



**South Sound Housing Affordability Partners  
Advisory Board**

**Regular Meeting Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: +1253 215 8782 Meeting ID: 982 0661 9590

Webinar Link: <https://piercecountywa.zoom.us/j/98206619590>

March 19, 2024 5:30 P.M.

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Adria Buchanan, Alex Harrington, Ben Ferguson, Corey Orvold, Desniege Haywood, Dominique Cruz, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Judson Willis, Kevin Bates, Lindsey Schmel, Nicholas Carr, Noemi Cagatin-Porter, Riley Guerrero, William Towey, Zac Baker

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**I. CALL TO ORDER**

5:30

**ROLL CALL**

**LAND ACKNOWLEDGEMENT**

We acknowledge that we are on the traditional homelands of the Coast Salish people. They have lived on and stewarded these lands since the beginning of time, and continue to do so today. We honor their legacy by:

- Welcoming new ways of thinking about our relationship to the land
- Asking -- not assuming -- tribal preferences and needs
- Identifying opportunities to improve our collective stewardship

This board commits to these objectives.

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

**A. February 20, 2024 SSHA<sup>3</sup>P Advisory Board Minutes**

**Purpose:** Approval of minutes from the February 20, 2024 SSHA<sup>3</sup>P Advisory Board meeting.

ATTACHMENTS: [Minutes of February 20, 2024 Advisory Board meeting](#)

**Recommended Motion:** Motion to approve the consent agenda.

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## IV. PRESENTATIONS AND DISCUSSION

### A. 2025 SSHA<sup>3</sup>P Work Plan

5:35

**Purpose:** Presentation from Jason Gauthier, SSHA<sup>3</sup>P Manager, on the 2025 SSHA<sup>3</sup>P Work Plan, for the purpose of gathering initial feedback.

**Action:** Advisory Board questions and feedback.

ATTACHMENTS: [Agenda Memorandum: 2025 SSHA<sup>3</sup>P Work Plan](#)  
[2025 SSHA<sup>3</sup>P Work Plan Presentation](#)  
[2024 SSHA<sup>3</sup>P Annual Work Plan](#)

### B. Housing Toolkit Policy Analysis

6:20

**Purpose:** Presentation from Mary Connolly, SSHA<sup>3</sup>P Program Specialist II, on policy analysis for housing toolkit recommendations, for the purpose of gathering feedback.

**Action:** Advisory Board questions and feedback.

ATTACHMENTS: [Agenda Memorandum: Housing Toolkit Policy Analysis](#)  
[Housing Toolkit Policy Analysis Presentation](#)

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## V. PUBLIC COMMENT

6:50

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. 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 Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 982 0661 9590 or through Zoom at <https://piercecounitywa.zoom.us/j/98206619590>. Written comments may be submitted to [mary.connolly@piercecounitywa.gov](mailto:mary.connolly@piercecounitywa.gov) Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA<sup>3</sup>P website at: <https://southsoundaffordablehousing.org>.

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## VI. SSHA<sup>3</sup>P STAFF UPDATE

### A. SSHA<sup>3</sup>P Housing Capital Fund

### B. Property Tax Exemption Seminars

ATTACHMENTS: [March 2024 SSHA<sup>3</sup>P Manager Report](#)  
[Property Tax Exemption Seminar – Graham](#)  
[Property Tax Exemption Seminar – Gig Harbor](#)

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## VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

### A. Advisory Board Meeting on April 16

- Members are encouraged to join in-person if possible. A hybrid option will be available.

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## VIII. ADJOURN

7:00

## **South Sound Housing Affordability Partners (SSHA<sup>3</sup>P)**

### **Advisory Board**

#### **Meeting Norms**

1. Challenge ideas, not individuals
2. Assume positive intent; assume responsibility for impact
3. Recognize it is more beneficial to share what you are thinking with the group during the discussion than with an individual afterwards
4. Listen with curiosity to what everyone has to say – we all come with different perspectives and priorities that bring depth to the conversation
5. Be respectful and make space for minority opinions or points of view
6. During discussion, everyone has the opportunity to contribute before members contribute a second time
7. Raise hand to speak and wait for acknowledgement from the chair
8. Be open to new ways of thinking
9. Recognize the best efforts of our staff
10. Make our decisions based on the available information, and in the best interest of the Executive Board goals
11. Board members come prepared for each meeting

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

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## SSHA<sup>3</sup>P Advisory Board Meeting

Tuesday, February 20, 2024

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**Members Present:** Riley Guerrero, Chair, Alex Harrington, Vice Chair, Jay Worley, Vice Chair, Adria Buchanan, Ben Ferguson, Corey Orvold, Isabella Rivera Kjaer, Nicholas Carr, Noemi Cagatin-Porter, Zac Baker

**Members Excused:** Desneige Haywood, Faaluaina Pritchard, Kevin Bates, Lindsey Sehmel, William Towey

**Members Absent:** Dominique Cruz, Judson Willis

**Staff:** Mary Connolly, Jason Gauthier, Becki Foutz

**Guests:** Beckye Frey, Carli Hoki, Dorsol Plants

### Call to Order

Riley called the meeting to order at 5:35 p.m.

### Land Acknowledgement

Riley made the land acknowledgement.

### Approval of Consent Agenda

Riley asked if there were any amendments to the agenda. None. Noemi moved to approve the consent agenda. Ben seconded the motion. Vote was taken, none opposed; no abstentions, motion approved.

### Roll Call

Mary called roll; a quorum was present.

### Legislative Update

Jason provided an update on SSHA<sup>3</sup>P's efforts during the 2024 state legislative session and answered questions from the Board.

### 2024 Advisory Board Work Plan (Adopted January 12, 2024)

Mary provided an overview of the Work Plan adopted by the Executive Board. The Executive Board made one amendment to the Work Plan recommended by the Advisory Board before adopting. Focus Areas include Advise & Provide Feedback; Housing Toolkit Recommendations (*"Permitting process improvement..." has been removed from the Recommended Work Plan*); Education; and Administration. Riley opened for questions. Alex asked when SB 5290 needs to be implemented. Mary will get back to the group on that. Adria noted that she did visit the Executive Board and advocated keeping the Permitting Process improvement element in the Plan; she was disappointed that it was removed.

## Universal Design Presentation – Beckye Frey, Principal Planner, City of Redmond

Beckye has lived experience with homelessness and has a passion for working to support those who struggle with housing issues. *ADA standards* do not apply to most residential construction, are over 30 years old and are not inclusive of many common mobility devices. *Accessibility* is about removing barriers for entry and use of space, an attribute of the space. *Universal design* (UD) is the design of anything to make it usable by the greatest number of people, to the greatest extent possible. It is not designed just for those with disabilities. Its goal is to make spaces (homes, landscapes, streetscapes, etc.) accessible to every person, regardless of age or ability. Some add no cost, others, minimal costs. Restrooms are larger. UD creates more resilient and sustainable housing stock. *Visitability Features*: Zero-step entrance (not necessarily the front door), minimum widths for doorways and hallways, ground-floor bathroom, reinforcement of walls next to toilets, and light switches and electrical outlets within comfortable reach of all. [ICC ANSI A117.1](#), Type C (again not inclusive of many common mobility devices). The goal is to implement core accessibility features as a routine construction practice for all new housing. *IDD Housing* – designed for individuals with intellectual and developmental disabilities, managed by DSHS DDA. Redmond incentivizes their partners/developers to use UD through a points-based system and requires using UD in some cases. The [NW Universal Design Council](#) has a number of resources. Jay added that people without disabilities should test out how they can get around in a wheelchair when considering design. For the neurodiverse, having a small space, a big space, lighting requirements and using green is needful. Ben and Riley agreed with Jay, sharing about disability exercises in which they participated. Beckye will email Mary a list of local sensory spaces to experience, a list of suburban/rural communities, inclusive wayfinding information, her Excel incentives calculator format, and more URL sites/resources, to share with the group. She encouraged the group to check out [Redmond.gov/Redmond2050](#) and [Redmond.gov/2057/Inclusive-Design](#).

## Public Comment

Riley opened the floor for public comment. None. No written comments were received.

## SSHA<sup>3</sup>P Staff Update

- A. Mary met with the new Leadership Team and asked if there was any more information they would like staff to provide to the Advisory Board. As a result of that conversation, she will begin including the SSHA<sup>3</sup>P Manager's Report in Advisory Board meeting packets.
- B. Developer Portal –Mary demonstrated the new [developer portal](#) with a page for each SSHA<sup>3</sup>P member government. Pages include links to plans and policies, permitting, utilities, fire, and funding information and opportunities.
- C. SSHA<sup>3</sup>P Housing Capital Fund – this fund was established in 2023 and will invest local funds from the affordable and supportive housing sales and use tax. This year will be the first funding round, and Auburn, Fife, Sumner, and Pierce County will participate as funders. A Fund Committee with representatives from contributing parties is working on priorities and is expected to adopt them this month. A NOFA is expected to be released in April, with funding awarded later this year. This NOFA will be in addition to the ones the County typically publishes.
- D. Property Tax Exemption Seminars will be continued this year, providing low-income seniors and those with disabilities information about how to apply for property tax exemption. There was one held in Puyallup/South Hill and one's coming up on the Key Peninsula. Corey asked if this includes disabled Veterans. Yes!
- E. Congratulations to Adria Buchanan and Rian Booker for being recognized as Pierce County Outstanding Volunteers!

## **Board Members' Updates & Comments**

Riley thanked everyone for their input; as a result, Board meetings will be held in person quarterly, beginning in April. There will be a virtual option for those who cannot attend. The in-person meetings will be held at the Pierce County Soundview office. The buddy system established last year will continue and will be kicked off at the next in-person meeting, so that people may meet their buddy face-to-face.

Ten responses were provided to the 2023 End of Year survey. Common themes included positive feedback for staff, people are generally comfortable sharing. Desires indicated are for greater understanding of Roberts Rules, more facilitation, proposals to reflect diversity, action and accomplishing visible change, and clearer goals and responsibilities. Though the survey is complete, feedback is always accepted – please send yours to Riley and Mary.

Adria congratulated Riley; she did a great job facilitating!

## **Adjournment**

Nicholas moved to adjourn; Corey seconded the motion. Vote was taken; none opposed, no abstentions. The meeting adjourned at 7:22 p.m.



## AGENDA MEMODRANDUM

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March 19, 2024

AGENDA CATEGORY Staff Presentation

SUBJECT: 2025 SSHA<sup>3</sup>P Work Plan

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

### SUMMARY/BACKGROUND:

The SSHA<sup>3</sup>P Intergovernmental Agreement requires the Executive Board to adopt an annual work plan, which is adopted in alignment with the annual budget.

The annual work plan is designed to direct and prioritize workflow for SSHA<sup>3</sup>P staff and set expectations for the Executive Board, Advisory Board, member governments, and the public.

SSHA<sup>3</sup>P staff anticipate the 2025 SSHA<sup>3</sup>P Annual Work Plan being adopted by action of the Executive Board at its June 7 regular meeting.

The purpose of this presentation is to:

1. Provide the Advisory Board with background on SSHA<sup>3</sup>P's annual work plan development, areas of focus, external and internal expectations, and a list of work plan ideas that were generated by the Advisory Board in 2023 during its policy and program brainstorm period.
2. Receive feedback and direction from the Advisory Board on items to consider for inclusion in SSHA<sup>3</sup>P's 2025 Work Plan.

### ATTACHMENTS:

2025 Work Plan Presentation  
SSHA<sup>3</sup>P Annual Work Plan 2024

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A





# 2025 SSHA<sup>3</sup>P WORK PLAN

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SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING

MARCH 19, 2024

# WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA<sup>3</sup>P Interlocal Agreement
- Directs and prioritizes workflow for SSHA<sup>3</sup>P staff
- Set expectations for Executive Board, Advisory Board, member governments, and public

# AREAS OF FOCUS

- Facilitate the Development of Affordable Housing
- Support Policy and Planning Efforts
- Inform and Engage
- Manage Governance and Administration

# EXTERNAL CHANGES

- Growth of the Pierce County Community Development Corporation
- 2024 Comprehensive Plan Periodic Update – Due by end of 2024

# INTERNAL CONSTANTS

- SSHA<sup>3</sup>P Housing Capital Fund
- Grant Support
- Housing Programs and Policies
  - This will turn to assisting member governments in implementation
- State and Federal Legislative Work
- Increasing awareness of property tax exemption for seniors/disabled people and home repair services
- Governance and Administration

# 2025 WORK PLAN DEVELOPMENT

- Informed by 2024 Work Plan
- Alignment with 2024 Comprehensive Plan periodic update
- Executive Board member feedback
- Advisory Board feedback
- Member government staff feedback

# IDEAS FROM POLICY & PROGRAM BRAINSTORM

- Mapping application for land acquisition and development
- Resources guide on energy incentives
- Creation of “Preservation Unit” to advise on affordable unit preservation
- Background check program for private landlords on affordable housing tenants
- Robust homebuyer assistance and support program



# 2025 SSHA<sup>3</sup>P WORK PLAN

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SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING

MARCH 19, 2024



# 2024 WORK PLAN

## *SOUTH SOUND HOUSING AFFORDABILITY PARTNERS*



## 2024 WORK PLAN

### SOUTH SOUND HOUSING AFFORDABILITY PARTNERS



#### ABOUT

The SSHA<sup>3</sup>P Work Plan is adopted on an annual basis by the Executive Board with input from the Advisory Board, member governments and community stakeholders, to inform a plan to serve our members and their affordable, attainable, and accessible housing goals.



#### MEMBERS

- City of Auburn*
- City of Dupont*
- City of Edgewood*
- City of Fife*
- City of Fircrest*
- City of Gig Harbor*
- City of Lakewood*
- City of Milton*
- Pierce County*
- Puyallup Tribe of Indians*
- City of Puyallup*
- City of Sumner*
- Town of Steilacoom*
- City of Tacoma*
- City of University Place*



#### 4 AREAS OF FOCUS

##### FACILITATE THE DEVELOPMENT OF AFFORDABLE HOUSING

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA<sup>3</sup>P service area

##### SUPPORT POLICY AND PLANNING EFFORTS

Support member governments in their development of local 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

##### INFORM AND ENGAGE

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

##### MANAGE GOVERNANCE AND ADMINISTRATION

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





# FOCUS AREA 1

## FACILITATE THE DEVELOPMENT OF AFFORDABLE HOUSING



### WORK ITEMS



### INDICATORS

#### FACILITATING DEVELOPMENT

Facilitate the identification of publicly owned real estate for potential affordable housing development

Support predevelopment services for affordable housing project development

Coordinate with private funders to maximize investments in affordable housing development

- Number of publicly owned properties identified for possible acquisition and affordable housing development
- Number of identified properties acquired for future affordable housing development
- Annual update on development of properties identified in previous Work Plan years
- Number of affordable housing projects supported by SSHA<sup>3</sup>P predevelopment assistance
- Number of philanthropy affordable housing roundtables hosted

#### COLLABORATIVE FUNDING

Pool resources from contributing member governments for the SSHA<sup>3</sup>P Housing Capital Fund (“the Fund”)

Seek additional philanthropic and/or private support for Fund-awarded affordable housing projects and/or programs

Support the development of priorities and recommendations for fund distribution

- Total moneys pooled by member governments for contribution to the Fund
- Total private moneys contributed to projects awarded by the Fund
- Total moneys allocated through the Fund award(s)
- Number of new affordable units that will be created and/or preserved with award(s)

# FOCUS AREA 2

## SUPPORT POLICY AND PLANNING EFFORTS



### WORK ITEMS



### INDICATORS

#### HOUSING PROGRAMS AND POLICIES

Respond to member requests for assessments, research, and recommendations on housing policies and programs

Consider policies and programs for addition into the [Housing Toolkit](#)

- Number of requests for technical assistance fulfilled
- Number of member governments assisted
- Number of policies and programs adopted for member government consideration
- Quarterly tracking report of member government consideration of policy and program recommendations adopted by the Executive Board

#### COMPREHENSIVE PLAN HOUSING ELEMENT UPDATE

Maintain and update Comprehensive Plan guidance matrix including guidance, data support, and advisory documents

Support member governments in updating the housing element of their Comprehensive Plans, which may include:

- Gathering and visualizing data
- Supporting community engagement
- Developing outreach and presentation materials for stakeholder engagement
- Facilitating collaboration amongst member government staff

- Member government staff made aware of matrix updates
- Number of member governments assisted

#### GRANT SUPPORT

Support member governments with the identification of and application for grants related to housing and land use

Support RFP development and marketing of grant-funded contracts related to affordable housing

- Number of grant applications submitted with SSHA<sup>3</sup>P staff assistance
- Number of RFPs developed with SSHA<sup>3</sup>P's assistance

# FOCUS AREA 2

## SUPPORT POLICY AND PLANNING EFFORTS



### WORK ITEMS



### INDICATORS

#### STATE LEGISLATIVE AGENDA

Develop state legislative agenda in collaboration with member governments.

Support agenda by:

- Providing weekly update hot sheets on legislative activity affecting land use and housing
- Responding to member requests for information and data in support of pertinent legislative priorities
- Attending committee hearings to provide oral and written testimony
- Providing briefings to member government Councils and staff on activity pertinent policy

- Amount of capital funding directly allocated by the State Legislature to support affordable housing development in SSHA<sup>3</sup>P communities
- Number of bills supported by SSHA<sup>3</sup>P that are signed into law
- Number of bills opposed by SSHA<sup>3</sup>P that are not signed into law

#### FEDERAL LEGISLATIVE AGENDA

Develop federal advocacy priorities in collaboration with member governments. Respond to member requests for information and data

- Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA<sup>3</sup>P communities

# FOCUS AREA 3

## INFORMATION AND ENGAGEMENT



### WORK ITEMS



### INDICATORS

#### INFORMATION

Update annual Affordable housing production and housing services map to include projected affordable housing development pipeline

Maintain database of affordable housing developers and pertinent information on their development pipelines, service priorities, and housing production types

- Map update completed by August 1, 2024

- Database is updated regularly and shared with member governments at their request

#### ENGAGEMENT

Facilitate relationships between SSHA<sup>3</sup>P member governments and the developer community

Promote SSHA<sup>3</sup>P's Developer Portal and utilize feedback from developers and SSHA<sup>3</sup>P member governments for continuous improvement

Host an Affordable Housing Developer Forum for affordable housing developers to engage with SSHA<sup>3</sup>P member government staff and learn about development opportunities within the geographic purview of member governments

Highlight local success stories of policy changes that have attracted residential and mixed-use development

- Number of member governments and affordable housing developers in attendance

#### HOUSING SERVICES

Broaden awareness and usage of home repair and property tax exemption programs through:

- Tax Exemption Seminars and Community Education Events
- Designing and distributing locally applicable marketing materials
- Identifying communities that are underserved by housing support programs and performing targeted outreach

- Number of property tax and housing services seminars hosted
- Number of attendees at seminars

# FOCUS AREA 4

## GOVERNANCE AND ADMINISTRATION



### WORK ITEMS



### INDICATORS

#### ADVISORY BOARD

Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms

Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2025 Work Plan

Present Advisory Board recommendations to the Executive Board for their consideration

- Number of months during the year that Advisory Board membership meets ILA requirements
- Executive Board adopts a 2025 Advisory Board Work Plan
- Number of policy and program recommendations made to the Executive Board

#### FY 2025 WORK PLAN AND BUDGET DEVELOPMENT

Coordinate the development of the 2025 Work Plan and Budget

- 2025 Work Plan and Budget approved on or before July 1, 2024

#### QUARTERLY REPORTING

Provide quarterly Work Plan and Budget performance reporting

- Executive Board reported on the following timeline:
  - FY24, Q1 – May 2024
  - FY24, Q2 – August 2024
  - FY24, Q3 – November 2024
  - FY24, Q4 – February 2025

#### HOUSING-RELATED POLICY BOARDS

Represent SSHA<sup>3</sup>P on the Washington State Affordable Housing Advisory Board

- Number of AHAB meetings attended
- Number of post-meeting briefings provided to the Executive Board

#### EXTERNAL FUNDING

Seek operating funding for SSHA<sup>3</sup>P from philanthropic and aligned organizations

- Total amount of moneys contributed by philanthropic and aligned organizations



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Shaping the future of housing opportunities in our Pierce County

## **WHO WE ARE**

*The South Sound Housing Affordability Partners is an intergovernmental collaboration of 15 Pierce County governments working to create and preserve affordable, attainable, and accessible housing throughout our community.*

**[www.SouthSoundAffordableHousing.org](http://www.SouthSoundAffordableHousing.org)**

**CONTACT SSHA<sup>3</sup>P**

**JASON.GAUTHIER@PIERCECOUNTYWA.GOV | 253-281-9491**





# SSHA<sup>3</sup>P Advisory Board

## AGENDA BILL

March 19, 2024

AGENDA CATEGORY New Business

SUBJECT: Housing Toolkit Policy Analysis

PRESENTED BY: Mary Connolly, SSHA<sup>3</sup>P Program Specialist 2

### SUMMARY/BACKGROUND:

The housing toolkit is a set of policies and programs that the SSHA<sup>3</sup>P Executive Board recommends to its member governments to consider implementing. The housing toolkit can be found on SSHA<sup>3</sup>P's website: <https://southsoundaffordablehousing.org/housing-toolkit/>.

One of the Advisory Board's roles is to analyze policies and programs to potentially create a recommendation on their inclusion in the housing toolkit. This year, the Advisory Board will consider a recommendation regarding universal design incentives.

The Advisory Board's 2024 work plan includes the following item:

- Framework for Analysis and Recommendation: Develop a framework for analyzing policies and programs for inclusion in the Housing Toolkit

To avoid confusion with the scoring framework that the Advisory Board created last year to filter policies/programs for inclusion in the work plan, staff will refer to this work plan item as "Housing Toolkit Policy Analysis."

When the Advisory Board considers a housing toolkit recommendation, staff will put together a report that includes an analysis of the recommendation. Staff are seeking input from the Advisory Board on what information this report should include. During the presentation, staff will present suggestions based on:

- The framework developed by the SSHA<sup>3</sup>P Advisory Board last year when evaluating policies/programs for potential inclusion in the work plan;
- The City of Tacoma's Council Action Memorandum; and
- Pierce County's Equity Note

Staff will use the Advisory Board's feedback to draft a staff report template. Staff will present the draft template at a future Advisory Board meeting for additional input before finalizing.

### ATTACHMENTS:

- Housing Toolkit Policy Analysis Presentation

### STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

## HOUSING TOOLKIT POLICY ANALYSIS

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ADVISORY BOARD REGULAR MEETING

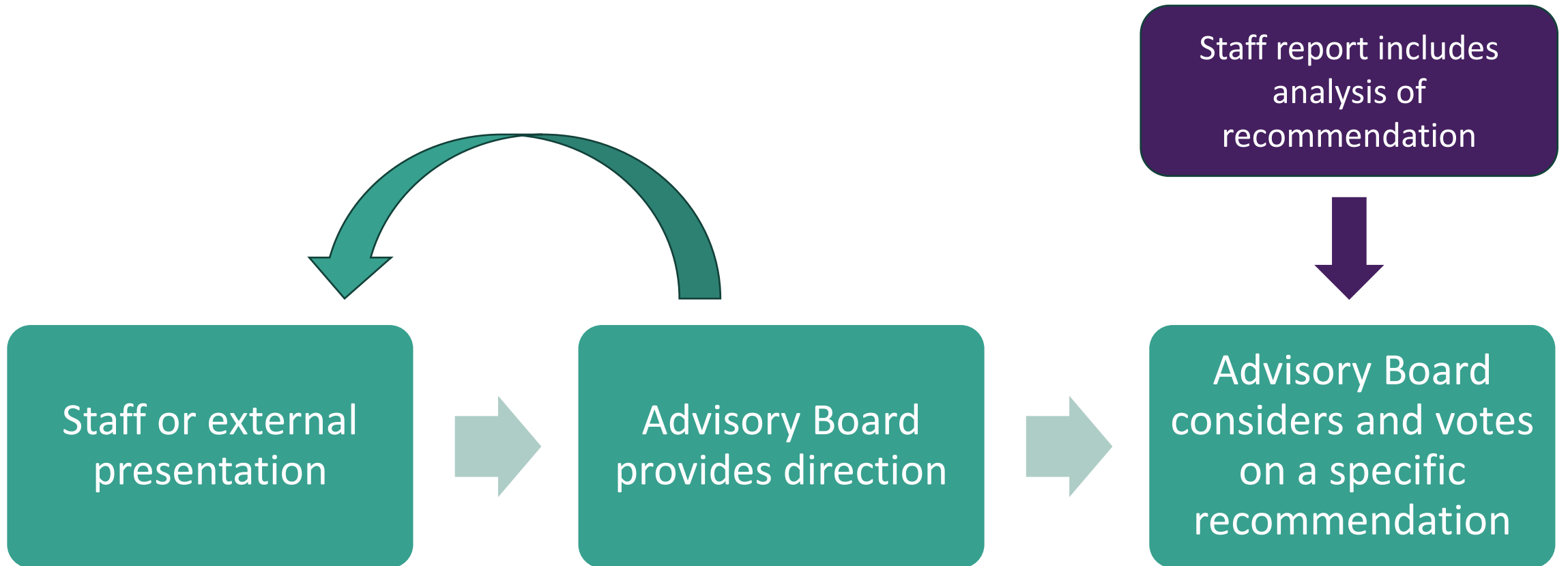
MARCH 19, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

# Housing Toolkit

- Set of policies and programs recommended by Executive Board to SSHAP member governments to consider implementation
- Advisory Board will make recommendations to Executive Board on policies/programs to include in housing toolkit
  - Universal design incentives

# Process to Develop a Housing Toolkit Recommendation



# Staff Report

- Accompanies a draft recommendation
- Includes analysis of recommendation
- Template for report serves as a starting place for analysis
- Advisory Board can request more information about a specific policy/program

*What information about a policy/program would be helpful for staff to include in a staff report when the Advisory Board is considering its recommendation?*

# Sources

- Scoring framework created by Advisory Board
- City of Tacoma Council Action Memorandum
- Pierce County Equity Note

# Existing Conditions

- Data on relevant outcomes which the policy/program aims to address
- Racial and/or other disparities in data
- Similar policies/programs implemented in Pierce County
- Alignment with existing policies and plans in Pierce County



# Data

- Data sources
- Stakeholder engagement

# Target Population

- Geographic areas
- Target populations

# Potential Impact

- Affordable housing
- Attainable housing
- Other housing
- Financial Barriers
- Accessibility for people with disabilities
- Social barriers
- Cultural and language barriers
- Homeownership
- Racial Equity

# Fiscal Impact

- Financial resources
- Staff resources
- Financial costs of not implementing the policy/program

# Alternatives & Evaluation

- Alternatives, including positive and negative impacts of each
- Performance measures and/or benchmarks that would indicate success
- Recommended methods for evaluating implementation

# Recommendation

- Recommendation
- Steps for implementation
- Implementation considerations

## HOUSING TOOLKIT POLICY ANALYSIS

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ADVISORY BOARD REGULAR MEETING

MARCH 19, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

**TO:** SSHA<sup>3</sup>P Executive Board

**FROM:** Jason Gauthier, SSHA<sup>3</sup>P Manager

**SUBJECT:** March 2024 Manager Report

**DATE:** February 22, 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 SSHA<sup>3</sup>P service area.

### SSHA<sup>3</sup>P Housing Capital Fund

The Housing Capital Fund Committee (the Committee) met on February 13 and February 26 to develop funding priorities for the 2024 Housing Capital Fund. The Committee's adopted funding priorities will be reviewed with the Executive Board at its March 1 regular meeting.

Work has begun on the drafting of a Notice of Funding Availability (NOFA) for the Fund. Staff expect the NOFA to be released in April 2024.

### Philanthropy Roundtables on Affordable Housing

The first Philanthropy Roundtable on Affordable Housing was held on November 8<sup>th</sup> 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 2024 Philanthropy Roundtables are currently being planned for the following months: May, August, and December.

### 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.



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## 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**

SSHA<sup>3</sup>P staff are in the early stages of work on the creation of MFTE/affordability program compliance and monitoring programming. Staff have worked with ARCH, Pierce County, the Cities of Tacoma and Lakewood, and the Washington State Department of Commerce to gather examples of compliance and monitoring materials.

### **Comprehensive Planning**

SSHA<sup>3</sup>P staff are supporting staff workgroup members in hosting meetings for planners in Pierce County to collaborate on housing efforts related to Comprehensive Planning and state legislation. The next collaborative meeting is on March 22.

### **State Legislative Advocacy**

The 2024 State Legislative Session began on January 8, 2024 and in alignment with SSHA<sup>3</sup>P'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 SSHA<sup>3</sup>P's work can be found in our weekly hot sheets, provided to Executive Board members and alternate members and member government staff.

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## Focus Area 3: Information & Engagement

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

### Developer Portal

The SSHA<sup>3</sup>P Developer Portal is launched and linked on SSHA<sup>3</sup>P's website. The Developer Portal contains information on housing-related plans and policies, development incentives, permitting, and funding for affordable housing in each of SSHA<sup>3</sup>P's member jurisdictions. Visit the portal here:

<https://southsoundaffordablehousing.org/developer-portal/>

### Property Tax Exemption Seminars

The Puyallup/South Hill property tax exemption on February 5 was a successful event with 36 attendees! The Pierce County Assessor-Treasurer's Office shared information on how to apply for the property tax exemption, and Pierce County Human Services and MultiCare Celebrate Seniority shared resources for their programs.

Three additional seminars are scheduled:

- Key Peninsula: Thurs March 14 3-5 PM
- Graham-Kapowsin: Thurs April 4 12:15-1:45 PM
- Gig Harbor: Tues May 21 10AM-12PM

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## Focus Area 4: Governance & Administration

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

### **SSHA<sup>3</sup>P Advisory Board**

At their meeting on February 20, the Advisory Board began work on researching universal design by hearing from Beckye Frey, Principal Senior at the City of Redmond, about what universal design is and how jurisdictions can encourage building with universal design. At their meeting on March 19, staff expect that the Advisory Board will provide initial feedback on SSHA<sup>3</sup>P's 2025 work plan and will begin discussion on creating an evaluation framework to consider policies/programs for potential recommendation for inclusion in SSHA<sup>3</sup>P's housing toolkit.

SSHA<sup>3</sup>P staff are continuing recruitment for an additional member with experience participating in or applying to an affordable housing program; applications are due February 28. Staff expect that an additional applicant may be considered by the Executive Board for appointment in April.



Pierce County

# SSHAP

Learn how to save money on property taxes at a

## Property Tax Exemption Seminar

for low-income seniors and people with disabilities

**Thursday, April 4 | 12:15 p.m.**

Graham-Kapowsin Senior Center at Frontier Park Lodge  
21718 Meridian E. in Graham



### Event Information

Join us for a property tax exemption seminar at 12:15 p.m. on April 4 at the Frontier Park Lodge. The Pierce County Assessor's Office will be here to answer your questions and provide valuable information at this free event. Topics include income categories, appeal of denials and effects of death or retirement.

You may qualify for this exemption if you:

- Are over 61 years old or fully disabled (80% VA) and
- Have gross household income at or below \$64,000



### Application Support

Learn how to accurately complete and return your application. Find out what defines your 'residence' and other occupancy requirements.



### Taxable Income and Veterans

Learn the differences between taxable and non-taxable income. SS5256 will be explained for veterans. If you're receiving certain military benefits, find out if they will be deducted from your disposable income.



### Allowable Deductions

Learn what you, your spouse, co-tenant, or domestic partner can and cannot deduct.

LET US KNOW IF YOU PLAN TO JOIN. RSVP BY CONTACTING:

[Mary.Connolly@piercecountywa.gov](mailto:Mary.Connolly@piercecountywa.gov) | 253-625-4153

*Additional information about programs like Energy Assistance, Home Repair, Aging and Disability Resources, and Veterans services will be available at this event.*



Pierce County



# SSHAP<sup>3</sup>

Learn how to save money on property taxes at a

## Property Tax Exemption Seminar

for low-income seniors and people with disabilities

**Tuesday, May 21 | 10 a.m.**

Gig Harbor Civic Center

3510 Grandview St. in Gig Harbor



### Event Information

Join us for a property tax exemption seminar at 10 a.m. on May 21 at the Gig Harbor Civic Center. The Pierce County Assessor's Office will be here to answer your questions and provide valuable information at this free event. Topics include income categories, appeal of denials and effects of death or retirement.

You may qualify for this exemption if you:

- Are over 61 years old or fully disabled (80% VA) and
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