



**South Sound Housing Affordability Partners
Executive Board**

Regular 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>

February 3, 2023 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 Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Annette Bryan, Deputy Mayor Ned Witting, Councilmember Charla Neuman, Mayor Dick Muri, Councilmember Stan Flemming, Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Doug Fagundes (Alternate), Councilmember Joe Barrentine (Alternate), Councilmember Mike Brandstetter (Alternate), Councilmember Nancy Henderson (Alternate), Deputy Mayor Kristina Walker (Alternate), Mayor Steve Worthington (Alternate)

I. CALL TO ORDER

8:30

ROLL CALL

INTRODUCTORY QUESTION

Question: Since the shortest day of year, December 21st, we have added approximately 132 minutes of daylight. In one sentence, how are you taking advantage of your longer days?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

Action: Motion to approve the Consent Agenda

ATTACHMENTS: Minutes of January 6, 2023 Executive Board meeting

[Document 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 SSHA³P website at: southsoundaffordablehousing.org

V. BOARD ACTION

A. Election of Chair and Vice Chair for 2023

8:45

Purpose: Nominating and electing Executive Board Chair and Vice Chair for the 2023 calendar year.

Action: Executive Board nominations for Chair and Vice Chair, and Executive Board election vote.

ATTACHMENTS: South Sound Housing Affordability Partners Rules and Procedures

[Document Link](#)

VI. RESOLUTIONS

A. Resolution 2023-01

9:05

Purpose: Presentation of Resolution No. 2023-01 to adopt Housing Toolkit recommendations

Action: Executive Board questions and direction

ATTACHMENTS: Resolution No. 2023-01 Presentation

[Document Link](#)

Resolution No. 2023-01 Housing Toolkit

[Document Link](#)

Res No 2023-01 Attachment A

[Document Link](#)

VII. PRESENTATIONS

A. Local Success of the Multifamily Property Tax Exemption Program

9:15

Purpose: Presentation by Debbie Bingham (City of Tacoma) and Ryan Windish (City of Sumner)

Action: Executive Board discussion and questions for presenting staff.

ATTACHMENTS: City of Tacoma & the MFTE Program Presentation

[Document Link](#)

City of Sumner & the MFTE Program Presentation

[Document Link](#)

B. Advisory Board Appointment Process

9:35

Purpose: Presentation by SSHA³P Program Specialist II Mary Connolly on Advisory Board appointment process.

Action: Executive Board discussion and direction for staff on development of the SSHA³P Advisory Board appointment process.

ATTACHMENTS: Advisory Board Appointment Process Presentation

[Document Link](#)

VIII. REPORT BY THE SSHA³P MANAGER

9:50

ATTACHMENTS: Workplan Progress Report 2022Q4

[Document Link](#)

Budget Progress Report 2022Q4

[Document Link](#)

IX. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

X. ADJOURN



South Sound Housing Affordability Partners
Executive Board Meeting Minutes

January 6, 2023

8:30 – 10:00 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – present
Councilmember Kevin Ballard, City of DuPont – present
Deputy Mayor Mike Winkler, City of DuPont - present
Mayor Daryl Eidinger, City of Edgewood – present
Councilmember Christi Keith, City of Edgewood (alternate) - excused
Mayor Kim Roscoe, City of Fife - present
Councilmember Hunter George, City of Fircrest – present
Mayor Pro Tempore Joe Barrentine, City of Fircrest - present
Mayor Tracie Markley, City of Gig Harbor – present
Mayor Jason Whalen, 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 – present
Chair, Mayor Victoria Woodards, City of Tacoma – absent
Councilmember Kristina Walker, City of Tacoma (alternate) - excused
Councilmember Denise McCluskey, City of University Place – present

Staff: Jason Gauthier, SSHA³P Manager
Mary Connolly, Program Specialist
Becki Foutz, Administrative Assistant

Guests: Alex Harrington, Bryan Schmid, Cynthia Stewart, Dorsol Plants, Jason Gano, Jayne Westman, Kenneth George, Kevin Briske, LeighBeth Merrick, Patti Spaulding-Klewin, Robin Bolstergrant, Ryan Windish, Ted Richardson, Trish Crocker, John Howell, Jayne Westman, Paul Loveless, Nicholas Carr, Katie Baker, Laura Benjamin, Jim Andrews, Carl Schroeder, Nancy Henderson

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Councilmember George called the meeting to order at 8:31. SSHA³P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Icebreaker Question	<i>What's the one thing you're looking forward to working on, learning, or taking away from the SSHA³P Executive Board experience in 2023?</i> Mayor Roscoe: Progress	

TOPIC/WHO	DISCUSSION	ACTION
<p>Icebreaker Question, continued</p>	<p>Mayor Backus: Finding ways to accelerate opportunity to fund projects.</p> <p>Deputy Mayor Witting: Focused on Comprehensive Plan, thinks SSHA^{3P} can really help with that this year.</p> <p>Councilmember Mello: Developing housing toolkit so we can get specific strategies out to communities to use.</p> <p>Councilmember Ballard: Getting the Advisory Board situated and off to a good start.</p> <p>Mayor Sherrell: Takeaways to add to Comp Plan.</p> <p>Mayor Muri: Learning about the nuances of housing in Pierce County and meeting elected municipal officials in the area.</p> <p>Mayor Markley: Assistance with our Comp Plan and where Gig Harbor can put housing in their city, then bringing city and Council on board.</p> <p>Executive Dammeier: Seeing some innovative solutions that haven't been considered yet, coming up with some ways to deliver housing affordably and quickly.</p> <p>Councilmember McCluskey: Incentivizing developers so they'll put their creative juices to work to create sustainable housing that perpetuates into the long term, so we don't have to cycle back to fix it.</p> <p>Councilmember Neuman: Seeing the tangible happen, an increase in housing supply as a result of the changes we've started making.</p> <p>Mayor Whalen: Understanding what creative solutions there may be that we haven't thought of yet, to increase our affordable housing supply.</p> <p>Councilmember Bryan: Seeing innovative partnerships between the local jurisdictions and tribal governments.</p> <p>Mayor Pro Tem Barrentine: Learning more about the current state of play so he can be more productive going forward, specifically in the area of keeping seniors in their homes.</p> <p>Deputy Mayor Winkler: Agrees with Barrentine, learning more about SSHA^{3P} and being more informed, prepared to fill in as needed as alternate.</p> <p>Councilmember Henderson: serving as alternate, interested in working together to reduce housing issues.</p>	<p>Thank you!</p>

TOPIC/WHO	DISCUSSION	ACTION
Consent Agenda	<p>Any additions to the agenda? None</p> <p>Nancy Backus moved to approve the consent agenda. Councilmember Ballard seconded. The group voted to approve the consent agenda.</p>	<p>The agenda was approved.</p>
Public Comment	<p>Councilmember George invited the public to comment. None, and no written comments have been received.</p>	
<p>Legislative Update Carl Schroeder, Assoc of WA Cities</p>	<p>Carl Schroeder, Deputy Director of Government Affairs of Association of WA Cities, provided a legislative preview presentation. All have been under a lot of pressure around zoning and housing issues. AWC wanted to bring cities together to change the dynamic and become part of the solution, and to develop a packet of proposals to inform AWC's approach as they work on housing issues in the 2023 session. BDS Planning, a facilitation firm, was hired, and ran the Housing Solutions Stakeholder Process, in which a stakeholder group of officials of 15 cities from around the state, varying in size, situation and perspective was formed. (John Hines, Tacoma Councilmember, represented Pierce County.) They also invited partners, including realtors, builders, low-income advocates, and met with legislators, the governor, and a variety of other stakeholders between August and November. Recommendations went through the AWC Board and represent where AWC stands on housing this session.</p> <p>The groups were oriented on the breadth of work done already, including state action on land use and housing, such as direction on parking, and zoning mandates, as well as local housing action plans. Many positive actions have been taken. EcoNorthwest, a data firm, was hired to develop presentations for sharing. Over the past 20 years, detached single-family housing has been declining, and we've now crossed over to where more multifamily are being built than single-family. Despite the development, rent and home sale prices are increasing, and construction costs are rising as well. The residential construction workforce is working at full capacity. In order to tackle housing underproduction, we would need an additional 11,700 units per year for 20 years, for this we would need 8900 more workers, a 25% increase in the workforce.</p> <p>Cities play an important role in promoting housing development, however they don't build the housing or fully control when and where it occurs. By 2044, Pierce will need 66,103 units, at 0 to 50% of the median income,. Statewide, 1,100,000 will be needed; 500,000 to 600,000 at 0 to 50%. Without direct and substantial action, we won't be able to meet that. EcoNorthwest studied Vancouver and Seattle and assessed that new apartment buildings only become four to five percent more affordable in terms of the AML, every decade, so building lots of new apartments won't drive the rent down to an affordable rate. Statewide, rent for one-bedroom apartments rent increased 8% last year, totaling an increase of 19% since 2020.</p>	<p>Carl's Power-Point is included in the meeting packet.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Legislative Update Carl Schroeder, continued</p>	<p><u>Zoning around transit:</u> AWC's proposal is that cities not be allowed to have any maximum densities within half a mile (walking distance) of rapid transit stations, if the project that's proposed has 20% of the units dedicated to affordable housing, at 80% of the median income or below, for a very long time, or permanently. Cities over 20,000 without rapid transit must allow at least three units (configured any way) on every lot within ¼ mile of arterials.</p> <p><u>Zoning around community assets:</u> Cities must allow three units per lot within ¼ mile walking distance around schools and community parks OR 75% of residential lots in a city must allow at least three units per lot, in any configuration, by permitted use.</p> <p>Zoning is only a small part of the problem so they wanted to propose <u>regulatory streamlining</u> as well: exempt residential development from SEPA if consistent with comp plans; eliminate external design review boards; provide state funding assistance for voluntary code audits; develop more online and streamlined permitting systems; and change the state building code to facilitate middle housing.</p> <p><u>Infrastructure investments:</u> restore revenues to the Public Works Assistance Account to ensure infrastructure funding for capacity increases is available; and enhance Connecting Housing and Infrastructure Program (supports sewer hook-up costs and other hard infrastructure costs for affordable housing developments).</p> <p><u>Direct Housing Funding:</u> proposing that the State to increase housing investments by at least \$1B/year; a new 0.25% councilmanic real estate excise tax that could be used to fund affordable rentals, home ownership and infrastructure support; additional flexibility for use of lodging taxes for affordable housing and increase funding for cities to plan for housing and density increases.</p> <p>AWC has received pretty good feedback from partners. They're looking forward to starting session and having conversations with legislators and partners. Housing will be a real priority this session. They're also working on the pursuits issue, addressing the Blake issues and investments in behavioral health and substance abuse, prevention and support. It feels like this is the year that all of these things will come together!</p> <p>Carl opened for questions.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Legislative Update Carl Schroeder, continued</p>	<p>Councilmember Henderson asked about eliminating external review design boards and making the process more administrative. Lots of cities have historical districts; Steilacoom certainly does. Would the proposal make an exception on eliminating review boards for historical districts? Yes, Carol thinks that's going to be part of the conversation; it will be important to advocate for that. Some in other states believe that new historic preservation districts may be set up to avoid zoning changes, but AWC will likely support the exemption.</p> <p>Exec Dammeier noted that costs and additional regulations are increasing. He's concerned that most of what AWC's trying to do would modify the trajectory slightly; we need to put up hundreds of thousands of units. It seems at some point we need to fundamentally change the stick-built model and look at manufacturing offsite. Is there any discussion about that? Yes, but it's not very robust. There are ideas about promoting development of smaller, more affordable single-family homes. Then there's the land trust model that's more affordable because you're not getting the land with it. There've been pilots to support modular housing. The Housing Trust Fund units are running \$320,000 or so; if we could get that to \$200,000, we'd be ahead of the challenge. Manufactured homes can be purchased online for \$85,000; we need to be a bit more aggressive at pursuing some of those alternatives.</p> <p>Executive Dammeier asked, regarding the density bonus He likes that if 20% are affordable at 80% of AMI for 50 years, but a major project incorporating only 20 affordable units doesn't move the needle. Why not 50%? Carl said that this is voluntary; they didn't want to overcook it to the extend that people just weren't going to be able to come in and feasibly work it. The 20%and 80% are based around the MFTE program which has been a threshold which has allowed the market to come in and do that cross subsidy, but still make a profit. If we could hear from the development community that it was feasible, they may be willing to go a little higher. Executive Dammeier thanked Carl for his work; his challenge is every time he sees us inadvertently driving up the cost of housing in the name of getting more affordable housing, it doesn't seem like it will work long-term. Carl said that that may be referencing the real estate excise tax; that's something they've heard from the industry as well. The challenge is that we're going to need revenue to make investments in the subsidized housing. None of the revenue sources are attractive, for a variety of reasons, depending on who pays for them. Real estate is a close nexus providing an opportunity into a market that's become out of reach for so many people. Carl agreed that we need to do something different if we're going to succeed.</p> <p>Councilmember Bryan asked if the real estate excise tax is for people who already own homes. If so, has there been a cost analysis? The new tax would be on sales, not a continual property tax on existing homes.</p>	<p>Discus- sion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Legislative Update Carl Schroeder, continued</p>	<p>Hunter George said that he attended the City Club Forum in Tacoma and Speaker Jinkins said that something's going to pass; she doesn't think that it will be the version that's been filed today (Rep. Bateman's Bill). Councilmember George expressed his appreciation for AWC and the thoughtful report.</p> <p>Carl acknowledged that there are so many different local situations that it's quite difficult to have the State make these sorts of policy decisions, but AWC's hopeful that if they can orient them in a way that is clearly best practice, they can minimize any unintended consequences and get support for some of the other important elements.</p> <p>Ryan Windish, Sumner Community Development Director, asked about alternative technologies for constructing affordable housing – has there been any discussion about trying to incentivize that? They're 3D printing houses in Texas and that could help considering the diminishing labor supply. Carl said that's a great question; in his 11-12 years of experience, he's seen new pilots around innovative construction techniques such as modular, 3D-printed, etc., every couple of years, and hasn't seen any of them come to pass after the pilots. He sees interest and desire but not sure if they're ready to come out at scale. AWC would be happy to see that happen and find a way to support it, but they don't have a lot of expertise in that area.</p> <p>Mayor Backus said that the city of Auburn, in conjunction with Valley Cities, received grant funding a few years ago for blockables, which is to be considered affordable housing, but it's still in its infancy. They received \$1.5 million dollars to put up 12 units, and there still had to be private funding added. So, while they're great, beautiful units, the volume isn't there yet. It just needs more time and more investment to make it work.</p> <p>Executive Dammeier is looking for ways to change the trajectory. Pierce County's looking at the concept of shared housing that's partially as a solution to addressing permanent supportive housing to address homelessness, since traditional models aren't working. The concept's also being discussed more broadly. Has there been any discussion about that at the State or AWC level? He added that it would be almost like a variant of a townhome, in which some units have their own facilities, and some are shared, in an effort to deliver a lower-cost product. Carl hasn't heard about anything like that – is it a Pierce County pilot? Executive Dammeier explained that they're looking at it with respect to Pierce County Village and discussed about using more broadly with other developers. It could be used in apartments, and there may be a home ownership model as well. Carl said that sounds very innovative.</p>	<p>Discus- sion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Legislative Update Carl Schroeder, continued</p>	<p>Councilmember Ballard thanked Carl for his work. He noted that a lot of the AWC proposals are re: new stuff and zoning, changing things to accommodate growth targets. He's on this board for the affordability aspect, specifically when it comes to disabled seniors and veterans. Rep. Leavitt's working on exemptions for seniors, disabled, and veterans. He suggested we keep an eye out for that. He feels that property tax exemption for disabled veterans should be carved out as in 41 other states. He'd like us to make progress on that this session. Out of six million of those over 18 in Washington State, disabled veterans make up only 59,000 people in the State of WA. Of those, 19% are rated at 100% or greater. Those impacts would be miniscule in the grand scheme of things. His opinion on this will be published in the Suburban Times next week (link at right). Carl thanked Councilmember Ballard and said that AWC has generally supported those types of exemptions; he'll keep an eye on that.</p> <p>Mayor Backus expressed her appreciation for Carl's work. It's always very thorough, logical, thoughtful, and fair. Has there been any discussion on preservation? In Auburn they have a lot of naturally-occurring affordable housing in older neighborhoods. They're concerned that with the legislature from last year there was not guarantee. Tearing down affordable housing to create a few new units doesn't yield much change. The 75% verbiage would allow cities flexibility to protect areas at high displacement risk. In terms of the funding, there's the multifamily tax break but no specific proposal for preservation. Carl said that if Mayor Backus has thoughts on what a specific proposal could look like, AWC will be happy to talk.</p>	<p>Council member Ballard's Suburban Times article</p> <p>Thank you, Carl!!</p>
<p>Advisory Board Appointment Process Mary Connolly</p>	<p>Mary's seeking feedback and direction from the Board regarding recruitment and appointment of Advisory Board members.</p> <p>In December the Advisory Board application was posted online, and flyers were distributed. Nine applications have been received thus far; five of the applicants reside in the City of Tacoma. Part of the goal includes geographic diversity.</p> <p>Two virtual Q&A sessions will be held on January 17. Mary laid out options:</p> <p>Option 1: Mary, Jason and one staff workgroup member will interview applicants. 5-20 applicants will be presented to the Board for appointment recommendations at the April 7 meeting.</p> <p>Option 2: Same as Option 1, with the addition of an Executive Board member participating in interviews.</p>	

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P Manager Report Jason Gauthier</p>	<p>Jason referenced two attachments: the legislative advocacy support memorandum outlines SSHA³P activities that will be engaged in and options for members to participate by request.</p> <p>A short memo was shared about the recent WA State Affordable Housing Fund awards of \$10M to fund 220 units and an additional 30-40 shelter beds. There were two other wait-listed projects – one’s a priority in Lakewood’s capital budget request, so SSHA³P will be working to advance that, along with their representatives. One project was declined. So, five of eight projects submitted were awarded. Those monies don’t include the housing trust fund RFP that was released later in 2022, an additional \$25M in last year’s supplemental capital budget to fund affordable home ownership opportunities. Responses are due by mid-January. Habitat for Humanity is requesting a capital budget allocation of the legislature for \$14M this year.</p> <p>SSHA³P will be providing either testimony or feedback on SB 5045, which would provide a partial property tax exemption for the creation and rental of ADU units to low-income households. We’d like to see that option a bit more localized and include a slightly higher AML range to make it more attractive for property owners. SSHA³P will provide some testimony at capital budget hearings next week in support of both member priority affordable housing projects and changing the Connecting Housing to Infrastructure Program to be more user friendly for local jurisdictions.</p>	<p>Jason will share weekly legislative hot sheets with the Board, going through bills that we’re tracking and the plan for SSHA³P engagement.</p>
<p>Executive Board Updates/ Comments</p>	<p>Executive Dammeier said that Pierce County Housing Authority is looking to divest themselves of their single-family residences. Most housing authorities did this decades ago and shifted to how they can get more units to more people. Habitat for Humanity’s trying to not let these long-time affordable housing units shift to market rate. For quite a while in the past, he’s been concerned that Pierce County wasn’t getting its fair share of the affordable housing pots from Olympia. We’re 12% of the population and got 13% of the allocation, so we’re moving in the right direction – good news!</p>	<p>Informa- tional</p>
<p>Good of the Order/ Adjourn- ment</p>	<p>The meeting was adjourned at 10:00 a.m.</p>	<p>Meeting ad- journed!</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, February 3, at 8:30 a.m. via Zoom.

Respectfully submitted,

TOPIC/WHO	DISCUSSION	ACTION
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Becki Foutz
Administrative Assistant

Exhibit A
SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

RULES AND PROCEDURES

ADOPTED February 4, 2022

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I. AUTHORITY:

The authority to adopt and amend Rules and Procedures for the operations of the South Sound Housing Affordability Partners (“SSHA³P”) is derived from the Intergovernmental Agreement (“IGA”) providing for the formation of SSHA³P executed by the Parties.

Unless otherwise specifically provided for in these Rules, these Rules apply to the Executive Board provided for in the IGA.

In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

II. MEETINGS:

1. Regular meetings shall be held at the time(s) and place(s) established by the Executive Board. The time and location of a meeting may be changed with at least 24 hours’ notice.
2. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
3. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.
4. If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the SSHA³P Chair or Manager provided at least 24 hours in advance.
5. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
6. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
7. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas and materials regarding items on an agenda for a regular meeting shall be provided to members of the Board not less than five working (5) days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.

8. For purposes of providing adequate and broad public notification of meeting details, discussion topics, and decisions of the Board, the Administering Agency will include representatives of each member of the SSHA³P partnership in its public notice distribution list.

III. ELECTION OF OFFICERS:

1. Per the terms of the IGA, the officers of the Board shall consist of a Chair and Vice Chair elected from the appointed members of the Board and such other officers as the Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two years in each position.
3. If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.

IV. CHAIR:

1. The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident of the office. The Chair is a member of the Board and has the full right to have their own vote recorded in all deliberations of the Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Board shall be created at the direction of the Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without the approval at the regular or special meeting of the Board.
3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the Chair shall delegate the responsibility to another member.

V. QUORUM:

Per the terms of the IGA, a simple majority of the appointed members or alternates shall constitute a quorum for the transaction of business. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. Members may participate by phone or video conferencing for all purposes, including voting and establishing a quorum.

VI. VOTING:

1. Per the terms of the IGA, a simple majority of the Board members present at a meeting where a quorum exists is required to approve any action, except that a 2/3rds majority of all board members is required to appoint the Administrative Agency, or to modify the contribution methodology for dues and assessments.
2. The Chair, or on request from a Board member, may take a roll call vote.
3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
7. The IGA offers flexibility in the method used by the Executive Board to take action. At a minimum, in order to ensure an efficient, clear and organized record of Executive Board decision making, the following types of actions shall be taken under Resolution:
 - a. Annual budget
 - b. Annual work plan

- c. Adoption and amendments to Rules and Procedures
- d. Establishment of the frequency, day and time of the Executive Board's meeting schedule in order to ensure meetings are categorized as a general meeting
- e. Amendments to the Intergovernmental Agreement
- f. Determination of Administering Agency
- g. Adding new member jurisdictions

VII. RULES OF ORDER:

Except as modified by these Rules and Procedures, all meetings of the Executive Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

VIII. AMENDMENT:

The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.



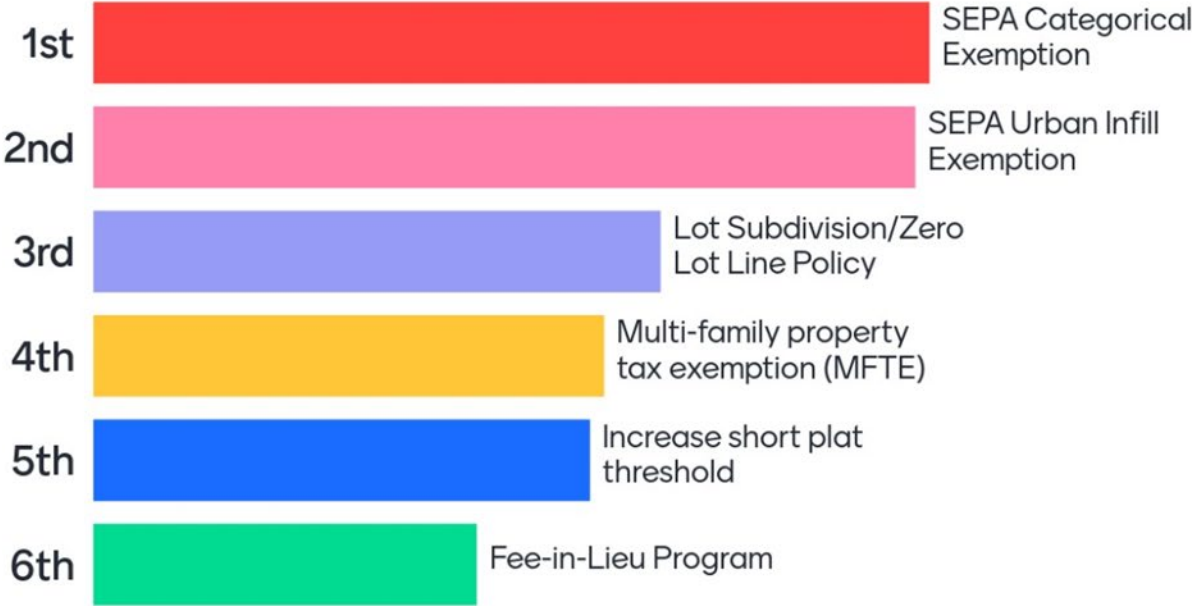
RESOLUTION NO. 2023-01 HOUSING TOOLKIT

SSHA³P EXECUTIVE BOARD REGULAR MEETING

FEBRUARY 3, 2023

EXECUTIVE BOARD RANKING RESULTS

SSHA3P Housing Toolkit



SEPA CATEGORICAL EXEMPTIONS FOR NEW MINOR CONSTRUCTION

FLEXIBLE THRESHOLDS

Local governments fully planning under the Growth Management Act have authority to increase SEPA categorical exemptions, establishing flexible thresholds for certain minor new construction activities. The following table details the maximum threshold for each project type.

Project types	Fully planning GMA counties		All other counties
	Incorporated and unincorporated UGA	Other unincorporated areas	Incorporated and unincorporated areas
Single family residential	30 units	20 units	20 units
Multi-family residential	60 units	25 units	25 units
Commercial and parking facilities	30,000 square feet and 90 parking spaces	12,000 square feet and 40 parking spaces	12,000 square feet and 40 parking spaces
Fill or excavation	1,000 cubic yards	1,000 cubic yards	1,000 cubic yards

THRESHOLD STATUS

CURRENT STATUS OF SSHA³P MEMBER FLEXIBLE THRESHOLD USAGE

Eligible Member Governments	Single-family residential unit Threshold	Multi-family residential unit Threshold	Square Feet Gross Floor Area Threshold	Parking Spaces Threshold	Population
City of Auburn	20	20	12,000	40	88,750
City of DuPont					10,180
City of Edgewood	6	6	12,000	40	13,520
City of Fife					11,130
City of Fircrest					7,215
City of Gig Harbor					12,540
City of Lakewood	9	9	12,000	40	63,800
City of Milton					7,065
Pierce County**	20	20	30,000	40	440,800
City of Puyallup				40	43,260
City of Sumner*					10,800
Town of Steilacoom	4	4	10,000	20	6,790
City of Tacoma	20	20	12,000	40	220,800
City of University Place**	10	10		30	35,420

*In process of adopting flexible thresholds

**In process of increasing flexible thresholds

OTHER EXAMPLES OF FLEXIBLE THRESHOLD USAGE IN WASHINGTON

Other City/Town	Single-family residential unit Threshold	Multi-family residential unit Threshold	Square Feet Gross Floor Area Threshold	Parking Spaces Threshold	Population
City of Battle Ground	20	20	12,000	39	21,119
City of Chehalis	9	9	12,000	40	7,679
City of Covington	9	60	12,000	40	20,787
City of Des Moines	30	30	20,000	50	32,689
City of Ellensburg	9		10,000	20	19,596
City of Everett	30	60	30,000	90	110,812
City of Federal Way	30	60	30,000	90	99,037
City of Kent	30	60	30,000	90	134,835
City of Lynnwood	30	60	30,000	90	40,592
City of Marysville	30	60	30,000	90	71,144
City of Moses Lake	20	20	30,000	40	25,583
City of Mountlake Terrace	30	60	30,000	90	21,428
City of Mukilteo	30	60	30,000	90	21,246
City of Yakima	30	60	30,000	90	95,578

SEPA URBAN INFILL EXEMPTION

BACKGROUND

Cities and Counties planning under the Growth Management Act (GMA) are authorized to raise the development thresholds for SEPA review specifically to accommodate infill development ([RCW 43.21C.229](#)). There is no statutory ceiling on these locally adopted thresholds. This authority is intended to encourage residential or mixed-use development in an urban growth area where the density and intensity goals of the Comprehensive Plan are not being met. To adopt infill exemptions to SEPA, the city/county must have prepared an environmental impact statement (EIS) on its Comprehensive Plan or prepared an EIS that considers the proposed use and density in the area proposed for the infill exemption. Development must not exceed the density or intensity goals in the comprehensive plan.



RESOLUTION NO. 2023-01 HOUSING TOOLKIT

SSHA³P EXECUTIVE BOARD REGULAR MEETING

FEBRUARY 3, 2023



RESOLUTION NO. 2023-01

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (“SSHA³P”) CREATING HOUSING TOOLKIT PRIORITIES AND RECOMMENDING MEMBER GOVERNMENT CONSIDERATION OF HOUSING TOOLKIT PRIORITIES

WHEREAS, the South Sound Housing Affordability Partners (“SSHA³P”) was created by an intergovernmental agreement (“IGA”); and

WHEREAS, the SSHA³P IGA provides the Executive Board with the power to “make recommendations to the Parties concerning planning, policy, programs and the funding of projects to enhance access to affordable/attainable housing”; and

WHEREAS, the IGA establishes a common purpose for parties to act cooperatively to formulate policies that create access to affordable/attainable housing; and

WHEREAS, Strategic Priority 1 of the 2022 annual SSHA³P work plan called for development of and support for policies and programs that prioritize and incentivize residential production; and

WHEREAS, Strategy A1 of the 2022 annual SSHA³P work plan called for the identification of, “1 to 3 policy and program areas that have significant impact and/or potential for impact, and the development of a toolkit for tracking and dissemination.”

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts the housing toolkit priorities as shown in Attachment A.

SSHAP³

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Section 2. The Executive Board recommends eligible parties of the SSHA³P IGA consider the implementation of the applicable priorities of the housing toolkit.

Section 3. This Resolution will take effect and be in full force upon passage and signature.

Adopted this _____ day of _____, 2023.

SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

-----, CHAIR

ATTEST:

SEPA Categorical Exemptions for New Minor Construction

BACKGROUND

The State Environmental Protection Act (SEPA) provides categorical exemptions to remove projects below a set threshold number of units from SEPA review ([WAC 197-11-800](#)). These flexible thresholds allow local government to adopt standards within a range that meets their community planning needs. Local governments can create SEPA exemptions for single and multi-family development, commercial buildings, and filling and grading activities. These are often referred to as “flexible thresholds” because each jurisdiction can adopt standards within a range that meets their needs.

FLEXIBLE THRESHOLDS

Local governments fully planning under the Growth Management Act have authority to increase SEPA categorical exemptions, establishing flexible thresholds for certain minor new construction activities. The following table details the maximum threshold for each project type.

Project types	Fully planning GMA counties		All other counties
	Incorporated and unincorporated UGA	Other unincorporated areas	Incorporated and unincorporated areas
Single family residential	30 units	20 units	20 units
Multi-family residential	60 units	25 units	25 units
Commercial and parking facilities	30,000 square feet and 90 parking spaces	12,000 square feet and 40 parking spaces	12,000 square feet and 40 parking spaces
Fill or excavation	1,000 cubic yards	1,000 cubic yards	1,000 cubic yards



CURRENT STATUS OF SSHA³P MEMBER FLEXIBLE THRESHOLD USAGE

Eligible Member Governments	Single-family residential unit Threshold	Multi-family residential unit Threshold	Square Feet Gross Floor Area Thresold	Parking Spaces Threshold	Population
City of Auburn	20	20	12,000	40	88,750
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*In process of adopting flexible thresholds

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OTHER EXAMPLES OF FLEXIBLE THRESHOLD USAGE IN WASHINGTON

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City of Lynnwood	30	60	30,000	90	40,592
City of Marysville	30	60	30,000	90	71,144
City of Moses Lake	20	20	30,000	40	25,583
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City of Mukilteo	30	60	30,000	90	21,246
City of Yakima	30	60	30,000	90	95,578

WHY ADOPT FLEXIBLE THRESHOLDS

The rate of housing production across our Pierce County community needs to increase significantly to keep pace with demand and avoid continued housing cost escalation due to shortages. Adopting flexible thresholds is a policy action to reduce the time and cost of new housing development – both market-rate and affordable – and reduce risk and unpredictability for developers.

Flexible thresholds were put in place for local government adoption because of a recognition that projects of a certain size or type are unlikely to cause a significant adverse environmental impact.

Typically, developments of more than four dwelling units are subject to an environmental review process under SEPA. However, jurisdictions are allowed to adopt higher exemption thresholds for single-family, multi-family and other project types, which can help to reduce permit timelines and lower development costs, eliminate duplicative processes, and encourage new urban development.

In practical terms this would mean projects under an adopted threshold would not be required to perform SEPA review or complete a SEPA checklist, and there would be no requirement for the lead agency to perform a SEPA threshold determination.

IMPLEMENTATION

To implement, local government must designate flexible thresholds through ordinance or resolution to amend their SEPA procedures. The exemptions do not apply if any portion of the proposal or decision involves lands covered by water, if a license is needed for a discharge to air or water, or if a rezone is required. To amend SEPA policies to increase the size of projects exempt from SEPA, the proposal must:

- Document that the impacts to all elements of the environment have been adequately addressed
- Disclose any loss of notice and comment opportunities for future permitting decisions that will be exempt from SEPA

HOW CAN SSHA³P ASSIST?

SSHA³P staff are available to support members working to consider and adopt SEPA categorical exemptions. Examples of this support include:

- Preparing a summary analysis of how existing municipal, state and federal regulations adequately address SEPA elements for newly exempt minor new construction
- Preparing a summary analysis on loss of public notice or public comment opportunities
- Preparing presentations for planning commissions, city/town councils, and public engagement

Members are encouraged to reach out to SSHA³P staff to discuss what service and support would be beneficial in consideration of adopting or increasing SEPA categorical exemption flexible thresholds.

RESOURCES

Resources to support consideration are available on the SSHA³P website at: [SEPA Categorical Exemptions - South Sound Affordable Housing](#)

SEPA Urban Infill Exemption

BACKGROUND

Cities and Counties planning under the Growth Management Act (GMA) are authorized to raise the development thresholds for SEPA review specifically to accommodate infill development ([RCW 43.21C.229](#)). There is no statutory ceiling on these locally adopted thresholds. This authority is intended to encourage residential or mixed-use development in an urban growth area where the density and intensity goals of the Comprehensive Plan are not being met. To adopt infill exemptions to SEPA, the city/county must have prepared an environmental impact statement (EIS) on its Comprehensive Plan or prepared an EIS that considers the proposed use and density in the area proposed for the infill exemption. Development must not exceed the density or intensity goals in the comprehensive plan.

EVALUATION PROCESS

To adopt infill categorical exemptions, a GMA city or county should follow a general process, including the following steps:

1. Identify the density and intensity goals specified in the adopted comprehensive plan for residential and mixed-use development. If the density/intensity goals have been clearly defined, continue to step 2. If the density/intensity goals are not clearly defined, it may be necessary to update the comprehensive plan before adopting a new categorical exemption.
2. Evaluate recent residential and/or mixed use projects to identify a specific area(s) where the density/intensity goals in the comprehensive plan are not being met. This review should include consideration of restrictions from other regulations that may prevent the density/intensity from occurring. For example, development in a critical area may be limited due to a wetland buffer zone requirement in the critical area ordinance.
3. If review of the recent development indicates the density or intensity goals are not being met, identify the development level needed to meet the goals within the selected area.

REQUIREMENTS FOR ADOPTING INFILL EXEMPTION

Several criteria must be met for a GMA city or county to adopt a categorical exemption for infill development.

- The exemption must be limited to new residential or mixed use development within a designated urban growth area.
- The existing density and intensity of use in the urban growth area must be lower than called for in the goals and policies of the applicable city or county comprehensive plan.
- An EIS must have been completed for the adoption of the comprehensive plan. If the EIS analysis is not adequate, a supplemental EIS may need to be prepared before adopting an infill exemption. This supplemental EIS should be prepared in conjunction with the adoption or amendment of a subarea plan or an update of the comprehensive plan.
- The proposed development must not exceed the density or intensity of use called for in the goals and policies of the applicable city or county comprehensive plan.

CODE UPDATES

When drafting a code update to include a categorical exemption, the exemption should clearly indicate:

- The level/intensity of residential or mixed-use development that will be exempt.
- The area where the exemption will apply.
- How the exemption will be applied to a proposed project.

WHY ADOPT THE SEPA URBAN INFILL EXEMPTION?

The rate of housing production across our Pierce County community needs to increase significantly to keep pace with demand and avoid continued housing cost escalation due to shortages. Adopting a SEPA urban infill exemption is a policy action to reduce the time and cost of new housing development – both market-rate and affordable – and reduce risk and unpredictability for developers. Additionally, it frees municipal staff resources for reviewing other permits and policy updates rather than allocating time to the SEPA review process.

RESOURCES

Resources to support consideration are available on the SSHAP website at: [SEPA Urban Infill Exemption - South Sound Affordable Housing](#)

Multifamily Property Tax Exemption Program

SSHA³P Executive Board Meeting

February 3, 2023

Debbie Bingham,
Business & Economic Development Program Manager
City of Tacoma



Overview

- What is the Multifamily Property Tax Exemption (MFTE)?
- Legislative history
- Use as part of Tacoma's Housing Strategy
- Tacoma's use and impact



What is the multifamily housing property tax exemption?

- An incentive to create housing in desired areas
- 4 or more units must be created
- Property Tax on all residential improvements is exempted
- Land is still taxed
- Commercial/mixed use portions are also taxed



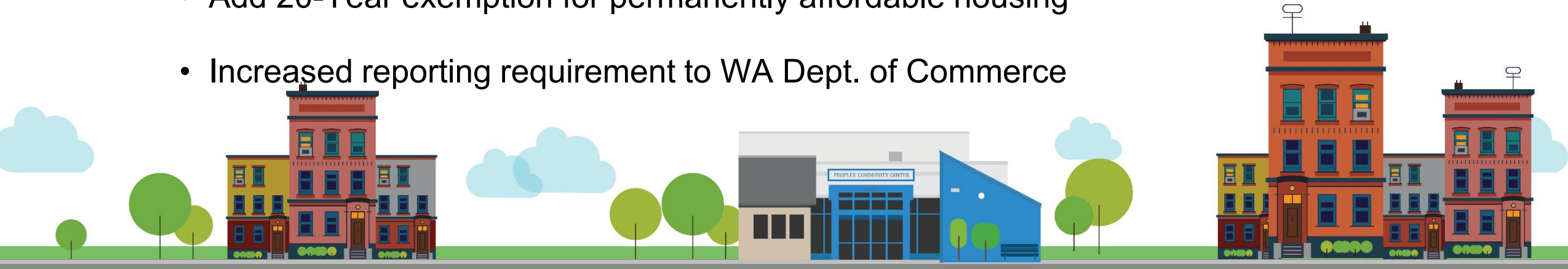
What is the multifamily housing property tax exemption?

- 8-year exemption is all market rate housing
- 12-year exemption must provide 20% of units to low to moderate income households
 - Low Income = 80% or less of the AMI (per RCW)
 - Moderate Income = 115% or less of the AMI (per RCW)
- 20-year exemption must provide 25% of units as permanently affordable



Legislative History

- 1995 adoption of SB 5387 10-year property tax exemption
- 2007 RCW changes program to 8 and 12 year exemptions
- SB 5287 (2020-2021) changes
 - New stated purpose for exemption
 - 12-Year extension for existing MFTE projects
 - Add 20-Year exemption for permanently affordable housing
 - Increased reporting requirement to WA Dept. of Commerce

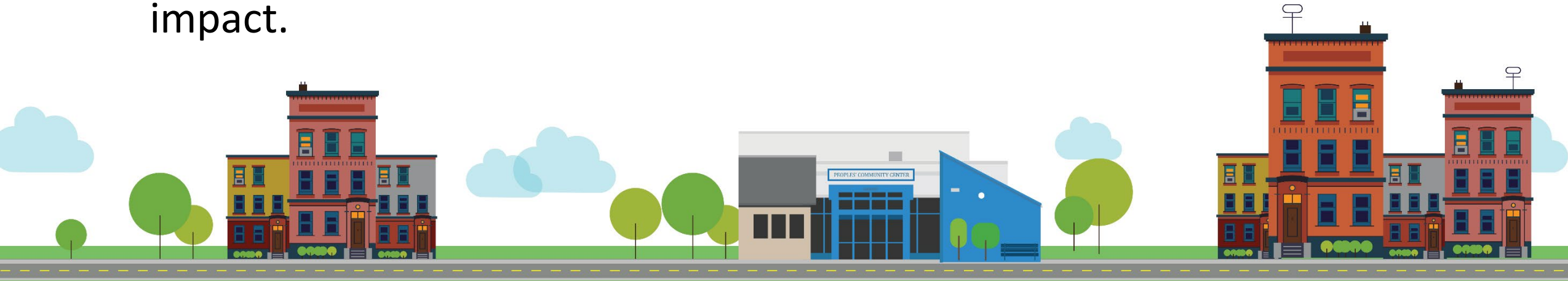


Affordable Housing Action Strategy

- 1. Create more homes for more people.
- 2. Keep housing affordable and in good repair.
- 3. Help people stay in their homes and communities.
- 4. Reduce barriers for people who often encounter them

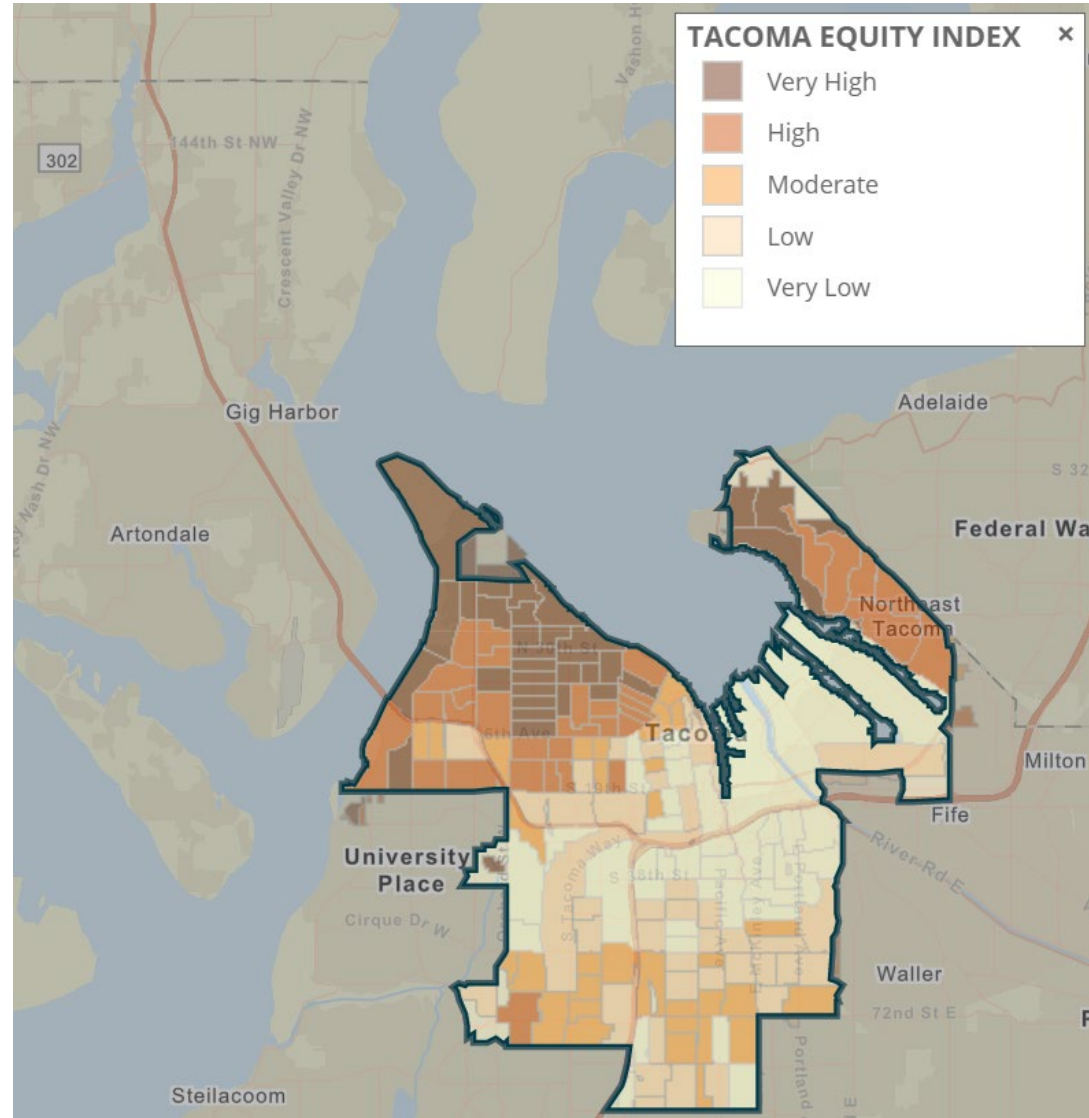
MFTE

- 1.3 Update the Multifamily Tax Exemption Program to increase its impact.



Tacoma Equity Index

- Removed 8-year MFTE from Very High Equity Areas
- To be reviewed every three years



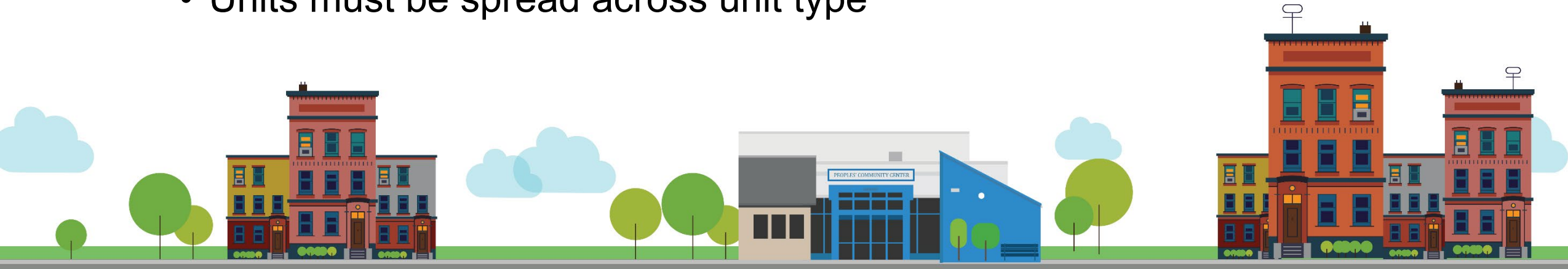
Home in Tacoma Phase II

- Expand use of 12-year and 20-year MFTE to areas re-zoned as mid-scale through Home in Tacoma II
- To be finalized end of 2023



Tacoma's Use and Impact

- Tacoma adopted 10-year exemption from the beginning in 1996. Changed to 8 & 12 year exemptions in 2008
- To qualify for 12-year exemption, 20% of units must be occupied by households earning a maximum of 70% area median income
 - Changed to 70% from 80% in December 2021.
 - Units must be spread across unit type



Project Completed (1998-2022)

8-Year Exemption*: (first project in 1998)

- **136** Projects Built
- **5402** Units Built
- *Includes projects & units built under 10-year exemption program

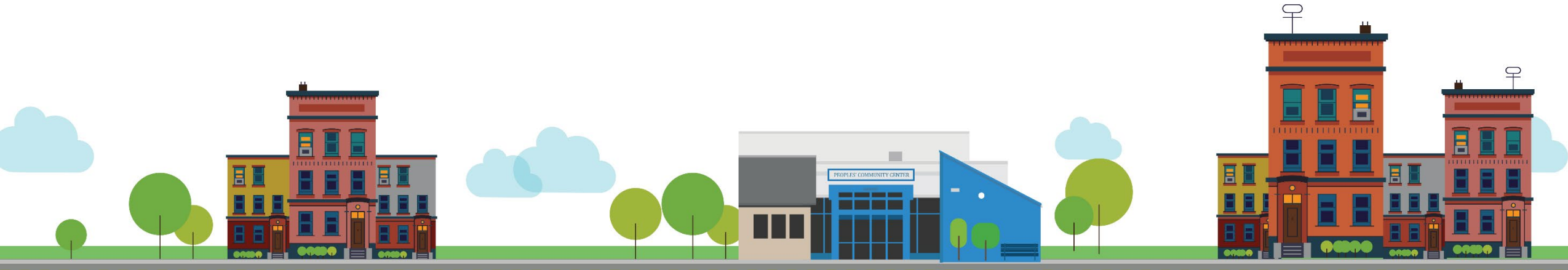
12-Year Exemption: (first project in 2014)

- **42** Projects Built
- **1287** Units Built
- **251 Affordable units Built**

Total:

- **178** Projects Built
- **6689** Units Built

Total Private Investment: \$1,220,353,000



Future Projects

8-Year Exemption:

- **28** Projects in Permitting/Construction
- **3147** Units in Permitting/Construction

Total:

- **67** Projects In Permitting/Construction
- **5495** Units in Permitting/Construction

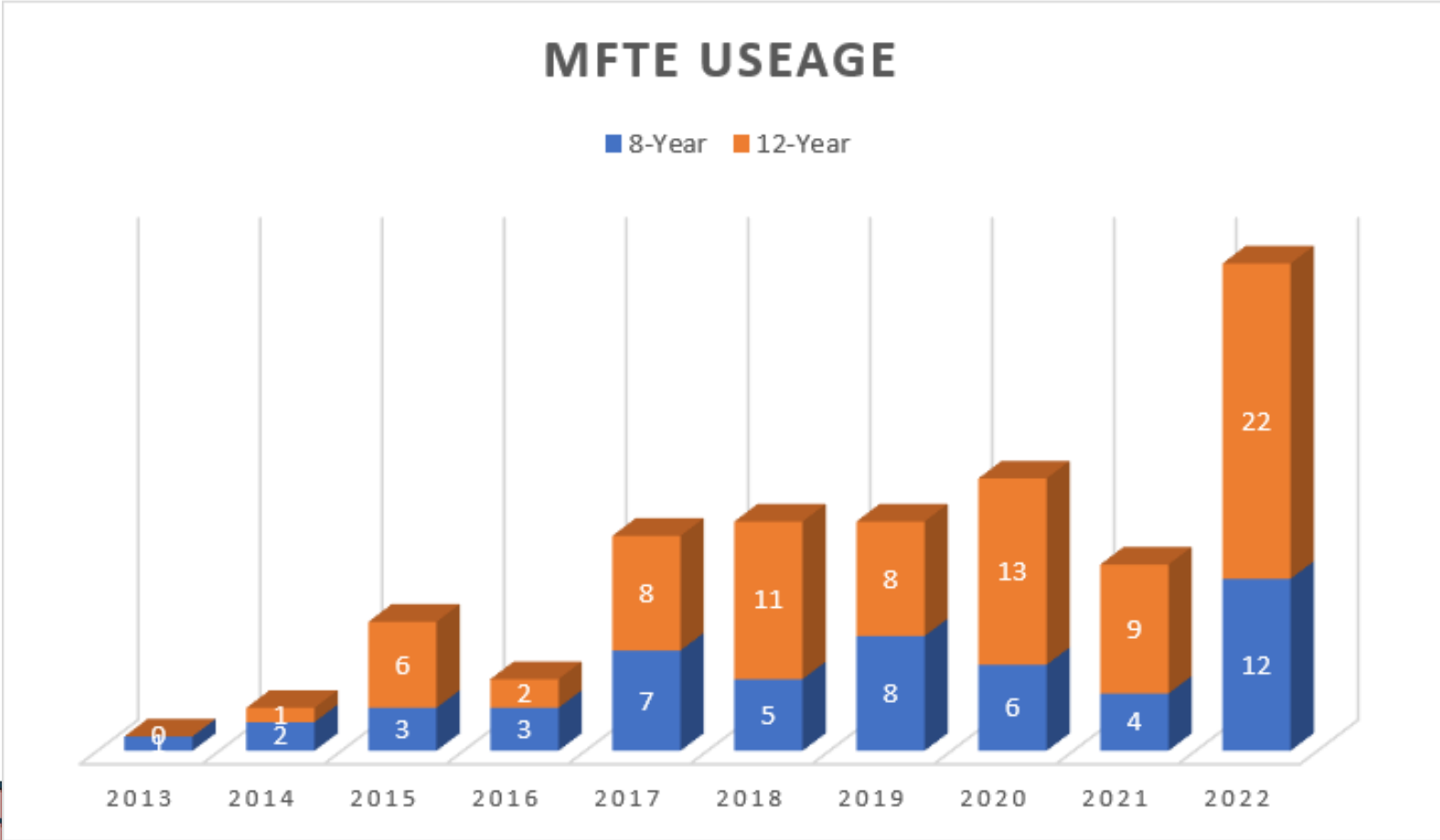
12-Year Exemption:

- **39** Projects in Permitting/Construction
- **2348** Units in Permitting/Construction
- **474** Affordable units in Permitting/Construction
 - *9 projects with 678 units/140 affordable are at 70%*

Total Private Investment: \$1,260,700,248



Tacoma's Use and Impact



Multifamily Property Tax Exemption Program

SSHA³P Executive Board Meeting

February 3, 2023

Debbie Bingham,
Business & Economic Development Program Manager
City of Tacoma



Multifamily Tax Exemption Program

Incentives for Affordable Housing

South Sound Housing Partners (SSHA³P)
Executive Board Meeting
February 3, 2023

Ryan Windish
Community & Economic Development Director



CITY OF
SUMNER
WASHINGTON

Objectives

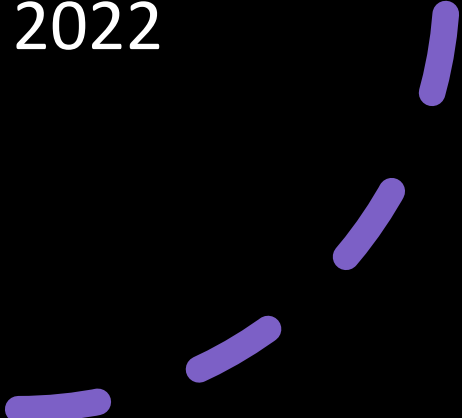
- Learn about the City of Sumner and why they adopted the MFTE program.
- Expansion of the MFTE program and concerns by Council and public.
- Challenges and successes with implementation of MFTE program

Background

- First MFTE adopted in 2019 in the Town Center Area
- Both 8-year (market rate) and 12-year (affordable housing) options

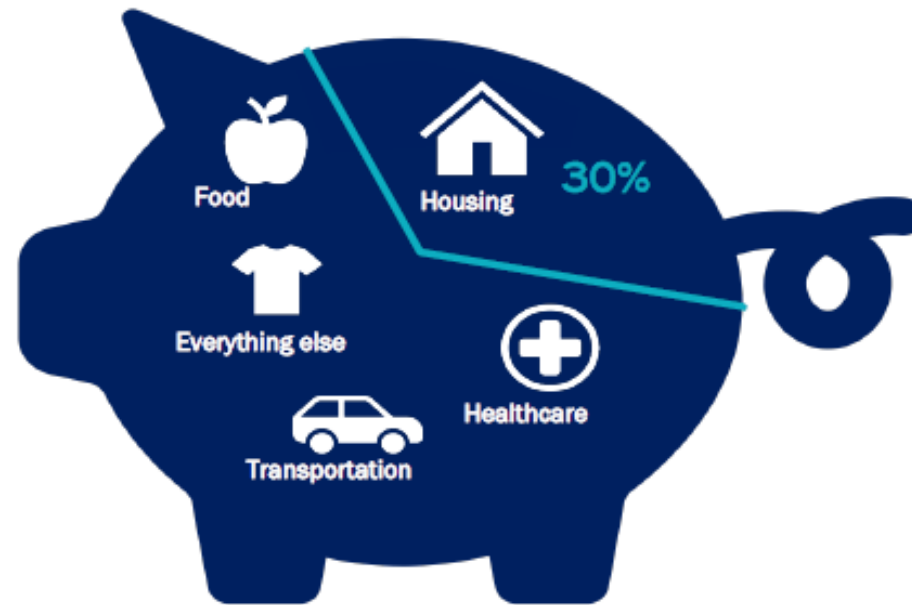


Expanding MFTE

- 2021: Adopted Housing Action Plan
 - 2022: Expanded MFTE to East Sumner Neighborhood for affordable housing.
 - 12-year exemption if development contains 20% of the units affordable to low and moderate income households.
 - City Council adopted on June 21, 2022
- 

Housing Affordability in Sumner

What is Affordable Housing?



A home is **affordable** when the total housing costs (rent or home payment/dues + utilities) do not exceed **30%** of the **gross household income**.

Source: Sumner Housing Needs Assessment -2020

Sumner cost burden by tenure

SUMNER - RENTER

Cost Burdened	Severely Cost Burdened
37%	13%

SUMNER - HOMEOWNER

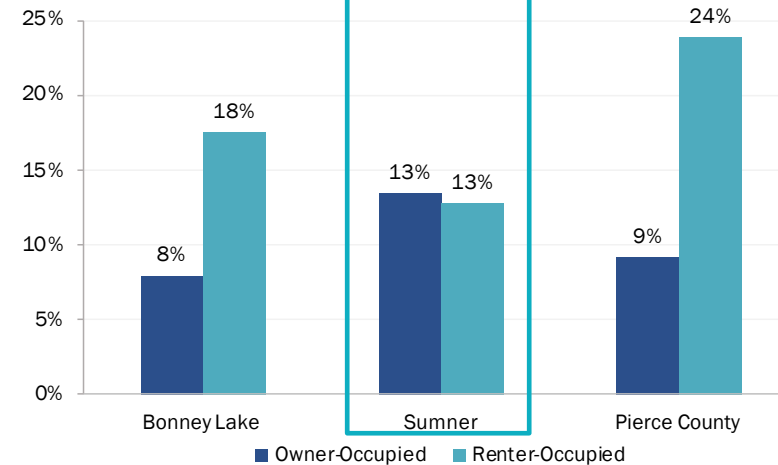
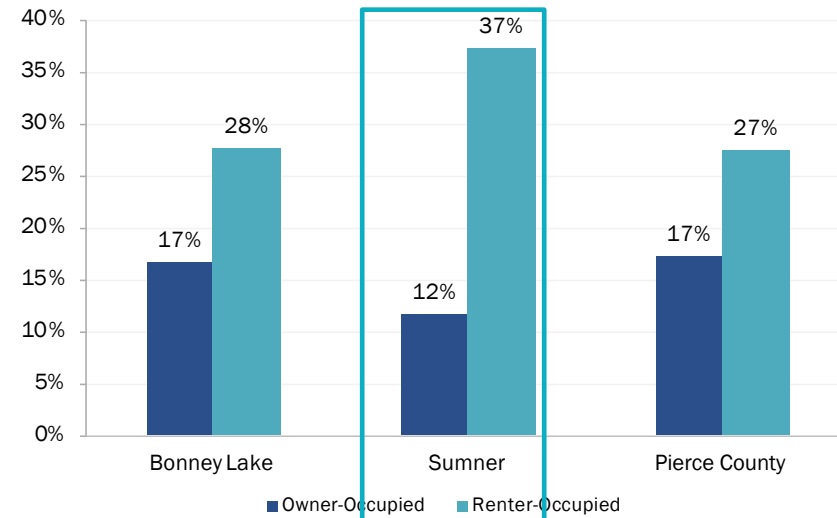
Cost Burdened	Severely Cost Burdened
12%	13%



Overall Cost-Burdened in Sumner:
37%

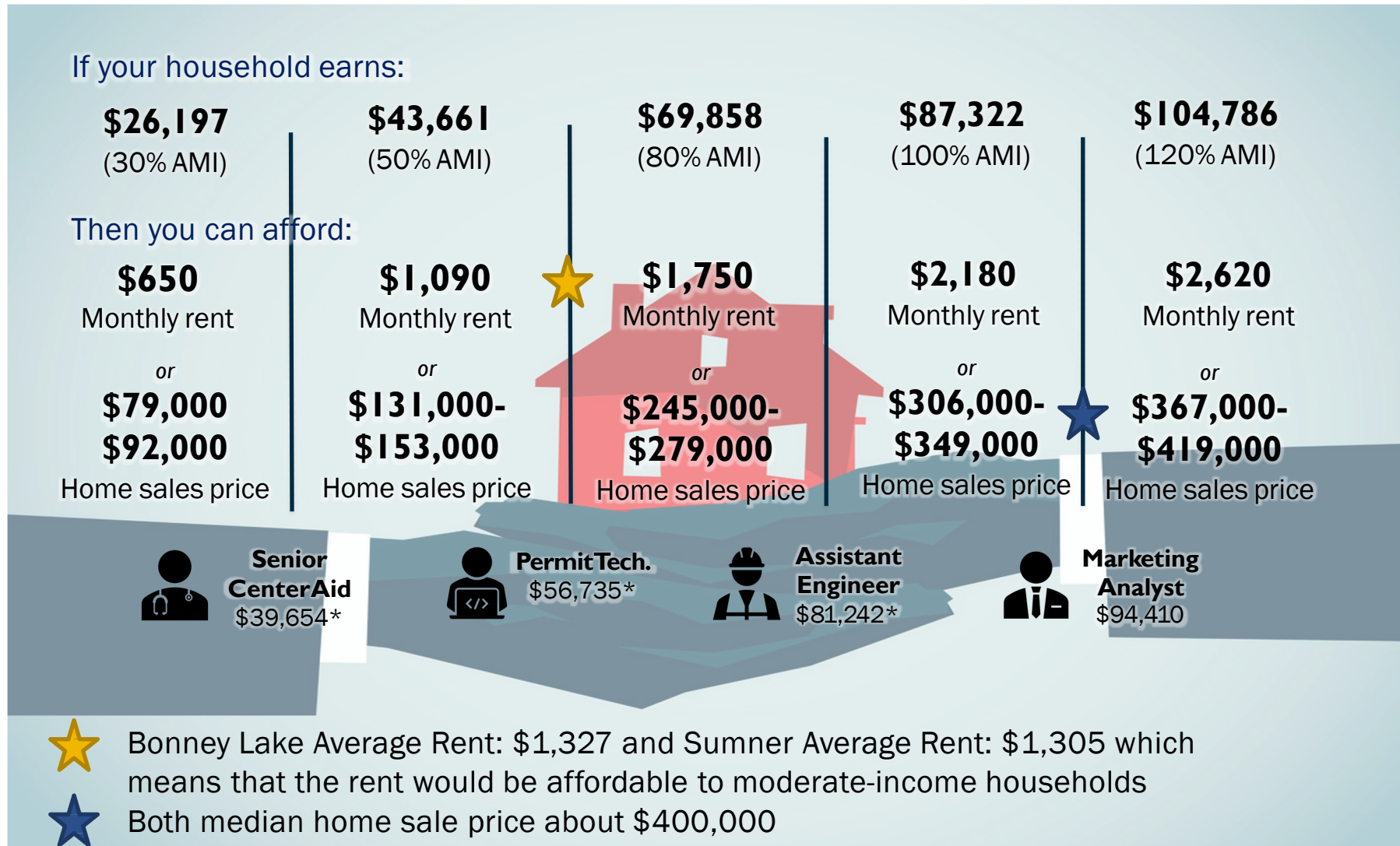
Overall, 37% of Sumner residents are cost burdened. However, only 13% of owners and renters are severely cost burdened.

Cost-Burdened Households



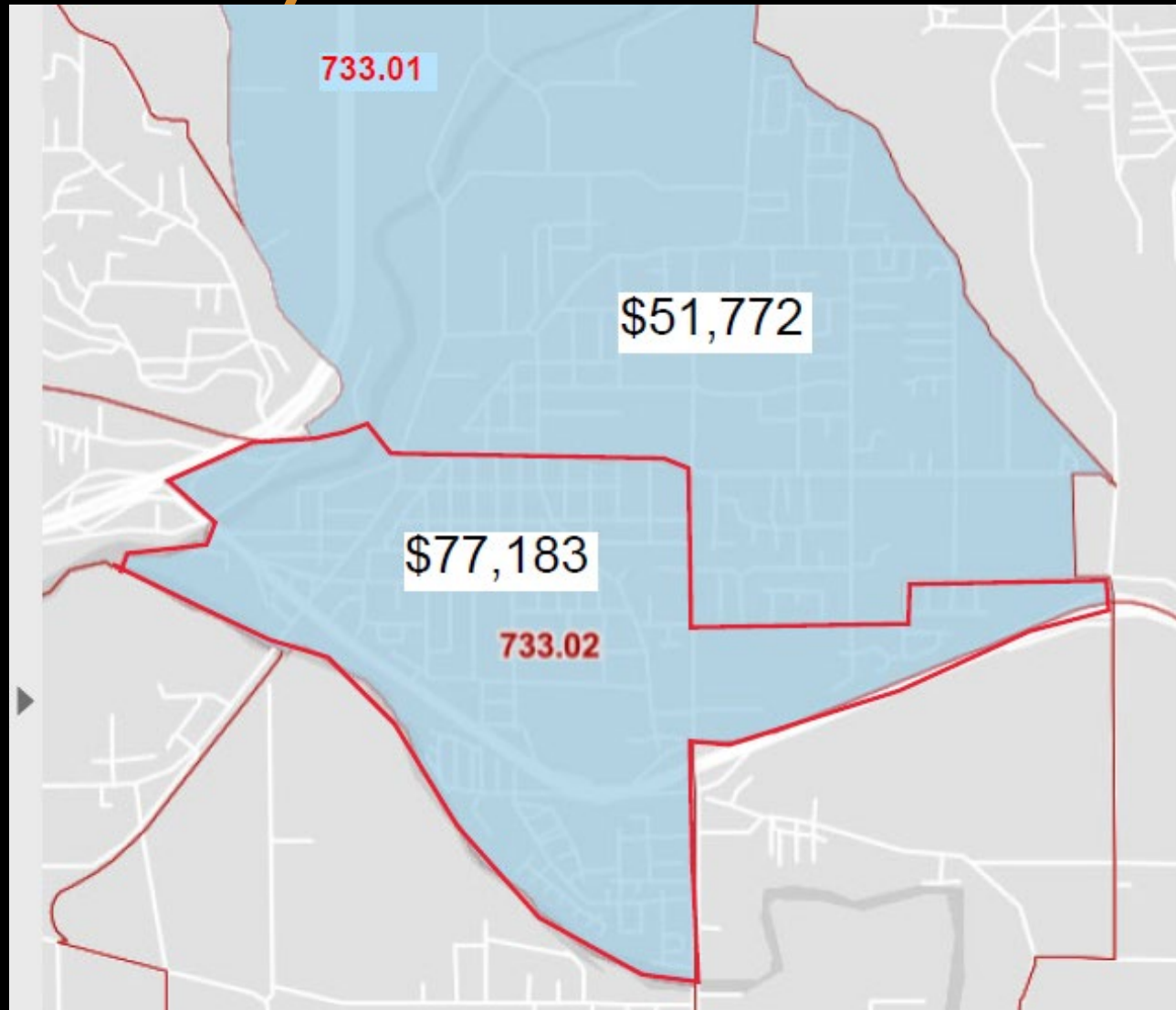
Source: U.S. Census 2014-2018 ACS 5-Year Estimates. Notes: Cost burdening for owner-occupied households is not terribly common because mortgage lenders typically ensure that a household can pay its debt obligations before signing off on a loan. However, cost burdening can occur when a household secures a mortgage and then sees its income decline. Also, it is important to note that households with incomes over 100% of AMI are less burdened overall since their larger income will go farther to cover non-housing expenses such as transportation, childcare, and food. Cost burden does not consider accumulated wealth and assets.

How financially attainable is the housing in BL & Sumner?



Sources: Pierce County Assessments Department, 2020, CoStar, Occupational Employment Statistics, 2019, and Tacoma, WA HUD Metro FMR Area for AMI values, 2020 (based on a family of four). Note: All values are in 2019 inflation-adjusted dollars. *City of Bonney Lake Staff Pay Scale, 2020, mid point of salary range. Teacher wages are for middle school teachers.

Median Household Income-2019 by Census Tract

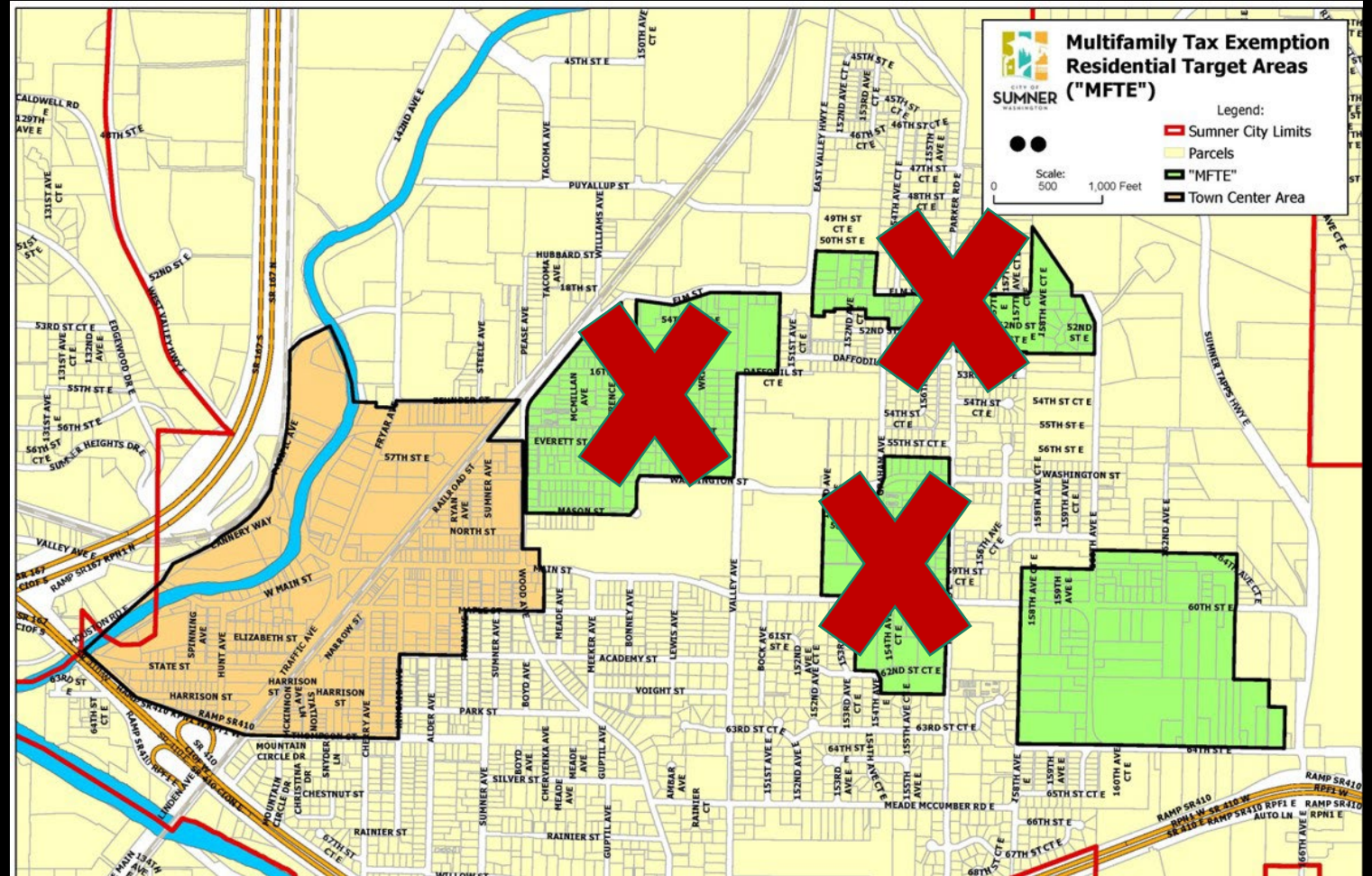


Source: US Census



City Council Concerns

- Lost tax revenue for the City
- Lost tax revenue for special districts (School & Fire)
- Too large of an area
- Staff time for administration of MFTE

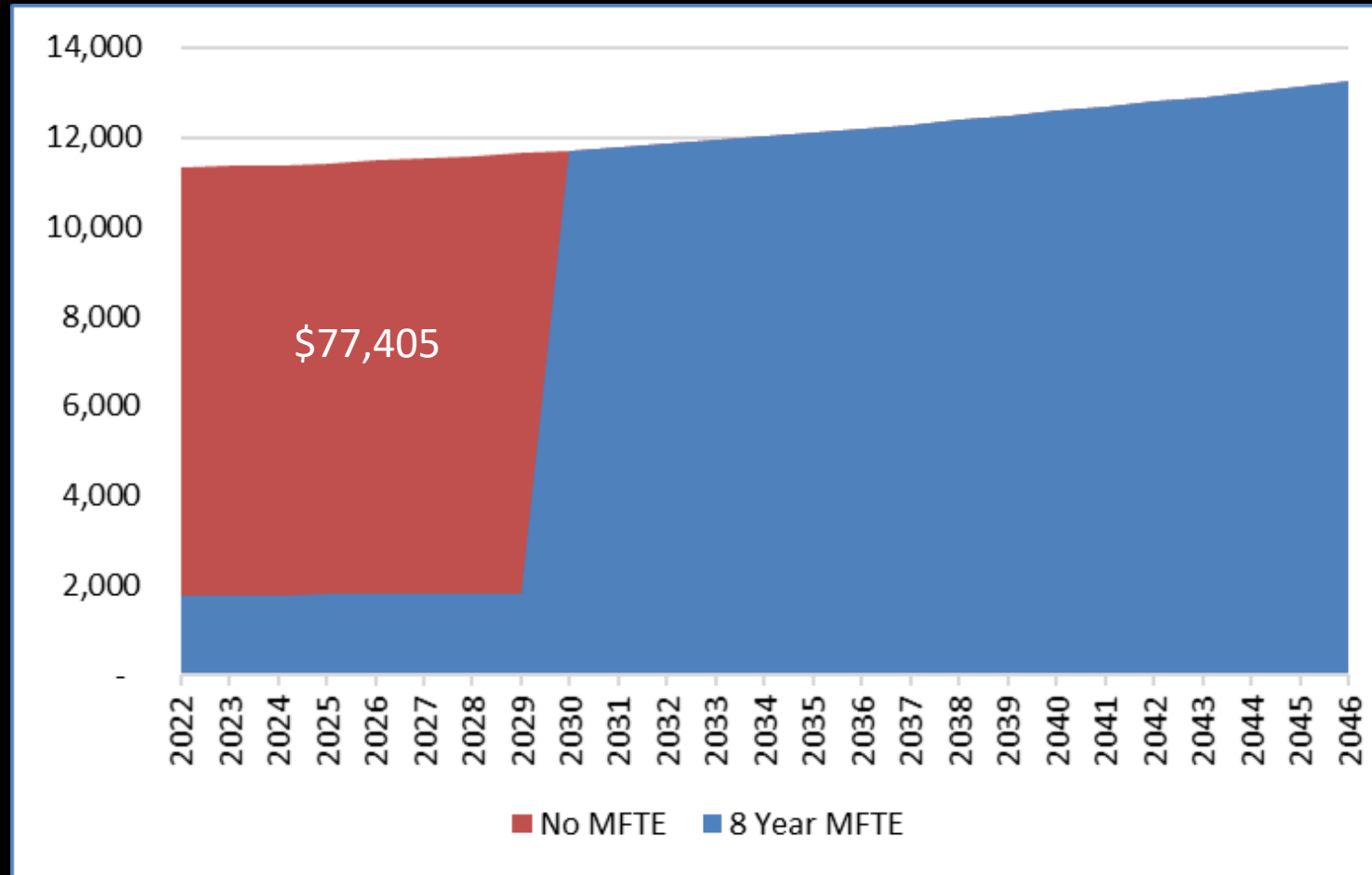




Public Comments

- East Pierce Fire and Rescue (EPFR) concerned with increased services and a reduction in tax revenue
- School district felt the same way but did not officially comment
- Citizens generally concerned with more apartments in their neighborhood and the character of the area changing

8-year MFTE Tax Revenue Loss



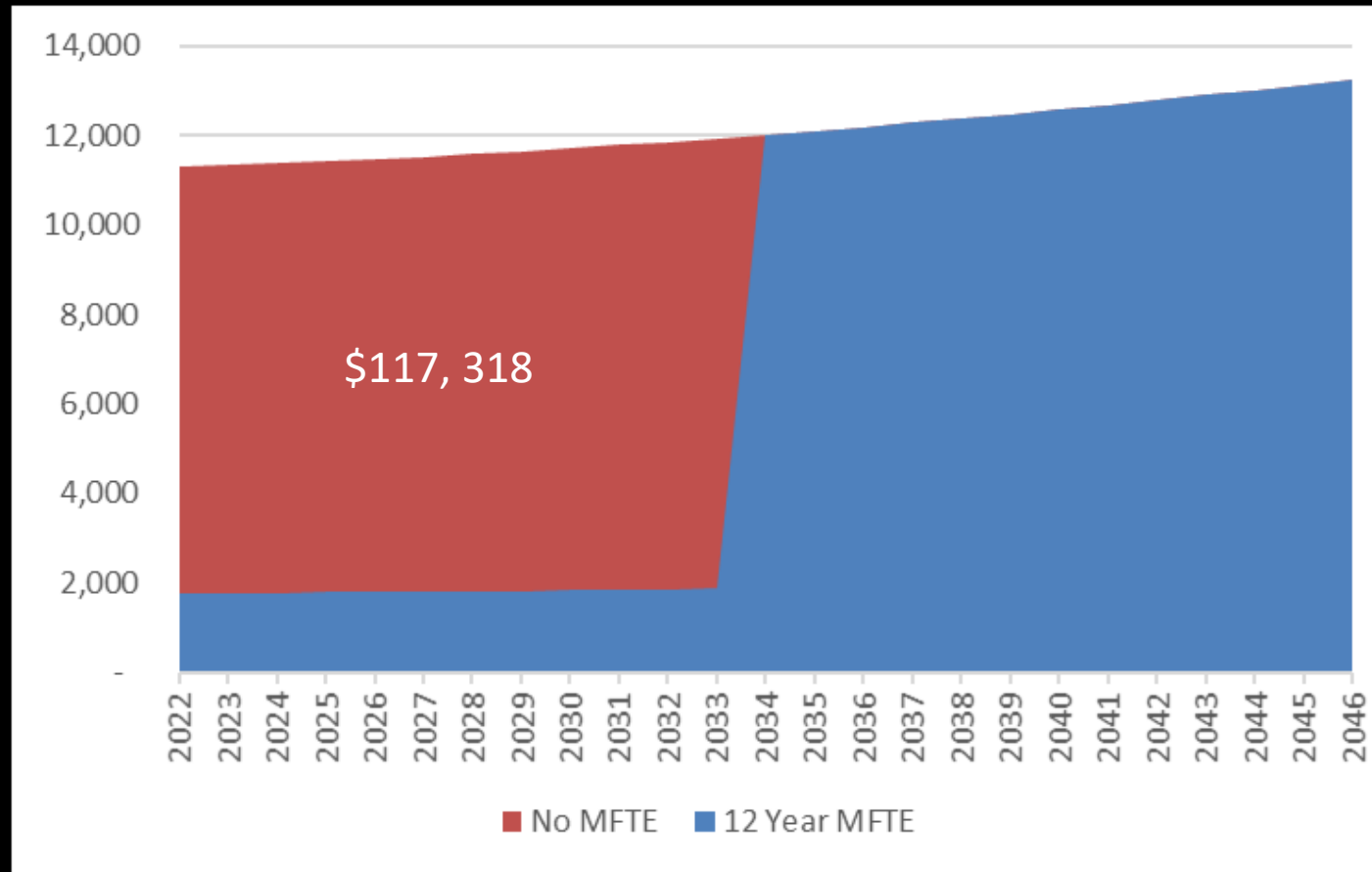
Base Valuation

Land	\$	1,649,000
Improvement	\$	8,905,200
Total	\$	10,554,200

12-year MFTE Tax Revenue Loss

Base Valuation

Land	\$	1,649,000
Improvement	\$	8,905,200
Total	\$	10,554,200



Implementation

- Set up [website](#) with process and application forms, etc.
- Commerce has a great MFTE coordinator and [website](#)
- Contacted other professionals regarding their programs
- Applications from projects
- Reporting



Multifamily Tax Exemption Program

Incentives for Affordable Housing

South Sound Housing Partners (SSHA³P)
Executive Board Meeting
February 3, 2023

Ryan Windish
Community & Economic Development Director



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ADVISORY BOARD APPOINTMENT PROCESS

SSHA³P EXECUTIVE BOARD REGULAR MEETING
FEBRUARY 3, 2023

AGENDA

- Overview of Advisory Board role
- Overview of options for appointment process
- Summary of feedback from Executive Board
- Appointment process
- Timeline
- Next Steps

WHY AN ADVISORY BOARD?

- A requirement of SSHA³P's Intergovernmental Agreement
- Provide advice and recommendations to the Executive Board

ROLE OF ADVISORY BOARD

- To provide advice and recommendations on the work of SSHA³P staff regarding:
 - assessment of affordable/attainable housing needs for different populations in Pierce County;
 - the development of policies and/or funding resources to meet those needs;
 - the priorities for allocation of future SSHA³P capital resources to create or preserve access to affordable/attainable housing;
 - input on program design and development related to housing affordability and stability;
 - suggested approaches to federal, state and regional legislative advocacy; and
 - providing support for public education and community outreach activities.

MEMBERSHIP

- The Advisory Board will consist of 15-20 members
- Members should represent the geographic and demographic diversity of Pierce County
- Members will reflect
 - One-third consumers of affordable/attainable housing, both rental and ownership
 - One-third developers, designers, planners, and managers of affordable/attainable housing
 - One-third advocates and advisors who work on land use and housing issues

TERMS

- Appointments will be for a three-year term. When the Advisory Board is created, the initial terms of members shall be staggered as follows:
 - One-third shall be appointed for a one-year term
 - One-third shall be appointed for a two-year term
 - One-third shall be appointed for a three-year term
- The membership categories of the first Advisory Board will be evenly distributed across the three terms categories.

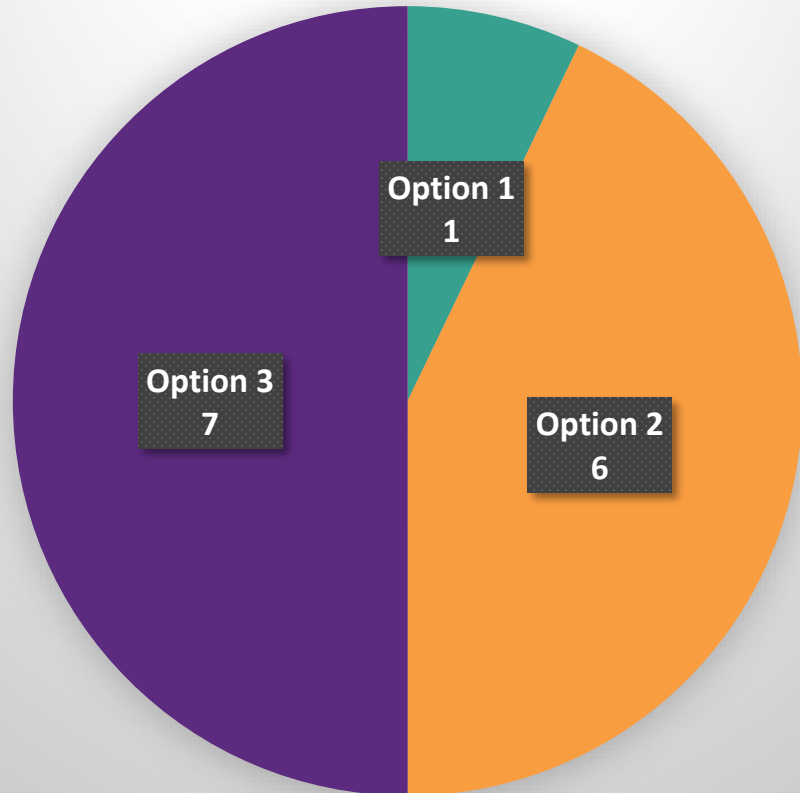
APPOINTMENT PROCESS

STEP	DETAILS
1. Initial application review	SSHA ³ P staff review application.
2. Phone screening interview	SSHA ³ P staff conduct a brief phone screening interview.
3. Panel Interview	<i>Dependent on selected option.</i>
4. Recommendation	<i>Dependent on selected option.</i>
5. Appointment	The Executive Board appoints Advisory Board members at the April 7 Executive Board meeting.

SUMMARY OF OPTIONS PRESENTED

#	1 Board member involved in each interview	Additional interview conducted by Subcommittee members	Subcommittee makes final recommendations
Option 1			
Option 2	✓		
Option 3			✓
Option 4		✓	✓

POLL RESULTS



ADDITIONAL FEEDBACK

- Emphasis on having an Advisory Board from across Pierce County with a diversity of expertise and experiences.
- Suggestion to include more people from the member government staff workgroup on interview panels to ensure member organizations are well-represented.

APPOINTMENT PROCESS

STEP	DETAILS
1. Initial application review	SSHA ³ P staff review application.
2. Phone screening interview	SSHA ³ P staff conduct a brief phone screening interview.
3. Panel Interview	Interviews conducted by SSHA ³ P staff and 2 member government staff workgroup members.
4. Recommendation	An Executive Board Subcommittee meets in late March to review qualified applicants and recommend 15-20 applicants for appointment. <i>*Executive Board forms a Subcommittee of no more than 7 members at the February meeting.</i>
5. Appointment	The Executive Board appoints Advisory Board members at the April 7 Executive Board meeting.

During panel interviews, we will aim to have a staff workgroup member from at least TWO of these groups:

Pierce County + Large Cities	Small Cities and Towns	Tribal Government
<ul style="list-style-type: none">• Auburn• Lakewood• Pierce County• Puyallup• Tacoma• University Place	<ul style="list-style-type: none">• DuPont• Edgewood• Fife• Fircrest• Gig Harbor• Milton• Steilacoom• Sumner	<ul style="list-style-type: none">• Puyallup Tribe of Indians

RECRUITMENT & APPOINTMENT TIMELINE

December - January

- Distributed application materials
- Targeted outreach
- Q+A sessions

End of January – Mid-March

- Review applications
- Conduct phone screens
- Conduct panel interviews
- Application closes Feb 10

April 7

- Executive Board appoints Advisory Board members

February 3

- Finalize appointment process
- Form Executive Board Subcommittee

Late March

- Executive Board Subcommittee meets to review applicants and recommend 15-20 applicants for appointment

NEXT STEPS

- Final direction from the Executive Board on appointment process
- Formation of Executive Board Subcommittee



ADVISORY BOARD APPOINTMENT PROCESS

SSHA³P EXECUTIVE BOARD REGULAR MEETING
FEBRUARY 3, 2023

MARY CONNOLLY, SSHA³P PROGRAM SPECIALIST 2

South Sound Housing Affordability Partners

2022 SSHA3P Work Plan

Quarter 4 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 SSHAP 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 SSHAP website for dissemination.			
1B	Ascertain interest from member governments on willingness to partner with member governments on affordable housing development project(s).	Working with SSHAP 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			

South Sound Housing Affordability Partners

Budget Performance Report

2022 Quarter 4 Update

South Sound Housing Affordability Partners		
Year 2: 2022 Budget vs Actual as of December 31, 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	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	145,000
EXPENDITURES		
Salaries and Benefits	159,390	122,506
Professional Services	67,636	56,982
Other	66,064	1,789
TOTAL Expenditures	293,090	181,277

*Pierce County transferred the \$125,000 into the SSHA³P account in January 2023

**As part of 2022 work plan development the Executive Board indicated support of de-prioritization of philanthropic fund development