



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

December 2, 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  
Councilmember Christi Keith, City of Edgewood (alternate) - present  
Mayor Kim Roscoe, City of Fife - present  
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 – present  
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 – absent  
Chair, Mayor Victoria Woodards, City of Tacoma – excused  
Councilmember Denise McCluskey, City of University Place – present

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Mary Connolly, Program Specialist  
Becki Foutz, Administrative Assistant

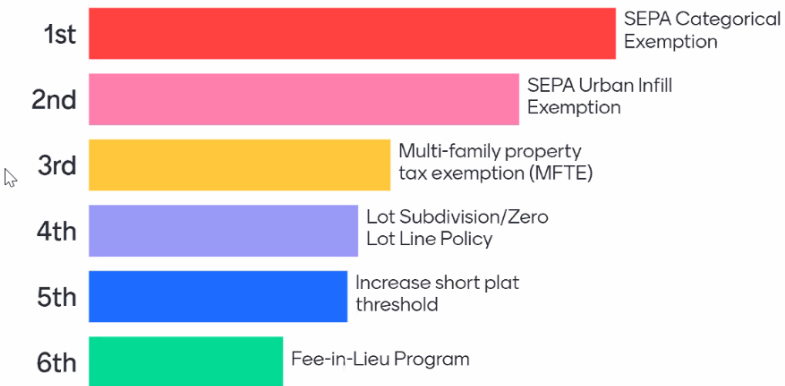
**Guests:** Jason Gano, Bambi Chavez, Dorsol, Jayne Westman, Katie Baker, Kenneth George, LeighBeth Merrick, PCHA, Taylor Jones, Ted Richardson, Tiffany Speir, Trish Crocker

**MINUTES**

TOPIC/ WHO	DISCUSSION	ACTION
<b>Call to Order</b>	Councilmember Hunter George called the meeting to order. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present. A special welcome to Mary Connolly, new SSHA <sup>3</sup> P program specialist! Mary also works at the City of Clyde Hill, as a liaison with ARCH, another regional housing collaboration.	Wel- come!
<b>Consent Agenda</b>	Any additions to the agenda? Councilmember George switched the order of presentations under #5 in order to begin with the Work Plan presentation, as it includes a Resolution for vote. No objections were given.  Mayor Backus moved to approve the consent agenda. Councilmember Mello seconded. The consent agenda was adopted.	Motion ap- proved; the agenda was ap- proved.

TOPIC/WHO	DISCUSSION	ACTION
<b>Public Comment</b>	George invited the public to comment. None. No written comments were received.	
<b>Workplan Presentation</b> Jason Gauthier	<p>Resolution 2022-07, to adopt the 2023 SSHA<sup>3</sup>P Annual Work Plan is on the table. The work plan, a requirement of the IGA, directs and prioritizes workflow, and sets expectations. The work plan was developed to align with the 2024 Comp Plan, with government staff feedback and Executive Board and Work Plan Sub-group direction.</p> <p>Jason reviewed the work plan which was provided in the meeting packet. The plan encompasses four categories: Affordable Housing Development, Housing Policy &amp; Planning, Education &amp; Outreach, and Administration &amp; Governance.</p> <p>Councilmember George invited questions; none. Mayor Backus moved to approve the work plan; Mayor Roscoe seconded. Councilmember George invited questions and discussion. Mayor Backus expressed appreciation for the work of Jason and the sub-group to put this comprehensive plan together. Executive Dammeier agreed; it's a great work product!</p> <p>Deputy Mayor Witting would love to have a report at the end of each year so members can report back to their respective boards on SSHA<sup>3</sup>P accomplishments. Jason's working with Communications on the annual report.</p>	Vote was taken; the work plan was adopted unanimously.
<b>Barriers &amp; Cost Drivers of Housing Development</b> Jason Gano, Gov't Affairs Director, Tacoma-Pierce County Master Builder's Association	<p>Master Builders represents 850 businesses and 11,000 employees in Pierce County. Their goal is to make housing more attainable. They're also members of the Building Industry Association of WA (BIAW) and the National Association of Home Builders (NAHB.) 1.8 million more people are anticipated to move to our region by 2050 and we are tens of thousands of housing units short for current levels. The average construction delay is 7.79 months, costing \$5100/month (\$1281 a week), totaling \$39,915. For each \$1000 added to the cost of a newly-built home in the state, approximately 2200 families are priced out. The price of a home in Pierce County is above the national average. WA State's average median new home price is \$565,613. Pierce County's average median new home price is \$721,105. To afford a new home, a family must make over \$160,000 a year.</p> <p>What can be done? RCW 36.70A.040, Local Project Review Act requires cities to publish data on typical permit wait times, however, many cities do not. Master Builders have developed recommended reasonable timelines. Check codes – some expensive things that are routinely done are not required.</p>	

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<p><b>Barriers &amp; Cost Drivers of Housing Development</b> Jason Gano, continued</p>	<p>75% of Pierce County lots are zoned for one house. New zoning could allow for low-rise multifamily units in all residential zones, no minimum lot sizes, no design requirements, minimum lot sizes, or yard space requirements. Fee simple lot lines are recommended, to help create affordable home ownership. They tend to cost 15-20% less than single-family homes and they look quite attractive. Duplexes are a good way to instantly double housing inventory. Towncenter Villages in Puyallup have done a great job of dividing up lots; they created 16 units per acre.</p> <p>Jason opened for questions. Mayor Backus expressed concern for lack of parking; parking issues fall back on the city. She receives complaints weekly. Does Jason have any suggestions around parking feasibility? He anticipates that the parking issue will dissipate over time. As self-driving cars come out and mass transit expands, people eventually won't need as much parking. Councilmember McCluskey agreed that parking is currently an issue; people have cars and want independence. She's also seeing that the units are multi-story – without elevators how do they accommodate for ADA and those with limited mobility? At four stories the code changes, requiring elevators. What about accessibility to amenities? Jason said that there are only about nine housing developers and they're mom and pop businesses with few employees.</p>	<p>Jason provided his contact information:</p> <p><a href="mailto:jgano@masterbuildersperce.com">jgano@masterbuildersperce.com</a></p> <p>253.682.8495</p>
<p><b>Housing Toolkit Presentation</b> Jason Gauthier</p>	<p>Jason would like the Board to recommend policy items to include in the Housing Toolkit. Jason reviewed in detail the policies to consider: ADUs (supply, 1406 Pooling (subsidy), PALS+ (supply), Property Tax Exemptions for Special Populations (stability), Surplus Land Policy (subsidy), 1/10 1% Affordable Housing Sales Tax (subsidy), Transfer Development Rights (supply), and Townhome Density Bonuses (supply).</p> <p>Mary shared a link to the survey provided on 11/7, for those members who haven't responded yet (at right).</p> <p>In the future, the Advisory Board will function as a planning commission that will seek input from the Executive Board.</p> <p>Jason reviewed survey results thus far in detail on the following options: Increase the maximum number of lots in a short subdivision (e.g., short plat to 9 lots; SEPA Urban Infill Exemption; SEPA Categorical Exemption; Multi-family Property Tax Exemption; Fee-in-Lieu Program; and Lot Subdivision Policy.</p>	<p><a href="#">Link to survey</a></p>

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<p><b>Housing Toolkit Presentation</b> Jason Gauthier, continued</p>	<p>Councilmember George asked if members were completing the survey during the meeting. Yes. Councilmember Mello thanked Jason for organizing the survey in such a thoughtful way. He asked about the MFTE 20-year option – how does that work? Who’s eligible? Jason helped develop the 20-year tool. It’s designed to lower the cost to accommodate a lower income band of homeowner, although it could be used for rentals. 20% of a development’s units must be affordable to be eligible. No restriction on size of city. Jason shared current survey results (below).</p>	<p>Discussion</p>														
	<p style="text-align: center;"><b>SSHA3P Housing Toolkit</b></p>  <table border="1"> <caption>Top 6 Policy Recommendations</caption> <thead> <tr> <th>Rank</th> <th>Policy Recommendation</th> </tr> </thead> <tbody> <tr> <td>1st</td> <td>SEPA Categorical Exemption</td> </tr> <tr> <td>2nd</td> <td>SEPA Urban Infill Exemption</td> </tr> <tr> <td>3rd</td> <td>Multi-family property tax exemption (MFTE)</td> </tr> <tr> <td>4th</td> <td>Lot Subdivision/Zero Lot Line Policy</td> </tr> <tr> <td>5th</td> <td>Increase short plat threshold</td> </tr> <tr> <td>6th</td> <td>Fee-in-Lieu Program</td> </tr> </tbody> </table>	Rank	Policy Recommendation	1st	SEPA Categorical Exemption	2nd	SEPA Urban Infill Exemption	3rd	Multi-family property tax exemption (MFTE)	4th	Lot Subdivision/Zero Lot Line Policy	5th	Increase short plat threshold	6th	Fee-in-Lieu Program	
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	<p>Jason asked the Board to continue to complete the survey. The Housing Toolkit calls for 1-3 policy recommendations for member cities to consider implementing. The top three as voted in the survey will be the three. Councilmember George asked if there was any objection to that? None expressed.</p>	<p>In January the top three policy recommendations will be brought forward for adoption.</p>														

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<p><b>Advisory Board Update</b> Jason Gauthier</p>	<p>Mary will be staff liaison for the Advisory Board, so she will be reporting on this item in the future.</p> <p>The role of the Advisory Board is required and spelled out in the IGA to provide advice and recommendations to the Executive Board. Assessment of housing needs, develop policies, and funding resources, determine priorities for allocation of SSHA<sup>3</sup>P resources to create or preserve affordable housing, provide input on program design and development, suggest approaches to legislative advocacy, provide support for education and outreach activities, advise and respond to requests of the Executive Board regarding legislative agendas, annual budget, work plan, Executive Board presentation schedule, and, with the annual consent of the Executive Board, evaluate policies and programs.</p> <p>The Board will consist of 15-20 members, representing a geographic diversity across Pierce County, as well as demographic diversity. 1/3 will be consumers of affordable housing, rental and ownership; 1/3 will be developers, designers, planners, and managers and 1/3 will be advocates and advisors who work on land use and housing issues. Jason noted that this is different than how other regions' advisory boards are set up.</p> <p>Advisory Board members will have three-year terms, staggered with 1/3 being appointed for one year, 1/3 for two years, and 1/3 for three years. They'll meet every other month, in April, June, August, October and December 2023.</p> <p>The Board's priority work in 2023 will include appointing a Chair and Vice Chair, creating By-Laws, working on the 2024 budget and work plan, legislative agendas, and evaluating, considering, and recommending policies and programs.</p> <p>Recruitment of Board members will begin later this month. Member governments will be asked to help get the word out and share the link to apply.</p> <p>Councilmember George asked if the staff workgroup will continue. Yes. Mayor Markley's glad that the group will continue; she hopes that other members are utilizing that group; it's been quite helpful for Gig Harbor.</p>	<p>The Executive Board will vote on Resolutions to establish the Advisory Board and appoint members in 2023.</p>
<p><b>SSHA<sup>3</sup>P Manager Report</b> Jason Gauthier</p>	<p>Jason is happy to have Mary on board – she will staff the Advisory Board, support middle housing grants and the community engagement process, and support comprehensive plan items. He thanked those who worked on the staff workgroup; their efforts will affect state legislation.</p>	

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<p><b>SSHA<sup>3</sup>P Manager Report</b> Jason Gauthier, continued</p>	<p>Today at 11:30 the House Local Government Committee in Olympia will be meeting and there will be a presentation on middle housing options.</p> <p>The House and Senate released their committee structures yesterday. They both have stand-alone housing committees. The House committee now has jurisdiction over residential land use codes. Executive Dammeier noted that jurisdiction change is a big one. He asked if meeting materials will be posted to the website? They're there, however, it's challenging to find them.</p> <p>Exec Dammeier noted that there's a Housing Indicators tab with info on DuPont, Fircrest and Steilacoom. Are we intending to get those for all jurisdictions? Yes. Jason demonstrated the website, displaying the housing indicator data we have thus far. Edgewood and Gig Harbor are next on Jason's list to publish. Executive Dammeier added that he's happy to have Mary on board!</p>	<p>Jason emailed the link to the meeting to the Board.</p>
<p><b>Executive Board Updates/ Comments</b></p>	<p>Councilmember Keith announced that she's not moving to California as previously planned. The group's glad to still have her on board!</p> <p>Councilmember Farmer is now Pierce County Auditor-Elect! This will be her last meeting with SSHA<sup>3</sup>P. It's bittersweet as she's loved working with the group. It's been an honor and a privilege for her to serve on the Lakewood City Council, and specifically this group. She thanked the group. Mayor Jason Whalen will be attending SSHA<sup>3</sup>P until a permanent replacement is selected.</p> <p>Mayor Markley is getting out into the community to talk about affordable housing and/or a workforce community. People in Gig Harbor are not super thrilled about it but this group's emboldening her. She was approached about a huge project, asked them to include affordable housing, and they will! The community and Council are beginning to come around.</p> <p>Exec Dammeier announced that the Army Navy game's coming up a week from Saturday. In regarding to the 1/10 of 1% tax consideration, the Council would require five votes to pass the new tax. Potential for future presentation: Sound Transit's doing a lot for affordable housing in Seattle, reaching out to King County and other areas. We want to be sure that we get the same opportunities. They have a lot of funding opportunities; Amazon provided funding, for example. This could be a powerful tool to get some projects built in the South Sound area. Mayor Backus agreed. Whatever's good for King County's also good for Pierce and Snohomish Counties. The opportunity for affordable housing on Sound Transit's surplus properties is important.</p>	<p>Informa- tional</p>

TOPIC/WHO	DISCUSSION	ACTION
<b>Executive Board Updates/ Comments, continued</b>	Mayor Backus shared that King County's SKHHP group (sister program to SSHA <sup>3</sup> P) will be awarding for the first time \$1M for an affordable housing project, to probably two developers. Their advisory group reviews projects and refers them to the Board. She appreciates being part of SSHA <sup>3</sup> P.  Councilmember George shared a schematic of Fircrest's Mildred Street Development Project proposal, a mixed-use development plan for 389 apartment units and commercial space on a 9.5-acre property.	Informa- tional
<b>Good of the Order/ Adjournment</b>	The meeting was adjourned at 9:59 a.m.	Meeting ad- journed!

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, January 6, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz  
Administrative Assistant