

SSH³P

South Sound Housing Affordability Partners Executive Board Meeting Minutes

December 1, 2023

8:30 – 9:59 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 Doug Fagundes, City of Fife – present
 Chair, Councilmember Hunter George, City of Fircrest – present
 Mayor Pro Tempore Joe Barrentine, City of Fircrest – absent
 Mayor Tracie Markley, City of Gig Harbor – present
 Councilmember Mike Brandstetter, (alternate) City of Lakewood – absent
 Councilmember Paul Bocchi, City of Lakewood – absent
 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
 Mayor Dick Muri, Town of Steilacoom – excused
 Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present
 Mayor Kathy Hayden, City of Sumner – present
 Mayor Victoria Woodards, City of Tacoma – present
 Deputy Mayor Kristina Walker, City of Tacoma (alternate) – excused
 Councilmember Stan Flemming, City of University Place – present

Staff: Jason Gauthier, SSH³P Manager
 Mary Connolly, Program Specialist
 Becki Foutz, Administrative Assistant

Guests: Cynthia Stewart, Ryan Windish, Jody Davison, Kenneth George, Trish Crocker, Alex Harrington, Dorsol Plants, John Howell, LeighBeth Merrick, Isabella Rivera Kjaer, Tiffany Speir, Taylor Jones

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair George called the meeting to order. SSH ³ P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda Hunter George	Any modifications to the agenda? None. Councilmember Flemming moved to approve the consent agenda; Mayor Eidinger seconded. Vote was taken, none opposed.	Today's agenda was approved.

TOPIC/WHO	DISCUSSION	ACTION
<p>Public Comment</p>	<p>Chair George invited the public to comment.</p>	<p>None</p>
<p>Resolution 2023-09, 2024 SSHA³P Operating Budget Jason</p>	<p>This Resolution formally adopts the 2024 SSHA³P Operating Budget. Councilmember Flemming moved to adopt Resolution 2023-09; Mayor Backus seconded. Vote was taken, none opposed.</p>	<p>The 2024 SSHA³P Operating Budget was adopted.</p>
<p>Resolution 2023-08, SSHA³P Housing Capital Fund Jason</p>	<p>Resolution 2023-08 authorizes Pierce County to create the SSHA³P Housing Capital Fund and adopts rules and procedures of the fund. The IGA allows Pierce County to authorize a SSHA³P Housing Capital Fund account. The Executive Board has authority to create policies and procedures for the release of funds and develop standard forms of approvals and agreements to be used in the application. Legal review has confirmed that the rules and procedures meet legal requirements. Parties are to notify staff by 12/31 of the amount, and source of funds; committed funds are to be transferred by 8/1. There will be a designated representative for each party that contributes. SSHA³P staff will notify parties when requests for funds within their boundaries are received.</p> <div data-bbox="332 1155 1356 1585" data-label="Diagram"> <pre> graph LR A[December 2023 Executive Board resolution to establish the Fund] --> B[Early 2024 Fund Committee meetings] B --> C[April 2024 Application for SSHA³P Regional Housing Capital Fund] C --> D[Summer 2024 Applications Due] D --> E[August/September 2024 Fund Committee develops award recommendation(s)] E --> F[October 2024 Executive Board considers recommendations for action] </pre> </div> <p>Jason opened for questions. Executive Dammeier asked for some clarification on how this would operate: will we put money into the fund to see what projects we have, or will people come up with projects and use the fund as the vehicle to accomplish them? Is part of the value drawing in money that member jurisdictions wouldn't typically receive?</p>	<p>Informational</p> <p>Discussion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Resolution 2023-08 continued</p>	<p>Jason responded - both and – we don't know who might potentially apply. The work plan in 2023 called for us to begin negotiations on this fund, specifically with those jurisdictions collecting 1406 funds. During negotiations there was discussion on whether parties could prioritize projects within our boundaries, and the answer was yes. For example, if Fife had an affordable housing project, the committee could write an RFP narrowly, prioritizing projects in Fife. The goal is to spur on projects in areas with limited revenue sources to develop affordable housing. Member governments can commit various funds. The hope is to build on success.</p> <p>The Executive clarified that to become a party, a member government must contribute, any amount, with all parties having equal votes? Correct. Each jurisdiction has different capacity to contribute funds. The Executive Board can set a minimum contribution if needed.</p> <p>How does this compare to what the other groups are doing? The account rules and procedures were built based on lessons learned by the SKHHP process; their application process is quite similar and has been quite successful. They allocated a little over \$1M the first year, and \$6M the second.</p> <p>Councilmember Ballard noted that DuPont is a high-capacity transit community but doesn't have 1406 or other resources to contribute. If a member government is in Pierce County, and they have an affordable housing project associated with their high-capacity transit area, would the County's dollars in the new fund be available to them? Yes, if Pierce County's a contributing party to the fund, and DuPont's in Pierce County, they would be eligible to use the funds. Executive Dammeier added that some County funds may only be used in unincorporated Pierce County, while other funds may be used countywide.</p> <p>Mayor Backus explained that if a municipality or government is not supportive of a project going up in their community, SSHA³P would not fund that project. (The project could still move forward, but without SSHA³P funding.) There are parameters in place to ensure that municipalities are notified about prospective projects within their boundaries.</p> <p>Councilmember Flemming moved to approve Resolution 2023-08. Mayor Backus seconded. Executive Dammeier pointed out that this is not the "be-all, end-all," however it does create more options for jurisdictions without significant funds to invest.</p> <p>Councilmember Henderson noted that the County has a tax base now per the Maureen Howard Affordable Housing Act. Steilacoom can't collect that tax. What are the potential benefits to a small town? This interlocal effort/organization was formed with the premise that affordable housing needs don't stop at the boundaries of cities and towns. We all must work together.</p>	<p>Discus- sion</p>

TOPIC/WHO	DISCUSSION	ACTION
Resolution 2023-08 continued	The new fund would facilitate providing more affordable housing, regionwide across Pierce County. Through the Maureen Howard AH Act, municipalities are taxed with the monies going to Pierce County to allocate across the county. Vote was taken. None opposed. Thanks to staff for their work on this!	Jason will share the full press release. Resolution 2023-08 was approved.

TOPIC/WHO	DISCUSSION	ACTION
SSHA³P Advisory Board Draft 2024 Work Plan Presentation Mary	<p>Mary presented the draft SSHA³P Advisory Board's 2024 Work Plan, seeking feedback from the Executive Board. An annual work plan is a requirement of the Advisory Board's bylaws. The draft Work Plan aligns with SSHA³P's ILA and Resolution 2023-02. The Advisory Board went through an extensive process to identify the policies and procedures brought forward for the Executive Board to evaluate for inclusion in SSHA³P's housing toolkit.</p> <p>Focus areas of the draft Work Plan include providing feedback, Housing Toolkit recommendations, education, and administration.</p> <p>The Advisory Board selected the following policies and procedures they propose including in the housing toolkit, based on the priority of increasing affordable housing units: Process Improvement, Impact Fee Flexibility, Waivers, Fee-in-lieu program for frontage improvements, Parking, Design Standards, and Universal Design Incentives.</p> <p>Mary explained that the goal is to whittle the above policies to two to be included in the Housing Toolkit. Riley Guerrero of Pierce County Housing Authority and a member of the Advisory Board served on the subcommittee that met five times to bring the above policies forward.</p> <p>Executive Dammeier asked staff didn't advance impact fee flexibility waivers and fee-in-lieu for frontage improvements? Mary said there wasn't a lot of interest in the member governments she spoke with; she believes that stemmed from equity and taking away funding sources, and that there might be more impactful ways to create more affordable housing, such as creating incentives related to height limit flexibility, parking standard reductions, rather than impact fee waivers or family programs. Executive Dammeier said that we don't want to drive up the cost of housing in the name of affordable housing.</p> <p>Deputy Mayor Witting reported that the fee-in-lieu program's working well in Puyallup. Fees are used collectively in areas that will make the most impact, for example, to connect sidewalks. Regarding universal design incentives: each municipality has different codes; the more we can standardize the better. Parking standards and height density standards are ideas that Puyallup's interested in. Mary clarified that universal design standards are specifically to increase accessibility.</p> <p>Chair George appreciates the work that the Advisory Board has put into this; it's a good start! Executive Dammeier stated that as far as parking, we need to fully understand options, and what's been done. He's personally received concerns about lack of parking. We need to consider the smart level of reductions or restrictions. In Fircrest they allowed tiny parking spaces; cars are continually hitting each other, and no one wants to park at those businesses now.</p>	<p>Informa- tional</p> <p>Mary will gather more info from the staff work- group and report back.</p> <p>Discus- sion</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>Chair & Vice Chair Election Jason Gauthier</p>	<p>Chair George said it's been a privilege to serve the Exec Board this year! He hopes to be back to serve on the Board in 2024.</p> <p>Mayor Woodards nominated Mayor Tracie Markley for Chair. Deputy Mayor Witting seconded. Mayor Markley noted that SSHA³P's near and dear to her heart; Gig Harbor's expanding affordable housing and she's looking forward to carrying that forward. Vote was taken. None opposed.</p> <p>Executive Dammeier thanked Chair George for his service as chair. He has a lot on his plate! Mayor Woodards thanked Chair George as well.</p> <p>Mayor Backus nominated Mayor Roscoe for Vice Chair. Executive Dammeier seconded. Mayor Roscoe expressed her fondness for the group; this issue's a big challenge for Fife, and she looks forward to working with Mayor Markley. Vote was taken. None opposed.</p> <p>Chair George thanked the group for helping him learn more about housing this year. SSHA³P accomplished a lot!</p>	<p>Mayor Markley was elected 2024 Chair.</p> <p>Mayor Roscoe was elected 2024 Vice Chair.</p> <p>Thank you!</p>
<p>SSHA³P Manager Report Jason</p>	<p>Jason directed the group to look at the draft schedule for 2024 included in the meeting packet.</p>	<p>If there are any changes in 2024 member-ship, please notify Jason.</p>
<p>Executive Board Updates/Comments</p>	<p>None</p>	
<p>Adjournment</p>	<p>Mayor Woodards moved to adjourn the meeting. Mayor Backus seconded. Vote was taken. None opposed. The meeting adjourned at 9:59.</p>	<p>Meeting adjourned!</p>

The next SSHA³P Executive Board meeting is scheduled for Friday, January 5, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant