South Sound Housing Affordability Partners Executive Board

Special Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: https://piercecountywa.zoom.us/j/98374643754

May 31, 2024, 8:30 a.m.

Chair Mayor Tracie Markley, Vice Chair Mayor Kim Roscoe, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Dave Olson, Councilmember Hunter George Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Bruce Dammeier, Councilmember Ryan Mello, Councilmember Ned Witting, Mayor Kathy Hayden Mayor Dick Muri, Mayor Victoria Woodards, Councilmember Stan Flemming

Deputy Mayor Mike Winkler (Alternate), Councilmember Christi Keith (Alternate), Councilmember Lew Wolfrom (Alternate), Councilmember Brett Wittner (Alternate)
Councilmember Mike Brandstetter (Alternate), Councilmember Robyn Denson (Alternate), Councilmember Nancy Henderson (Alternate)
Councilmember Kiara Daniels (Alternate), Councilmember Denise McCluskey (Alternate)

I. CALL TO ORDER

ROLL CALL

INTRODUCTORY QUESTION

Question: How would you describe your elected role and responsibilities to a

kindergarten class?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: Minutes May 3, 2024, Executive Board regular meeting

Document Link

IV. PUBLIC COMMENT

This is the time set aside for the public to comment on final action of the Executive 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. Public comments are limited to 3 minutes per speaker.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at https://piercecountywa.zoom.us/j/98374643754 and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov.

V. RESOLUTIONS AND PRESENTATIONS

A. Resolution No. 2024-04, Adopting the 2025 SSHA³P Work Plan

<u>Purpose</u>: Consideration of Resolution No. 2024-04 to adopt a 2025 Work Plan

ATTACHMENTS: Agenda Memorandum: Resolution No. 2024-04

Document Link

Document Link

Resolution No. 2024-04

B. Resolution No. 2024-05, Recommending a 2025 Operating Budget

Purpose: Consideration of Resolution No. 2024-05 to recommend a 2025 Operating

Budget

ATTACHMENTS: Agenda Memorandum: Resolution No. 2024-05

Document Link

Resolution No. 2024-05

Document Link

VI. REPORT BY THE SSHA³P MANAGER

- A. CLIHP Grant
- B. Property Tax Exemption Seminars
- C. 2024 Master Builders Homebuilding Bus Tour (June 7, 2024 | 8:00 1:00 p.m.)
- D. Advisory Board Update

ATTACHMENTS: June 2024 SSHA³P Manager Report <u>Document Link</u>

CLIHP Award Letter

Property Tax Exemption Seminar Flyer – Lakewood

Document Link

Document Link

2024 State Legislative Session in Review

Document Link

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

South Sound Housing Affordability Partners Executive Board Meeting Minutes

May 3, 2024 8:30 – 9:54 a.m.

Executive Mayor Nancy Backus, City of Auburn – present

Board: Councilmember Kevin Ballard, City of DuPont – present

Deputy Mayor Mike Winkler, City of DuPont (alternate) – present

Mayor Dave Olson, City of Edgewood – present

Councilmember Christi Keith, City of Edgewood (alternate) – excused

Vice-Chair, Mayor Kim Roscoe, City of Fife – present

Councilmember Lew Wolfrom, City of Fife (alternate) – excused

Councilmember Hunter George, City of Fircrest – excused

Councilmember Brett Wittner, City of Fircrest (alternate) – present

Chair, Mayor Tracie Markley, City of Gig Harbor – present Councilmember Paul Bocchi, City of Lakewood – excused

Councilmember Mike Brandstetter, (alternate) City of Lakewood – present

Mayor Shanna Styron Sherrell, City of Milton – present Executive Bruce Dammeier, Pierce County – present Councilmember Ryan Mello, Pierce County – present Councilmember Ned Witting, City of Puyallup – present

Mayor Dick Muri, Town of Steilacoom – present

Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present

Mayor Kathy Hayden, City of Sumner – present Mayor Victoria Woodards, City of Tacoma – present

Councilmember Kiara Daniels, City of Tacoma (alternate) – present Councilmember Stan Flemming, City of University Place – present

Staff: Jason Gauthier, SSHA³P Manager

Mary Connolly, SSHA3P Program Specialist 2

Becki Foutz, Administrative Assistant

Guests: Trish Crocker, Ryan Windish, Felicia Medlen, Kennith George, Katie Baker, Tiffany Speir MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Markley called the meeting to order at 8:32. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Wel- come!
	Councilmember Flemming moved to approve the consent agenda; Mayor Roscoe seconded the motion. Vote was taken, none opposed, none abstained.	Consent agenda ap- proved.
	Mayor Markley opened the floor for public comment. None; no written comments were received.	None.

TOPIC/WHO DISCUSSION A			ACTION			
Draft Work Plan	Jason presented and reviewed the draft 2025 work plan's areas of focus. Advocacy has been added. CM Brandstetter asked about the date of 12/1/35 as the date to identify housing developments with affordability periods expiring. A longer-term horizon gives us time to prepare for potential acquisitions. This wouldn't capture properties with multi-family tax exemptions.					
	An affordable housing monitoring program will be developed. CM Brandstetter noted that the program will help smaller municipalities that may not have robust affordable housing staff. A developer series will take place, to culminate in May in coordination with					
	CM Me SSHA ³ I for exa establis that SS time co	Affordable Housing Week. CM Mello suggested that if the work plan will require more capacity of SSHA ³ P staff, that services be available a la carte, the monitoring program. for example. Mayor Roscoe asked how a la carte services would be established? Would SSHA ³ P contract out for services? CM Mello suggested that SSHA ³ P scope it out, determine if there's interest in the service, project time commitment, etc. Jason noted that it will also depend on the intensity of monitoring desired.				
Draft 2025		South Sound Housing Affordability Partners FY 2025 DRAFT Operating Budget	Informa-			
Operating		Estimated Operating Fund Balance - January 1, 2025 \$ 154,014.00	tional/ Discus-			
Budget Jason		Estimated Operating Fund Balance - December 31, 2025 \$ 123,373.00	sion			
		DPERATING REVENUES* City of Aubum				
		Contracted Services \$ 50,000.00 TOTAL Grant Expenditures \$ 50,000.00				

TOPIC/W	НО			DIS	CUSSION	AC	TION
Budget	SSHA ³ I membe		CLI ld i	HP gra		et.	Informational/ Discussion
	Estimated Ope Estimated Ope Standard Ope City of Aubu City of Dupe City of Firer City of Firer City of Firer City of Firer City of Hake City of Make City of Make City of Jake City of Jake City of Jake City of Jake City of Sum City of Taco City of Jake City of Jake	outh Sound Housing Affordability FY 2025 DRAFT Operating Budget Annual Member Contribution Decrease rating Fund Balance - January 1, 2025 erating Fund Balance - December 31, 2025 REVENUES* In It Wood est larbor wood by be of Indians lup liacoom ler ma ristly Place erating Fund Balance Benefits - Manager Benefits - Program Specialist II raining ion (Printing, Translation, Adversiting, etc.) Miscellaneous location/10% Admin Fee diltures ommerce - CLIHIP Grant NUE P Grant Revenue Revenue Services	Partnett of 5% \$		South Sound Housing Affordability Par FY 2025 DRAFT Operating Budget Annual Member Contribution increase of 0 Estimated Operating Fund Balance - January 1, 2025 Estimated Operating Fund Balance - December 31, 2025 SSHASP Fund OPERATING REVENUES* City of Auburn City of DuPort City of Edgewood City of Fife City of Firerest City of Gig Harbor City of Gig Harbor City of Miltion Pierce County Puyallup Tibe of Indians City of Puyallup Town of Steilacoom City of Summer City of Summer City of Jurierst City of Jurierst City of Jurierst City of Summer City of Tacoma City of University Place SSHA3P Operating Fund Balance TOTAL Revenue EXPENDITURES Salaries and Benefits - Manager Salaries and Benefits - Program Specialist II Travel and Training Phone Communication (Printing, Translation, Adversiting, etc.) Supplies and Miscellaneous Cost Pool Allocation/10% Admin Fee TOTAL Expenditures WA Dept of Commerce - CLIHIP Grant GRANT REVENUE		
	He reco with a citizens denying Mayor CM Bal comfor and see agrees that an going of she als	ommended that we 5% decrease in me and costs need to g that. Woodards expressed lard about not increase the as consistent with Mayor Wooda increase for Sumnedown. Mayor Markle o would not support	not mb be ed c easi em. vith rds er d ey c rt a	er cont weigh concerning me . CM Bi the ex that we loesn't decrea	ing it necessary to tighten its fiscal a 4% increase; he'd prefer the option of the contributions. DuPont has deliverables and the worth of SSHA ³ P is great, not cover going backwards. She agrees and the contributions, but she's not candstetter is okay with the 4% increased work plan just presented. It is shouldn't go back. Mayor Hayder make sense at this time; their tax be support an increase at this time, and see.	on to its to with rease He a said ease is	Jason will bring a Resolution to the 5/31 meeting that proposes the no-increase budget.

TOPIC/W	НО	DISCUSSION	CTION
SSHA³P Advisory Board Stipend	consurthem. To organithose of draft possible of the consultation o	SHA³P IGA requires that 1/3 of SSHA³P Advisory Board members be mers of affordable/attainable housing. It's been difficult to recruit Many advisory boards/groups do offer stipends. SKHHP, our sister zation, pays \$50/meeting if virtual; \$75/meeting if in-person, for who are not being compensated by their employer. Staff created a colicy for discussion, including: gibility: Occupy a consumer seat; AND Not compensated by their employer for attendance; AND Member of a low-income household gible members must opt into ceiving stipend O per meeting, up to 18 eetings per year for the lowing types of meetings: Regular and special advisory board meetings Committee meetings Meetings of Chair and Vice Chairs Executive Board meetings when the member is presenting or discussing on behalf of the Advisory Board	Informational/ Discussion
	CM Wi see the particip Brands transpe He sug provid stipend provid Mary le Mayor	annually is the forecasted cost to implement this policy, tting is in favor of paying more than \$50/meeting, and would like to e percentage lowered, so that people with lower incomes can pate. Mayor Roscoe is 100% in favor of some version of a stipend. CM stetter would like to implement the stipend, especially to ensure that ortation costs are covered to allow those in rural areas to participate. ggested that we clearly define "recent." Mayor Woodards is in favor of ing \$50/hour per meeting. CM Mello is also in favor of increasing the d and reducing the income level. The fiscal impact is nominal but will e significant benefits. CM Ballard supports stipends; he suggested that ook into the substance use recovery advisory committee's policy. Woodards suggested paying per meeting and not per hour, since any lengths will vary.	Discus- sion

	HO DISCUSSION	ACTION
Policy continued	Mary asked if the group would like to pay \$75 per meeting? Yes. She will work on defining what it means to be a recent consumer, as well as lower the % AMI. Jason explained that this will become an expenditure line item in the budge.	will draft a policy.
the 2024 Executive Board	Mayor Markley explained that a special meeting will be held on 5/31, and the 6/7 meeting will be cancelled, as it conflicts with the Master Builders Home Building Bus Tour event. Mayor Markley moved to amend the 2024 Executive Board Meeting Schedule as described. CM Ballard seconded the motion. Vote was taken; none opposed.	will be a meeting
Manager Report Jason	Everything looks good in the Q1 2024 Budget – report provided in meets packet. A property tax exemption seminar flyer is included as well. Upcoms seminars are scheduled in Gig Harbor and Lakewood. Pierce County Affordable Housing Week is May 6-10! The UW Tacoma Affordable Housing Workshop will be held on May 29 fro 9:00 – Noon at the Emerald Queen Conference Center. The SSHA ³ P Housing Capital Fund NOFA was released 4/25. Applications are due by the end of June. The 2024 Master Builders Homebuilding Bus Tour is June 7, 8:00 – 1:00	ing tional
Board Updates/ Comments	Mayor Markley and her Housing Health & HS Program Mgr just held their second Community Faith Leaders gathering. Attendees would like to discuaffordable housing at the next gathering; they would like to know more about how they can provide housing on their properties! CM Wittner announced that Fircrest's longtime Finance Director is retiring and they'll be recruiting for the position.	
•	There being no further business, CM Flemming moved to adjourn; Mayor Woodards seconded the motion. The meeting adjourned at 9:54 a.m.	Meeting ad- journed.

The next SSHA³P Executive Board meeting is scheduled for Friday, May 31, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz, Administrative Assistant



AGENDA MEMODRANDUM

May 31, 2024

AGENDA CATEGORY Resolution No.

SUBJECT: Resolution No. 2024-04

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A ESTIMATED COST:

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement (IGA) requires the Executive Board to adopt an annual work plan.

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.

The annual work plan is developed with significant input from Executive Board members, member government staff, and the Advisory Board, and is developed in coordination with the annual budget process.

ATTACHMENTS:

Resolution No. 2024-04

STAFF RECOMMENDATION:

Adopt Resolution No. 2024-04

ALTERNATIVES:

- 1. Adopt Resolution No. 2024-04 with amendments.
- 2. Motion to reschedule consideration of Resolution No. 2024-04 for a future Executive Board meeting

RECOMMENDED MOTION:

"Motion to adopt Resolution No. 2024-04."

1	RESOLUTION NO. 2024-04
2 3 4 5	A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS ("SSHA ³ P") ADOPTING THE 2025 SSHA ³ P WORK PLAN
6 7	WHEREAS, pursuant to the Intergovernmental Agreement
8	("IGA") the Executive Board of the South Sound Housing Affordability
9	Partners ("SSHA3P") is responsible for creation, implementation, and approval of
10	an annual work plan to guide the work of SSHA ³ P Staff; and
11	WHEREAS, the purpose of the annual work plan is to provide work guidance and
12	implement the overarching SSHA ³ P goals to create and preserve affordable, attainable,
13	and accessible housing throughout Pierce County; and
14	WHEREAS, the 2025 Work Plan includes five focus area with corresponding
15	objectives, work items, and indicators.
16	NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:
17 18 19 20	Section 1. The Executive Board adopts the SSHA ³ P 2025 Work Plan as shown in Exhibit 1.
21 22 23 24 25	Section 2. This Resolution will take effect and be in full force upon passage and signature.
26 27 28 29	Adopted thisday of, 2024.
30 31 32 33 34	SOUTH SOUND HOUSING AFFORDABILITY PARTNERS
37	Tracie Markley, CHAIR

Resolution No. 2024-04 May 31, 2024 Page **1** of **7**

2
3
4
Б
7
8
9



EXHIBIT 1 South Sound Housing Affordability Partners 2025 Work Plan

Focus Area 1 Affordable Housing Development & Preservation

Work Items	Indicators		
Development			
 SSHA³P Housing Capital Fund Philanthropy Affordable Housing Roundtables 	 Total moneys pooled Total moneys awarded Number of affordable units funded Number of philanthropy affordable housing 		
	roundtables		
Preservation			
3. Affordable Housing Preservation	 Identification of housing developments with affordability periods expiring before December 1, 2035 Review of status of affordable housing developments with original affordability periods that have expired since 2020. Review of strategies to identify and preserve naturally occurring affordable housing (NOAH), including manufactured home communities. Review of strategies and programs to support low-income renters and homeowners in maintaining their current housing. Affordable Housing Preservation report to Executive Board by December 5, 2025. 		



Focus Area 2 Program, Policy, & Grant Support

Work Items	Indicators			
Program and Policy Support				
 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. Accessory Dwelling Units (ADUs)	 Explore opportunity with the City of Tacoma and interested member governments on consideration of ADU pre-approved designs. Develop public communication tools for member governments to use for public education on ADU development. 			
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 Assist with implementation of HB 1998 code requirements 			
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 			
Facilitate the convening of land use planners to increase collaboration on housing policy and planning.	Number of Pierce County Planners Collaborative meetings			
6. Affordable Housing Monitoring Program Service for member governments to monitor housing unit affordability requirements	 Monitoring Program policies and program developed. Monitoring Program services offered to member governments 			
Grant Support				
7. Grant Identification & Writing Support	 Number of grant applications submitted with SSHA³P staff assistance 			



Focus Area 3 Information & Engagement

Work Items	Indicators
Information	
Affordable Housing Completed Project Mapping	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 seminarsNumber of attendees
6. Home Repair Services Marketing	 Distribution of public and non-profit home repair program marketing materials to member governments Creation of social media content for member government use to market home repair services
7. Support member government assistance requests for communication related activities regarding affordable housing	 Number of requests for communication assistance fulfilled. Number of member governments assisted



Focus Area 4 Advocacy

Work Items	Indicators		
State			
 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. Federal Priorities Agenda	 Amount of capital funding allocated via Congressionally Directed Spending to support affordable housing development in SSHA³P communities. 		



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 SSHA ³ P from philanthropic and aligned organizations	Total amount of moneys contributed by philanthropic and aligned organizations		
6.	Ensure the continuation of informal presentation for the Executive Board on topics of interest	 Number of informational presentations at Executive Board meetings 		



AGENDA MEMODRANDUM

May 31, 2024

AGENDA CATEGORY Resolution No.

SUBJECT: Resolution No. 2024-05

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A ESTIMATED COST: \$355,360

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement (IGA) requires the Executive Board to adopt a recommended operating budget for the following fiscal year on or before July 1st of each year. Following adoption of the recommended operating budget, the resolution and budget are required to be transmitted to member governments for their budget consideration.

The operating budget is developed with significant input from Executive Board members, member government staff, and the Advisory Board, and is developed in coordination with the annual work plan process.

ATTACHMENTS:

Resolution No. 2024-05

STAFF RECOMMENDATION:

Adopt Resolution No. 2024-05

ALTERNATIVES:

- 1. Adopt Resolution No. 2024-05 with amendments.
- 2. Motion to reschedule consideration of Resolution No. 2024-05 for a future Executive Board meeting

RECOMMENDED MOTION:

"Motion to adopt Resolution No. 2024-05."

1 2	RESOLUTION NO. 2024-05
3 4 5 6 7	A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS ("SSHA ³ P") RECOMMENDING THE 2025 SSHA ³ P OPERATING BUDGET
8	WHEREAS, the SSHA ³ P Intergovernmental Agreement ("IGA") requires the
9	SSHA ³ P Executive Board to prepare, review, recommend, and transmit an annual
10	operating budget to each Party of the IGA on or before July 1; and
11	WHEREAS, pursuant to the IGA, the annual budget must include an itemization of
12	all categories of budgeted expenses and an itemization of each Party's contribution; and
13	WHEREAS, upon recommendation by the Executive Board, the annual budget will
14	be transmitted to each Party of the IGA for approval by their legislative body; and
15	WHEREAS, the 2025 operating budget will not become effective until approved by
16	the legislative body of each jurisdiction and adopted by the SSHA ³ P Executive Board;
17	and
18	WHEREAS, if a Party does not approve the budget in a timely manner, the
19	Executive Board may adopt the budget and work plan with a two-thirds majority vote; and
20	WHEREAS, the purpose of the annual operating budget is to support SSHA3P's
21	mission to create and preserve affordable, attainable, and accessible housing through
22	regional coordination and collaboration between Parties of the IGA and aligned
23	organizations.
24 25 26 27 28	NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows: Section 1. The Executive Board recommends the 2025 SSHA ³ P Operating Budget in Exhibit A.

1	Section 2. This Resolution will take effect and be in full force upon passage and			
2	signature.			
3				
4				
5				
6	Adopted thisday of, 2024.			
7				
8				
9 SOUTH SOUND HOUSING AFFORDABILITY PARTNERS				
10				
11				
12 13				
14				
15				
16				
17	TRACIE MARKLEY, CHAIR			
18				
19 20				
21	ATTEST:			
22				
23				
24				
25 26				
27				

Exhibit A

Exhibit A				
South Sound Housing Affordability Partners				
Fiscal Year 2025 Operating Budget				
Estimated Operating Fund Balance - January 1, 2025	\$	154,014.00		
Estimated Operating Fund Balance - December 31, 2025	\$	104,094.83		
SSHA ₃ P Fund	2025	BUDGET		
OPERATING REVENUES				
City of Auburn	\$	5,601.94		
City of DuPont	\$	5,601.94		
City of Edgewood	\$	5,601.94		
City of Fife	\$	5,601.94		
City of Fircrest	\$	3,361.16		
City of Gig Harbor	\$	5,601.94		
City of Lakewood	\$	22,407.75		
City of Milton	\$	3,361.16		
Pierce County	\$	140,725.00		
Puyallup Tribe of Indians	\$	3,361.16		
City of Puyallup	\$	13,444.65		
Town of Steilacoom	\$	3,361.16		
City of Sumner	\$	5,601.94		
City of Tacoma	\$	70,362.50		
City of University Place	\$	13,444.65		
SSHA3P Operating Fund Balance	<u>\$</u> \$	50,000.00		
TOTAL Revenue		357,440.83		
EXPENDITURES				
Salaries and Benefits - Manager	\$	192,490.00		
Salaries and Benefits - Program Specialist II	\$	122,170.00		
Travel and Training	\$	3,000.00		
Phone	\$	1,320.00		
Communication (Printing, Translation, Adversiting, etc.)	\$	1,000.00		
Supplies and Miscellaneous	\$ \$	500.00		
Advisory Board Support		4,950.00		
Cost Pool Allocation/10% Admin Fee	\$	31,580.00		
TOTAL Expenditures	\$	357,010.00		
WA Dept of Commerce - CLIHP Grant				
GRANT REVENUE				
FY 2024 CLIHP Grant Revenue		25,000.00		
FY 2025 CLIHP Grant Revenue		25,000.00		
TOTAL Grant Revenue		50,000.00		

\$ **\$** 50,000.00

50,000.00

Expenditures

Contracted Services

TOAL Grant Expenditures





TO: SSHA³P Executive Board

FROM: Jason Gauthier, SSHA³P Manager **SUBJECT:** June 2024 Manager Report

DATE: May 31, 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

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. NOFA responses are due by 2:00 p.m. on June 24, 2024.

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.

University Place Use of 1406 Funds

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

Philanthropy Roundtables on Affordable Housing

The next Philanthropy Roundtable on Affordable Housing will be held on July 23, 2024. This roundtable will include invited local and regional philanthropic organizations for a facilitated conversation with SSHA³P, Kris Hermanns of the <u>Evergreen Housing Impact Fund</u>, and Dan Rothman of the Washington State Housing Finance Commission.



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 has been awarded a Washington State Department of Commerce <u>CLIHP Grant</u> 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 will support these cities' implementation of <u>HB 1998</u> (2024) regarding co-living housing. The first two grant deliverables due in June 2024 include a report on stakeholder outreach and materials for participating cities to use in communication about co-living housing. Staff have interviewed 7 developers of or advocates for co-living housing, as well as staff from the City of Tacoma, and are currently drafting the outreach report and communication materials. The second two grant deliverables due in June 2025 include a model ordinance regarding co-living housing and guidance on reducing barriers to development of co-living housing affordable to low and very low-income households. Staff are in the process of developing a Request for Proposal (RFP) to identify a consultant to assist in completion of these 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 last two meetings have included a presentation from the Department of Commerce on administering the Multifamily Property Tax Exemption (MFTE) program, a presentation from planning staff from Pierce Transit on the organization's long-range plans, conversation on the intersection of housing and transportation policy, and discussion amongst planners regarding implementation of housing-related legislation. The next collaborative meeting is on July 26.



Focus Area 3: Information & Engagement

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

Property Tax Exemption Seminars

Since the last Executive Board meeting, there has been one property tax exemption seminar hosted on May 21 at the Gig Harbor Civic Center. There were 27 attendees. The chart below breaks down the attendees by demographics.

Total # of attendees	27
Total # of households	23
Total # of households with a senior	21
Total # of households with a disabled person	6
Total # of households with a veteran	8
Total # of households with a disabled veteran	2

Upcoming Seminar(s):

- Lakewood: June 12, 10:00 AM - 12:00 PM

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 the Advisory Board meeting on May 21:

- Staff presented research related to universal design based on Advisory Board questions asked at
 the last meeting. The Advisory Board expressed interest in developing incentive-based policy
 recommendations and identified areas for further research for staff, including data on need for
 and cost of accessibility features.
- Staff presented a draft staff report template created with Advisory Board input and the Advisory Board provided feedback to finalize the template. This staff report will accompany Advisory Board recommendations to outline the purpose and potential impact of the recommendations.

Tentative meeting items for the Advisory Board's meeting on June 12 include:

- A staff presentation on defining a housing toolkit recommendation consideration process for member governments.
- A presentation related to universal design to further evaluate the need for and impact of incentive-based policy recommendations.
- An overview of SSHA³P's 2025 adopted work plan and recommended budget.

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, Vice Chair, and staff work group to conduct this review.



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000 www.commerce.wa.gov

Tuesday, May 21, 2024

Heather Moss Director of Human Services, Pierce County 3602 Pacific Ave. Suite 200 Tacoma, WA 98418

Delivered via email.

RE: Coordinating Low-income Housing Planning (CLIHP) Grant

Greetings:

I am pleased to inform you that Pierce County, in partnership with your identified Pierce County grant partners, has been awarded \$50,000 for a 2023-2025 Coordinating Low-income Housing Planning (CLIHP) grant. These funds will support coordination of land use planning and homeless service planning, as well as support counties and cities working together to coordinate resources and plans for their lowest income housing needs.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the CLIHP grant program. Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce. Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2023, the date the funding became available.

These grant funds are authorized by the 2023-2025 State Operating Budget (Senate Bill 5187), which directs Commerce to administer grants and provide technical assistance to cities or counties for actions relating to planning for and accommodating housing that is affordable for individuals and families earning less than 50 percent of the area median income.

Laura Hodgson or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Laura at Laura.Hodgson@commerce.wa.gov.

Sincerely,

Dave Andersen, AICP Managing Director

Growth Management Services

cc: Mary Connolly, SSHA³P Program Specialist II

Michelle McCain, Grant Accountant II

Eric Guida, Senior Planner, Growth Management Services

Anne Fritzel, Housing Programs Manager, Growth Management Services

Laura Hodgson, Housing Planning and Data Manager, Growth Management Services

Courtney Williams, Assistant Planner, Growth Management Services







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.



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.



Affordability Partners
2024 State Legislative
Session in Review

SSHĀP



Table of Contents

About SSHA³P

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

Capital Budget

2024-25 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 2023-25 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

2023-25 Local and Community Projects

ESSB 5949 appropriates a total of \$306,713,000 to support new Local and Community Projects. Included in this appropriation are direct project investments for the following Pierce County affordable housing projects:

Priorities

Facilitating Development of Affordable Housing

Support capital budget funding for member government priority projects

Although SSHA³P member government did not identify priority affordable housing projects for capital budget funding requests, three affordable housing projects in Pierce County received direct capital budget allocations via the Housing Trust Fund and Local and Community Projects programs for a total of \$1,139,000.

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.

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.

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 Policy and Planning Efforts

Support priority considerations regarding transit-oriented development

As anticipated, this session saw continued efforts (HB 2160 / SB 6024) to mandate minimum densities and certain development regulations inside station areas for transit-oriented development. 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 development.

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 and a concern that affordability requirements in the bill may be difficult to achieve and monitor and possibly prevent some residential development. 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.



Support / Monitor / Oppose

Support

Support funding for municipal Planned Actions

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

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 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.



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 offstreet 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.



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 legislative 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

SSHA³P 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 coliving 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/SB 6024. 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.

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 SSHA³P identified or opposed.

































SSHĀ³P