,000 to support staff work in support of grant deliverables and be served by regional consultant contract. Have met with staff to discuss future vision and use for 1406 funds.

South Sound Housing Affordability Partners

Budget Performance Report

2022 Quarter 3 Update

South Sound Housing Affordability Partners		
Year 2: 2022 Budget vs Actual as of September 30, 2022		
SSHAP Fund	BUDGET	ACTUAL
OPERATING REVENUES		
Auburn	5,000	5,000
Dupont	5,000	5,000
Edgewood	5,000	5,000
Fife	5,000	5,000
Fircrest	3,000	3,000
Gig Harbor	5,000	5,000
Lakewood	20,000	20,000
Milton	3,000	3,000
Puyallup	12,000	12,000
Puyallup Tribe	3,000	
Steilacoom	3,000	3,000
Sumner	5,000	5,000
Tacoma	62,000	
University Place	12,000	12,000
Unincorporated Pierce County	125,000	
Outside Sources; Philanthropy, In Kind Donations	27,000	
TOTAL Revenue	300,000	83,000
EXPENDITURES		
Salaries and Benefits	159,390	70,069
Professional Services	67,636	56,951
Other	66,064	959
TOTAL Expenditures	293,090	127,979

South Sound Housing Affordability Partners

2022 SSHA3P Work Plan

Quarter 3 Update



Not Started



In-Progress



Completed



Delayed



At Risk

STRATEGIC PRIORITY 1

Develop and support policies and programs that prioritize and incentivize residential production

1A] Identify 1-3 policy and program areas that have significant impact and/or potential for impact, and develop a toolkit for tracking and dissemination

1B] Explore potential collaborative project funding to increase affordable housing development

Activities/Actions		Progress Update	Deliverable	Target Date	Status
1A	Assess and catalog policies and programs currently in use by member governments and summarize their usage and yield.	Reviewing member government policies/programs and preparing a staff survey.	One summary assessment of current policy and program landscape, performance, and potential.	10/2/2022	
1A	Review and create a compilation of policies and programs which SSHA ³ P members could potentially benefit from if enacted	To be part of decision package presentation on 11/4.			
1A	Executive Board review of policy and program assessment and direction to staff on 1-3 priority items for toolkit development.	Presentation and decision package delivered on 11/4 to Executive Board.	Presentation and decision package for Executive Board	11/4/2022	
1A	Determine best strategy to create an accessible toolkit and knowledge sharing strategy for member governments to support usage.	Board sub-group has given direction on style and content for toolkit.	One operational toolkit marketed to all member governments and usage dashboard.	12/2/2022	
1A	Implement toolkit and socialize access and tracking of member government consideration and usage.	Toolkit will be placed on SSHA ³ P website for dissemination.			
1B	Ascertain interest from member governments on willingness to partner with member governments on affordable housing development project(s).	Working with SSHA ³ P members collecting 1406 funds to develop potential co-funding structure.	One summary report on partnership structure(s) acceptable for member governments to consider.	11/4/2022	

STRATEGIC PRIORITY 2

Refine understanding of affordable housing solutions and promising practices

2A] Identify, package, and share essential data on market rate and Affordable housing production

2B] Continued learning on the cost drivers and regulatory requirements of market rate and Affordable housing development

2C] Ascertain and meet the continuing learning expectations and needs of decision makers to affect change

	Activities/Actions	Progress Update	Deliverable	Target Date	Status
2A	Create GIS map for completed Affordable housing units for calendar years 2016 -2021 and for units projected to be completed 2022-2023.	Data entry is complete, and mapping is live, but some corrections are necessary for staff to consider this completed.	One operational GIS map on SSHA ^{3P} website for affordable housing unit inventory and production.	10/1/2022	
2A	Create GIS map for completed residential units for calendar years 2016 – 2021.	Data has been compiled and is awaiting mapping. Delay is due to staffing level.	One operational GIS map on SSHA ^{3P} website for housing unit production.	10/1/2022	
2B	Design presentation(s) in collaboration with market rate and Affordable housing developers of a variety of housing types regarding the cost drivers and regulatory requirements of housing development.	Executive Board to receive presentation at November and December regular meetings.	Deliver two high-quality, repeatable presentations on market rate and affordable housing development realities on multi-family and ownership unit production.	9/2/2022	
2C	Assess the learning needs and goals of member governments and Executive Board members.	Executive Board received memorandum in October meeting packet outlining future presentation schedule.	Summary of learning needs assessment, including prioritization, presentation topic schedule, evaluation process post-presentation	10/1/2022	

STRATEGIC PRIORITY 3

Assist member governments in achieving Affordable and attainable production and preservation goals

3A] Identify funding mechanisms and the scope of member governments’ historical utilization

3B] Design mechanism(s) to identify member governments’ policy and/or program assistance needs and prioritize the fulfillment of those needs

Activities/Actions		Progress Update	Deliverable	Target Date	Status
3A	Review history of Washington State Housing Trust Fund (HTF) awards for Pierce County affordable housing projects.	Report delivered in memorandum in September meeting packet.	One report on award history of HTF and LIHTC for Pierce County Affordable housing projects.	9/2/2022	
3A	Review history of 4% and 9% Low Income Housing Tax Credit (LIHTC) awards for Pierce County affordable housing projects.	Report delivered in memorandum in September meeting packet			
3B	Conduct monthly member staff work group meetings with meeting time allocated for information sharing and program/policy collaboration.	Monthly meetings scheduled.	Quarterly Report to Executive Board on member support activities	Q2 Report: 8/5/2022	
3B	Survey of member governments on current and future program and policies needs and considerations.	N/A		Q3 Report: 11/4/2022	
3B	Provide reasonable support as requested by member governments	Ongoing		Q4 Report: 1/6/2023	
3B	Conduct regular member satisfaction surveys to gauge efficacy of member support work	N/A			

STRATEGIC PRIORITY 4

Ensure our community’s affordable, attainable, and accessible housing needs are represented

4A] Identify local, regional, and statewide influence hubs that affect member governments’ policies and resources, and map and ensure member government representation

4B] Produce an annual set of state legislative priorities and determine collaborative paths for joint advocacy success

Activities/Actions		Progress Update	Deliverable	Target Date	Status
4A	Conduct review of local, regional, and statewide formal and informal policy bodies that inform structure for land use, residential building code, and housing and affordable housing policy.	Matrix delivered in September Executive Board meeting packet.	Matrix of applicable policy bodies, SSHA ³ P member government participation, and opportunity for representation and participation.	10/1/2022	
4A	Determine if SSHA ³ P member government interests are adequately represented.	Review complete.			
4A	Identify opportunities for SSHA ³ P member governments to gain representation on applicable formal and informal policy bodies.	Working with stakeholder and Executive Board to identify upcoming openings on policy boards and identify potential applicants.	Presentation on matrix and Executive Board feedback on representation opportunities on local, regional, and statewide policy bodies.	12/2/2022	
4B	Survey of member governments and their housing and housing related legislative priorities	Survey completed.	Presentation of draft State Legislative Priorities and options for SSHA ³ P’s legislative participation.	10/7/2022	
4B	Meeting with SSHA ³ P Executive Board member and/or member government affairs designee to review legislative priorities and design role for SSHA ³ P to fill on housing advocacy.	Executive Board adopted 2023 state legislative agenda at October regular meeting.	Presentation of State Legislative Priorities and plan for SSHA ³ P’s legislative participation.	11/4/2022	

STRATEGIC PRIORITY 5

Complete the organizational aspects of the SSHA³P intergovernmental entity

5A] Hire and support .5 FTE staff position

5B] Continuously review, consider, adopt, and implement policies and procedures for SSHA³P governance and operations

5C] Identify, orient, and deploy an Advisory Board to effect equitable community engagement

Activities/Actions		Progress Update	Deliverable	Target Date	Status
5A	Create full position description for 0.5 FTE	Completed	Staff hired.	9/1/2022	
5A	Recruitment, interview, and hiring for 0.5 FTE	Staff started on Aug 29 and resigned on Aug 31. Interviews and recruitment continuing.			
5B	Review best practices employed by other regional collaborations, specifically collaborations engaged in the housing and affordable housing space.	Meeting with other regional housing collaboration, but staff level will lead to delay in best practice memorandum.	Memorandum for Executive Board to review potential practice and process changes to Executive Board operations.	11/15/2022	
5C	Create Advisory Board scope of work and board member role/responsibility description	N/A	Advisory Board member application portal activated, and member recruitment started.	12/15/2022	
5C	Create Advisory Board member recruitment plan	N/A			
5C	Create Advisory Board member orientation plan	N/A			