SSHĀ³P

South Sound Housing Affordability Partners
Advisory Board
Regular Meeting AMENDED Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

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

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

May 21, 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

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I. **CALL TO ORDER**   **5:30**

ROLL CALL

LAND ACKNOWLEDGEMENT

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

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

This board commits to these objectives.

II. **REVIEW AGENDA/AGENDA MODIFICATIONS**

III. **CONSENT AGENDA**

A. April 16, 2024 SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the April 16, 2024 SSHA³P Advisory Board meeting.

ATTACHMENTS: Minutes of April 16, 2024 Advisory Board meeting

Recommended Motion: Motion to approve the consent agenda.

IV.   PRESENTATIONS AND DISCUSSION

A. Universal Design Presentation   5:35

Purpose: Presentation from Mary Connolly, SSHA³P Program Specialist II, including:

1. A summary of last month's presentation on types of policies related to universal design and visitability; and
2. Research conducted by staff since the last Advisory Board meeting to answer Advisory Board member questions.

Action: Advisory Board direction on which types of policies to further evaluate.

ATTACHMENTS: Agenda Memorandum: Universal Design Presentation

Universal Design Presentation

B. Housing Toolkit Policy Analysis   6:25

Purpose: Presentation from Mary Connolly 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

C. 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics   6:45

Purpose: Informational update from Mary Connolly, on progress made by the Advisory Board on their 2024 work plan, including a 2024 meeting calendar with tentative future agenda topics.

Action: Advisory Board questions.

ATTACHMENTS: Agenda Memorandum: 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics

2024 Adopted Advisory Board Work Plan

Overview of 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics

V.   PUBLIC COMMENT   6:55

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   7:00

ATTACHMENTS: May 2024 SSHA³P Manager Report

Property Tax Exemption Seminar – Gig Harbor

Property Tax Exemption Seminar – Lakewood

UW-Tacoma Housing Workshop Flyer

VII.	**UPDATES/COMMENTS OF THE ADVISORY BOARD**	**7:05**
VIII.	**ADJOURN**	**7:10**

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
April 16, 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), Tim Fairley, William Towey, Zac Baker
Members Excused: Judson Willis
Members Absent: Dominique Cruz, Kevin Bates
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
Ben moved to approve the consent agenda. Alex seconded the motion. The motion carried with 15 in favor, 0 against, and 0 abstentions.

Presentations and Discussion

SSHA³P Work Plan

Jason presented initial drafts of the 2025 SSHA³P work plan and budget. Advisory Board members asked questions and provided feedback on the draft work plan and budget.

Universal Design and Visitability Policy Review

Mary presented information on current accessibility standards and examples of policies implemented around the United States that encourage, incentivize, or require building with visitability and universal design features. Advisory Board members asked questions and identified areas for further research.

Legislative Session Review

Jason reviewed outcomes of the 2024 Washington State legislative session related to SSHA³P's 2024 state legislative agenda.

Housing Policy Toolkit Analysis

Jay moved to table this item. Ben seconded the motion. The motion carried with 12 in favor, 0 against, and 0 abstentions. (Three members had left the meeting.)

SSHA³P Staff Update

SSHA³P staff provided updates to the Advisory Board on the SSHA³P Housing Capital Fund and property tax exemption seminars. Staff also informed Advisory Board members of events related to affordable housing.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Advisory Board members had the opportunity to provide updates or comments to the full Board.

Adjourn

Alex moved to adjourn the meeting. Nicholas seconded the motion. The motion carried with 12 in favor, 0 against, and 0 abstentions. (Three members had left the meeting.) The meeting adjourned at 7:30 PM.

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SSHA³P Advisory Board

AGENDA BILL

May 21, 2024

AGENDA CATEGORY   Staff Presentation

SUBJECT: Universal Design and Visitability Policy Research Update

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

> 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, which is a set of policies and programs that SSHA³P recommends to its members to consider implementing.
>
> At the Advisory Board meeting on April 16, Mary provided a presentation of policies implemented across the United States that encourage, incentivize, or require building with universal design and visitability features. Advisory Board asked questions that required further research, such as questions about the need for home modifications and cost of visitability features.
>
> This presentation continues the conversation on universal design. The purpose of this presentation is to provide:
>
> - An overview of current accessibility standards in buildings;
> - An overview of policy areas related to universal design and visitability;
> - Information on the need for home modifications in Pierce County; and
> - One builder's estimate of the cost of building a Type C single-family home.
>
> Staff are seeking feedback on what policy areas the Advisory Board would like to continue to evaluate for potential recommendation on their inclusion in SSHA³P's housing toolkit.

ATTACHMENTS:

> - Universal Design Presentation

STAFF RECOMMENDATION:

> N/A

ALTERNATIVES:

> N/A

RECOMMENDED MOTION:

> N/A

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UNIVERSAL DESIGN AND VISITABILITY POLICY RESEARCH UPDATE

ADVISORY BOARD REGULAR MEETING

MAY 21, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II
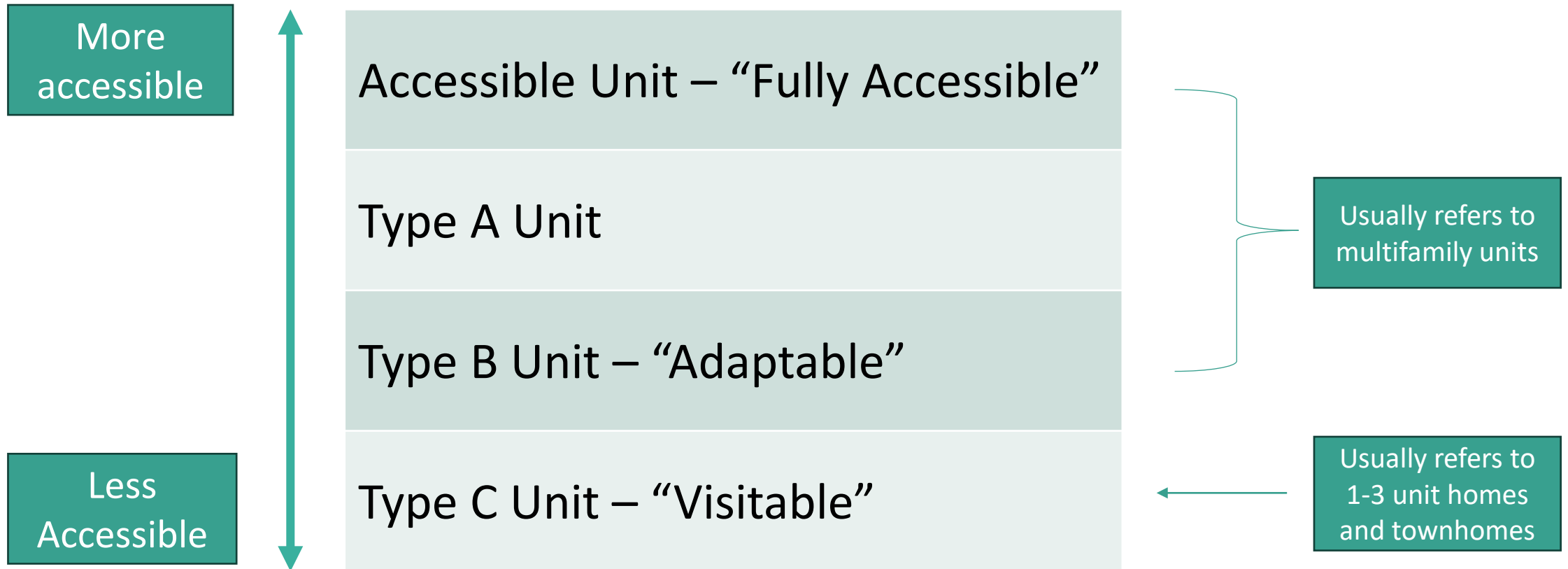
Pierce County
Human Services

Agenda

- Current accessibility standards

- What are visitability and universal design?

- Review of policy areas

- Data on home modifications
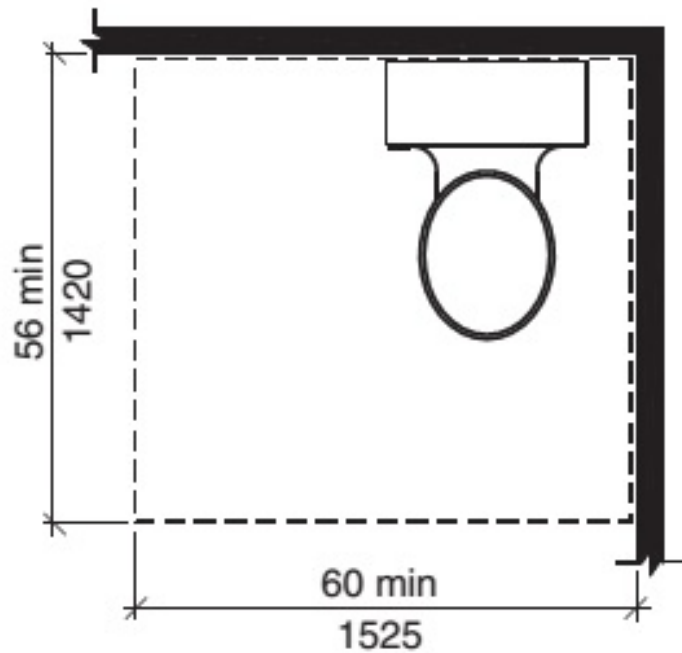
- Estimated cost of visitability features

Washington State Building Code

- Washington State Building Code adopts the following, with amendments:
  - International Residential Code (IRC)
  - International Building Code (IBC)
- Local jurisdictions may not modify accessibility requirements:
  - WAC 51-50-005: "Chapter 11 and requirements affecting barrier-free access shall not be amended by local governments."
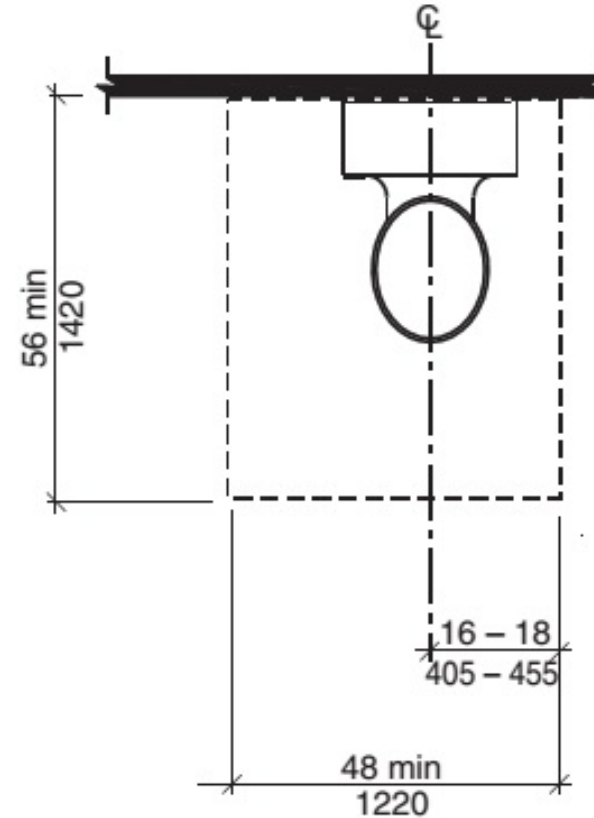
Types of Accessible Units

More accessible

Less Accessible

Accessible Unit – "Fully Accessible"
Type A Unit
Type B Unit – "Adaptable"
Type C Unit – "Visitable"

Usually refers to multifamily units

Usually refers to 1-3 unit homes and townhomes

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Example of Difference between Type A and Type B Standards – Minimum Clearance in Bathroom

Type A

Type B

Accessibility Requirements

- In buildings with 4 or more units:
  - If the building has an elevator, all units must be Type B
  - If the building does not have an elevator, all ground floor units must be Type B
- On a site with more than 10 units:
  - 5% of units must be Type A
- No accessibility requirements for:
  - Buildings with 1-3 units (i.e. single-family homes, duplexes, triplexes)
  - Townhomes
  - Units that are not on the ground floor in buildings without an elevator

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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

Examples of No-Step Entrances

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 all types of homes

Examples of Universal Design Features

Examples of Universal Design Features (Cont.)

Policy Types – Mandatory

Policy Type	Description
Requirements for construction of **all housing**	Require all housing of certain types, regardless of financing type, to include visitability or universal design standards.
Requirements for construction of **publicly funded housing**	Require certain types of housing built with public funding to include visitability or universal design standards.
Requirement for builders to **offer universal design features at the 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.

Local jurisdictions in Washington cannot adopt additional accessibility requirements for all housing without a change to the State Building Code.

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Policy Types – Voluntary

Policy Type	Description
Awareness/Certificate Program	Encourage and raise awareness about building with visitability or universal design features. Through certificate programs, homes may be certified as containing certain accessibility features.
Builder Incentive	Offer incentives to builders who build homes with visitability or universal design features.
Consumer/Buyer Incentive	Offer incentives to homebuyers who purchase new homes with visitability or universal design features.

Data Sources for Home Modifications

- Tacoma Housing Authority

- Pierce County Housing Authority

- Fair Housing Center of Washington

- Pierce County
  - Minor Home Repair Program
  - Home Rehabilitation Loan Program
  - Community Options Program Entry System (COPES) Program

Most Common Modifications

- Extra bedroom
  - Due to disability
  - Live-in caregiver
  - Medical equipment
- Entrance and stairs
  - Ramp installation
  - Ground floor unit
  - No stairs unit

- Bathroom modifications
  - Low or no barrier showers
  - Grab bars
  - Raised toilet height
  - Handheld showerhead
- Lift systems
- Air conditioner or air purifier
- Assigned parking

Other Modifications

- Door modifications
  - Widening
  - Pocket doors, barn doors, swing-free hinges
- Mechanized lifts for stairs
- Handrails in hallways or stairs
- Floor/surface repair
  - Including correcting trip hazards

- Other bathroom modifications
  - Roll-under sink
  - Shower seat
  - Swinging shower door

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Estimate of Price Increase for Visitable Single-Family Home

- Estimate provided by a builder in Pierce County

- $55,000: estimated increase in price of a single-family home in the Puget Sound region built to Type C Visitable Unit standards, compared to average home built by this builder

- Builder suggests incentives as a policy tool to ensure visitable homes are as competitive as other homes

Goal of Discussion

- Staff are seeking direction on which policy areas the Advisory Board would like to further evaluate:

Mandatory
Requirements for construction of **publicly funded housing**
Requirement for builders to **offer universal design features at the buyer's expense**

Voluntary
Awareness/Certificate Program
Builder Incentive
Consumer/Buyer Incentive

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Human Services

UNIVERSAL DESIGN AND VISITABILITY POLICY RESEARCH UPDATE

ADVISORY BOARD REGULAR MEETING

MAY 21, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Image Sources

- https://www.fhcci.org/wp-content/uploads/2011/12/FHCCI-FS-11-Visitability.pdf

- https://bestbath.com/wp-content/uploads/2017/10/Bestbath-Universal-Design-Top-10.pdf

- https://www.wbdg.org/design-objectives/accessible/visitability

- https://www.architecturaldigest.com/story/universal-design-living-laboratory

- https://www.homedepot.com/p/Leviton-Decora-Smart-15-Amp-Wi-Fi-Smart-Rocker-Light-Switch-with-Alexa-Google-and-HomeKit-2nd-Gen-White-R02-D215S-1RW/315782019

- https://www.thespruce.com/how-to-fix-a-loose-lever-door-handle-5222471

- https://www.americanstandard-us.com/innovations/ada-compliant

- https://codes.iccsafe.org/content/icca117-12017/chapter-11-dwelling-units-and-sleeping-units

- https://www.amazon.com/First-Alert-7020BSL-Hardwired-Impaired/dp/B079MD58PL?th=1

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SSHA³P Advisory Board

AGENDA BILL

May 21, 2024

AGENDA CATEGORY   Old/Unfinished Business

SUBJECT: Housing Toolkit Policy Analysis

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist 2

SUMMARY/BACKGROUND:

This agenda item was tabled at the April 16 meeting and is being brought back for discussion today.

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

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

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.

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☐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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SSHA³P Advisory Board

AGENDA BILL

May 21, 2024

AGENDA CATEGORY   Staff Presentation

SUBJECT: 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist 2

SUMMARY/BACKGROUND:

This agenda item is an informational update from staff on:

- The Advisory Board's progress on their 2024 work plan
- Tentative future Advisory Board meeting topics during 2024

ATTACHMENTS:

- 2024 Adopted Advisory Board Work Plan
- Overview of 2024 Advisory Board Work Plan Progress and Tentative Future Meeting Topics

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

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Advisory Board
2024 Work Plan

Advise and Provide Feedback

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

Housing Toolkit Recommendations

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

Education

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

Administration

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

ADVISORY BOARD WORK PLAN AREA	STATUS	TENTATIVE 2024 MEETING TOPICS							
		May	June	July	August	September	October	November	December
Focus Area #1 - Feedback and Advice									
2025 SSHA3P Work Plan	Completed								
2025 SSHA3P Budget	Completed								
2025 SSHA3P Federal and State Legislative Agendas	Not started			1st Discussion	2nd Discussion - feedback on draft agenda				
Focus Area #2 - Housing Toolkit									
Housing Toolkit Policy Analysis	In progress	2nd Discussion							
Housing Toolkit Item #1 - Universal Design	In progress	Universal Design Research Update	TBD	TBD; empathy activity	TBD	Discussion #1 on draft recommendation and analysis	Discussion #2 on draft recommendation and analysis	Recommendation	
Focus Area #3 - Education									
Permitting Process Improvement	Not started							Staff Workgroup guest speakers	TBD
Other	In progress								TBD
Focus Area #4 - Administration									
Election of Chair and Vice Chair(s)	Completed								
Defining "Member Government Consideration"	Not started		1st Discussion	2nd Discussion	Recommendation				
Creating 2025 Advisory Board Work Plan	Not started				1st Discussion	2nd Discussion	3rd Discussion	Recommendation	
SSHA3P Updates									
SSHA3P Updates	In progress		Overview of recommended work plan and budget			Capital Award Funds (pending Board interest); in-person Exec board meeting	Adopted Legislative Agendas (pending Board interest)		2025 Legislative Preview (pending Board interest)

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TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: April 2024 Manager Report
DATE: May 3, 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.

Pierce County released the South Sound Housing Affordability Partners' (SSHA³P) Housing Capital Fund Notice of Funding Availability (NOFA) on April 25, 2024. The NOFA totals $527,400 and includes contributions from the cities of Auburn, Fife, Sumner, and Pierce County.

The NOFA is able to fund affordable housing development and preservation projects for households earning at or below 60% of the area median income (AMI), and affordable homeownership housing development for households earning at or below 80% of the AMI.

Mayor Markley's quote from the [press release](#):

"[This] fund is both a recognition of the extraordinary need for affordable housing across our Pierce County communities and the need for regional commitment and collaboration," said Tracie Markley, City of Gig Harbor Mayor and Chair of the SSHA³P Executive Board. "I am excited to see how this funding opportunity will bring this affordable housing to fruition."

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 applied to the Washington State Department of Commerce's CLIHP Grant in partnership with 9 member jurisdictions: the Cities of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, and University Place and the Town of Steilacoom. 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. Staff are creating a Request for Proposals (RFP) to identify a consultant to assist in completion of the grant deliverables.

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. The next collaborative meeting is on May 24.

SSHA³P staff have updated the Comprehensive Planning Resources page to include links to member jurisdictions' Comprehensive Plan update webpages.

Consolidated Review Grant Application

The Washington State Department of Commerce is accepting applications for funding consolidated permit review grants to streamline residential building permit review. SSHA³P staff are offering grant writing support services for interested member governments.

Presentation at PAW Conference

On Thursday, May 25, Mary moderated a presentation and discussion at the Planning Association of Washington (PAW)'s Annual Conference on middle housing communication strategies. One of the presenters was Stefanie Hindmarch from BERK Consulting, who presented on the communication materials created as a part of SSHA³P's middle housing grant in partnership with the Cities of Edgewood, Fife, Gig Harbor, Milton, and University Place.

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. Thirteen (13) of SSHA³P's members have provided information posted on the portal.

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

Property Tax Exemption Seminars

Since the last Executive Board meeting, there has been one property tax exemption seminar hosted on April 4 at the Graham Senior Center. There were over 70 attendees! The chart below breaks down the attendees by demographics.

Total # of attendees	71
Total # of attendees who signed in *(Several attendees did not sign in because they were already in the building for a previous event. The rest of the data below is for the 53 attendees that did check in.)*	53
Total # of households	39
Total # of households with a senior	38
Total # of households with a disabled person	8
Total # of households with a veteran	15
Total # of households with a disabled veteran	7

Two upcoming seminars are scheduled:
- 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

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Focus Area 4: Governance & Administration

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

SSHA³P Advisory Board

At the Advisory Board meeting on April 16:
- Staff presented a draft of SSHA³P's 2025 work plan and budget and the Advisory Board provided feedback
- Staff presented a policy review on legislation related to universal design; the Advisory Board provided initial thoughts and identified some areas for additional research
- Staff provided an informational presentation on outcomes of the 2024 legislative session

At their meeting on May 21:
- Staff will present an updated draft of SSHA³P's 2025 work plan and budget for final feedback from the Advisory Board
- Staff will present a draft staff report template created with Advisory Board input and ask for feedback
- Staff will present additional information related to universal design (tentative)

Executive Board Rules & Procedures

SSHA³P staff have begun a review of the Rules & Procedure of the Executive Board for potential 2024 amendments. Review will focus efforts on clarifying responsibilities of the Chair, scheduling of meetings, creation of committees and tasks forces, and Executive Board decision making via resolution. Staff will work with the Chair and Vice Chair, and the staff work group to conduct this review.

Upcoming Member Government Presentations

SSHA³P staff will be presenting to the City of University Place Council on options for the city's usage for its affordable and supportive housing sales and use tax funds on May 20, 2024.

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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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**

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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.*

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