

SSHA³P

Special Meeting of the South Sound Housing Affordability Partners Executive Board Meeting Minutes

July 12, 2024

8:30 – 9:43 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – present
Councilmember Kevin Ballard, City of DuPont – present
Deputy Mayor Mike Winkler, City of DuPont (alternate) – excused
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 – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Mayor Shanna Styron Sherrell, City of Milton – excused
Executive Bruce Dammeier, Pierce County – excused
Councilmember Ryan Mello, Pierce County – present
Councilmember Ned Witting, City of Puyallup – present
Mayor Dick Muri, Town of Steilacoom – excused
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present
Mayor Kathy Hayden, City of Sumner – present
Mayor Victoria Woodards, City of Tacoma – present
Councilmember Kiara Daniels, City of Tacoma (alternate) – excused
Councilmember Stan Flemming, City of University Place – present

Staff: Jason Gauthier, SSHA³P Manager
Mary Connolly, SSHA³P Program Specialist 2
Becki Foutz, Administrative Assistant

Guests: Erika Rhett Hunt, Kenneth George, Kim Mahoney, Mark Newman, Robyn Denson, Ryan Windish, Sumner Lifelong Learners, Taylor Jones, Ted Richardson

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Roscoe called the meeting to order. SSHA ³ P Manager Gauthier called roll, per above; a quorum was present.	Welcome!
Consent Agenda	CM Flemming moved to approve the consent agenda; CM Ballard seconded the motion. Vote was taken, none opposed, none abstained.	Consent agenda approved.

TOPIC/WHO	DISCUSSION	ACTION
Public Comment	Mayor Roscoe opened the floor for public comment. None; no written comments were received.	None.
Chair & Vice Chair Election	<p>Mayor Roscoe opened for nominations for Chair. Mayor Markley nominated Mayor Roscoe. No other nominations. CM Witting seconded the nomination. Mayor Roscoe graciously accepted the nomination; she appreciates the opportunity and is happy to be Chair for the remainder of 2024. Vote was taken, none opposed, no abstentions.</p> <p>CM Mello nominated CM Ballard for Vice Chair. CM Wittner seconded the nomination. No other nominations. Vote was taken, none opposed, no abstentions. CM Ballard expressed his appreciation for the group's confidence and support.</p>	Mayor Roscoe and CM Ballard were elected Chair and Vice Chair unanimously!
Resolution 2024-06 Removing an Advisory Board Member	<p>Mary shared Resolution 2024-06. Dominique Cruz was appointed to the SSHA³P Advisory Board in January 2024, has missed all six meetings, and been out of communication. The Board seeks to remove her and replace her during the typical recruitment timeline for next year's membership.</p> <p>CM Flemming asked how contact attempts were made. Mary reached out via email, text, and telephone.</p> <p>Mayor Woodards supports waiting since the year is now over halfway over, however, if members are removed earlier in the year, we should recruit right away. She'd like us to always have a full Advisory Board.</p> <p>CM Flemming moved to approve Resolution 2024-06. Mayor Markley seconded the motion. Vote was taken, none opposed, no abstentions.</p>	Resolution 2024-06 passed unanimously.
Universal Design Policy Recommendations Presentation Mary Connolly	<p>The 2024 Advisory Board Work Plan includes analyzing and making a recommendation regarding inclusion of Universal Design incentives in SSHA³P's Housing Toolkit. Universal Design supports those with disabilities, as well as those who want to age in place. By 2050, 29% of Pierce County residents will be age 60 and over. About 14% of the population has a disability.</p> <p>Common modification requests include an extra bedroom, entrance and stairs, bathroom modifications, lift systems, air conditioners and/or air purifiers, and assigned parking. Others are door modifications, mechanized lifts for stairs, handrails, floor/surface repair and other bathroom modifications.</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
<p>Universal Design continued</p>	<p>Universal Design aligns with member governments’ age-friendly city action plans and draft comprehensive plan policies. It is defined as “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.”</p> <p>Mary shared photos of examples of universal design features, such as ovens installed in places low enough for someone in a wheelchair to access, roll-in showers, etc.</p> <p>The Advisory Board has been educated on universal design through presentations by staff and outside individuals. They’ve analyzed data on home modification requests and are currently conducting community outreach, gathering data, and analyzing the impact of building with visitability and/or universal design features. Staff anticipates that the Advisory Board’s research will continue through early Fall, and draft policy recommendations will be ready for the Executive Board late 2024/early 2025.</p> <p>CM Mello stated that this is a great example of the power of this collaboration. Is there specific language to add to comprehensive plans? Yes, there are examples that other jurisdictions have used. Mary will put together examples of universal design language. CM Mello suggested that member governments commit to sharing the language with their jurisdictions.</p> <p>CM Flemming requested clarification – he heard three terms, incentivizing, recommending, and requiring. The Advisory Board is currently focused on incentivizing builders to use universal design, for example, through fee reductions. This would be a tool for members to use as they see fit.</p> <p>Vice Chair Ballard has been researching – building fees are becoming burdensome to homeowners. We could consolidate ideas to make it increasingly advantageous to all.</p> <p>Mayor Woodards suggested sharing universal design information with all jurisdictions, not limiting to SSHA^{3P} members. Chair Roscoe agreed, and suggested that the information be sent to Mayors, Deputy Mayors, and City Managers of non-member jurisdictions via email from herself and the Vice Chair.</p> <p>CM Henderson is looking forward to learning more about the incentives.</p>	<p>Informational</p> <p>Mary will put together examples of universal design language.</p> <p>Staff will coordinate with this.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA³P Housing Capital Fund Update Presentation Jason Gauthier</p>	<p>The SSHA³P Housing Capital Fund was created in December 2023, to pool funds to maximize impact while minimizing administrative burden, and more. The Fund Committee (currently comprised of Taylor Jones, Ryan Windish, and Heather Moss) provides recommendations to the Executive Board. Funds are to be used for new construction, acquisition/rehabilitation, acquisition only, and rehabilitation only. Funding priorities include transit-oriented development, opportunity, equity, unit production, leverage of private and public investment, timely delivery of housing, and geographic opportunity. The Fund Committee uses a detailed project scoring guide (provided in member packets in advance of the meeting) when considering funding recommendations for the Executive Board.</p> <p>Applications totaling approximately \$1.7M have been received. The Fund Committee will be meeting the week of July 22 to make their recommendation.</p> <p>Jason seeks direction on the timeline: Option 1) <u>August 2</u> – Presentation to Exec Board; <u>September 13</u> – Exec Board Considers Resolution; <u>October-November</u> – to Pierce County Council</p> <p>Option 2) <u>August 2</u> – Presentation to Exec Board; <u>Mid to late September</u> – to Pierce County Council</p> <p>Option 3) <u>August 2</u> – Presentation to Exec Board; <u>Special Meeting in Mid-August</u> - Exec Board Considers Resolution; <u>September -October</u> – to Pierce County Council</p> <p>CM Flemming asked if there’s a project in the pipeline that would require the Board to expedite this process? No, nothing would be delayed or jeopardized if Option 1 is used.</p> <p>CM Mello would like to lean on Jason’s recommendation and expertise. He noted that transparency of the funding process is crucial for public trust, and SSHA³P is creating an excellent model for this.</p> <p>Mayor Markley echoed CM Mello’s comments – she’s good with Option 1, and appreciates the excellent work staff has done.</p> <p>Mayor Hayden is good with Option 1 as well.</p> <p>Chair Roscoe pointed out that it seems that Option 1 is preferred. Jason agreed that it’s the smoothest path forward.</p>	<p>Informational</p> <p>Discussion</p> <p>Option 1 will be used.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p>SSHA^{3P} Manager Report Jason Gauthier</p>	<p><i>2024 National Association of Counties Achievement Award</i> – Pierce County and SSHA^{3P} were recognized in June with this award, for the SSHA^{3P} program, and all of this Board’s work!</p> <p><i>CLHP Grant</i> – Mary’s work on deliverables has received glowing reviews from Commerce staff! SSHA^{3P} was awarded a grant in partnership with nine member governments was awarded the CLHP grant re: co-living housing. Mary completed and submitted the first two deliverables on time. An RFP has been issued for providing the second two deliverables, due in 2025.</p> <p><i>Property Tax Exemption Seminars</i> – two seminars have been conducted since the last meeting – May 21 in Gig Harbor, and June 12 in Lakewood. Attendance and demographic breakdown are included in member packets. A seminar is planned for September 25 in University Place. Please reach out to Mary or the Assessor Treasurer, Mike Lonergan, if you’re interested in holding a seminar in your area.</p> <p><i>Advisory Board Update</i> – as discussed, the Advisory Board is researching Universal Design, and will see a presentation on by Jonah Kinchy from Tacoma/Pierce County Habitat for Humanity at their next meeting.</p> <p><i>2025 Legislative Agenda</i> - Jason noted that members should expect an email from Jason or Mary soon, to get initial input re: 2025 legislative priorities.</p>	<p>Informational</p>
<p>Executive Board Updates/Comments</p>	<p>Mayor Roscoe stated that it’s been her pleasure to facilitate this meeting as newly elected Chair; she thanked Mayor Markley for her work, and her great example. Mayor Markley expressed her appreciation to Mayor Roscoe and CM Ballard for taking the helm.</p>	<p>Informational</p>
<p>Adjournment</p>	<p>There being no further business, Mayor Markley moved to adjourn. CM Mello seconded the motion. Vote was taken, none opposed. The meeting adjourned at 9:43 a.m.</p>	<p>Meeting adjourned.</p>

The next SSHA^{3P} Executive Board meeting is scheduled for Friday, August 2, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant