



**South Sound Housing Affordability Partners
Executive Board**

Special 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>

January 12, 2024, 8:30 a.m.

Chair Mayor Tracie Markley, Vice Chair Mayor Kim Roscoe, Mayor Nancy Backus, Councilmember Kevin Ballard, Councilmember Christi Keith, Councilmember Hunter George, Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Deputy Mayor Ned Witting, Mayor Kathy Hayden, Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Flemming
Deputy Mayor Mike Winkler (Alternate), Councilmember Doug Fagundes (Alternate), Councilmember Brett Witter (Alternate), Councilmember Mike Brandstetter (Alternate), Councilmember Robyn Denson (Alternate), Councilmember Nancy Henderson (Alternate), Councilmember Kiara Daniels (Alternate), Councilmember Edward Wood (Alternate)

I. CALL TO ORDER

8:30

ROLL CALL

INTRODUCTORY QUESTION

Question: What is your New Years' resolution or goal for 2024?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: December 1, 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 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. RESOLUTIONS AND PRESENTATIONS

A. Presentation: Resident Owned Manufactured Home Communities 8:50

Purpose: Presentation by Victoria O'Banion of ROC Northwest, on resident owned manufactured home communities.

- ATTACHMENTS:
- ROC Northwest Presentation [Document Link](#)
 - Seven Steps to Resident Ownership [Document Link](#)
 - What is Opportunity to Purchase [Document Link](#)
 - Resident Ownership Basics: How a Cooperative Works [Document Link](#)

B. Resolution No. 2024-01, Adopting the 2024 Advisory Board Work Plan 9:10

Purpose: Consideration of Resolution No. 2024-01 to adopt the 2024 Advisory Board Work Plan.

- ATTACHMENTS:
- Advisory Board Recommended Work Plan Presentation [Document Link](#)
 - Resolution No. 2024-01 [Document Link](#)
 - Advisory Board Work Plan Recommendation [Document Link](#)
 - Advisory Board Work Plan Recommendation Memorandum [Document Link](#)

C. Resolution No. 2024-02, Appointing Members to the Advisory Board 9:40

Purpose: Consideration of Resolution No. 2024-02 to appoint members to the Advisory Board.

- ATTACHMENTS:
- Advisory Board Appointment Presentation [Document Link](#)
 - Resolution No. 2024-02 [Document Link](#)
 - Recommended Applicant Profile Memorandum [Document Link](#)

VI. REPORT BY THE SSHA³P MANAGER

- A. Developer Portal Update
- B. Legislative Session Update
- C. SSHA³P Housing Capital Fund Update
- D. 2023 Year-in-Review

- ATTACHMENTS:
- January 2024 SSHA³P Manager Report [Document Link](#)
 - Week 1: Legislative Hot Sheet [Document Link](#)
 - SSHA³P 2023 Year-in-Review [Document Link](#)

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

SSHA³P

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, SSHA³P 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. SSHA 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
<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

ROC NORTHWEST
RESIDENT
OWNED
COMMUNITIES

July 2023

ABOUT US

- 300+ across the country
- Active in Washington since 2008
- 25 resident owned communities in Washington
- 5 resident owned communities in Pierce County
- Statewide opportunity to compete law



HOW WE WORK

- Review feasibility
- Organize residents
- Negotiate assignable purchase and sale agreement
- Execute physical site inspections
- Bring in secured financing
- Resident entity purchase



RESIDENT COOPERATIVE OWNERSHIP

Resident cooperative ownership means that the members of the housing cooperative collectively own the manufactured housing community. The cooperative is responsible for maintenance of the park, oversight of the annual budget, and managing vendors.



LOCAL MUNICIPAL SUPPORT

- Bellingham
- Lakewood
- Zoning Protection - a dedicated manufactured home park zone that ensures that the next owner can not change the use, eliminating affordable housing
- Comprehensive Plan - manufactured housing should be included in all municipal plans as safe, affordable, and permanent low income housing



CURRENT CHALLENGES

- 17 MHCs listed for sale, 6 unable to purchase
- Fair market value v. asking price v. assessed value
- Cost of capital - impacting the feasibility for resident acquisition





Royal Coachman Homeowners Co-op

We Own It!

18,337 Strong and Growing

Royal Coachman Homeowners Co-op

¡Es de nosotros!

Representando la fuerza de 18,337 y aumentando

LAUNDRY ROOM
OFFICE
CUARTO DE LAVADO





Victoria O'Banion
victoria@nwcdc.coop
308-991-5663



Seven Steps to Resident Ownership

1. Organize A Community Meeting - Immediately after residents are notified about the intent to sell, a community wide meeting needs to be scheduled. All residents in the park need to know if there is a path to resident ownership and be given the opportunity to ask questions. At this meeting residents will be given information about the resident owned community (ROC) program. They will also be given a draft budget that shows how much it would cost to purchase the park.

2. Get Members and Votes - All residents who are homeowners are given the opportunity to join the cooperative and then vote to form a housing cooperative. Residents are NOT voting to buy the park at this time, just simply organizing as a group.

3. Set The Interim Board of Directors and Adopt Articles of Incorporation - The cooperative is represented by a five person Board of Directors. These are the residents that will work with ROC Northwest to review documents and will be the main point of contact in the community. Nominations for the Board are taken during the vote to form a cooperative. The Board then needs to sign the Articles of Incorporation to register as a business with the Secretary of State. This is simply a document that describes the business and its purpose.

4. Respond To Owner Letter With Purchase Offer - ROC Northwest has been helping residents purchase their community since 2008. ROC Northwest will provide their expert technical assistance on the creation of a competitive purchase and sale agreement. To help show the Seller that the residents can really purchase their park, the agreement will be executed by ROC Northwest and then signed over to the cooperative.

5. Execute Due Diligence, Secure Financing and Adopt Policies - IF the owner accepts the offer this will be the time to do a physical inspection of the park, determine what work needs to be done in the park and how much it will cost, and get the loan. During this time the Board of Directors will also create community rules, bylaws, and other essential policies.

6. Purchase the Park - After all of the inspections are complete and the loan is finalized, the cooperative will purchase the park! This requires a "yes" vote from 80% of the residents. It is important to remember that the cooperative business is purchasing the park and getting the loan, NOT the residents.

7. Own and Operate the Park! - After the cooperative purchases the park, ROC Northwest will help the Board of Directors with the complex task of being the voice of the land owner. ROC Northwest will be available to answer questions and provide assistance for at least 10 years.



Keep In Mind

As residents navigate these steps it's important to keep two things in mind. First, resident ownership is not for every community and not a good fit for every person. There will be times when a resident purchase does not make sense for a variety of reasons including the cost of lot rent, the size of the park, or potential problems with infrastructure. Second, if the cooperative does buy the park not everyone has to become a member. In that case the resident will be renting the lot from the cooperative, just like they are renting the lot from the landowner now.

Learn More

To learn more about the steps to resident ownership visit [ROC Northwest](#).

ROC Northwest Support

ROC Northwest is a program of the Northwest Cooperative Development Center. We help people form cooperative businesses all across the Pacific Northwest. We have been helping residents buy their manufactured home community since 2008 and now there are more than 20 ROCs in Washington. We do not expect residents to know how to purchase and operate their community, but we do! We will coach residents through all of the steps for at least 10 years, servicing as a technical assistant. ROC Northwest does not have a vote or the final decision, we simply provide advice.





What is OTP?

There are several different laws that are similar, giving residents of multi-family housing communities the opportunity to purchase their community. You may hear about 'first right of refusal' or 'tenant opportunity to purchase/TOPA' or simply 'opportunity to purchase/OTP'. While similar they are very different in practice.

During the 2023 legislative session, Washington state passed Senate Bill 5198. This bill was signed into law and became effective on July 23, 2023. Amongst other important changes, the bill gives residents in manufactured home communities (MHCs) the 'opportunity to compete' much like 'opportunity to purchase' guidelines.

With a specific timeline and requirements the process is fairly straightforward: 1) the landowner notifies residents and government agencies of their desire to sell the MHC, 2) through help from ROC Northwest, if feasible and wanted a resident purchase offer is submitted to the landowner, 3) the landowner then reviews all offers, including those offered by investors, 4) the landowner selects the offer that meets their needs, they are not required to select the offer for the resident purchase, 5) the purchase process begins.

While the process is rather straightforward, there are a lot of complex steps that need to be executed during the process. It is recommended that residents consult an experienced professional to walk through the steps, ensuring a competitive purchase and sale offer and increasing the likelihood of resident acquisition.

ROC Northwest Support

ROC Northwest staff are experienced professionals in the purchase of MHCs for resident purchase. Since 2008 ROC Northwest has coached residents through the purchase process in over 20 acquisitions. When a resident is informed of the landlord's intent to sell they are encouraged to reach out to ROC Northwest immediately to begin the process. ROC Northwest can be contacted at info@rocnorthwest.com.

Learn More

To learn more about Senate Bill 5198 you may [read the full bill online](#). The additional fact sheets associated with this resource will dig deeper into the nuts and bolts of the 'opportunity to complete' process and the purchase of MHCs.





Resident Ownership Basics: How a Cooperative Works

Resident Owned Community (ROC) cooperatives are businesses like most manufactured home communities. The cooperative is responsible for collecting monthly fees from the residents, maintaining the condition of the community, and enforcing the community rules. The key difference between cooperatives and other businesses is the democratic role of the members.

In a cooperative, every household gets one vote. For ROCs, each owner occupied home has one membership and is entitled to one vote. Importantly, no person can ever have more than one vote, even if they somehow end up owning more than one home in a ROC. At least once a year, all the members of a ROC come together for a membership meeting. During this meeting, all the members vote on major decisions like a new annual budget, approving a major construction project, changing the community rules, or amending the cooperative's bylaws. During this annual meeting, the members vote to elect their board of directors.

The board of directors is empowered by the membership to oversee the day-to-day operations of the cooperative. Cooperatives can have as many directors as they want, but the most common boards have five directors including: secretary, treasurer, operations manager, vice president, and president. These five directors of the board usually meet monthly and review financials, hear committee reports, approve certain expenses, discuss rules violations, and address whatever issues pop up.

There are a few important rules built into the bylaws that are not commonly used but exist to ensure the cooperative continues democratically. For example, if enough cooperative members sign a petition, they can compel the board of directors to call a member-wide meeting of the community. At this meeting, the membership can even vote to remove a board member. Another protection is that the cooperative has to keep open books for the members. This means that members have a right to inspect records of the cooperative, except when they contain personal information. Also, board meetings are open to the members and minutes are required to be kept on file recording any decisions made at these meetings.

Just as the board is responsible to the members, each member has to be responsible to the cooperative. Actively undermining the operation of the cooperative or behaving in a way that violates the cooperative principles could result in a person being expelled from membership. Not paying monthly cooperative fees could result in members falling into bad standing and becoming unable to run for board director positions. Most importantly, members are expected to volunteer their time to participate in membership meetings, help around the community, and even serve on a committee.

Finally, even though members and the board get to make many decisions in a cooperative, they aren't the only decision makers. Most ROCs have a loan and their lenders may require the cooperative to maintain certain savings amounts, be properly insured, hire licensed property management, or even make certain repairs. Additionally, all ROCs are providing housing and have local, state, and federal regulations that govern how they enforce rules, collect fees, screen applicants, and more. When ROCs use public resources to purchase their communities, they may also have grant requirements like preserving certain lots for lower income households, conducting regular financial audits, and providing reporting to the State.



Keep In Mind

All ROCs are cooperatives, and most of the Washington ROCs are incorporated under our State's Nonprofit Miscellaneous and Mutual Corporations Act. Even though the State statute says "Nonprofit" the federal nonprofit exemptions are completely separate. While some cooperatives enjoy certain federal nonprofit statuses from the IRS, it is not common for ROCs to get the special 501(c)3 designation that is most commonly associated with charitable nonprofits.

Seller Corner

The last thing any seller wants to do during a property transaction is negotiate with 5, 7, or 9 directors on a board. ROC Northwest communicates with the board of directors, the lender, and the engineer to make sure communication is clear and timely. Sellers can expect to communicate with one point person from ROC Northwest who will route information to the appropriate director. With help from ROC Northwest the cooperative board will convene to make decisions needed to fulfill the obligations of the purchase agreement.

ROC Northwest Support

ROC Northwest provides interim bylaws to new groups forming cooperatives and then assists the community in reviewing and ratifying articles of incorporation and bylaws that enshrine the cooperative principles and democratic processes into the organization. Once the cooperative has successfully purchased their community, ROC Northwest continues to coach the board around sound governance practices and assists in planning for membership meetings. Often, ROC Northwest staff are asked to count ballots in competitive elections.

Learn More

The Cooperative Principles mentioned above are seven principles established by the International Cooperative Alliance. Below are the seven principles which you can learn more about at [NCBA](#).

1. Voluntary and Open Membership
2. Democratic Member Control
3. Members' Economic Participation
4. Autonomy and Independence
5. Education, Training and Information
6. Cooperation Among Cooperatives
7. Concern for Community





2024
ADVISORY BOARD
RECOMMENDED
WORK PLAN

EXECUTIVE BOARD SPECIAL MEETING

JANUARY 12, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Agenda

- Work Plan Purpose
- Work Plan Development
- Draft Work Plan Focus Areas
 - Advise & Provide Feedback
 - Housing Toolkit Recommendations
 - Education
 - Administration
- Housing Toolkit Recommendations

Work Plan Purpose

- An annual work plan is a requirement of the Advisory Board bylaws
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public

Work Plan Development

- Aligns with SSHA³P ILA and Resolution No. 2023-02
- Feedback from Advisory Board, member government staff, and Executive Board
- Extensive process to identify policies and programs as options to evaluate for inclusion in SSHA³P's housing toolkit

Focus Area #1: Advise and Provide Feedback

- Provide feedback on:
 - 2025 SSHA³P Work Plan
 - 2025 SSHA³P Budget
 - 2025 SSHA³P State and Federal Legislative Agendas
 - Other housing-related efforts in Pierce County, as requested

Focus Area #2: Housing Toolkit Recommendations

- Framework for Analysis and Recommendation
 - Develop a framework for analyzing policies and programs
- Analyze for inclusion in SSHAP's Housing Toolkit:
 - Universal Design Incentives
 - Permitting process improvement with a focus on service level agreements and accountability processes

Focus Area #3: Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Focus Area #4: Administration

- Member Government Consideration
 - Consider recommended process for SSHA³P member governments to consider Housing Toolkit recommendations
- Elect chair and vice chair(s)

Process to Identify Policies and Programs



Executive Board and Staff Workgroup Feedback

	Positive Feedback from Executive Board	Positive Feedback from Staff Workgroup
Permitting Process Improvement		✓
Fee-in-lieu program for frontage improvements	✓	
Minimum requirement for number of off-street parking stalls	✓	✓
Parking reductions for affordable housing	✓	✓
Height limits and flexibility	✓	✓
Density and height bonus for affordable housing	✓	✓
Universal Design Incentives	✓	✓

Policies/Programs Recommended for Inclusion in Work Plan

- Universal Design Incentives
- Permitting process improvement with a focus on service level agreements and accountability processes

Staff Workgroup Feedback

Permitting process improvement with a focus on service level agreements and accountability processes

- Discussion:
 - Alignment with SSHA³P's mission
 - Usefulness of a regional recommendation
 - Advisory Board and staff capacity
- Consensus suggestion: Remove this item from the work plan



2024
ADVISORY BOARD
RECOMMENDED
WORK PLAN

EXECUTIVE BOARD SPECIAL MEETING

JANUARY 12, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II



RESOLUTION NO. 2024-01

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), ADOPTING THE 2024 SSHA³P ADVISORY BOARD WORK PLAN.

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution 2023-02, establishing the SSHA³P Advisory Board and providing for the purpose and duties of the board; and

WHEREAS, pursuant to Resolution No. 2023-02, under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas; and

WHEREAS, pursuant to Resolution No. 2023-02, possible areas of focus include recommendations on SSHA³P’s work plan and budget; the evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and suggested approaches to federal, state, and regional legislative advocacy; and

WHEREAS, pursuant to Resolution No. 2023-02, the work plan shall be adopted by the Executive Board; and

WHEREAS, at the December 19, 2023 regular meeting of the Advisory Board, the Advisory Board recommended a work plan that was presented for the Executive Board’s consideration at their special meeting on January 12, 2024.



25 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

26 **Section 1. Adoption of 2024 SSHA3P Advisory Board Work Plan**

27 The Executive Board adopts the SSHA³P 2024 Advisory Board Work Plan as
28 shown in Exhibit A.

29

30 **Section 2. Effective Date.**

31 This Resolution will take effect and be in full force on passage and signature.

32

33 Adopted this _____ day of _____, 2024.

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37

38 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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40

41 _____

42 TRACIE MARKLEY, CHAIR

43

44 ATTEST:

45 _____

46 _____



Exhibit A

SSHA³P Advisory Board 2024 Work Plan

Advise and Provide Feedback

- Provide feedback on:
 - 2025 SSHA³P Work Plan
 - 2025 SSHA³P Budget
 - 2025 SSHA³P State and Federal Legislative Priorities
 - Other housing-related efforts in Pierce County, as requested

Housing Toolkit Recommendations

- Framework for Analysis and Recommendation
 - Develop a framework for analyzing policies and programs for inclusion in the Housing Toolkit
- Analyze and make a recommendation to the SSHA³P Executive Board on inclusion in SSHA³P's housing toolkit:
 - Universal Design Incentives
 - Permitting process improvement with a focus on service level agreements and accountability processes

Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Administration

- Member Government Consideration
 - Consider recommended process for SSHA³P member governments to consider Housing Toolkit recommendations
- Elect chair and vice chair(s)



SOUTH SOUND HOUSING AFFORDABILITY PARTNERS
ADVISORY BOARD
RECOMMENDATION

At their meeting on December 19, 2023, the South Sound Housing Affordability Partners (SSHA³P) Advisory Board recommended a 2024 Work Plan for the Advisory Board as outlined in Attachment A. The motion passed with 13 yays, 0 nays, and 2 abstentions.

RECOMMENDED BY THE SSHA³P ADVISORY BOARD ON THE 19TH DAY OF DECEMBER 2023.

A handwritten signature in blue ink, reading "Adria N. Buchanan", is written over a horizontal line.

Adria Buchanan, Chair

Attest:

A handwritten signature in black ink, reading "Mary Connolly", is written over a horizontal line.

Mary Connolly, SSHA³P Program Specialist 2

Attachment A



Advisory Board
2024 Work Plan

RECOMMENDED by the Advisory Board on December 19, 2023

Advise and Provide Feedback

- Provide feedback on:
 - 2025 SSHA³P Work Plan
 - 2025 SSHA³P Budget
 - 2025 SSHA³P State and Federal Legislative Priorities
 - Other housing-related efforts in Pierce County, as requested

Housing Toolkit Recommendations

- Framework for Analysis and Recommendation
 - Develop a framework for analyzing policies and programs for inclusion in the Housing Toolkit
- Analyze and make a recommendation to the SSHA³P Executive Board on inclusion in SSHA³P's housing toolkit:
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Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Administration

- Member Government Consideration
 - Consider recommended process for SSHA³P member governments to consider Housing Toolkit recommendations
- Elect chair and vice chair(s)

FROM: Mary Connolly, Program Specialist II
TO: SSHA³P Executive Board
CC: Jason Gauthier, SSHA³P Manager
SUBJECT: 2024 Advisory Board Work Plan Recommendation
DATE: January 12, 2023

PURPOSE

This memorandum provides an overview of the development process for the Advisory Board's 2024 recommended work plan and a summary of the recommended work plan.

BACKGROUND

Resolution No. 2023-02, which established the SSHA³P Advisory Board, requires the Advisory Board to create an annual work plan that outlines the Board's work areas for the year. The resolution states that possible areas of focus include:

1. Recommendations on SSHA³P's work plan and budget;
2. Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
3. Suggested approaches to federal, state, and regional legislative advocacy.

On December 19, 2023, the SSHA³P Advisory Board took action to forward a 2024 recommended work plan to the SSHA³P Executive Board for consideration. This recommended work plan is included in the meeting packet for the SSHA³P Executive Board's special meeting on January 12, 2024.

WORK PLAN DEVELOPMENT PROCESS

With several work areas clearly outlined by Resolution No. 2023-02, the Advisory Board's annual work plan development primarily focused on selecting policies and programs to include in the work plan to evaluate for inclusion in SSHA³P's housing toolkit. The housing toolkit is the set of policies and programs that SSHA³P recommends to its members to consider implementing. An Advisory Board subcommittee was formed to facilitate the process of identifying policies and programs to include in the work plan. The following is a summary of this process.

1. Creation of an Evaluation Framework

Over the course of 4 Advisory Board meetings and 2 subcommittee meetings, the Advisory Board developed a framework to filter policies and programs for discussion. The framework measured the potential impact of each policy and the effort it would take for a member government to implement.

2. Idea Generation

Advisory Board members generated ideas based on the following priorities, identified by the Executive Board at its March 3, 2023 regular meeting:

- Increase number of units developed and speed of development to meet housing targets over the next 20 years;
- Increase number of affordable units developed;
- Encourage regional alignment without a one-size-fits-all approach; and
- Consider equity in policies and programs

3. Evaluation of Ideas with the Framework

Over the course of 4 subcommittee meetings, the subcommittee scored the policies and program ideas with the framework. Following scoring, the Advisory Board selected 6 policy and program areas to advance to the Executive Board for feedback:

- a) Process Improvement
- b) Impact Fees
- c) Frontage Improvements
- d) Parking
- e) Design Standards
- f) Universal Design Incentives

During the December 1, 2023 regular meeting of the Executive Board, staff provided an update on the development of the Advisory Board's work plan and requested feedback and direction regarding the policies and programs under consideration for inclusion in the recommended 2024 Advisory Board work plan. Staff also asked member government staff workgroup members for feedback. **Table 1** summarizes feedback from the Executive Board and the staff workgroup on specific policies and programs related to the policy areas above.

Table 1: Summary of Feedback from Executive Board and Staff Workgroup on Policy Areas Advanced by the Advisory Board

Key:

Positive Feedback or Interest Expressed	+
Negative Feedback or Concerns Expressed	-
No Feedback, Neutral Feedback, or No Interest	

Policy Area	Policy or Program	Executive Board Feedback	Staff Workgroup Feedback
Process Improvement	Expedited permitting		-
	Permitting process improvement		+
	Timelines for utility connections with cost recovery		-
Impact Fees	Impact fee flexibility, waivers		-
Frontage Improvements	Fee-in-lieu program for frontage improvements	+	
Parking	Minimum requirement for number of stalls	+	+
	Minimum requirement for stall size	-	
	Parking reductions for affordable housing	+	+
Design Standards	Height limits and flexibility	+	+
	Density and height bonuses for affordable housing	+	+
Universal Design	Universal design incentives	+	+

5. Recommendation

Based upon the 2023 Advisory Board work pace, Advisory Board and staff capacity, and other work plan expectations, staff recommended that the Advisory Board include two policies and programs in the work plan for evaluation. Using feedback from the Executive Board and Advisory Board, the subcommittee recommended that the Advisory Board include the following items in the work plan for evaluation and potential recommendation for inclusion in the housing toolkit:

- Universal design incentives
- One of the following, either:
 - Height and density bonuses for affordable housing; OR
 - Permitting process improvement

At the December 19, 2023 regular meeting of the Advisory Board, staff provided a briefing on the subcommittee's recommendations and the Board considered which policy item to include in the Housing Toolkit section of the work plan. There were two motions to finalize the recommended work plan:

1. A motion to add permit process improvement, with a focus on service level agreements and accountability processes, to the work plan. The motion passed: 8 yay, 4 nay, and 3 abstentions¹.
2. A motion to recommend the work plan to the Executive Board. The motion passed: 13 yay, 0 nay, and 2 abstentions.

WORK PLAN RECOMMENDATION

A copy of the recommended work plan is included in the Executive Board's meeting packet for January 12, 2023. The recommended work plan includes 4 focus areas, summarized below.

Advise and Provide Feedback

The Advisory Board will provide feedback on the 2025 SSHA³P work plan, budget, and state and federal legislative priorities, as well as other housing-related efforts in Pierce County, as requested.

Housing Toolkit Recommendations

The Advisory Board will develop a framework for analyzing policies and programs for inclusion in the Housing Toolkit. They will also analyze the following policies and potentially make a recommendation to the SSHA³P Executive Board on their inclusion in SSHA³P's Housing Toolkit:

Universal Design Incentives

- **Background:** Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design. Universal design features can benefit people with physical disabilities, seniors, people with wheelchairs, people with poor vision, and others. Local governments can adopt incentives to encourage the incorporation of universal design features into the design of new buildings. The

¹ During the meeting, there was a brief discussion in which the meaning of an abstention was mistakenly interpreted.

City of Redmond is an example of a government that is working to include universal design in its redesigned incentive program.

- Evaluation: Staff expect that evaluation of this policy may include researching other examples of universal design incentives, studying examples of universal design features and their impact on accessibility, and researching how to calibrate incentives for universal design so that they are likely to be used by developers.
- Recommendation: A potential recommendation related to universal design incentives may identify 1) the standards that a developer must include in their building design to receive an incentive; and 2) the incentive(s) that a developer may receive in exchange for including universal design in their building design.

Permitting process improvement with a focus on service level agreements and accountability processes

- Terms:
 - “Service level agreement” refers to the time frame in which a jurisdiction must complete a certain action.
 - “Accountability processes” may include cost-recovery mechanisms similar to that in SB 5290 or other mechanisms that encourage accountability and transparency.
- Background: SB 5290², passed by the legislature in 2023, requires that jurisdictions planning under the Growth Management Act process project permits within a certain amount of time, and requires that these affected jurisdictions refund a portion of the permit fee to applicants if statutory timelines are exceeded. To avoid permit fee refund requirements, affected jurisdictions are provided an exemption if they adopt certain policies to help facilitate prompt permit review. The refund mechanism only applies to land use permits, not development permits, including building permits and utility connections.
- Evaluation: Staff expect that evaluation of this policy may include researching other examples of timelines and accountability processes adopted by jurisdictions and evaluating the impact of such policies on the timeliness of permit process review and utility connections.
- Recommendation: A potential recommendation may suggest timelines and accountability processes for building permits, utility connections, or other kinds of permits that aren’t included under SB 5290’s requirements.

Education

The Advisory Board will learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers.

² <https://app.leg.wa.gov/billssummary?BillNumber=5290&Initiative=false&Year=2023>

Administration

The Advisory Board will consider recommending a process for SSHĀ³P member governments to consider Housing Toolkit recommendations. Additionally, they will elect chair and vice chair(s) for the 2024 calendar year.



SSHA³P ADVISORY BOARD APPOINTMENT RECOMMENDATIONS

JANUARY 12, 2024

EXECUTIVE BOARD SPECIAL MEETING

MARY CONNOLLY, PROGRAM SPECIALIST II

AGENDA

- Overview of membership requirements
- Application Process and Outcomes
- Recommendations

ADVISORY BOARD REQUIREMENTS

- 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

OUTCOMES FOR MEMBERS WHO REAPPLIED

4 of 6 members
with expiring
terms reapplied

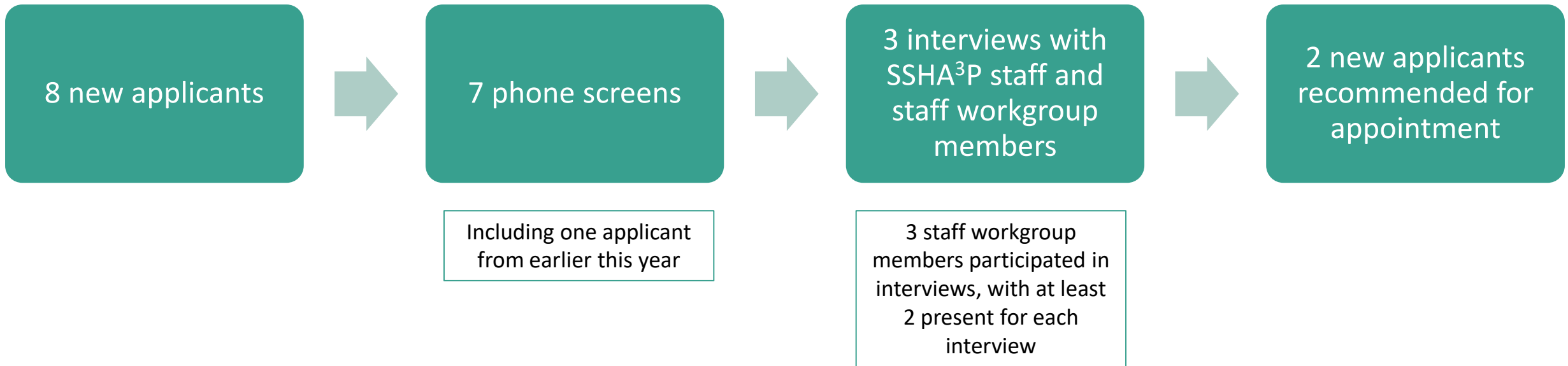


4 interviews with
SSHA³P staff



All 4
recommended for
reappointment

OUTCOMES FOR NEW APPLICANTS



APPOINTMENT RECOMMENDATIONS

Key
Returning Member
New Member

Advisor/Advocate	Developer/Manager	Consumer
Isabella Rivera Kjaer	Ben Ferguson	Faaluaina Pritchard
Lindsey Sehmel	Zac Baker	Dominique Cruz

FULL BOARD

Key
Current Member
Returning Member
New Member

Advisor/Advocate	Developer/Manager	Consumer
Adria Buchanan	Judson Willis	Desniege Haywood
Alex Harrington	Kevin Bates	Jay Worley
Amanda DeShazo	Nicholas Carr	Noemi Cagatin-Porter
Corey Orvold	Riley Guerrero	William Towey
Isabella Rivera Kjaer	Ben Ferguson	Faaluaina Pritchard
Lindsey Sehmel	Zac Baker	Dominique Cruz



SSHA³P ADVISORY BOARD APPOINTMENT RECOMMENDATIONS

JANUARY 12, 2024

EXECUTIVE BOARD SPECIAL MEETING

MARY CONNOLLY, PROGRAM SPECIALIST II



RESOLUTION NO. 2024-02

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P), APPOINTING MEMBERS TO THE ADVISORY BOARD.

WHEREAS, SSHA³P was formed on October 12, 2021 by Interlocal Agreement (ILA); and

WHEREAS, the SSHA³P ILA calls for the establishment of a SSHA³P Advisory Board to provide advice and recommendations on the work of SSHA³P; and

WHEREAS, on April 7, 2023 the SSHA³P Executive Board adopted Resolution 2023-02, establishing the SSHA³P Advisory Board, providing for the purpose and duties of the board, and establishing qualifications for the board; and

WHEREAS, the SSHA³P ILA and Resolution 2023-02 require that the SSHA³P Advisory Board consist of 15 to 20 community members and/or key stakeholders; and

WHEREAS, Resolution 2023-02 requires that SSHA³P Advisory Board membership reflect one-third consumers of affordable/attainable housing (rental and ownership housing), who shall fill “Consumer Seats;” one-third developers, designers, planners, managers of affordable/attainable housing, who shall fill “Developer/Manager Seats;” and one-third advocates and advisors who work on land use and housing issues, who shall fill “Advisor/Advocate Seats;” and

WHEREAS, SSHA³P staff and the SSHA³P member government staff members conducted a recruitment and selection process to identify eligible and qualified applicants for the SSHA³P Advisory Board; and

WHEREAS, a subcommittee of the SSHA³P Executive Board recommends the following applicants for appointment to the SSHA³P Advisory Board.



25 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

26 **Section 1. Appointment of Advisory Board Members.**

27 The SSHAP Executive Board hereby confirms the appointment of the following
28 individuals as stated below:

29
30 Ben Ferguson Developer/Manager Seat Second Term
31 Term Length: Appointment date through December 31, 2026

32
33 Dominique Cruz Consumer Seat First Term
34 Term Length: Appointment date through December 31, 2026

35
36 Faaluaina Pritchard Consumer Seat Second Term
37 Term Length: Appointment date through December 31, 2026

38
39 Isabella Rivera Kjaer Advisor/Advocate Seat Second Term
40 Term Length: Appointment date through December 31, 2026

41
42 Lindsey Sehmel Advisor/Advocate Seat First Term
43 Term Length: Appointment date through December 31, 2026

44
45 Zac Baker Developer/Manager Seat Second Term
46 Term Length: Appointment date through December 31, 2026

47
48
49 **Section 2. Effective Date.**

50 This Resolution will take effect and be in full force on passage and signature.

51
52 Adopted this _____ day of _____, 2024.

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56



57 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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61 _____
TRACIE MARKLEY, CHAIR

62

63 ATTEST:

64 _____

65 _____



FROM: Mary Connolly, Program Specialist II
TO: SSHA³P Executive Board
CC: Jason Gauthier, SSHA³P Manager
SUBJECT: Recommended Applicant Profile Memorandum
DATE: January 12, 2024

PURPOSE

The purpose of this memorandum is to provide information on the 6 people that an Executive Board subcommittee has recommended for appointment to the South Sound Housing Affordability Partners (“SSHA³P”) Advisory Board.

PROFILES OF RECOMMENDED APPLICANTS

1. Ben Ferguson [Profile Link](#)
2. Dominique Cruz [Profile Link](#)
3. Faaluaina Pritchard [Profile Link](#)
4. Isabella Rivera Kjaer [Profile Link](#)
5. Lindsey Sehmel [Profile Link](#)
6. Zac Baker [Profile Link](#)

Name: Ben Ferguson

Jurisdiction applicant lives in: Fircrest

Applying as a representative of (if applicable):

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Architect - Owner/Managing Principal - Ferguson Architecture
- Planning Commission - City of Fircrest - Commissioner
- AIA (American Institute of Architects) - Member
- EO (Entrepreneurs Organization) - Member
- Licensed Architect - Washington State
- City of Tacoma - Board of Building Appeals - Building Subject Expert Member
- City of Tacoma - Urban Design Review Advisory Board - Member
- City of Tacoma - Permit Advisory Group / co-Vice Chair

What would make this applicant a valuable addition the Advisory Board?

- Applicant is a current and active member of the Advisory Board.
- Applicant brings perspective as an architect.
- Applicant has extensive experience on housing-related boards and commissions, such as the Fircrest Planning Commission and the Tacoma Permit Advisory Group.

Name: Dominique Cruz

Jurisdiction applicant lives in: Lakewood

Applying as a representative of (if applicable):

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Animal rescue, cat fostering

What would make this applicant a valuable addition to the Advisory Board?

- Applicant is a current recipient of a Housing Choice Voucher.
- Applicant has lived experience navigating the affordable housing system and Housing Choice Voucher program as well as understanding and asserting tenants' rights. She is interested in using her experience to inform policy recommendations.

Name: Faaluaina Pritchard

Jurisdiction applicant lives in: Lakewood

Name of organization (if applicable):

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Executive Director, Asia Pacific Cultural Center
- Board Member of - Tacoma Urban League, WA State Asia Pacific Islander Coalition, Pierce County Arts Commission, Pierce County Affordable Housing Consortium, WA State Dept of Commerce Small Business Resilience Network, WA State Department of Health Community Collaborative, WA State Pacific Islander Leadership Network, Lakewood Arts Commission, Governor Environmental Justice Council

What would make this applicant a valuable addition the Advisory Board?

- Applicant is a current and active member of the Advisory Board.
- Applicant is passionate about representing her community (Asian American, Native Hawaiian and Pacific Islander) and understands the housing needs of her community.
- Applicant has extensive experience serving on boards and commissions.
- Applicant has experience in affordable housing development.

Name: Isabella Rivera Kjaer

Jurisdiction applicant lives in: Tacoma

Applying as a representative of (if applicable):

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Experience in planning and research
- Master of Community and Regional Planning
- Involvement with multiple chapters of the American Planning Association

What would make this applicant a valuable addition to the Advisory Board?

- Applicant is a current and active Advisory Board member.
- Applicant has a planning background with experience researching issues related to housing, homelessness, land use, accessible transportation, and equitable representation.
- Applicant has a strong understanding of equity in the context of housing.

Name: Lindsey Sehmel

Jurisdiction applicant lives in: Unincorporated Pierce County (Fox Island)

Applying as a representative of (if applicable):

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Founder of Ethos PNW – Land Use Planning and Community Consulting
- Washington American Planning Association (APA)
- Executive Masters of Public Administration

What would make this applicant a valuable addition to the Advisory Board?

- Applicant has extensive experience in planning, including experience working for the Puyallup Tribe, City of Bremerton, City of Puyallup, City of Gig Harbor, Lincoln City Oregon, and her own consulting agency, Ethos PNW.
- Applicant has professional relationships with staff and elected officials in Pierce County.
- Applicant can provide expertise on transit-oriented development.

Name: Zac Baker

Jurisdiction applicant lives in: University Place

Applying as a representative of (if applicable): Southport Financial Services

New applicant

Recent board member (term expired 12/31)

Person with experience living in affordable housing

developer, designer, planner, builder, or manager of housing development projects

advocate and/or advisor on land use and housing issues

Relevant Professional/Community Activities:

- Developer – Southport Financial Services (for-profit builder in affordable housing space)
- Consultant – Rainier Development
- Vice President of Tacoma Pierce County Affordable Housing Consortium, Community Engagement Outreach

What would make this applicant a valuable addition to the Advisory Board?

- Applicant is a current and active member of the Advisory Board.
- Applicant brings perspective of a for-profit developer building affordable housing.
- Applicant brings a focus on workforce housing.

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: January 2024 Manager Report
DATE: January 10, 2024

Focus Area 1: Facilitate the Development of Affordable Housing

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA³P service area.

Regional Housing Capital Fund

At the December 1, 2023, regular meeting of the Executive Board, the Board adopted Resolution No. 2023-08 to authorize SSHA³P Administering agency, Pierce County, to create the SSHA³P Housing Capital Fund (the Fund) account and adopt rules and procedures for the fund.

Following adoption, the cities of Auburn, Fife, and Sumner informed SSHA³P staff of their intention to contribute an aggregate amount of \$292,000 from their affordable and supportive housing sales and use tax funds (e.g., 1406) for the Fund. The Fund Committee created by Res. No. 2023-08 will be made of the following contributing party staff members:

City of Auburn – TBD
City of Fife – Taylor Jones
City of Sumner – Ryan Windish
Pierce County – Heather Moss

The Fund Committee will begin meeting in January to develop priorities for the usage of the Fund.

Philanthropy Roundtables on Affordable Housing

The first Philanthropy Roundtable on Affordable Housing was held on November 8th with the Greater Tacoma Community Foundation, Cheney Foundation, and Bamford Foundation. This first meeting was a planning meeting to create ongoing structure for following meetings with more regional funders. The next meeting is being planned for March 2024.

Department of Natural Resources Property

In September 2023, Pierce County's Community Development Corporation (PCCDC) signed an interagency agreement with the Department of Natural Resources (DNR) to facilitate the direct transfer of a DNR owned transition lands property in Frederickson for future affordable housing development. This property shows moderate development capacity for 20-26 units, most suitable for an affordable homeownership model. PCCDC received an allocation of \$2.75M in the Pierce County biennial budget to be used to facilitate the development of affordable housing, including the acquisition of property for future development. The DNR property acquisition is expected to occur in early 2024.

Focus Area 2: Support Policy & Planning Efforts

Support member governments in their development of locally appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available.

MFTE Program

SSHA³P staff are in the early stages of work on the creation of MFTE/affordability program compliance and monitoring programming. Staff will work with the Department of Commerce, Pierce County, ARCH, and the cities of Fife, Tacoma, and Lakewood in the development of this programming.

Comprehensive Planning

SSHA³P staff are supporting staff from the City of Fircrest in gathering materials for a presentation on Accessory Dwelling Units (ADUs). At the request of a member government, SSHA³P staff are gathering feedback from local developers on the usefulness and accuracy of Commerce's Middle Housing pro forma tool for the Pierce County area. Finally, SSHA³P staff are supporting staff workgroup members in hosting a third collaborative meeting for planners in Pierce County on January 26 to discuss incentivizing and encouraging affordable housing.

As members update their Comprehensive Plan housing elements, SSHA³P staff are available to assist in addressing HB 1220's "adequate provision" requirements, engaging with affordable housing developers, and conducting community engagement.

Comprehensive Plan Information Matrix

Staff continue to update [Comprehensive Plan resources](#) with new resources as they become available.

State Legislative Advocacy

The 2024 State Legislative Session began on January 8, 2024 and in alignment with SSHA³P's [2024 State Legislative Agenda](#), staff have been working to support and advance organizational priorities. Housing policy will be a significant focus for the current session. More information on the session and SSHA³P's work can be found in our weekly hot sheets, provided to Executive Board members and alternate members and member government staff.

Focus Area 3: Information & Engagement

Provide information and engagement to support the development of housing and access to housing support programs.

Developer Portal

The SSHA³P Developer Portal is almost ready to launch! The Developer Portal contains information on housing-related plans and policies, development incentives, permitting, and funding for affordable housing in each of SSHA³P's member jurisdictions.

Property Tax Exemption Seminars

Staff are working with Pierce County's Assessor-Treasurer's Office and Aging and Disability Resources outreach team to schedule two property tax exemption seminars in winter of 2024. These seminars will occur on the Key Peninsula and in Puyallup/South Hill.

Focus Area 4: Governance & Administration

Ensure operational commitments are met and the interlocal collaboration is well governed and administered.

SSHA³P Advisory Board

At its meeting in December, the Advisory Board recommended a 2024 Advisory Board work plan that the Executive Board will consider for adoption at its meeting on January 12. At its meeting on January 16, the Advisory Board will provide feedback to SSHA³P staff on a SSHA³P fund balance policy, learn about affordable housing development and financing from Beacon Development Group, and elect a chair and vice chairs for the 2024 calendar year.

At its meeting on January 12, the Executive Board will consider the appointment of 6 applicants recommended for appointment to the Advisory Board by a subcommittee of the Executive Board. As directed by the subcommittee, SSHA³P staff are continuing recruitment for an additional member with experience participating in or applying to an affordable housing program and expect that an additional applicant will be considered by the Executive Board for appointment in April.

WEEKLY LEGISLATIVE UPDATE

Week 1: 1/8/2024 – 1/14/2024

[Pg. 1](#) [Committee Hearings](#)

[Pg. 3](#) [Support Legislation](#)

[Pg. 4](#) [Oppose Legislation](#)

[Pg. 5](#) [Monitor Legislation](#)

[Pg. 8](#) [Dates to Remember](#)

COMMITTEE HEARINGS

House Housing – Monday, January 8 at 1:30 PM

[HB 1998](#) - Concerning co-living housing. SSHAP will sign in as other and submit written testimony with significant concerns.

[HB 2008](#) - Creating a task force on housing cost driver analysis.

House Appropriations – Monday, January 8 at 4:00 PM

[HB 2104](#) - Making 2023-2025 fiscal biennium supplemental operating appropriations.

Local Government, Land Use & Tribal Affairs – Tuesday, January 9 at 8:00 AM

[SB 5901](#) - Concerning co-living housing. SSHAP will sign in as other and submit written testimony with significant concerns.

House Finance – Tuesday, January 9 at 8:00 AM

[HB 1585](#) - Addressing local infrastructure project areas.

Ways & Means – Tuesday, January 9 at 4:00 PM

[SB 5950](#) - Making 2023-2025 fiscal biennium supplemental operating appropriations.

House Housing – Tuesday, January 9 at 4:00 PM

[HB 1892](#) - Concerning the workforce housing accelerator program. SSHAP will testify in support.

[HB 2160](#) - Promoting community and transit-oriented housing development. SSHAP will testify as other with significant concerns.

Senate Housing – Wednesday, January 10 at 10:30 AM

[SB 5118](#) - Concerning modifying the multifamily property tax exemption to promote development of long-term affordable housing.

[2SSB 5730](#) - Concerning impounds of vehicles used as residences.

[SB 5807](#) - Concerning housing authorities.

House Appropriations – Wednesday, January 10 at 4:00 PM

[HB 2104](#) - Making 2023-2025 fiscal biennium supplemental operating appropriations. (Continued from January 8)

House Housing – Thursday, January 11 at 8:00 AM

[HB 2114](#) - Improving housing stability for tenants subject to the residential landlord-tenant act and the manufactured/mobile home landlord-tenant act by limiting rent and fee increases, requiring notice of rent and fee increases, limiting fees and deposits, establishing a landlord resource center and associated services, authorizing tenant lease termination, creating parity between lease types, and providing for attorney general enforcement.

Local Government, Land Use & Tribal Affairs – Thursday, January 11 at 10:30 AM

[SB 6015](#) - Concerning residential parking configurations. SSHAP staff are analyze this legislation.

[SB 6024](#) - Promoting community and transit-oriented housing development. SSHAP will testify as other with significant concerns.

Capital Budget – Thursday, January 11 at 1:30 PM

[HB 2089](#) – Making 2023-2025 fiscal biennium supplemental budget capital appropriations. SSHAP will testify in support and request amendments to expand Connecting Housing to Infrastructure Program (CHIP) eligibility.

SSHAP

Ways & Means – Thursday, January 11 at 4:00 PM

[SB 5949](#) – Making 2023-2025 fiscal biennium supplemental budget capital appropriations. SSHAP will testify in support and request amendments to expand Connecting Housing to Infrastructure Program (CHIP) eligibility.

House Local Government – Friday, January 12 at 10:30 AM

[HB 1987](#) - Concerning the use of moneys from the rural public facilities sales and use tax for affordable workforce housing infrastructure and facilities.

Senate Housing – Friday, January 12 at 10:30 AM

[SB 5899](#) - Adding to the list of provisions prohibited from rental agreements.

[SB 5961](#) - Improving housing stability for tenants subject to the residential landlord-tenant act and the manufactured/mobile home landlord-tenant act by limiting rent and fee increases, requiring notice of rent and fee increases, limiting fees and deposits, establishing a landlord resource center and associated services, authorizing tenant lease termination, creating parity between lease types, and providing for attorney general enforcement.

SUPPORT

[HB 1507](#) - Concerning fair housing training for officers or board members in common interest communities.

Status: Returned to House Rules Committee on April 23

[HB 1944](#) - Establishing a running start for the trades grant program.

Status: Prefiled for introduction on December 14

[HB 1892](#) - Concerning the workforce housing accelerator program.

Status: Scheduled for public hearing in the House Committee on Housing at 4:00 PM on January 9

[HB 2084](#) - Establishing an oversight committee to improve construction-related training and pathways to state registered apprenticeships in state correctional facilities.

Status: Prefiled for introduction on January 2

[HB 2123](#) - Establishing a running start for the trades grant program.

Status: Prefiled for introduction on January 4

OPPOSE

ESHB 1245 - Increasing housing options through lot splitting.

Status: Returned to House Rules Committee on April 23

HB 1998 - Concerning co-living housing.

Status: Scheduled for public hearing in the House Committee on Housing at 1:30 PM on January 8. Scheduled for executive session in the House Committee on Housing at 8:00 AM on January 11.

HB 2160 - Promoting community and transit-oriented housing development.

Status: Scheduled for public hearing in the House Committee on Housing at 4:00 PM on January 9.

ESSB 5466 - Promoting transit-oriented development.

Status: Returned to Senate Rules Committee on April 23

SB 5901 - Concerning co-living housing.

Status: Scheduled for public hearing in the Senate Committee on Local Government, Land Use & Tribal Affairs at 8:00 AM on January 9.

SB - 6024 - Promoting community and transit-oriented housing development.

Status: Scheduled for public hearing in the Senate Committee on Local Government, Land Use & Tribal Affairs at 10:30 AM on January 11.

MONITOR

Bill	Title	Original Sponsor	Status	Committee Update	Companion Bill
HB 1585	Local infrastructure project areas	Cortes	H Finance	February 10 Executive action taken in the House Committee on Local Government at 10:30 AM. January 09 Scheduled for public hearing in the House Committee on Finance at 8:00 AM.	
2SHB 1628	Real estate excise tax	Chopp	H Rules R	February 21 Public hearing in the House Committee on Finance at 8:00 AM. April 14 Executive action taken in the House Committee on Finance at 8:00 AM.	
HB 1890	Housing authorities	Alvarado	H Prefiled		SB 5807
HB 1987	Public facilities tax use	Low	H Prefiled	January 12 Scheduled for public hearing in the House Committee on Local Government at 10:30 AM.	
HB 2008	Housing cost task force	Klicker	H Prefiled	January 08 Scheduled for public hearing in the House Committee on Housing at 1:30 PM. January 11 Scheduled for executive session in the House Committee on Housing at 8:00 AM.	
HB 2012	Rental housing/nonprofits	Street	H Prefiled		
HB 2026	Rental income/property tax	Doglio	H Prefiled		
HB 2033	Rent relief incentive program	Cheney	H Prefiled		
HB 2063	Homebuyers/REET exemption	Wylie	H Prefiled		
HB 2064	Homebuyers/REET exemption	Wylie	H Prefiled		
HB 2071	Residential housing	Duerr	H Prefiled		
HB 2081	Home equity sharing	Hackney	H Prefiled		SB 5968
HB 2084	Construction training/DOC	Fosse	H Prefiled		
HB 2089	Capital budget, supplemental	Tharinger	H Prefiled	January 11 Scheduled for public hearing in the House Committee on Capital Budget at 1:30 PM.	SB 5949
HB 2104	Operating budget, supplemental	Ormsby	H Prefiled	January 10 Scheduled for public hearing in the House Committee on Appropriations at 4:00 PM.	SB 5950
HB 2113	GMA housing element	Bateman	H Prefiled		
HB 2114	Residential tenants	Alvarado	H Prefiled	January 11 Scheduled for public hearing in the House Committee on Housing at 8:00 AM.	SB 5961
HB 2126	Rural area ADUs	Low	H Prefiled		
HB 2141	Housing in unincorporated areas	Donaghy	H Prefiled		

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HB 2158	Urban growth area boundaries	Connors	H Prefiled		
HB 2159	Journey level electricians	Eslick	H Prefiled		
HB 2161	Landlord-tenant enforcement	Peterson	H Prefiled		
SB 5118	Multifamily property tax exemption	Kuderer	S Housing	January 10 Scheduled for public hearing in the Senate Committee on Housing at 10:30 AM.	
SB 5770	Property tax	Pedersen	S Ways & Means		
SB 5792	Multunit residential/definition	Padden	S Prefiled		
SB 5796	Common interest communities	Pedersen	S Prefiled		
SB 5807	Housing authorities	Frame	S Prefiled	January 10 Scheduled for public hearing in the Senate Committee on Housing at 10:30 AM.	HB 1890
SB 5834	Urban growth areas	Short	S Prefiled	January 09 Scheduled for public hearing in the Senate Committee on Local Government, Land Use & Tribal Affairs at 8:00 AM.	
SB 5840	Leases	Padden	S Prefiled	January 11 Scheduled for public hearing in the Senate Committee on Law & Justice at 8:00 AM.	
SB 5899	Rental agreement provisions	Pedersen	S Prefiled	January 12 Scheduled for public hearing in the Senate Committee on Housing at 10:30 AM.	
SB 5949	Capital budget, supplemental	Mullet	S Prefiled	January 11 Scheduled for public hearing in the Senate Committee on Ways & Means at 4:00 PM.	HB 2089
SB 5950	Operating budget, supplemental	Robinson	S Prefiled	January 09 Scheduled for public hearing in the Senate Committee on Ways & Means at 4:00 PM.	HB 2104
SB 5961	Residential tenants	Trudeau	S Prefiled	January 12 Scheduled for public hearing in the Senate Committee on Housing at 10:30 AM.	HB 2114
SB 5968	Home equity sharing	Stanford	S Prefiled	January 11 Scheduled for public hearing in the Senate Committee on Business, Financial Services, Gaming & Trade at 10:30 AM.	HB 2081
SB 5973	Heat pumps/CICs	Lias	S Prefiled		
SB 5975	Social housing	Hasegawa	S Prefiled		
SB 5989	Short-term rentals/ownership	Gildon	S Prefiled		
SB 6015	Residential parking	Shewmake	S Prefiled	January 11 Scheduled for public hearing in the Senate Committee on Local Government, Land Use & Tribal Affairs at 10:30 AM.	
SB 6029	Detached ADUs	Braun	S Prefiled		

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SB 6030	ADU tax exemptions	Braun	S Prefiled		
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DATES TO REMEMBER

January 8	First Day of 2024 Legislative Session
January 31	Policy Committee Cutoff
February 5	Fiscal Committee Cutoff
February 7	<u>AWC's City Action Days 2024</u>
February 13	Chamber of Origin Cutoff
February 21	Opposite Chamber Policy Committee Cutoff
February 26	Opposite Chamber Fiscal Committee Cutoff
March 1	Opposite Chamber Cutoff
March 7	Sine Die



South Sound Housing Affordability Partners 2023 Year in Review

www.SouthSoundAffordableHousing.org

SSHAP³



About SSHA³P

Established in 2021, the South Sound Housing Affordability Partners (SSHA³P) is an intergovernmental collaboration between the Cities and Towns of Auburn, DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Sumner, Steilacoom, Tacoma, and University Place, Pierce County and the Puyallup Tribe of Indians, working together to create and preserve affordable, attainable, and accessible housing throughout our communities.

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Affordable Housing Development

A roof over your head is one of the most basic needs you must meet for health and stability. Creating and preserving homes, with an emphasis on affordability, is a key priority for SSHA³P and a challenge in a real estate market that continues its upward climb.



SSHA³P has an established common goal to ensure the availability of housing that meets the needs of residents and workers at all income levels in Pierce County, and to complement the efforts of local government and existing public and private organizations to address housing needs in Pierce County.

- In December, the SSHA³P Executive Board took action to create the SSHA³P Housing Capital Fund. This fund, with initial collaboration between the cities of Auburn, Fife, Sumner, and Pierce County, will be used to accelerate affordable housing development and leverage additional local, state, and federal funds.
- In early 2023, SSHA³P staff identified a property owned by the Department of Natural Resources (DNR) in unincorporated Pierce County that showed potential for moderate residential development. SSHA³P facilitated meetings between DNR and Pierce County staff regarding potential acquisition, and in early 2024 Pierce County will acquire this property for the future development of 24-40 affordable housing units.

Housing Policy and Planning

- The City of Fife [adopted](#) the 12-year multi-family property tax exemption (MFTE) program, with strong SSHA³P staff support, including the drafting of code amendments and enacting legislation, as well as facilitating a financial feasibility analysis on the program.
- Through a grant from the Department of Commerce and in collaboration with 5 member cities, SSHA³P contracted BERK Consulting to conduct research and create policy recommendations related to middle housing and racial equity. SSHA³P staff summarized the findings by identifying [regionally applicable policy recommendations](#).
- In February, SSHA³P adopted the first policy items for the [Housing Toolkit](#), which included recommendations that eligible SSHA³P member governments consider the usage of SEPA Urban Infill and Categorical Exemptions to streamline the development of certain types of housing, and later in the year saw the City of University Place take action to increase its SEPA categorical exemption thresholds.



- SSHA³P staff supported member governments in completing their Comprehensive Plan periodic updates by supporting community engagement efforts, providing feedback on draft goals and policies, and facilitating conversation and collaboration amongst planners across Pierce County. SSHA³P also created an [online resource](#) to provide a one-stop-shop for member government staff to access materials to support their Comprehensive Plan Periodic Update work.

Housing Planning and Policy

- SSHA³P staff supported the City of Fircrest's application to the Department of Commerce's middle housing grant, which was awarded.



- During the 2024 State Legislative Session, SSHA³P staff worked to advance capital budget funding for member government priority projects, with 3 of 4 projects funded, and more than \$20 million directly appropriated to support affordable housing development in Pierce County. SSHA³P staff also worked with the Legislature to increase local government capacity to provide funds for affordable housing and services through SB 5604. To ensure transparency and accountability, SSHA³P staff developed and distributed weekly hot sheets on legislative activity.

Education and Outreach



- SSHA³P staff collaborated with the Pierce County Assessor-Treasurer's Office, Pierce County Human Services, and other community service providers to hold a series of six property tax exemption seminars around the county where low-income seniors and people with disabilities were able to learn about the exemptions and other community resources. These seminars resulted in the group receiving the prestigious Pierce County [Standing Ovation Award](#), which recognizes excellence in effective government service.
- SSHA³P staff created graphics for each member jurisdiction illustrating data on housing attainability. These graphics are posted to SSHA³P's [website](#) and can be used by members for educational purposes.

Administration and Governance

SSHA³P established its [Advisory Board](#) and appointed 19 community members to support the Executive Board's work with subject matter expertise and lived experience.







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2023 Year in Review