SSHĀP³

South Sound Housing Affordability Partners
Advisory Board
Regular Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Brekke Conference Room
Dial: +1253 215 8782 Meeting ID: 982 0661 9590
Webinar Link: https://piercecountywa.zoom.us/j/98206619590
April 16, 2024 5:30 P.M.

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

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.

II.   REVIEW AGENDA/AGENDA MODIFICATIONS

III.   CONSENT AGENDA

A. March 19, 2024 SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the March 19, 2024 SSHA³P Advisory Board meeting.

ATTACHMENTS: Minutes of March 19, 2024 Advisory Board meeting

Recommended Motion: Motion to approve the consent agenda.

IV.   PRESENTATIONS AND DISCUSSION

A. 2025 SSHA³P Work Plan
5:35

Purpose: Presentation from Jason Gauthier, SSHA³P Manager, on the initial draft of the 2025 SSHA³P Work Plan and Operating Budget, for the purpose of gathering feedback.

Action: Advisory Board questions and feedback.

ATTACHMENTS: Agenda Memorandum: 2025 SSHA³P Work Plan and Operating Budget

2025 SSHA³P Work Plan and Operating Budget Presentation

DRAFT 2025 SSHA³P Work Plan

DRAFT 2025 SSHA³P Operating Budget

Fund Balance Usage Strategy

B. Universal Design and Visitability Policy Review
6:00

Purpose: Presentation from Mary Connolly, SSHA³P Program Specialist II, on types of policies related to universal design and visitability that have been implemented by local jurisdictions around the United States, for the purpose of receiving direction from the Advisory Board on policies of interest and additional research to conduct in developing potential policy recommendations.

Action: Advisory Board questions and direction.

ATTACHMENTS: Agenda Memorandum: Visitability and Universal Design Policy Review

Visitability and Universal Design Policy Review

Visitability and Universal Design Policy Review Presentation

C. Legislative Session Review
6:35

Purpose: Presentation from Jason Gauthier, SSHA³P Manager, providing a review of the 2024 Washington State legislative session.

Action: Advisory Board questions and feedback.

ATTACHMENTS: Agenda Memorandum: Legislative Session Review

SSHA³P 2024 Legislative Session Review

SSHA³P 2024 Capital Budget and Affordable Housing Memorandum

D. Housing Toolkit Policy Analysis
6:55

Purpose: Presentation from Mary Connolly, SSHA³P Program Specialist II, on a draft staff report template developed with Advisory Board feedback, for the purpose of gaining additional feedback to finalize.

Action: Advisory Board feedback.

ATTACHMENTS: Agenda Memorandum: Housing Toolkit Policy Analysis

DRAFT Staff Report Template

V.	**PUBLIC COMMENT**	7:10

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://piercecountywa.zoom.us/j/98206619590. Written comments may be submitted to mary.connolly@piercecountywa.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 SSHA³P website at: https://southsoundaffordablehousing.org.

VI.	**SSHA³P STAFF UPDATE**	7:15

A. SSHA³P Housing Capital Fund

B. Property Tax Exemption Seminars

C. Affordable Housing Week (May 6 – 10, 2024)

ATTACHMENTS: April 2024 SSHA³P Manager Report

Property Tax Exemption Seminar – Gig Harbor

Property Tax Exemption Seminar – Lakewood

Overview of Affordable Housing Week

UW-Tacoma Housing Workshop Flyer

VII.	**UPDATES/COMMENTS OF THE ADVISORY BOARD**	7:20

A. Advisory Board Buddy Groups

ATTACHMENTS: Buddy Groups, Second Quarter 2024

VIII.	**ADJOURN**	7:30

South Sound Housing Affordability Partners (SSHA³P)

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).

SSHA³P Advisory Board Meeting
March 19, 2024

Members Present: Adria Buchanan, Alex Harrington (Vice Chair), Ben Ferguson, Corey Orvold, Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley (Vice Chair), Lindsey Sehmel, Nicholas Carr, Noemi Cagatin-Porter, Riley Guerrero (Chair), William Towey, Zac Baker
Members Excused: Kevin Bates
Members Absent: Dominique Cruz, Judson Willis
Staff: Jason Gauthier, Mary Connolly
Guests:

Call to Order
Riley called the meeting to order at 5:32 PM.

Roll Call
Riley called roll; a quorum was present.

Land Acknowledgement
Riley read the land acknowledgement.

Review Agenda/Agenda Modifications
There were no requests for agenda modifications.

Consent Agenda
Alex moved to approve the meeting minutes from February 20, 2024. Jay seconded the motion. The motion carried with 13 in favor, 0 against, and 0 abstentions. (One member had not yet joined the meeting.)

Presentations and Discussion

SSHA³P Work Plan
Jason provided a presentation on the 2025 SSHA³P work plan development process. Advisory Board members provided feedback on items they think should be included in the work plan. Jason will return to a future meeting to present a first draft of the work plan for additional feedback.

Housing Toolkit Policy Analysis
Mary provided a presentation on analyzing policies and programs for inclusion in the housing toolkit. When the Advisory Board considers a policy or program recommendation, staff will provide a report with information on the recommendation to assist in decision-making. She asked for feedback on what information should be included in this report. In her presentation, she provided suggestions based on the framework that the Advisory Board created last year to filter policies for inclusion in the Advisory Board work plan, as well as Pierce County's Equity Note and the City of Tacoma's Council Action Memorandum. Advisory Board members provided feedback on what information they would like to see included in a staff report. At a future meeting, Mary will present a

draft report template for additional feedback. Riley requested that Mary send out the Pierce County Memorandum and Pierce County Equity Note to the Advisory Board for reference.

SSHA³P Staff Update

SSHA³P staff provided updates to the Advisory Board on the SSHA³P Housing Capital Fund and property tax exemption seminars.

Updates/Comments of the Advisory Board

Alex told Board members about the Master Builders Association (MBA)'s Annual Housing Summit on April 18. He also said that members can reach out to him if they are interested in connecting regarding his work on workforce development.

Nicholas told Board members about the next Downtown on the Go Friday Forum Series on March 29. Nicholas will be speaking on the panel, along with others, about affordable housing. Additionally, on May 8 during Affordable Housing Week, there will be a walking tour in Hilltop, including a tour of Housing Hilltop, as well as a reception.

Mary will follow up with this information via email to Advisory Board members.

Adjourn

Adria moved to adjourn the meeting. Ben seconded the motion. The motion carried with 11 in favor, 0 against, and 0 abstentions. (Three members had already left the meeting.) The meeting adjourned at 6:50 PM.

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AGENDA MEMODRANDUM

April 16, 2024

AGENDA CATEGORY   Staff Presentation

SUBJECT: 2025 Work Plan and Operating Budget

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A   ESTIMATED COST:

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement requires the Executive Board to adopt an annual work plan and annual operating budget.

The annual work plan is designed to direct and prioritize workflow for SSHA³P staff and set expectations for the Executive Board, Advisory Board, member governments, and the public.

SSHA³P staff anticipate the 2025 SSHA³P Work Plan and operating budget being adopted by action of the Executive Board at its June 7 regular meeting.

The purpose of this presentation is to:

1. Review the draft 2025 Work Plan and Operating Budget
2. Receive feedback and direction from the Advisory Board on the draft 2025 Work Plan and Operating Budget.

ATTACHMENTS:
- 2025 Work Plan and Budget Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

2025 BUDGET AND WORK PLAN DEVELOPMENT

SSHA³P EXECUTIVE BOARD REGULAR MEETING

APRIL 5, 2024

JASON GAUTHIER, SSHA³P MANAGER

Pierce County
Human Services

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA³P Intergovernmental Agreement

- Directs and prioritizes workflow

- Set expectations for Executive Board, Advisory Board, member governments, and public

WORK PLAN AREAS OF FOCUS

- Focus Area 1: Affordable Housing Development & Preservation

- Focus Area 2: Program, Policy & Grant Support

- Focus Area 3: Information & Engagement

- Focus Area 4: Advocacy

- Focus Area 5: Administration

Focus Area 1

Affordable Housing Development & Preservation

Work Items	Indicators
Development	
1. SSHA³P Housing Capital Fund	• Total moneys pooled • Total moneys awarded • Number of affordable units funded
2. Philanthropy Affordable Housing Roundtables	• Number of philanthropy affordable housing roundtables hosted
Preservation	
3. Affordable Housing Preservation	• Identification of projects with affordability periods expiring before December 1, 2027

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PROGRAM, POLICY & GRANT SUPPORT

Focus Area 2
Program, Policy, & Grant Support

Work Items	Indicators
Program and Policy Support	
1. Member Government Assistance Activities Include: • Researching or analyzing policy • Drafting policy or ordinance • Presenting to staff, Planning Commission, and/or Council • Supporting public outreach efforts On topics related to housing affordability, attainability, and accessibility, including: • Comprehensive Plan implementation • Implementation of state housing laws • Planning and affordable housing policy	• Number of requests for technical assistance fulfilled • Number of member governments assisted
2. Pre-Approved Accessory Dwelling Unit (ADU) Designs	• Agreement with participating entities is drafted and signed • Consultant selected for project • Creation of pre-approved ADU designs
3. Coordinating Low-Income Housing Planning Grant (CLIHP) *Collaboration with 9 member governments to create a model ordinance and guidance regarding co-living housing*	• Completion of grant deliverables by June 15
4. Housing Toolkit	• Number of policies and programs adopted for member government consideration • Semi-annual tracking report of member government consideration of policy and program recommendations adopted by the Executive Board
5. Affordable Housing Monitoring Program *Service for member governments to monitor affordability requirements*	• Monitoring Program policies adopted • Monitoring Program services offered to member governments
Grant Support	
6. Grant Identification & Writing Support	• Number of grant applications submitted with SSHA³P staff assistance

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INFORMATION & ENGAGEMENT

Focus Area 3
Information & Engagement

Work Items	Indicators
Information	
1. <u>Affordable Housing Completed Project Mapping</u>	• Map update completed by August 1, 2025
2. <u>Developer Portal</u>	• Each member government's page on the Developer Portal updated by July 1, 2025
Engagement	
3. Developer Series *Partner with member governments to present information to developers on updated Comprehensive Plans and opportunities for affordable housing development*	• Number of member governments presenting • Number of attendees
4. Affordable Housing Developer Forum • Networking opportunity for member government staff and affordable housing developers following Developer Series	• Number of attendees • Number of member governments and developers in attendance
5. Property Tax Exemption Seminars	• Number of property tax seminars • Number of attendees
6. Home Repair Services Marketing	• Distribution of printed home repair program marketing materials to member governments • Creation of social media content for member government use to market home repair services

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ADVOCACY

Focus Area 4

Advocacy

State	
1. Develop State Legislative Agenda Activities Include: • 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 SSHA³P communities. • Number of SSHA³P 'priority support' bill that are signed into law • Number of SSHA³P 'priority oppose' bills that are not signed into law
Federal	
2. Develop Federal Priorities	• Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA³P communities.

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ADMINISTRATION

Focus Area 5

Administration

Work Items	Indicators
Administration	
1. Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms	• Number of months during the year that Advisory Board membership meets SSHA³P's Interlocal Agreement requirements
2. Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2026 Work Plan	• Executive Board adopts a 2026 Advisory Board Work Plan
3. Coordinate the development of the 2026 Work Plan and Budget	• 2026 Work Plan and Budget approved on or before July 1, 2025

4. Provide quarterly Work Plan and Budget performance reporting	• Executive Board reported on the following timeline:
	  ○ FY24, Q1 – May 2025
	  ○ FY24, Q2 – August 2025
	  ○ FY24, Q3 – November 2025
	  ○ FY24, Q4 – February 2026

5. Seek operating funding for SSHA³P from philanthropic and aligned organizations	• Total amount of moneys contributed by philanthropic and aligned organizations

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ANNUAL BUDGET BACKGROUND

- The SSHA^{3}P intergovernmental agreement (IGA) created budgets for Fiscal Years 2021, 2022 and 2023

- SSHA^{3}P fiscal year is January 1 – December 31

- 2024 budget was the first annual budget created outside of IGA

- SSHA^{3}P budget requires approval from Executive Board and the legislative body of each member government

- On or before July 1st of each year, a recommended operating budget for the following budget year will be prepared, reviewed and recommended by the Executive Board and transmitted to each Party.

DRAFT 2025 OPERATING BUDGET

South Sound Housing Affordability Partners

FY 2025 DRAFT Operating Budget

SSHA3P Fund	2025 BUDGET
OPERATING REVENUES*	
City of Auburn	$5,826.02
City of DuPont	$5,826.02
City of Edgewood	$5,826.02
City of Fife	$5,826.02
City of Fircrest	$3,495.61
City of Gig Harbor	$5,826.02
City of Lakewood	$23,304.06
City of Milton	$3,495.61
Pierce County	$146,354
Puyallup Tribe of Indians	$3,495.61
City of Puyallup	$13,982.44
Town of Steilacoom	$3,495.61
City of Sumner	$7,506.60
City of Tacoma	$73,177
City of University Place	$13,982.44
SSHA3P Operating Fund Balance	$81,000.00
TOTAL Revenue	$402,419.08
EXPENDITURES	
Salaries and Benefits - Manager	$192,490.00
Salaries and Benefits - Program Specialist II	$122,170.00
Travel and Training	$3,000.00
Contracted Services	$50,000.00
Phone	$1,320.00
Communication (Printing, Translation, Adversiting, etc.)	$1,000.00
Supplies and Miscellaneous	$500.00
Cost Pool Allocation/10% Admin Fee	$31,580.00
TOTAL Expenditures	$402,060.00
WA Dept of Commerce - CLIHIP Grant	
GRANT REVENUE	
FY 2024 CLIHP Grant Revenue**	$25,000
FY 2025 CLIHP Grant Revenue	$25,000
TOTAL Grant Revenue	**$50,000**
Expenditures	
Contracted Services	$50,000
TOAL Grant Expenditures	**$50,000**

*Annual member contribution increase of 4%

**2024 grant revenue will be allocated to FY25 budget

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2025 WORK PLAN

SSHA³P EXECUTIVE BOARD REGULAR MEETING

APRIL 5, 2024

JASON GAUTHIER, SSHA³P MANAGER

Pierce County
Human Services

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South Sound Housing Affordability Partners

2025 Work Plan

Focus Area 1

Affordable Housing Development & Preservation

Work Items	Indicators
Development	
1. SSHA³P Housing Capital Fund	• Total moneys pooled • Total moneys awarded • Number of affordable units funded
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Preservation	
3. Affordable Housing Preservation	• Identification of projects with affordability periods expiring before December 1, 2027

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Focus Area 2

Program, Policy, & Grant Support

Work Items	Indicators
Program and Policy Support	
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2. Pre-Approved Accessory Dwelling Unit (ADU) Designs	• Agreement with participating entities is drafted and signed • Consultant selected for project • Creation of pre-approved ADU designs
3. Coordinating Low-Income Housing Planning Grant (CLIHP) *Collaboration with 9 member governments to create a model ordinance and guidance regarding co-living housing*	• Completion of grant deliverables by June 15
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5. Affordable Housing Monitoring Program *Service for member governments to monitor affordability requirements*	• Monitoring Program policies adopted • Monitoring Program services offered to member governments
Grant Support	
6. Grant Identification & Writing Support	• Number of grant applications submitted with SSHA³P staff assistance

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Focus Area 3

Information & Engagement

Work Items	Indicators
Information	
1. <u>Affordable Housing Completed Project Mapping</u>	• Map update completed by August 1, 2025
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Focus Area 4

Advocacy

State	
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Federal	
2. Develop Federal Priorities	• Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA^{3}P communities.

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Focus Area 5

Administration

Work Items	Indicators
Administration	
1. Facilitate recruitment and selection of new members and/or reappointment of members with expiring terms	• Number of months during the year that Advisory Board membership meets SSHA^{3}P's Interlocal Agreement requirements
2. Support the Advisory Board in completing tasks from their current Work Plan and in creating a 2026 Work Plan	• Executive Board adopts a 2026 Advisory Board Work Plan
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South Sound Housing Affordability Partners
FY 2025 DRAFT Operating Budget

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TOAL Grant Expenditures	**$50,000**

*Annual member contribution increase of 4%

**2024 grant revenue will be allocated to FY25 budget

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Fund Balance Usage Strategy

Purpose

The Fund Balance Usage Strategy serves as a foundational element for sound budget decision making, promoting transparency and accountability. It enables SSHA³P to navigate opportunities as they arise and to make informed decisions that further the goals of creating and preserving affordable, attainable, and accessible housing and serving member governments.

Fund Balance Usage Priorities

PRIORITY 1: Reducing Member Government Annual Fees:

The fund balance may be utilized as part of the annual budget development process to reduce annual fees for member governments. This measure recognizes the fiscal challenges faced by local entities while reinforcing commitment to collaborative efforts. Fee reduction can be structured in a manner that ensures sustainability for SSHA³P, while providing tangible financial relief for member governments.

PRIORITY 2: Supporting Member Government Capacity Building and Technical Assistance:

Recognizing the importance of building local government capacity to address affordable housing challenges, the fund balance may be used to provide technical assistance and capacity-building support to member governments. This may include:

- Training for local government officials on affordable housing policies and best practices.
- Workshops and seminars to enhance the knowledge and skills of planning and development staff.
- Collaborative initiatives to share resources, expertise, and innovative solutions among member governments.
- Support from consultants on efforts that encourage the development and preservation of affordable, attainable, and accessible housing.

By prioritizing member government capacity building, the interlocal organization ensures that local entities are well-equipped to actively contribute to the development and preservation of affordable housing in their respective communities.

PRIORITY 3: Supporting Pre-Development Services for Affordable Housing:

The fund balance may be used to invest in pre-development services to catalyze and leverage additional resources for affordable housing projects throughout Pierce County.

Monitoring and Evaluation

Usage of fund balance requires action of the Executive Board. Staff will conduct regular assessments of the strategy's effectiveness, its alignment with SSHA^{3}P's mission, and its responsiveness to member government needs. Adjustments to this strategy may be made annually at the direction of the Executive Board and changes may be made based on the effectiveness of the strategy and impact on member governments. Open communication and collaboration with member governments will be maintained to foster a dynamic and responsive approach to the use of fund balance.

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SSHA³P Advisory Board

AGENDA BILL

April 16, 2024

AGENDA CATEGORY   Staff Presentation

SUBJECT: Visitability and Universal Design Policy Review

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

The SSHA³P Housing Toolkit is a set of policies and programs that SSHA³P recommends to its members to consider implementing. The Advisory Board's 2024 work plan includes evaluating and potentially making a recommendation on the inclusion of universal design incentives in the SSHA³P Housing Toolkit.

At the Advisory Board meeting on February 20, Beckye Frey gave a presentation to introduce universal design and discuss policy changes that the City of Redmond are considering to incentivize building with universal design.

This presentation continues the conversation on universal design. The purpose of this presentation is to provide:

- Data on senior and disabled populations in Pierce County;
- An overview of current accessibility standards in building;
- A review of policies implemented across the United States that mandate, incentivize, or raise awareness about universal design or visitability; and
- Examples of outcomes from some implementing jurisdictions.

Staff are seeking feedback on what additional information is needed to provide direction on drafting policy recommendations, including what stakeholders should be engaged in the conversation.

ATTACHMENTS:

- Visitability and Universal Design Policy Review
- Visitability and Universal Design Policy Review Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

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South Sound Housing Affordability Partners
Memorandum: Universal Design and Visitability Policy Review

_____

TO: SSHA³P Advisory Board
FROM: Mary Connolly, SSHA³P Program Specialist II
SUBJECT: Universal Design and Visitability Policy Review
DATE: April 16, 2024

Purpose
The purpose of this memorandum is to provide:
- Data on Pierce County's senior and disabled populations;
- Information on current accessibility standards and requirements in Washington State;
- An overview of different types of policies related to universal design and visitability that have been implemented across the United States; and
- Information on universal design and visitability policy outcomes for some implementing jurisdictions

Senior and Disabled Populations in Pierce County
According to Pierce County Human Services' Aging and Disability Resources Area Plan Update,[1] published in 2021, from 2010 to 2020, the percentage of Pierce County residents aged 60 or older increased from 16% to 22%. It is projected that by 2030, 25% of Pierce County residents will be aged 60 or older.

According to the Pierce County Equity Index,[2] 13% of the population in Pierce County has a disability.

Current Accessibility Standards
In Washington, there are several laws which require accessibility standards for multifamily buildings.

All Multifamily Buildings
Whether funded privately or publicly, all residential buildings with four or more units must comply with the Fair Housing Act (FHA), the Washington State Law Against Discrimination, and the Washington State Building Code. The Washington State Law Against Discrimination and the Washington State Building Code are substantially similar to FHA standards but do include some more stringent requirements. [3]

The FHA applies to multifamily buildings with four or more units constructed for first occupancy after March 13, 1991. It does not apply to single-family homes, duplexes, triplexes, and townhomes. According to the FHA:
- In buildings <u>with</u> an elevator, <u>all units</u> must meet FHA Accessibility Guidelines
- In buildings <u>without</u> an elevator, <u>all ground-floor units</u> must meet FHA Accessibility Guidelines

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[1] https://www.piercecountywa.gov/DocumentCenter/View/109156/2022-Area-Plan-Update-Draft
[2] https://piercecounty.caimaps.info/cailive?county=Pierce&state=Washington&layer=Equity+Index&area=EquityCalcPierce&tab=demo
[3] https://www.hum.wa.gov/fair-housing/disability-access-requirements

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Fair Housing Accessibility Guidelines include seven design and construction requirements:[4]
1. An accessible building entrance on an accessible route
2. Accessible public and common-use areas
3. Usable doors (usable by a person in a wheelchair)
4. An accessible route into and through the dwelling unit
5. Light switches, electrical outlets, thermostats and other environmental controls in accessible locations
6. Reinforced walls in bathrooms for future installation of grab bars
7. Usable kitchen and bathrooms (usable by a person in a wheelchair)

According to the US Department of Housing and Urban Development (HUD), "Although the requirements apply to a broad number of dwelling units, the [Fair Housing] Act's design and construction requirements are modest and result in units that do not look different from traditional units but can be easily adapted by people with disabilities who require features of accessibility not required by the Fair Housing Act."[5]

Multifamily Buildings Built with Federal Funds
Housing projects with five or more units built with federal funds must comply with Section 504 of the Rehabilitation Act of 1973 (Section 504), which requires that 5% of units or one unit, whichever is greater, must be accessible to people with mobility disabilities by meeting the Uniform Federal Accessibility Standards (UFAS), which are stricter than FHA standards. Additionally, 2% of units or one unit, whichever is greater, must be accessible to people with hearing or visual disabilities.[6]

Multifamily Buildings Built with State or Local Funds
Housing projects benefiting from state or local funds must comply with Title II of the Americans with Disabilities Act of 1990 (ADA), which requires that 5% of units or one unit, whichever is greater, must be accessible to people with mobility disabilities by adhering to technical criteria in the ADA's Accessibility Guidelines, which are stricter than FHA standards. Additionally, 2% of the units or one unit, whichever is greater, must have accessible communication features.[7]

Visitability and Universal Design
Many states and local governments across the United States have created policies and programs to increase the accessibility of housing in their communities. These policies and programs encourage, incentivize, or mandate building with universal design or visitability features.

Visitability
Visitable homes are constructed so that people with a mobility disability can visit the home or live in the home for at least a brief amount of time. Visitable homes are also built so that accessibility modifications are easier in the future.

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[4] https://www.equalhousing.org/fair-housing-topics/new-construction-fair-housing-accessibility-requirements/
[5] https://www.hud.gov/program_offices/fair_housing_equal_opp/faq_accessibility_first
[6] https://www.hud.gov/program_offices/fair_housing_equal_opp/disabilities/accessibilityR
[7] https://www.hum.wa.gov/fair-housing/disability-access-requirements

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Visable standards usually include at least the three following standards:
1. At least one accessible route into the home, or zero-step entrance
2. Accessible doors and hallways
3. One bathroom on the main floor that is wheelchair accessible

Sometimes, visitability policies also include standards such as:
- Environmental and electrical controls in accessible locations
- Wall reinforcements in first-floor bathrooms so that grab-bars can be installed in the future
- A usable first-floor kitchen that is wheelchair accessible

Because the FHA applies to multifamily buildings with four or more units, policies related to visitability are usually for single-family homes, duplexes, triplexes, and townhomes.

In 2009, to create a more uniform set of standards for visable or inclusive design, the International Code Council (ICC)'s A117.1 Committee developed technical criteria for "Type C (Visable) Units." These criteria are copied in Attachment A. The Committee did not provide guidance on when or how many of these units should be required. Rather, local jurisdictions can create their own policies that point to the ICC's A117.1 design standards. The Committee intended for these standards to be applied to buildings not regulated by the FHA (single-family homes, duplexes, triplexes, and townhomes.)[8]

Universal Design
According to the Centre for Excellence in Universal Design, "Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability."[9] There are 7 principles of universal design that guide the design of environments, products, and communications. These principles can be found in Attachment B.

There is not a standardized set of universal design features for building residential homes. However, there are examples of universal design checklists used in policies related to universal design. A few of these lists are included in Attachment C. Unlike homes built to visibility standards, homes built with universal design features are more likely to be fully accessible to people with disabilities and people who want to age in place.

There are far fewer examples of policies that are related to universal design than those related to visitability.

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[8] ICC A117.1-2009 Commentary; up-to-date code can be found at:
https://codes.iccsafe.org/content/ICCA117.12017P6/chapter-11-dwelling-units-and-sleeping-units#ICCA117.12017P6_Ch11_Sec1105
[9] https://universaldesign.ie/about-universal-design

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Policy Types

Policies related to universal design and visitability generally fall into two categories: mandatory and voluntary programs. Mandatory programs usually include waivers if homes cannot be reasonably built to standards due to site topography.[10] Table 1 includes descriptions of these policy types.

Table 1: Types of Policies Related to Visitability and Universal Design

Mandatory/ Voluntary	Policy Type	Description
Mandatory	Publicly Funded Housing	These policies require certain types of housing built with public funding to include visitability or universal design standards.
Mandatory	All Housing	These policies require all housing of certain types, regardless of financing type, to include visitability or universal design standards.
Mandatory	Offer Universal Design Features at Buyer's Expense	These policies require that builders offer certain universal design features, which buyers may request be included in the design of their home at their own expense.
Voluntary	Awareness or Certificate Program	These programs encourage and raise awareness about building with visitability or universal design features. Through certificate programs, homes may be certified as containing certain accessibility features.
Voluntary	Builder Incentive	Builder incentives offer incentives to builders who build homes with visitability or universal design features.
Voluntary	Consumer Incentive	Consumer incentives offer incentives to homebuyers who purchase new homes with visitability or universal design features.

Below are more details about these policy types and examples of each. Attachment D includes additional examples organized by policy type.

Mandatory – Publicly Funded Housing

These policies require certain types of housing built with public funding to include visitability or universal design standards.

At least 20 local governments and 9 states across the US have implemented visitability requirements for new housing that receives public funds for development. Often these requirements apply to single-family homes, duplexes, triplexes, and townhomes. Sometimes these requirements only apply to housing that receives funding from the jurisdiction where the policy is implemented; other times, the requirements also apply to housing that receives state and/or federal funding.

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[10] https://idea.ap.buffalo.edu/wp-content/uploads/sites/110/2020/09/Visitability-Research-and-Reports-2014.pdf
p.2 of PDF

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At least one local government has adopted universal design requirements for housing built with public funding. Specifically, in 2023, New York City adopted universal design requirements for housing constructed with city funding that contains 41 or more rental units.[11]

Mandatory – All Housing
These policies require all housing of certain types, regardless of financing type, to include visitability or universal design standards.

At least 9 local governments across the US and one state have implemented mandatory visitability requirements for all housing of certain types, regardless of financing types. Similar to requirements for housing built with public funding, these requirements most often apply to single-family homes, duplexes, triplexes, and townhomes. At least one local government, Howard County, MD requires universal design features for senior housing,[12] and another, Petaluma, CA, requires universal design features in multifamily housing.

Bolingbrook, IL
In 2003, the Village of Bolingbrook, IL implemented mandatory visitability requirements for single family and attached single family homes.[13] Code development began in 1999, and before its adoption, builders began to voluntarily comply with the code. Between 1999 and June 2023, 3631 homes were built to the code's standards. An additional 718 homes were built between 1999 and 2003 that included visitability features in the interior of the home.

Iowa City, IA
In 2002, Iowa City amended their building code to include accessibility for single-family homes, duplexes, and townhomes. There are additional requirements if homes are built with public funding. Requirements for homes built with public funding meet visitability standards, while requirements for other housing increase useability and make it easier to create a more accessible home in the future. For example, if public funds are used, a stepless entrance must be installed. If public funds are not used, the building plans must show how a stepless entrance could be installed, but do not require installation.[14] Staff estimate that about 130 new one- and two-unit homes and 25-30 townhomes are built each year in Iowa City; all must comply with the City's amended building code.

Petaluma, CA
In 2022, the City of Petaluma, CA adopted both visitability and universal design requirements. The City's visitability requirements apply to buildings with 4 or fewer units. Developments with 5 or more units must have at least 30% of units constructed to universal design standards.[15]

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[11] https://www.nyc.gov/site/hpd/services-and-information/ll30-universal-design-features.page
[12] https://planning-org-uploaded-media.s3.amazonaws.com/document/Zoning-Practice-2006-04.pdf p. 4-5
[13] https://library.municode.com/il/bolingbrook/codes/code_of_ordinances?nodeId=COOR_CH10BUCO_ARTXIVICO
[14] https://codelibrary.amlegal.com/codes/iowacityia/latest/iowacity_ia/0-0-0-14775
[15] https://petaluma.municipal.codes/Code/17.14

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Mandatory – Offer Universal Design Features at Buyer's Expense

These policies require that builders offer certain universal design features, which buyers may request be included in the design of their home at their own expense.

Sacramento and Dublin City in California have ordinances that require builders to offer universal design features at the buyer's expense. These ordinances are based on the State of California's Universal Design Model Ordinance,[16] which local governments may customize and adopt. Optionally, jurisdictions may require certain features to be provided.

Sacramento, CA
Adopted in 2010, Sacramento's Universal Design ordinance[17] applies to new construction projects in single-family zones with 20 or more dwelling units. For at least one model or dwelling unit type, builders must offer certain universal design features, which would be installed at the buyer's expense. The City does not track when these features are installed.

Dublin City, CA
Adopted in 2007, Dublin City's Universal Design ordinance[18] applies to new construction of residential development projects with 20 or more units and applies to singe-family homes, duplexes, and triplexes. Similar to Sacramento's ordinance, Dublin City requires builders to offer certain universal design features to be installed at the buyer's expense; however, unlike Sacramento's ordinance, Dublin City also requires certain features to be provided, not just offered. These features are ones that stakeholders who were involved in drafting the ordinance determined would be helpful for those who need it but not intrusive to the average buyer. For example, bathrooms on the first floor must include grab bar reinforcement for toilets, showers, and bathtubs, and outlets, lighting controls, and environmental controls must be at accessible heights.

Since the ordinance was adopted in 2007, Dublin City has seen 4800 homes built under the ordinance. In the same time period, there were 19 exemptions to the requirements. The City does not have data on how often voluntary options are purchased.

Voluntary – Awareness or Certificate Programs

These programs encourage and raise awareness about building with visitability or universal design features. Through certificate programs, homes may be certified as containing certain accessibility features.

There are at least nine local jurisdictions and three states that have implemented programs to raise builder and/or consumer awareness about building with visitability or universal design. Examples of efforts include:
- Including language in code that strongly encourages building to accessible standards
- Marketing campaigns to raise awareness

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[16] https://www.hcd.ca.gov/building-standards/state-housing-law-program/universal-design-model-ordinance
[17] https://library.qcode.us/lib/sacramento_ca/pub/city_code/item/title_15-chapter_15_154
[18] https://www.codepublishing.com/CA/Dublin/#!/Dublin07/Dublin0790.html#7.90.040

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- Certificate programs to certify homes as "visitable"

For example, the EasyLiving Home program, developed by a group of public and private organizations, began in Georgia in 2000. The program provides homes built to EasyLiving standards with a certification, which can be marketed by builders. To receive certification, homes must include visitability features as well as a bedroom, full bathroom, entertainment space, and kitchen on the main floor. Almost 900 homes were certified through this program in Georgia from 2000 to 2007. In that same time frame, 300,000 homes were built without the certification. Affiliate programs were set up in other states, where almost 50 certified homes were built.[19] The program does not appear to be in operation anymore.

Voluntary – Builder Incentive
Builder incentives offer incentives to builders who build homes with visitability or universal design features.

There are at least eight local governments and two states that have implemented a builder incentive for visitability or universal design. Examples of incentives include:
- Cash
- Fee waivers or reductions
- Expedited permitting
- Density bonus
- Technical assistance and marketing

Sonomy County, CA
In 2005, Sonoma County implemented a program that offers a density bonus for projects that include a certain percentage of affordable and accessible units.[20] To staff's knowledge, these incentives have not been utilized as builders tend to opt for other more attractive density incentives.

Redmond, WA
The City of Redmond is currently updating its incentive package so that builders are allowed to build multifamily with increased height or floor area ratio (FAR)[21] in exchange for including options from a menu of items that provide public benefit.[22] One of the items for which builders may receive points in the program is building visitable housing units, units with universal design features, accessible housing units beyond minimum requirements, and/or units for people with intellectual and developmental

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[19] https://idea.ap.buffalo.edu/idea/wp-content/uploads/sites/110/2019/07/IncreasingHomeAccess.pdf p. 30 of PDF

[20] https://library.municode.com/ca/sonoma_county/codes/code_of_ordinances?nodeId=CH26SOCOZORE_ART89AFHOPRREIN_S26-89-050DEBOPR

[21] Floor area ratio (FAR) is a measure of development intensity and often has an impact on but is not the same as density. A maximum FAR sets a maximum ratio of building mass to a site's square footage.

[22] https://www.redmond.gov/DocumentCenter/View/30003/2023_10-30---Overlake-Incentives-Workshop p. 17

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disabilities. Redmond is working with a consultant to ensure that their program is calibrated in such a way that the incentives are likely to be utilized.

Voluntary – Consumer Incentive

Consumer incentives offer incentives to homebuyers who purchase new homes with visitability or universal design features.

At least four local governments and three states have implemented programs to incentivize consumers to build homes with visitability features. Examples of consumer incentives include rebates and tax credits.

Attachment A: Standards for Type C (Visitable) Units from 2017 International Code Council (ICC) A1171.1 [23]

SECTION 1105
TYPE C (VISITABLE) UNITS

1105.1 General.

Type C (Visitable) dwelling units shall comply with Section 1105.

1105.2 Unit entrance.

At least one unit entrance shall be on a circulation path complying with Section 1105.5 from a public street or sidewalk, a dwelling unit driveway, or a garage.

1105.3 Connected spaces.

A circulation path complying with Section 1105.5 shall connect the unit entrance complying with Section 1105.2 and with the spaces specified in Section 1105.4.

1105.4 Interior spaces.

The entrance level shall include a toilet room or bathroom complying with Section 1105.6 and one habitable space with an area 70 square feet (6.5 m^2) minimum. Where a food preparation area is provided on the entrance level, it shall comply with Section 1105.7.

 Exception: A toilet room or bathroom shall not be required on an entrance level with less than 120 square feet (11.2 m^2) of habitable space.

1105.5 Circulation path.

Circulation paths shall comply with Section 1105.5.

1105.5.1 Components.

The circulation path shall consist of one or more of the following elements: walking surfaces with a slope not steeper that 1:20, doors and doorways, ramps, elevators complying with Sections 407 through 409, and wheelchair (platform) lifts complying with Section 410.

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[23] https://codes.iccsafe.org/content/ICCA117.12017P6/chapter-11-dwelling-units-and-sleeping-units#ICCA117.12017P6_Ch11_Sec1105

1105.5.2.1 Clear width.

The clear width of the circulation path shall be 36 inches (915 mm) minimum.

1105.5.3 Doors and doorways.

Doors and doorways shall comply with Section 1105.5.3

1105.5.3.1 Clear width.

Doorways shall have a clear opening of $31^3/_4$ inches (805 mm) minimum. Clear opening of swinging doors shall be measured between the face of the door and stop, with the door open 90 degrees.

1105.5.3.2 Thresholds.

Thresholds shall comply with Section 303.

> **Exception:** Thresholds at exterior sliding doors shall be permitted to be $^3/_4$ inch (19 mm) maximum in height, provided they are beveled with a slope not steeper than 1:2.

1105.5.4 Ramps.

Ramps shall comply with Section 405.

> **Exception:** Handrails, intermediate landings and edge protection shall not be required where the sides of ramp runs have a vertical drop off of $^1/_2$ inch (13 mm) maximum within 10 inches (255 mm) horizontally of the ramp run.

1105.5.4.1 Clear width.

The clear width of the circulation path shall comply with Section 403.5.

1105.6 Toilet room or bathroom.

At a minimum, the toilet room or bathroom required by Section 1105.4 shall include a lavatory and a water closet. Reinforcement shall be provided for the future installation of grab bars at water closets. Clearances at the water closet shall comply with Section 1104.11.3.1.2.

1105.7 Food preparation area.

At a minimum, the food preparation area shall include a sink, a cooking appliance, and a refrigerator. Clearances between all opposing base cabinets, counter tops, appliances or walls within the food preparation area shall be 40 inches (1015 mm) minimum.

1105.8 Lighting controls and receptacle outlets.

Receptacle outlets and operable parts of lighting controls shall be located 15 inches (380 mm) minimum and 48 inches (1220 mm) maximum above the floor.

> **Exception:** The following shall not be required to comply with Section 1105.8.
>
> 1. Receptacle outlets serving a dedicated use.
> 2. Controls mounted on ceiling fans and ceiling lights.
> 3. Floor receptacle outlets.
> 4. Lighting controls and receptacle outlets over countertops.

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Attachment B: 7 Principles of Universal Design
From the Centre for Excellence in Universal Design[24]

1. Equitable Use: The design is useful and marketable to people with diverse abilities.

2. Flexibility in Use: The design accommodates a wide range of individual preferences and abilities.

3. Simple and Intuitive Use: Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.

4. Perceptible Information: The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.

5. Tolerance for Error: The design minimizes hazards and the adverse consequences of accidental or unintended actions.

6. Low Physical Effort: The design can be used efficiently and comfortably and with a minimum of fatigue.

7. Size and Space for Approach and Use: Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility.

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[24] https://universaldesign.ie/about-universal-design/the-7-principles

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Attachment C: Examples of Universal Design Checklists

New York City, NY
Required in buildings with 41 or more rental units:[25]
- Provide an accessible route through each dwelling unit. This accessible route must be a continuous and unobstructed path connecting the accessible spaces within the unit that can be navigated by a person with a disability using a wheelchair, and that is also usable and safe for people with other disabilities.
- Provide usable doors with accessible door hardware and maneuvering clearances to accommodate wheelchair movement. Door handles with latches must be operable without pinching, grasping, or twisting. Per HPD Design Guidelines, all doors requiring passage must be minimally 3'-0" wide.
- Provide removable base cabinets in all bathrooms for knee space, with finished floor and wall surfaces installed in the knee spaces upon initial construction.
- Provide grab bars, or wall reinforcement for future installation of grab bars around the toilet, tub, and/or shower stall in all bathrooms.
- Provide removable base cabinets under the sink and work surface in all kitchens, with finished floor and wall surfaces installed in the knee spaces upon initial construction.
- Provide adjustable or replaceable countertops in all kitchens.
- Locate light switches, electrical outlets, thermostats, and other environmental controls in accessible locations (and within the reach range as specified by ANSI standards)

Petaluma, CA
In housing developments with 5 or more units, the following are required in 30% of units:
- An accessible primary entrance
- An accessible interior route
- An accessible common room
- An accessible primary floor powder room/bathroom
- An accessible bedroom
- An accessible kitchen
- Miscellaneous accessible requirements
- An accessible laundry facility shall have an accessible route to and from the accessible entrance, either through the dwelling unit or around the dwelling unit.
- If a universal design dwelling unit is two or more stories, there shall be electrical outlets at stairs to accommodate future stair chairlift installation.

More information on these requirements can be found here:
https://petaluma.municipal.codes/Code/17.14

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[25] https://www.nyc.gov/site/hpd/services-and-information/ll30-universal-design-features.page

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<u>Sonoma County, CA</u>

Builders may receive a density bonus by providing at least 3 of the following features:[26]

- Provide an accessible route of travel from the public sidewalk or street to the primary entrance in the form of a graded path, ramp, or drive-way to graded path.
- Provide at least one step-free entrance into the home.
- Provide a 60 inches x 60 inches (5 feet diameter) clearance at the primary entrance to the home.
- Provide flush thresholds: exterior maximum of 1/2 inch beveled, interior maximum ¼ inch.
- Provide 42 inches wide hall-ways with 32 inches-clearance doorway
- Include variable height (28 inches - 42 inches) work surfaces such as countertops, sinks, and/or cooktops in the kitchen.
- 50% of all storage within the home should be less than 54 inches high.
- Provide structural reinforcement within bathroom walls adjacent to toilet, shower, and bathtub for future installation of grab bars.
- Full bathroom on an accessible route including a minimum 60 inches x 60 inches turning area, clear space for toilet and sink with minimum 30 inches x 48 inches clear use area (may overlap with 60 inches x 60 inches turning area).
- Include adjustable (36 inches - 60 inches) rods/shelves within closets located along an accessible route.
- Install lever-style door handles and faucet handles, and rocker-panel light switches throughout the home.
- Install electrical panel with top no more than 54 inches above floor and include a minimum 30 inches x 48 inches clear floor space in front of panel.
- Install light switches 42 inches - 48 inches above floor.
- Install electrical outlets 18 inches - 24 inches above floor.
- Install thermostats no higher than 48 inches above the floor.
- Include color contrasts between the following areas: floor surfaces and trims; stair treads and risers; and countertops and front edges or cabinet faces.
- Provide smooth, slip resistant flooring. If carpeted, use low density (less than 1/2 inch high pile), with firm pad.
- Complete single-floor living space: Provide entry, kitchen, laundry area, full bath, and flex room on primary level of home.
- Flex room should be useable as family room, nursery, playroom, home office, or bedroom depending on the needs of the residents.
- Avoid steps between rooms or areas on the primary floor of the residence.

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[26] https://permitsonoma.org/regulationsandinitiatives/universaldesign

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Howard County, MD[27]

UNIVERSAL DESIGN FEATURES FOR SR-I DISTRICT IN HOWARD COUNTY, MARYLAND

Required	Desired	Optional
Accessible path between parking and the dwelling units for apartments	Visual smoke detectors	Security system and visual identification of visitors
All common areas must meet ADA standards for apartments	Smooth vertical transitions between rooms	Handrails on both sides of all stairs
No-step entrance to community buildings and all dwellings	Maneuvering space at entrance, between main living areas, and in front of appliances	Grab bars in bathrooms
Front door must be 36 inches wide with exterior lighting of the entrance	Low-maintenance exterior materials	Curbless shower
All interior doorways at least 32 inches in width	Covered main entry	Multilevel or adjustable kitchen counters
Hallways at least 36 inches in width	Lever handles and anti-scald devices on all plumbing fixtures	Pull-out shelves in kitchen base cabinets
Complete first floor living area with master bedroom and bath (or elevator if multistory apartment)	Slip-resistant flooring	Hand-held showerhead
Lever handles on interior and exterior doors	Five-foot turning radius or T turn in kitchen and bath	Task lighting in kitchen, bath, and other work areas
Structural blocking for grab bars in bathroom walls near toilet and shower	Switches, doorbells, thermo-stats, and breaker boxes no more than 48 inches above the floor	Lighting in closets and pantries
	Electrical receptacles at least 15 inches above the floor	Adjustable closet rods and shelving

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California State Model Ordinance

California's Model Ordinance includes examples of universal design features:
https://www.hcd.ca.gov/building-standards/state-housing-law/universal-design/docs/univeral-design-model-ordinance.pdf

UD Project, Residential Universal Design Building Code

The UD Project is a group has developed a Residential Universal Design Building Code, which is published on their website and includes requirements in 10 areas. The code can be found here: https://code.universaldesign.org/

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Attachment D: Universal Design and Visitability Policies Implemented in the US

Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
Awareness or Certificate Program	Universal Design	City	Irvine	CA	1999	
Awareness or Certificate Program	Visitability	City	Albuquerque	NM	2002	
Awareness or Certificate Program	Visitability	County	Baltimore County	MD		Brochure: "Your New or Remodeled Home Becomes Visitable When You Choose These Top 10 Options"
Awareness or Certificate Program	Visitability	County	Howard County	MD	2001	
Awareness or Certificate Program	Visitability	City	Livermore	CA	2002	Housing Implementation Program (HIP) established in 1987. Builders receive points and can advertise their housing projects as in compliance. Universal design included in the program in 2002.
Awareness or Certificate Program	Visitability	N/A	N/A	N/A	2000	EasyLiving Home certification program. First branch in GA, with affiliates elsewhere. Does not seem to be in operation anymore.
Awareness or Certificate Program	Visitability	County	Onondaga County	NY	2002	

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Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
Awareness or Certificate Program	Visitability	City	Prescott Valley	AZ	2005	
Awareness or Certificate Program	Visitability	County	San Mateo County	CA	1998	Distributes brochures on visitability and universal design.
Awareness or Certificate Program	Visitability	County	Sarasota County	FL		
Awareness or Certificate Program	Visitability	City	Syracuse	NY	2003	Recommendation to builders to include visitable features.
Awareness or Certificate Program	Visitability	City	Visalia	CA	2001	"Certified Visit-Able" logo. At least 280 homes built with this logo.
Awareness or Certificate Program	Visitability	State		NM	2001	
Awareness or Certificate Program	Visitability	State		IN	2005	Guidelines for visitable homes
Awareness or Certificate Program	Visitability	State		CT	2010	
Builder Incentive	Universal Design	City	Redmond	WA	In progress	
Builder Incentive	Universal Design	County	Sarasota County	FL		
Builder Incentive	Visitability	City	Austin	TX	2000	SMART program - Safe, Mixed Income, Accessible, Reasonably Priced, Transit Oriented
Builder Incentive	Visitability	City	Davis	CA	2007	
Builder Incentive	Visitability	City	Freehold Borough	NJ	1997	
Builder Incentive	Visitability	City	Houston	TX	2004	
Builder Incentive	Visitability	City	Huntington	NY		Expedited review for single family development or development

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Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
						with 3 or more universal design features. Most of the features listed are visitability standards.
Builder Incentive	Visitability	City	Sonoma County	CA		Density bonus incentive for multi-unit residential projects with visitability standards. Universal design is also strongly encouraged but not required. Staff do not believe this incentive has been used as others have been opted for instead.
Builder Incentive	Visitability	City	Southampton	NY	2002	
Builder Incentive	Visitability	State		IL	2002	Illinois Accessible Housing Demonstration: Up to $5000 grated to builders to construct at least 10% of houses in a development with visibility standards.
Builder Incentive	Visitability	State		PA	2003	Demonstration Program. Ended in 2005.
Consumer Incentive	Visitability	City	Escanaba	MI	2003	$150 rebate
Consumer Incentive	Visitability	City	Freehold Borough	NJ	1997	
Consumer Incentive	Visitability	City	Pittsburgh	PA	2006	
Consumer Incentive	Visitability	City	Southampton	NY	2002	

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Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
Consumer Incentive	Visitability	State		GA	1999	Up to $500 tax credit; also for retrofitting.
Consumer Incentive	Visitability	State		VA	1999	$500 tax credit
Consumer Incentive	Visitability	State		PA	2006	
Mandatory - All Housing	Universal Design	City	Petaluma	CA	2022	When there are 5 or more units in a building, 30% must be constructed with universal design standards.
Mandatory - All Housing	Visitability	City	Arvada	CO	2005	Policy has been repealed.
Mandatory - All Housing	Visitability	City	Austin	TX	2015	Only applies to single family or duplex dwellings with habitable space on the first floor.
Mandatory - All Housing	Visitability	City	Bolingbrook	IL	2003	
Mandatory - All Housing	Visitability	City	Davis	CA	2015	
Mandatory - All Housing	Visitability	City	Iowa City	IA	2002	
Mandatory - All Housing	Visitability	City	Lafayette	CO	2007	Requirement for 25% of new homes. Cash-in-lieu may be accepted.
Mandatory - All Housing	Visitability	City	Naperville	IL	2002	
Mandatory - All Housing	Visitability	City	Petaluma	CA	2022	
Mandatory - All Housing	Visitability	County	Pima County	AZ	2002	
Mandatory - All Housing	Visitability	City	Tucson	AZ	2007	
Mandatory - All Housing	Visitability	State		FL	1989	First visitability legislation. Just one feature: Habitable-grade

South Sound Housing Affordability Partners
Memorandum: Universal Design and Visitability Policy Review

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Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
						level bathrooms must have a 29" clear opening.
Mandatory - All Housing	Visitability	State		VT	2000	Homes built on a speculative basis must include visitability standards.
Mandatory - Offer Features at Buyer's Expense	Universal Design	City	Dublin City	CA	2007	
Mandatory - Offer Features at Buyer's Expense	Universal Design	City	Sacramento	CA		
Mandatory - Public Funding	Universal Design	City	New York City	NY	2023	
Mandatory - Public Funding	Visitability	City	Atlanta	GA	1992	
Mandatory - Public Funding	Visitability	City	Auburn	NY	2005	
Mandatory - Public Funding	Visitability	City	Austin	TX	1998	
Mandatory - Public Funding	Visitability	City	Birmingham	AL	2007	
Mandatory - Public Funding	Visitability	City	Chicago	IL	2003	
Mandatory - Public Funding	Visitability	City	Cortland	NY	2018	
Mandatory - Public Funding	Visitability	City	Fort Worth	TX	2000	
Mandatory - Public Funding	Visitability	City	Long Beach	CA	2002	
Mandatory - Public Funding	Visitability	City	Milwaukee	WI	2006	
Mandatory - Public Funding	Visitability	City	Pine Lake	GA	2007	
Mandatory - Public Funding	Visitability	City	Rockford	IL	2007	
Mandatory - Public Funding	Visitability	City	San Antonio	TX	2002	
Mandatory - Public Funding	Visitability	City	Scranton	PA	2005	
Mandatory - Public Funding	Visitability	County	St. Louis County	MO	2003	
Mandatory - Public Funding	Visitability	City	St. Petersburg	FL	2004	

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South Sound Housing Affordability Partners
Memorandum: Universal Design and Visitability Policy Review

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Policy Type	Visitability or Universal Design	Jurisdiction Type	City/County	State	Date enacted	Notes
Mandatory - Public Funding	Visitability	City	Toledo	OH	2005	
Mandatory - Public Funding	Visitability	City	Tucson	AZ	2007	
Mandatory - Public Funding	Visitability	City	Urbana	IL	2000	
Mandatory - Public Funding	Visitability	State		TX	1999	
Mandatory - Public Funding	Visitability	State		GA	2000	
Mandatory - Public Funding	Visitability	State		MN	2001	
Mandatory - Public Funding	Visitability	State		KS	2002	
Mandatory - Public Funding	Visitability	State		KY	2003	
Mandatory - Public Funding	Visitability	State		OR	2003	
Mandatory - Public Funding	Visitability	State		NJ	2005	
Mandatory - Public Funding	Visitability	State		MI	2006	
Mandatory - Public Funding	Visitability	State		OH	2007	
Mandatory - Senior Housing	Universal Design	County	Howard County	MD		Only required for senior housing. In addition to required features, includes desired and optional features.

Data Sources for Policy Examples

SSHA[3]P staff collected most of the data on policies related to universal design and visitability from the following reports and presentations:
- Visitability: Trends, Approaches, and Outcomes[28]

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[28] https://idea.ap.buffalo.edu/wp-content/uploads/sites/110/2020/09/Visitability-Research-and-Reports-2014.pdf, p. 2-13 of PDF

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- Visitable Housing: Knowledge, Practices, and Policies,[29] published by the Canadian Centre on Disability Studies in 2013
- Increasing Home Access: Designing for Visitability,[30] published by the AARP Public Policy institute in 2008
- Zoning for Universal Design and Visitability,[31] published by the American Planning Association in the Zoning Practice magazine in 2006
- What is Universal Design, presentation from Tom Minty in 2023[32]

SSHA³P staff reached out to many of the jurisdictions mentioned in the reports and presentations to ask about outcomes of their policies. Information from these conversations is also included in this memorandum.

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[29] https://idea.ap.buffalo.edu/wp-content/uploads/sites/110/2020/09/Visitability-Research-and-Reports-2014.pdf, p. 15-82 of PDF
[30] https://idea.ap.buffalo.edu/idea/wp-content/uploads/sites/110/2019/07/IncreasingHomeAccess.pdf
[31] https://planning-org-uploaded-media.s3.amazonaws.com/document/Zoning-Practice-2006-04.pdf
[32] https://www.redmond.gov/DocumentCenter/View/30544/2023_11-16---Tom-Minty---Universal-Design-and-Local-Policy

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UNIVERSAL DESIGN & VISITABILITY POLICY REVIEW

ADVISORY BOARD REGULAR MEETING

APRIL 16, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Pierce County
Human Services

Agenda

- Data on senior & disabled populations in Pierce County

- Current accessibility standards

- What are visitability and universal design?

- History of policy research

- Concurrent efforts

- Review of policy types with examples

Senior & Disabled Populations in Pierce County

Year	Percentage of the population aged 60 or older
2010	16%
2020	22%
2030	25%

13% of the population has a disability

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Human Services

Current Accessibility Requirements: All Multifamily Buildings

- Fair Housing Act (FHA)

- Applies to buildings with 4 or more units

- Accessibility guidelines apply to:
  - All units in buildings with an elevator
  - All ground floor units in buildings without an elevator

- Accessibility for someone with a manual wheelchair

Current Accessibility Requirements: Publicly Funded Housing

- Federal Funding: Section 504 of the Rehabilitation Act of 1973

- State and Local Funding: Title II of Americans with Disabilities Act of 1990 (ADA)

- Each require 5% of units or 1 unit (whichever is greater) to be built to specific standards more stringent that FHA's standards

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Visitability

- Visitable homes allow people with a mobility disability to visit or live there for a brief amount of time
- Make future accessibility modifications easier
- Usually include:
  - Accessible route into home
  - Accessible doors and hallways
  - Wheelchair accessible bathroom on main floor
- Visitability policies often apply to single-family homes, duplexes, triplexes, and townhomes
- ICC A117.1 Type C Unit Design Standards

Universal Design

- "The design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability."

- There is not a standardized set of features

- More likely to be fully accessible to people with disabilities and people who want to age in place

- Fewer examples of policies related to universal design

- Applicable to multifamily buildings as well as single-family homes, duplexes, triplexes, townhomes

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Human Services

Policy Research

- Research on visitability policies is 10-20 years old

- Little research on universal design policies

- Staff reached out to implementing jurisdictions for data on outcomes

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         Human Services

Concurrent Efforts

- Northwest Universal Design Council
- RL Mace Universal Design Institute

Policy Types

Mandatory

- Publicly funded housing
- All housing
- Offer universal design features at buyer's expense

Voluntary

- Awareness or certificate programs
- Builder incentives
- Consumer incentives

Mandatory – Publicly Funded Housing

Require certain types of housing built with public funding to include visitability or universal design standards.

	Visitability	Universal Design
Number of jurisdictions in US that have implemented	At least 20 local governments, 9 states	At least 1 local government
Examples	• Auburn, NY • Rockford IL • Ohio • Texas	• New York City

Mandatory – All Housing

Require all housing of certain types, regardless of financing type, to include visitability or universal design standards.

	Visitability	**Universal Design**
Number of jurisdictions in US that have implemented	At least 9 local governments	At least 2 local governments
Examples	• Bolingbrook, IL • Iowa City, IA	• Petaluma, CA • Howard County, MD (senior housing only)

Mandatory – Offer Universal Design Features at Buyer's Expense

Require that builders offer certain universal design features, which buyers may request be included in the design of their home at their own expense.

	Universal Design
Number of jurisdictions in US that have implemented	At least 2 local governments
Examples	• Sacramento, CA • Dublin City, CA

Voluntary – Awareness or Certificate Programs

Encourage and raise awareness about building with visitability or universal design features. Through certificate programs, homes may be certified as containing certain accessibility features.

Number of jurisdictions in US that have implemented	At least 9 local governments, 3 states, and 1 public/private partnership
Examples	• EasyLiving Home Program

Voluntary – Builder Incentive

Offer incentives to builders who build homes with visitability or universal design features.

Number of jurisdictions in US that have implemented	At least 8 local governments and 2 states
Examples	• Sonoma County, CA • Redmond, WA

Voluntary – Consumer Incentive

Offer incentives to homebuyers who purchase new homes with visitability or universal design features.

Number of jurisdictions in US that have implemented	At least 4 local governments and 3 states
Examples	• Escanaba, MI • Georgia • Virginia

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UNIVERSAL DESIGN & VISITABILITY POLICY REVIEW

ADVISORY BOARD REGULAR MEETING

APRIL 16, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Pierce County
Human Services

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AGENDA BILL

April 16, 2024

AGENDA CATEGORY   Staff Presentation

SUBJECT: 2024 State Legislative Session Review

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

Jason will provide an overview of land use and housing related legislation considered during the 2024 state legislative session with a focus on bills supported, opposed, and monitored by SSHA³P and the capital budget.

In addition to being an educational opportunity, this overview will prepare the Advisory Board to provide input on SSHA³P's 2025 state and federal legislative agendas later this year.

ATTACHMENTS:

- SSHA³P 2024 Legislative Session Review
- SSHA³P 2024 Capital Budget and Affordable Housing Memorandum

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

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2024 State Legislation Session Review

Facilitating Development of Affordable Housing

Support capital budget funding for member government priority projects

SSHA³P member government did not identify priority affordable housing projects for capital budget funding requests, and no Pierce County affordable housing projects received direct allocations of capital budget funding.

Expand funding opportunities to support homeownership development for low-income households.

To fulfill this priority and create more flexibility for affordable housing funding efforts, SSHA³P staff worked with Senator T'wina Nobles (28-Fircrest) and Representative Amy Walen (47-Kirkland) to craft legislation (SB 6173 / HB 2413) to amend RCW 82.14.540 (e.g., 1406 funds) to allow the funds to be used to support affordable homeownership devleopment for households earning up to 80% of the area median income.

SSHA³P engaged and developed a statewide coalition of cities, non-profit organizations, and member associations to support and advance this legislation, which passed both chambers nearly unanimously.

Expand investment and eligibility for the Connecting Housing to Infrastructure Program (CHIP)

SSHA³P worked with stakeholders and capital budget writers to amend the CHIP program proviso in the capital budget. The first proposed substitute senate supplemental capital budget (SB 5949) included the requested changes, but those changes were not included in the final capital budget.

One of the primary goals of this change was to provide access to infrastructure funds for a resident owned manufactured home community in the City of Lakewood to connect to municipal sewer service. Although the CHIP changes were not successful, we are already starting to work with ROC NW – who received a $5M capital budget allocation to support capital improvements for resident owned communities – to consider local investments with those funds.

Support funding for the acquisition of real property for affordable housing

SSHA³P staff worked with partners at the Tacoma Housing Authority, King County Housing Authority, and Washington State Housing Finance Commission and members of the Legislature to determine an appropriate path forward, and although there was consensus regarding support and expansion of the Land Acquisition Program for this purpose, this was an issue that needed interim work. We will continue to meet with partners and legislators in the interim to seek an agreed path forward.

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Support Policy and Planning Efforts

Support priority considerations regarding transit-oriented development

As anticipated, this session saw a continued efforts (HB 2160 / 6024) to mandate minimum densities and certain development regulations inside station areas for transit-oriented devleopment. Although SSHA³P's legislative agenda called for opposition to the preemption of local land use authority, we approached this with a more collaborative approach to advance SSHA³P member government priority considerations regarding transit-oriented devleopment.

Our input prior to and during the session consisted of a need for adequate and state dedicated revenue for infrastructure improvements in station areas to support any state mandated upzoning, a concern that affordability requirements in the bill may be difficult to achieve and monitor, and possibility prevent some residential devleopment. We also expressed significant concerns regarding the definition of station area and, although we feel the most recent definition in HB 2160 gets closer to adequate definition, we continue to be concerned about the inclusion of bus rapid transit stops as areas that would require significant upzoning. We expect to see this issue return in 2025.

Support construction trade industry workforce development efforts

SSHA³P worked to support a suite of bills that seek to, directly or indirectly, expand the trade industry workforce and two were passed.

HB 2019 created the Native American Apprenticeship Assistance Program to fund tuition costs, tools, materials, work clothing, and living expenses for program eligible participants who are enrolled in a state registered apprenticeship program.

HB 2084 created an oversight committee to expand access to construction-related training programs in state correctional facilities and strengthening pathways for incarcerated persons to transition from those programs to state registered apprenticeship programs upon reentering the community.

A bill to create a running start for trades grant program, HB 2123, did not receive a hearing.

Information and Engagement

Expand eligibility for the disabled veteran property tax exemption program

Unfortunately, this issue did not gain much traction during our meetings with the legislative delegation or during session. We look forward to working in the interim with stakeholders to develop a coordinated approach.

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SUPPORT

Support funding for municipal Planned Actions

There was no funding for municipal planned actions included the supplemental operating budget (SB 5950).

Support technical fixes and clarifications to recent land use and housing legislation

Passing this year was HB 2321, the trailer bill to HB 1110 (the middle housing bill). This legislation made technical fixes and provided clarification on elements of HB 1110.

The bill amended the definition of "major transit stop" to include stops under construction on bus rapid transit routes.

The exemption from minimum density requirements for lots with critical areas or their buffers was limited to only the part of a lot with a critical area or buffer.

An important clarification was added regarding the minimum number of middle housing types that would need to be allowed on lots subject to the requirements of HB 1110:

- A city with at least 25,000 population that is subject to minimum residential density requirements must allow at least six of the nine types of middle housing.
- A city with less than 25,000 population may choose the number of types of middle housing to allow to meet minimum residential density requirements.

The definition of "courtyard apartments" was amended to remove the four-unit limit.

Further clarification to the parking requirements were added to clarify that a city may not require more than one off-street parking space per unit for middle housing constructed on lots that are exactly 6,000 square feet before any zero lot line subdivisions or lot splits.

Support legislation to provide Fair Housing Training for ownership associations

HB 1507 would have required the board of directors of common interest community associations (COAs) to have at least one officer or board member complete a training course regarding federal and state fair housing laws. This legislation passed the House but did not receive a public hearing in the Senate.

Support funding for the Affordable Workforce Housing Accelerator pilot program

HB 1892 passed. This bill creates the Workforce Housing Accelerator Revolving Loan Fund Program. The program will be managed by the Washington State Housing Finance Commission to administer loans to assist with the development of affordable housing. This new program, unlike the state housing trust fund, will allow for-profit affordable housing developers access to this funding.

Support funding to assist in the implementation of State required land use actions

The supplemental operating budget included $10,000,000 for programs, services, or capital facilities included in greenhouse gas emissions reduction sub-elements in HB 1181 (2023) which updated local planning requirements regarding climate change.

Support operating funding for service supported housing

The supplemental operating budget appropriated $25M to backfill shortfalls in the local document record fee revenues to maintain and support homeless housing program and services. An additional $34M was appropriated

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for the purposes of maintaining and supporting homeless services, including but not limited to emergency housing and shelter, temporary housing, and permanent supportive housing programs.

The City of Tacoma received an appropriation of $3M to support up to 300 emergency shelter beds to prevent their closure.

MONITOR

Monitor legislation regarding the Residential Landlord Tenant Act

There was one primary bill that would have affected the Residential Landlord Tenant Act. HB 2114, and its companion SB 5961, would have created a cap, with exemptions, on the amount of annual rent increases. HB 2114 passed the House but did not get out of the Senate Ways & Means Committee. We expect to see a similar bill in the 2025 legislation session.

Monitor efforts to create a rental gap voucher assistance program

HB 2453 was introduced and would have created a rental voucher program for households earning more than 60% of the area median income. This legislation did not receive a public hearing.

Monitor legislation to create local revenue options to support affordable housing development

SB 5334, introduced in 2023, would have allowed a county or city to impose an excise tax of up to 10% on the sale of lodging of short-term rentals through a short-term rental platform. The funds generated would have had to be used for providing affordable or workforce housing, supportive housing services, rental assistance, or assisting the operations of organizations dedicated to providing services and assistance related to attaining and maintaining housing. The bill passed the Senate, but did not get to the House floor.

OPPOSE

Oppose preemption of local land use authority

SSHA[3]P opposed a suite of bills under this section.

HB 1245, the lot-splitting bill introduced in 2023 did not pass.

HB 1998/SB 5901. HB 1998 passed and requires cities and counties to allow co-living housing on any lot located within an urban growth area that allows at least six multifamily residential units and prohibits a city or county from imposing certain regulations or restrictions on co-living housing. Co-living housing is defined as, "a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building."

HB 2160/SB6024. The 2024 transit-oriented development bill, HB 2160, passed the House but did not get out of the Senate Ways & Means Committee. We expect to see this bill return in 2025.

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HB 2113 would been a significant change to the Growth Management Act (GMA). This legislation would have required cities or counties planning under the GMA to submit any housing development regulations to the Department of Commerce for a determination of compliance. This bill did not receive a House floor vote.

Oppose legislation that would increase the cost to produce publicly funded affordable housing

There was no legislation under this section that SSHA[3]P identified or opposed.

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TO: SSHA³P Executive Board
FROM: Mary Connolly, SSHA³P Program Specialist II
SUBJECT: ESSB 5949, Supplemental Capital Budget – with Corrections
DATE: March 29, 2024

PURPOSE

This memorandum provides information on supplemental capital budget appropriations made via ESSB 5949, which amends Washington State's capital budget for the 2023-2025 biennium.

BACKGROUND

The 2024 SSHA³P Legislative Agenda named the following priority issues related to the capital budget:
- Support capital budget funding for member government priority projects[1]
- Expand investment and eligibility for the Connecting Housing to Infrastructure Program (CHIP)
- Support funding for the acquisition of real property for affordable housing

2023-25 Housing Trust Fund

ESSB 5949 increases the total amount appropriated to the Housing Trust Fund account by $127,539,000, for a total of $527,539,000 for the biennium. Eligible uses that received increases in the supplemental budget are detailed in the table below:

Eligible Use	Increase in supplemental budget	Total for the 2023-2025 biennium
Affordable housing projects that serve and benefit low-income households	$ 17,000,000	$ 180,663,000
Affordable housing projects that serve and benefit low-income people with developmental or intellectual disabilities	$ 19,000,000	$ 44,000,000
Affordable homeownership	$ 20,000,000	$ 60,000,000
Acquisition and preservation of manufactured home communities, via a grant to the Northwest Development Cooperative Center (ROC Northwest)	$ 10,000,000	$ 14,000,000
Capital improvements to manufactured home communities, including a grant to ROC Northwest	$ 5,000,000	$ 7,000,000
Direct project allocations	$ 31,539,000	$ 71,876,000
Rapid acquisition and conversion of real property into housing and shelter for extremely low-income people and people experiencing homelessness	$ 20,000,000	$ 20,000,000
Urgent repairs for affordable housing	$ 5,000,000	$ 5,000,000

Additionally, the supplemental budget appropriates a direct allocation of $424,000 to the House of Bethlehem in Tacoma.

[1]SSHA³P's member governments did not request support for affordable housing project funding.

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South Sound Housing Affordability Partners   **Memorandum**

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2023-25 Local and Community Projects

No new projects or funding for Pierce County affordable housing projects in Local and Community Projects.

[1]SSHA³P's member governments did <u>not</u> request support for affordable housing project funding.

SSHA³P

SSHA³P Advisory Board

AGENDA BILL

April 16, 2024

AGENDA CATEGORY   Old/Unfinished Business

SUBJECT: Housing Toolkit Policy Analysis

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist 2

SUMMARY/BACKGROUND:

> The housing toolkit is a set of policies and programs that the SSHA³P Executive Board recommends to its member governments to consider implementing. The housing toolkit can be found on SSHA³P'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. When the Advisory Board considers a recommendation, staff will create a report on the recommendation with information to assist in decision-making. At the Advisory Board meeting on March 19, SSHA³P staff asked for feedback on what information should be included in this report.
>
> At this Advisory Board meeting, staff will present a draft report template and ask for additional input to finalize.

ATTACHMENTS:

> - DRAFT Staff Report Template

STAFF RECOMMENDATION:

> N/A

ALTERNATIVES:

> N/A

RECOMMENDED MOTION:

> N/A

SSHĀ³P

TO: SSHA³P Advisory Board
FROM: Mary Connolly, SSHA³P Program Specialist II
COPY: Jason Gauthier, SSHA³P Manager
SUBJECT:
DATE:

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BACKGROUND:
What issue do these recommendations seek to address? Provide information needed to orient the Advisory Board, provide context, and frame the issue or topic. Summarize data on relevant outcomes which the proposal aims to address and identify racial and/or other disparities in data.

EXISTING CONDITIONS:
Are there existing policies and plans in Pierce County that align with these recommendations? What policies/programs currently exist in Pierce County that address this issue?

STAFF RECOMMENDATION(S):
[Include exact language that staff is recommending for the Advisory Board to consider.]

This report summarizes SSHA³P staff's analysis of these recommendation(s), along with alternatives considered but not recommended:

INDEX:
- Recommended Policy/Program 1
- Recommended Policy/Program 2
- …
- Alternatives

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POLICY/PROGRAM:
Name of policy or program.

SUMMARY AND PURPOSE:
Summarize the recommendation and the intended outcome(s) of the proposal.

DATA & STAKEHOLDER ENGAGEMENT:
What data were used to inform the development of this proposal?

How were stakeholders engaged in the development of the proposal? (Mark with an X where applicable.)

	Collaborated (Co-create solutions through two-way communication channels, multiple interactions, and/or medium to long-term engagement)	Consulted (Gather information through two-way channels of communication, one to multiple interactions, and/or short to medium-term engagement)	Informed (Inform the community of actions or decisions through one-way channels of communication and limited-term or single events)	Not included/ applicable
Community Based Organizations (e.g., advocacy groups, non-profit agencies)				
Private Sector (e.g., business community, development community)				
Local Governments (e.g., local government staff or elected officials)				
Tribal Government				
Advisory Boards or Community Workgroups				
General Public				
Other, please specify:				

Describe which groups were engaged, as well as support for and concerns raised about the proposed policy or action.

TARGET POPULATION:

What geographic area(s) will this proposal target?
- ☐ All Pierce County
- ☐ Incorporated Pierce County
- ☐ Unincorporated Pierce County
- ☐ Urban Areas
- ☐ Rural Areas
- ☐ Other, please specify:

Select the targeted population(s) who might benefit from this proposal.

☐All residents
☐Targeted population(s), please specify:

POTENTIAL IMPACT:

For each of the following indicators, answer the questions to demonstrate the policy/program's potential impact:

Affordable Housing	What is the potential impact on the number of housing units created or preserved that are income-restricted and affordable to households with less than 80% AMI?	
Attainable Housing	What is the potential impact on the number of housing units created or preserved that are affordable to households with incomes between 80 - 120% AMI?	
Other Housing	What is the potential impact on the number of housing units created that are affordable to households with incomes above 120% AMI?	
Financial Barriers	Is there potential for the policy/program to increase the affordability of accessing and/or maintaining housing through a method other than production or preservation of housing?	
Accessibility for People with Disabilities	Is there potential for the policy/program to increase the number of units that are accessible to people with physical, intellectual, or developmental disabilities?	
Social Barriers	Is there potential for the policy/program to increase accessibility by removing social barriers to accessing and/or maintaining housing?	
Cultural and Language Barriers	Is there potential for the policy/program to increase accessibility by removing cultural barriers to accessing and/or maintaining housing?	
Homeownership	Is there potential for the policy/program to increase homeownership opportunities for low- and moderate- income households?	
Racial Equity	Is there potential for the policy/program to increase racial equity by decreasing disparities in housing outcomes for people of color?	
Development Process	How does the policy/program facilitate the development/preservation process? Does it create barriers or additional costs?	

Based on data reviewed, stakeholder input, and alternative options considered, how does the proposal most effectively improve equitable outcomes in Pierce County?

What unintended consequences could result from implementation of the proposal?

FISCAL:

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What financial resources (besides staff time) are needed to administer the policy/program?	
What staff resources are needed to launch the policy/program?	
What staff resources are needed for ongoing administration of the program/policy?	
Are there financial costs or other impacts of not implementing the policy/program?	

IMPLEMENTATION:
Describe steps for implementation and implementation considerations, including considerations that would increase the potential impact of the indicators listed above.
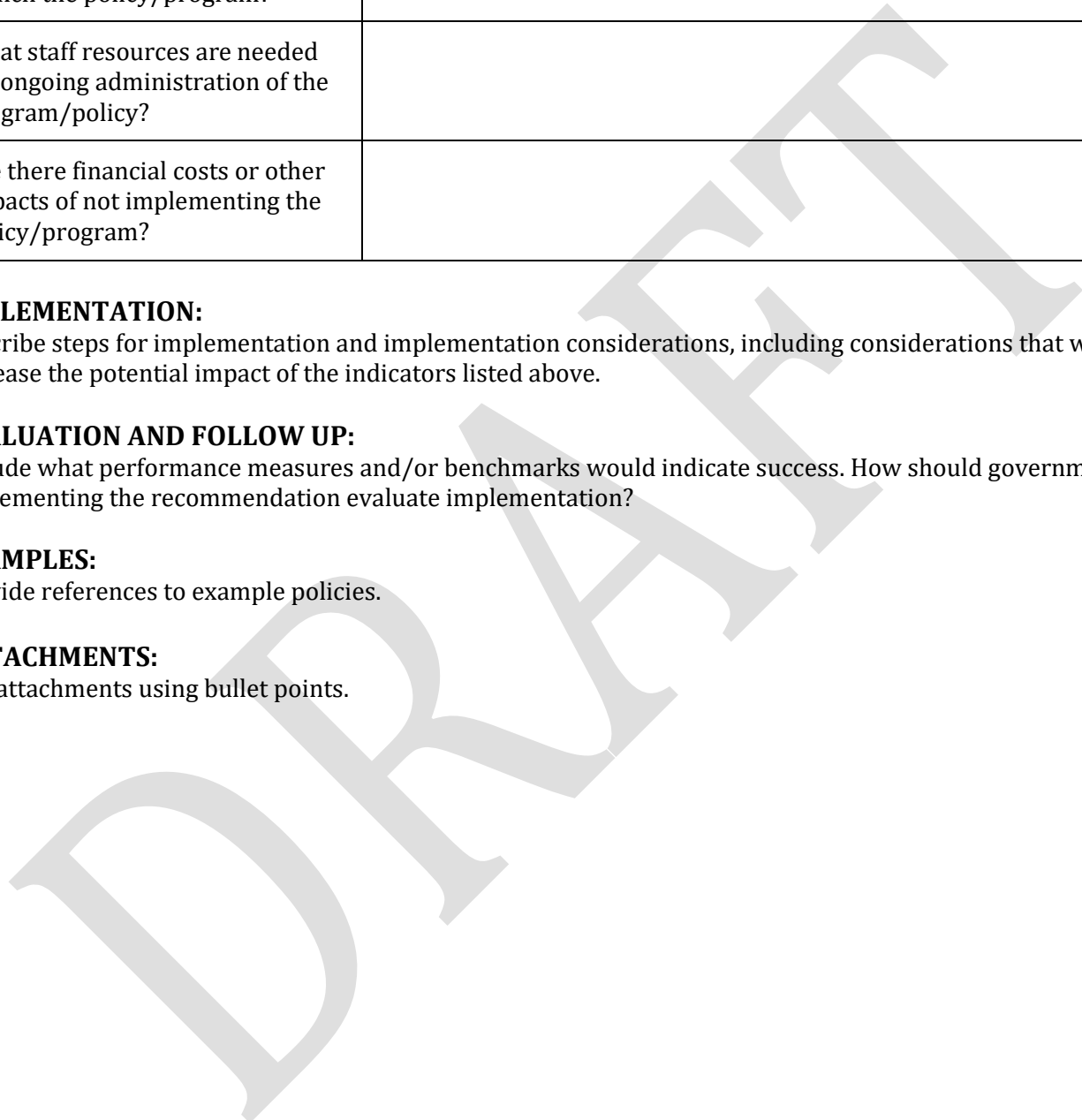
EVALUATION AND FOLLOW UP:
Include what performance measures and/or benchmarks would indicate success. How should governments implementing the recommendation evaluate implementation?

EXAMPLES:
Provide references to example policies.

ATTACHMENTS:
List attachments using bullet points.

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ALTERNATIVES:

Discuss other alternatives or actions that could be taken which are not included in the recommendations above.

Alternative(s)	Positive Impact(s)	Negative Impact(s)
1. Status Quo		
2. Alternative 1		
3. Alternative 2		
4. …		

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TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: April 2024 Manager Report
DATE: March 27, 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.

SSHA³P Housing Capital Fund
The SSHA³P Housing Capital Fund's draft Notice of Funding Availability (NOFA) has been sent to the Fund's administering agency, Pierce County, for review and edits. Following this process, staff expect the NOFA to be released in mid-April 2024 with approximately $556,700 of funding available. The NOFA application response deadline will be 60 days after the release.

Philanthropy Roundtables on Affordable Housing
The second Philanthropy Roundtable on Affordable Housing will be held on April 29th with a focus on the intersection between housing and health outcomes.

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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.

Coordinating Low-Income Housing Planning (CLIHP) Grant

SSHA³P is applying to the Washington State Department of Commerce's CLIHP Grant in partnership with several member jurisdictions. The grant deliverables include developing a model ordinance regarding co-living housing to support implementation of HB 1998 (2024) and guidance on reducing barriers to development of co-living housing affordable to low and very low-income households. If awarded, SSHA³P staff will support grant implementation through June 2025.

MFTE Program

SSHA³P 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

SSHA³P 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. In March, attendees discussed the Multifamily Property Tax Exemption (MFTE) and recent housing-related state laws. The next collaborative meeting is on May 24.

SSHA³P staff have updated the Comprehensive Planning Resources page to include links to member jurisdictions' draft Comprehensive Plans and will update the page as additional drafts are released.

State Legislative Advocacy

The 2024 State Legislative Session was adjourned on March 7th. A full session review was sent to the Executive Board and member government staff on March 8th and is included in the April 5th Executive Board meeting packet.

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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 SSHA³P Developer Portal is launched and linked on SSHA³P's website. 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. In March the City of DuPont was added to the portal.

Visit the portal here: https://southsoundaffordablehousing.org/developer-portal/

Property Tax Exemption Seminars

The Key Peninsula property tax exemption seminar on March 14 was a successful event, with 37 attendees. In addition to a presentation from the Pierce County Assessor-Treasurer's Office, resources were provided to attendees by Pierce County Human Services, the Mustard Seed Project, and the Tacoma-Pierce County Health Department. The chart below breaks down the attendees by demographics.

	Number of attendees	Percentage of attendees
Senior (Or attending on behalf of a senior)	37	100%
Disabled (Or attending on behalf of someone disabled)	3	8%
Veteran (Or attending on behalf of a veteran)	6	16%

Three upcoming seminars are scheduled:
- Graham-Kapowsin: Thurs April 4 12:15-1:45 PM
- Gig Harbor: Tues May 21 10AM-12PM
- Lakewood: Wed Jun 12 10AM-12PM

SSHA³P staff worked with Pierce County Communications staff to create a webpage with information on all upcoming seminars: https://www.piercecountywa.gov/8310/Property-Tax-Exemption-Seminars

Focus Area 4: Governance & Administration

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

SSHA³P Advisory Board

At their meeting on March 19, the Advisory Board provided initial ideas on items to consider for inclusion in SSHA³P's 2025 work plan. Staff expect to present a draft work plan for feedback at the Board's April 16 meeting. At this meeting, staff will also provide an informational presentation on outcomes of the 2024 legislative session.

Staff are currently conducting a policy review on legislation related to universal design and will present this information to the Advisory Board for their feedback and direction at their April or May regular meeting.

SSHA³P staff met with members of the Executive Board Committee on Advisory Board Appointment during the week of March 25 to review staff's recommendations on appointing an additional member to a Consumer seat on the Advisory Board. Staff will present the Committee's recommendations for consideration at the Executive Board meeting on April 5.

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
- 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 | 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 | City of Lakewood | SSHĀP³

Learn how to save money on property taxes at a

Property Tax Exemption Seminar

for low-income seniors and people with disabilities

Wednesday, June 12 | 10 a.m.
Lakewood City Hall
6000 Main Street SW, Lakewood

Event Information

Join us for a property tax exemption seminar at 10 a.m. on June 12 at Lakewood City Hall. 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.

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PIERCE COUNTY AFFORDABLE HOUSING WEEK

Affordable Housing Consortium — Tacoma/Pierce County

usbank

"Affordable Housing is Essential to All Civic Interests"

May 6th - 10th, 2024

JOIN US FOR PIERCE COUNTY'S 2ND ANNUAL AFFORDABLE HOUSING WEEK

Join us from May 6th to May 10th, 2024, for our impactful week-long celebration. This year, our theme highlights the interconnectedness of affordable housing with various civic interests, including child welfare, public health, transportation, education, and racial and social justice. Affordable housing is the foundation upon which thriving communities are built. Partner with us to support this cause and positively impact our community.

EVENT HIGHLIGHTS

- Daily in-person and virtual activities, including an affordable housing walking tour, virtual panels, and movie premiere, aim to amplify awareness and generate dialogue about affordable housing.
- Networking reception where 150+ attendees will gather to connect, collaborate, and celebrate over food and drink.
- Uniting stakeholders from all civic sectors in Pierce County to foster connections and advance the affordable housing agenda.
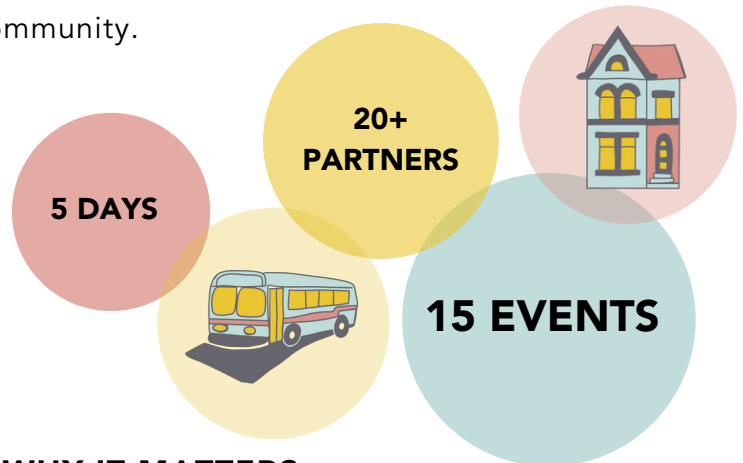
BUILDING STRONG COMMUNITIES

We invite you to shift your perspective this Affordable Housing Week. Let's move beyond viewing affordable housing as solely an individual need and recognize its profound impact on all civic interests. Affordable housing is not just about a place to live; it's the foundation upon which vibrant communities are built.

5 DAYS

20+ PARTNERS

15 EVENTS

WHY IT MATTERS

- Economic Growth: Affordable housing stimulates economic development and job creation.
- Education: Stable housing enhances educational opportunities for children and adults alike.
- Public Health: Safe and affordable housing is a critical determinant of public health.
- Social and Racial Justice: Affordable housing is a cornerstone for building equitable and inclusive societies.

AFFORDABLE HOUSING CONSORTIUM

The Affordable Housing Consortium is effecting change through community education, advocacy, and the provision of resources to advance the development and preservation of housing that is affordable, accessible, and free of discrimination. Because everyone deserves a place to call home.

REGISTER TODAY

CONNECT WITH US

- f facebook.com/tpcahc
- instagram.com/tpcahc
- www.tpcahc.org
- # #AHWPierceCounty

TPCAHC, PO BOX 8070, TACOMA, WA 98419 | 253.627.0949 | INFO@TPCAHC.ORG | WWW.AFFORDABLEHOUSINGCONSORTIUM.ORG

Affordable HOUSING CONSORTIUM
TACOMA/PIERCE COUNTY

usbank.

PIERCE COUNTY AFFORDABLE HOUSING WEEK
"Affordable Housing is Essential to All Civic Interests"

May 6th - 10th, 2024

CALENDAR OF EVENTS

MONDAY - MAY 6, 2024
Moving Forward: Linking Transportation Equity to Affordable Housing
Virtual Panel Discussion | 12 PM - 1:30 PM
Participants: Pierce Transit, Sound Transit, Downtown on the Go!

TUESDAY - MAY 7, 2024
Healthy Homes, Healthy Communities: The Intersection of Housing and Public Health
Virtual Panel Discussion | 12 PM - 1:30 PM
Participants: Catholic Community Services, Tacoma-Pierce County Health Department

Coffee Chat - April Black, Tacoma Housing Authority
Virtual Coffee Chat | 9:00 AM - 10:00 AM
Participants: April Black, Executive Director, Tacoma Housing Authority

WEDNESDAY - MAY 8, 2024
Opening Doors: Empowering Black Homeownership Across the Continuum
Virtual Panel Discussion | 12 PM - 1:30 PM
Participants: TPC Habitat for Humanity, Black Home Initiative, Rebuilding Together South Sound

Affordable Housing Walking Tour of Tacoma's Hilltop & Celebration
2:30 PM - 4:30 PM | Tacoma Housing Authority, 902 S L Street, Tacoma, WA 98405

Film Screening "Unzipped: An Autopsy of American Inequality" & Community Conversation w/ the Director
5 PM - 8 PM | The Grand Cinema, 606 Fawcett Ave, Tacoma, WA 98402

THURSDAY - MAY 9, 2024
Coffee Chat - Affordable Housing Developer
Virtual Coffee Chat | 9:00 AM - 10:00 AM
Participants: Zac Baker, Development Manager, Southport Financial Services

Safe and Stable: Supporting Children and Families through Affordable Housing
Virtual Panel Discussion | 12 PM - 1:30 PM
Participants: Dept. of Children, Youth, and Families, Tacoma Public Schools, Communities in Schools

Affordable Housing Week Reception
6 PM - 9 PM | Edison Square, 5415 S Tacoma Way, Tacoma, WA 98409

FRIDAY - MAY 10, 2024
Pierce County Community Land Trust Conversation
10:00 AM - 11:00 AM | Greater Christ Temple Church, 1926 S G St, Tacoma, WA 98405
Participants: Pierce County Community Land Trust, Rudolph Lewis Homes, Da'wason Goes Behind, Sabia LLC

Legislative Forum
11:00 AM - 12:00 PM | Greater Christ Temple Church, 1926 S G St, Tacoma, WA 98405

Beyond Campus Walls: Affordable Housing and Higher Education
Virtual Panel Discussion | 12 PM - 1:30 PM
Participants: Tacoma Community College, Clover Park Technical College, University of WA - Tacoma

RSVP ONLINE TO SAVE YOUR SEAT

AFFORDABLE HOUSING

A HALF-DAY COMMUNITY WORKSHOP WITH UW TACOMA

TRAM HOANG
Senior Associate
PolicyLink

OKSANA MIRONOVA
Senior Policy Analyst,
Community Service Society
of New York

THE UW TACOMA SCHOOL OF URBAN STUDIES IS HOSTING A HALF-DAY WORKSHOP ON AFFORDABLE HOUSING STRATEGIES. This event, guided by national housing policy experts, offers an opportunity for housing advocates, developers, and policymakers to engage in roundtable discussions.

This workshop aims to identify key policies and strategies that could benefit Pierce County, complementing policies implemented over the past five years. Following the workshop, a brief report summarizing the ideas generated during the discussions will be shared online.

WHO SHOULD ATTEND? Community housing advocates, affordable housing developers, city housing and planning staff, housing authority staff, students and faculty with an interest in affordable housing, and any organization or individual interested in the future of housing in the region.

WEDNESDAY
MAY 29, 2024 | 9 AM – 12 PM

EMERALD QUEEN CONFERENCE CTR.
1820 E. 29TH STREET, TACOMA

FREE REGISTRATION:
tacoma.uw.edu/urban-studies-workshop

For more information: **(253) 692-5880** or **uwturban@uw.edu**

UNIVERSITY *of* WASHINGTON | TACOMA

To request disability accommodations, including ASL interpretation, contact the **School of Urban Studies** at **(253) 692-5880** or **uwturban@uw.edu**. *Requests can be responded to most effectively if received at least 10 days in advance of the event.*

WITH SUPPORT FROM:

CITY OF Tacoma

TACOMA PUBLIC UTILITIES
TACOMA POWER TACOMA WATER TACOMA RAIL

SSHĀP

South Sound Housing Affordability Partners

Advisory Board

"Buddy" Group Assignments

April – June 2024

Group 1	Adria Buchanan Ben Ferguson Tim Fairley
Group 2	Corey Orvold Judson Willis Riley Guerrero
Group 3	Dominique Cruz Faaluaina Pritchard Nicholas Carr Zac Baker
Group 4	Alex Harrington Desniege Haywood Isabella Rivera Kjaer Kevin Bates
Group 5	Jay Worley Noemi Cagatin-Porter Lindsey Sehmel William Towey