



**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>

July 16, 2024 5:30 P.M.

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Adria Buchanan, Alex Harrington, Ben Ferguson, Corey Orvold, Desniege Haywood, ~~Dominique Cruz~~, Faaluaaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Judson Willis, 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.

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

**A. June 18, 2024 SSHA<sup>3</sup>P Advisory Board Minutes**

**Purpose:** Approval of minutes from the June 18, 2024 SSHA<sup>3</sup>P Advisory Board meeting.

ATTACHMENTS: [Minutes of June 18, 2024 Advisory Board meeting](#)

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

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**IV. PRESENTATIONS AND DISCUSSION**

**A. Presentation on Building with Universal Design**

5:35

**Purpose:** Presentation from Jonah Kinchy, Director of Site Development and Construction at Tacoma/Pierce County Habitat for Humanity, on the organization’s efforts to build housing for affordable homeownership with universal design features.

**Action:** Advisory Board questions.

ATTACHMENTS: [Agenda Memorandum: Presentation on Building with Universal Design Building with Universal Design Presentation](#)

**B. 2025 SSHA<sup>3</sup>P State and Federal Legislative Agendas**

6:30

**Purpose:** Presentation from Jason Gauthier, SSHA<sup>3</sup>P Manager, on SSHA<sup>3</sup>P’s 2025 state and federal legislative agendas, for the purpose of gathering feedback on priorities.

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

ATTACHMENTS: [Agenda Memorandum: 2025 State and Federal Legislative Agendas 2025 State and Federal Legislative Agendas Presentation](#)

**C. Universal Design Survey Outreach Materials**

7:05

**Purpose:** Presentation from Mary Connolly, SSHA<sup>3</sup>P Program Specialist II, on a draft survey outreach materials developed with Advisory Board feedback, for the purpose of gathering final feedback before its use.

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

ATTACHMENTS: [Agenda Memorandum: Universal Design Outreach Materials DRAFT Universal Design Survey Outreach Materials](#)

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**V. PUBLIC COMMENT**

7:15

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](mailto: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 SSHA<sup>3</sup>P website at: <https://southsoundaffordablehousing.org>.

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

7:20

ATTACHMENTS: [July 2024 SSHA<sup>3</sup>P Manager Report](#)

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**VII. UPDATES/COMMENTS OF THE ADVISORY BOARD**

7:25

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**VIII. ADJOURN**

7:30

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

### **Advisory Board**

#### **Meeting Norms**

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

## ROBERTS RULES CHEAT SHEET

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

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

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

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

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

June 18, 2024

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**Members Present:** Adria Buchanan, Alex Harrington (Vice Chair), Ben Ferguson, Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley (Vice Chair), Judson Willis, Noemi Cagatin-Porter, Nicholas Carr, Riley Guerrero (Chair), Tim Fairley, Zac Baker

**Members Excused:** Corey Orvold, William Towey

**Members Absent:** Dominique Cruz

**Staff:** Mary Connolly

**Guests:**

## Call to Order

Riley called the meeting to order at 5:31 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

Faaluaina moved to approve the consent agenda. Tim seconded the motion. The motion carried with 12 in favor, 0 against, and 0 abstentions. (One member had not arrived yet.)

## Presentations and Discussion

### Universal Design Presentation

Mary presented a draft outreach plan to gather information on the need for universal design and accessibility features in Pierce County. Advisory Board members provided feedback to finalize the plan. Tim suggested reaching out to some groups in Pierce County who support seniors and disabled people in Pierce County. Faaluaina suggested reaching out to community-based organizations and affordable housing providers and said that she would be in contact with Mary to suggest specific organizations.

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

SSHA<sup>3</sup>P staff provided updates to the Advisory Board on recent work performed by SSHA<sup>3</sup>P staff.

## 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. Nicholas told the Board that Housing Hilltop's ribbon cutting will be on August 3. Riley told the Board about a Juneteenth celebration at Stewart Heights Park.

## **Adjourn**

Faaluaina moved to adjourn the meeting. Adria seconded the motion. The motion carried with 11 in favor, 0 against, and 0 abstentions. (Two members had left the meeting.) The meeting adjourned at 6:10 PM.



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

## AGENDA BILL

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July 16, 2024

AGENDA CATEGORY: External Presentation

SUBJECT: Building with Universal Design

PRESENTED BY: Jonah Kinchy, Director of Site Development and Construction at Tacoma/Pierce County Habitat for Humanity

### 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 SSHA<sup>3</sup>P Housing Toolkit, which is a set of policies and programs that SSHA<sup>3</sup>P recommends to its members to consider implementing.

The Advisory Board has expressed interest in learning more about the impact of building with universal design features on the cost of new construction and square footage of units. In this presentation, Jonah Kinchy, Director of Site Development and Construction at Tacoma/Pierce County Habitat for Humanity, will give a presentation on how the organization incorporates accessible features into the homes they build. There will be time for questions and discussion.

### ATTACHMENTS:

- Tacoma/Pierce County Habitat for Humanity Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



Tacoma/Pierce County

**Habitat**  
**for Humanity**<sup>®</sup>

Universal Design Strategies

Jonah Kinchy – Director of Construction



# Habitat Basics

- New Construction and Renovations
  - Develop blank land, infill, and remodels
- Affordable Home Ownership
  - 50%-80% AMI, typically families
- Land Lease for Permanent Affordability
  - 1.5% fixed appreciation
- Volunteer Based Labor
- Rely on Donors and Partners
  - Pierce County, Dept of Commerce, Local, Capital Campaign, vendors and contractors

# Where are we Building?

- Tacoma:
  - Triplex – underway, 3 townhomes
  - Proctor Place - 16 units soon to start, 8 duplexes
  - Sherwood Ct – 24 Single Family Homes, in site design
  - Orchard Cottages – 4 Cottages (smaller homes) in design
- Lakewood: 12 home development in Tillicum
- Renovations in Spanaway et al:
  - Purchasing 60-80 Single Family Homes from Pierce County Housing Authority, remodeling, and selling as permanently affordable
- Approx 80 New Construction homes in the next 6 years

## Summary of all accessibility policies and best practices

### 2.1. STRUCTURAL DESIGN

Subject	Priority	Description
2.1.1. — <b>EXTERIOR ENTRANCE</b>	<b>Minimum requirement</b>	Home must include at least one no-step accessible entrance from an adaptably accessible route. Door opening must have a net clear opening of 34 inches.
	<b>Minimum recommendation</b>	The accessible entrance should be covered to help prevent water intrusion at the door threshold and to reduce potential slip hazards caused by precipitation. The accessible entrance should be well-lit, with hard-wired exterior illumination on both the door itself and the approach.
	<b>Best practice</b>	Provide a fully accessible route to the accessible entrance, including either a walkway (minimum 36 inches wide with a running slope of 1:20 or less), ramp (minimum 42 inches wide with a running slope of 1:12 or less) or assistive lift.
2.1.2. — <b>INTERIOR DOORWAYS</b>	<b>Minimum requirement</b>	All <i>main-floor</i> interior passage doorways must have a 34-inch minimum net clear opening when the door is fully opened.
	<b>Best practice</b>	All interior passage doorways (on all floors) should have a 34-inch net clear opening.
2.1.3. — <b>HALLWAYS</b>	<b>Minimum requirement</b>	Main-floor hallways <i>with</i> doors into rooms must be at least 42 inches wide (finish measurement), and main-floor hallways <i>without</i> doors must be at least 40 inches wide (finish measurement).
	<b>Best practice</b>	All hallways on all floors are 42 inches wide (finish measurement).
2.1.4. — <b>MAIN-FLOOR BATHROOM</b>	<b>Minimum requirement</b>	Main floor must include at minimum a half-bath that includes <i>either</i> a 5-foot turning circle <i>or</i> 30-by-48-inch clear space access to the sink and toilet.
	<b>Best practice</b>	Main floor includes a full bathroom with a 5-foot turning circle.
2.1.5. — <b>CLEAR KITCHEN SPACE</b>	<b>Minimum recommendation</b>	Maintain minimum 36-inch clear travel and work paths in the kitchen.
	<b>Best practice</b>	Provide a clear 5-foot turning circle in the kitchen.
2.1.6. — <b>GENERAL LAYOUT</b>	<b>Best practice</b>	Use open floor plans with flexible spaces and reduced hallways.
2.1.7. — <b>MULTISTORY CONNECTIONS</b>	<b>Minimum recommendation</b>	Build all staircases to a minimum width of 40 inches (finish measurement) and provide an electrical outlet for future assistive devices.
	<b>Best practice</b>	Prioritize straight stair designs over stairways with turns or landings.
2.1.8. — <b>LOFTS</b>	<b>Minimum recommendation</b>	Lofted living spaces are acceptable only in certain cases. All primary, functional living spaces must be on an accessible interior route.
2.1.9. — <b>COMPACT UNITS</b>	<b>Minimum recommendation</b>	Compact housing units must include the kitchen, a bedroom, and a bathroom on the main accessible floor.
2.1.10. — <b>WINDOWS</b>	<b>Best practice</b>	Maximize universal access with window type selection and location.

2.1.11. — <b>ACCESSIBLE BEDROOM</b>	<b>Minimum recommendation</b>	Design and designate an accessible bedroom rather than a master bedroom.
2.1.12. — <b>LAUNDRY</b>	<b>Best practice</b>	Locate the laundry room/dedicated laundry space on a main floor.
2.1.13. — <b>SYSTEMS MAINTENANCE</b>	<b>Minimum recommendation</b>	Install all critical access points for systems maintenance and emergency shutoff on the main floor within reach.
2.1.14. — <b>WALL REINFORCEMENTS (BLOCKING)</b>	<b>Best practice</b>	Reinforce bathroom walls (including at the toilet, shower surround and towel bars) and the top and bottom of stairwells for future installation of fall-prevention aids.

### 2.2. ELECTRICAL COMPONENTS

Subject	Priority	Description
2.2.1. — <b>ELECTRICAL CONTROLS</b>	<b>Minimum recommendation</b>	All environmental controls, outlets and switches should be located between 18 and 48 inches from center of the electrical box to the finished floor.
2.2.2. — <b>EXTERIOR ENTRANCE</b>	<b>Minimum recommendation</b>	The accessible entrance should be well lit, with hard-wired exterior illumination for both the door itself and the approach.
2.2.3. — <b>ADDITIONAL OUTLETS</b>	<b>Best practice</b>	Provide an additional outlet box next to or behind toilets, at the base of stairs, and in the accessible bedroom.
2.2.4. — <b>ROCKER SWITCHES</b>	<b>Best practice</b>	Install rocker-style light and fan switches.
2.2.5. — <b>LIGHTING</b>	<b>Best practice</b>	Install two-bulb fixtures at crucial points in entries and main walkways. Install high-quality LED lightbulbs and fixtures. Ensure all main use areas of bathrooms have adequate lighting. The accessible entrance should be well-lit, with hard-wired exterior illumination for both the door itself and its approach.

### 2.3. PLUMBING COMPONENTS

Subject	Priority	Description
2.3.1. — <b>SINK WASTE PIPES</b>	<b>Best practice</b>	Bring waste pipes in to sinks no higher than 14 inches from the center of the pipe to floor level.
2.3.2. — <b>TUB/ SHOWER CONTROLS</b>	<b>Best practice</b>	Locate tub/shower controls within 20 inches of practical standing access.
2.3.3. — <b>TOILET LOCATION</b>	<b>Best practice</b>	Locate toilets no less than 18 inches and no more than 24 inches from wall intersections and/or adjacent cabinets.
2.3.4. — <b>SHOWER FIXTURES</b>	<b>Best practice</b>	Install hand shower fixtures on secured, flexible hoses with adjustable-height slide bars.

### 2.4. FINISH COMPONENTS

Subject	Priority	Description
2.4.1. — <b>CABINET FLEXIBILITY</b>	<b>Best practice</b>	Provide flexibility in kitchen cabinet layout to allow for immediate or future seated work spaces.

2.4.2. — <b><u>WALL CABINET HEIGHT</u></b>	<b>Best practice</b>	Install wall cabinets with bottom at 14 inches from the countertop surface.
2.4.3. — <b><u>SINK CABINETS</u></b>	<b>Best practice</b>	Ensure cabinets underneath sinks can be easily removed.
2.4.4. — <b><u>FLOORING</u></b>	<b>Minimum recommendation</b>	Install flooring materials that are stable, firm and slip-resistant.
2.4.5. — <b><u>INTERIOR THRESHOLDS</u></b>	<b>Minimum recommendation</b>	All interior thresholds between rooms and transitions between flooring types must be no greater than ½-inch. All interior flooring transitions greater than ¼-inch must have beveled edges. Shower thresholds must be no greater than 1 inch.
2.4.6. — <b><u>SHARP CORNERS</u></b>	<b>Best practice</b>	Round, angle-off or otherwise mitigate sharp corners on finish details.
2.4.7. — <b><u>HARDWARE HANDLES</u></b>	<b>Minimum recommendation</b>	Install lever-style door handles. Install D-style cabinet pulls. If using pocket doors, use accessible pulls and locks.
2.4.8. — <b><u>GRAB BARS</u></b>	<b>Best practice</b>	Install dual-purpose towel bars that are also weight-rated grab bars.

#### 2.5. APPLICATION TO RENOVATIONS (REHABS/RECYCLES)

Subject	Priority	Description
2.5.1. — <b><u>POLICY AND SCOPE</u></b>	<b>Minimum recommendation</b>	All of these minimum requirements for new home construction are best practices for renovation homes and should be incorporated as best fits within the existing scope of work.
2.5.2. — <b><u>ANTI-SCALD</u></b>	<b>Minimum recommendation</b>	Temperature control valves should be installed on all shower faucets in renovation projects where this protection is not already incorporated into existing plumbing lines.
2.5.3. — <b><u>THRESHOLDS</u></b>	<b>Minimum recommendation</b>	All interior thresholds between rooms and transitions between flooring types should be no greater than ¼-inch. Those taller than ½-inch should have beveled edges.

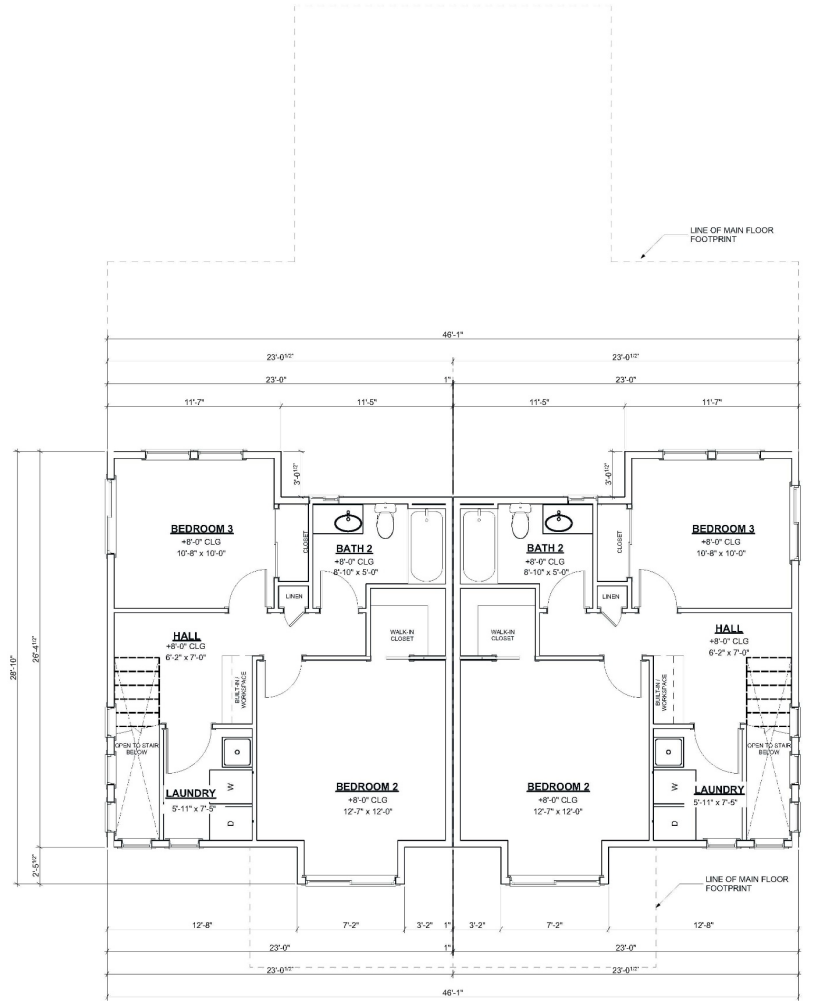
#### 2.6. IMPLEMENTATION/ADMINISTRATION

Subject	Priority	Description
2.6.1. — <b><u>AFFILIATE ACCESSIBILITY POLICY</u></b>	<b>Minimum recommendation</b>	The affiliate should approve and abide by a policy for the application of accessibility features, including any advanced features to accommodate homebuyers' needs.
2.6.2. — <b><u>WORKING WITH AN OCCUPATIONAL THERAPIST</u></b>	<b>As needed</b>	Partner with an occupational therapist, or OT, to guide deviations from standardized home designs and features to accommodate special needs.
2.6.3. — <b><u>ESTABLISHING SCOPE</u></b>	<b>As needed</b>	Establish a customized scope of work for each special accommodation design, incorporating occupational therapists' recommendations within the parameters of your affiliate's accessibility policy.

# TPC Habitat Choices

- No Step Entry
  - Shallow footer foundation, first floor slab on grade (no crawl space)
- Bedroom and Bath on 1<sup>st</sup> floor
- 36” door openings for entry, bedroom, and bathroom
- As large of space in Bath as possible
- Limited hallways/open floor plans
- Lever style handles
- Blocking for grab bars
- Window latch styles

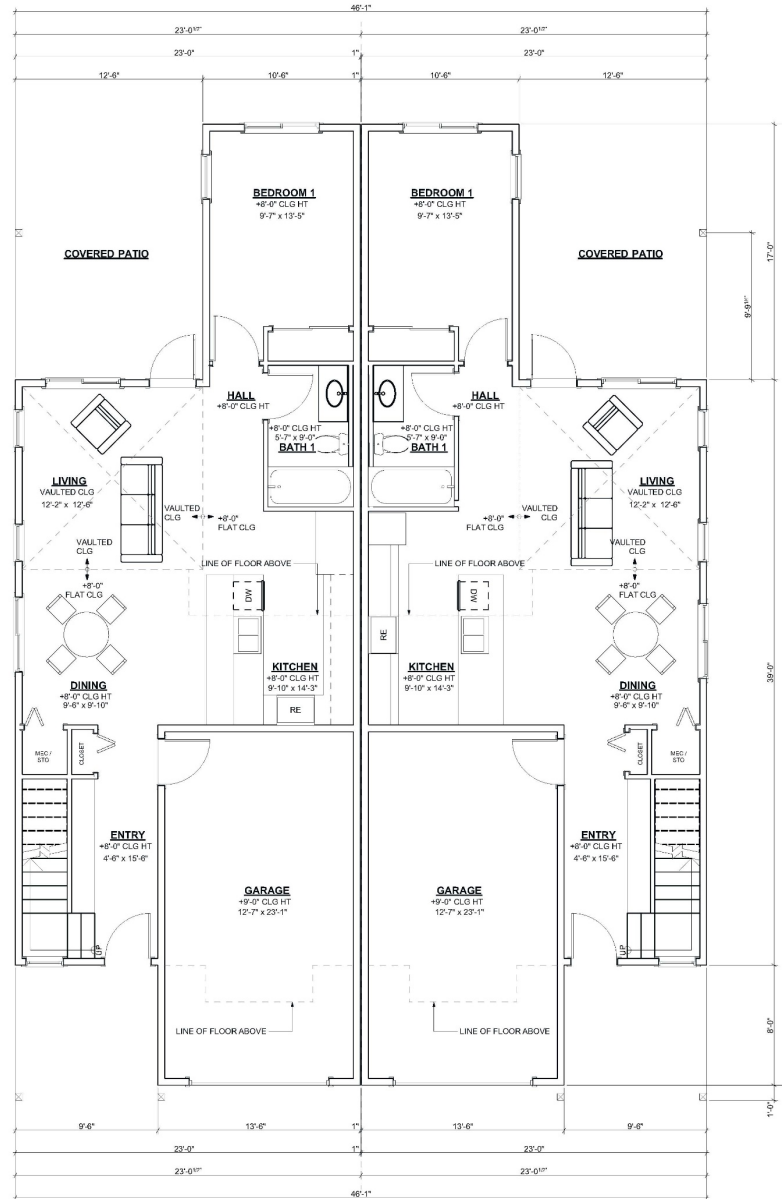
Generally, focus on things that are hard to adapt later.



UPPER FLOOR PLAN - ALT

SCALE: 1/4" = 1'-0"

AREA CALCULATION  
 MAIN FLOOR HEATED - 873 SF  
 UPPER FLOOR HEATED - 590 SF  
 TOTAL HEATED AREA - 1,463 SF (INCLUDES AREA OF STAIRS FOR BOTH MAIN AND UPPER FLOOR)  
 UNHEATED GARAGE - 311 SF



MAIN FLOOR PLAN - ALT

SCALE: 1/4" = 1'-0"

7713 Pioneer Way, Suite 1  
 Gig Harbor, WA 98550  
 Phone: 253.835.8800  
 www.erga.com

PRELIMINARY  
 DRAWINGS  
 NOT FOR CONSTRUCTION  
 OR CONSTRUCTION

HABITAT FOR HUMANITY  
 TOWNHOMES  
 SOUTH PROCTOR ST  
 TACOMA, WA 98409

SCHEMATIC FLOOR PLANS - ALT

REV#	REV. DATE	REVISION DESCRIPTION

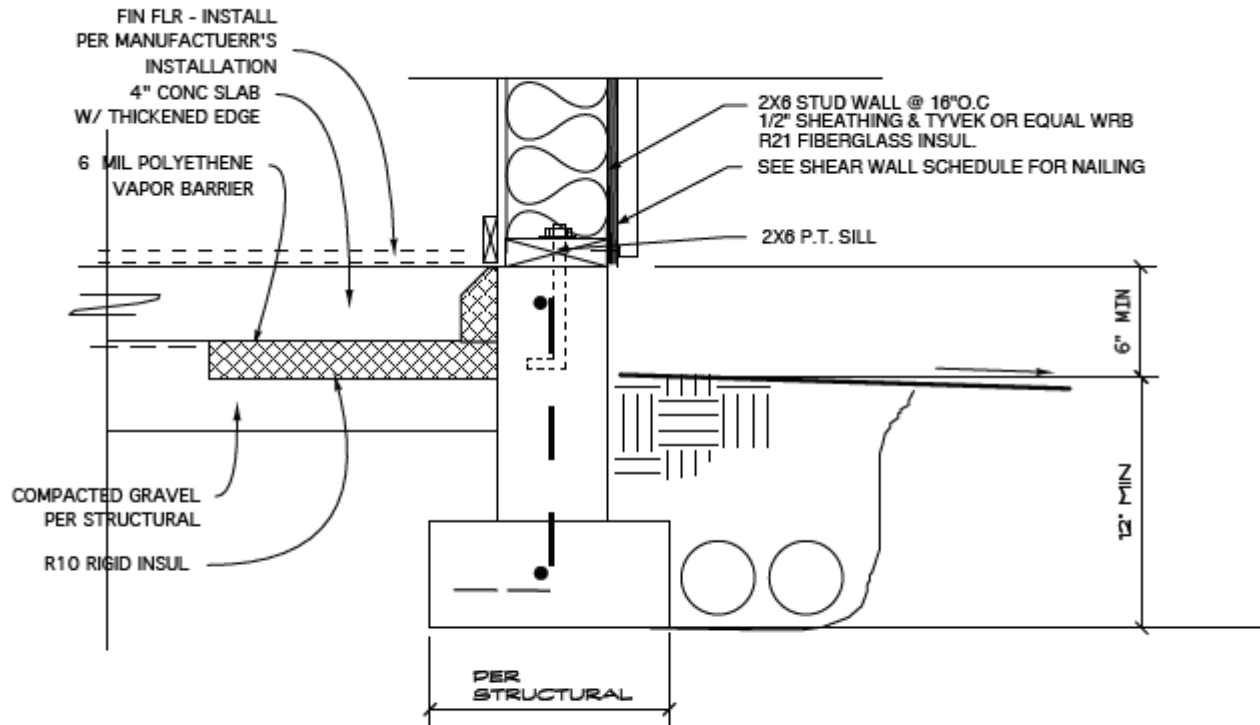
DATE  
 XX-XX-XXXX

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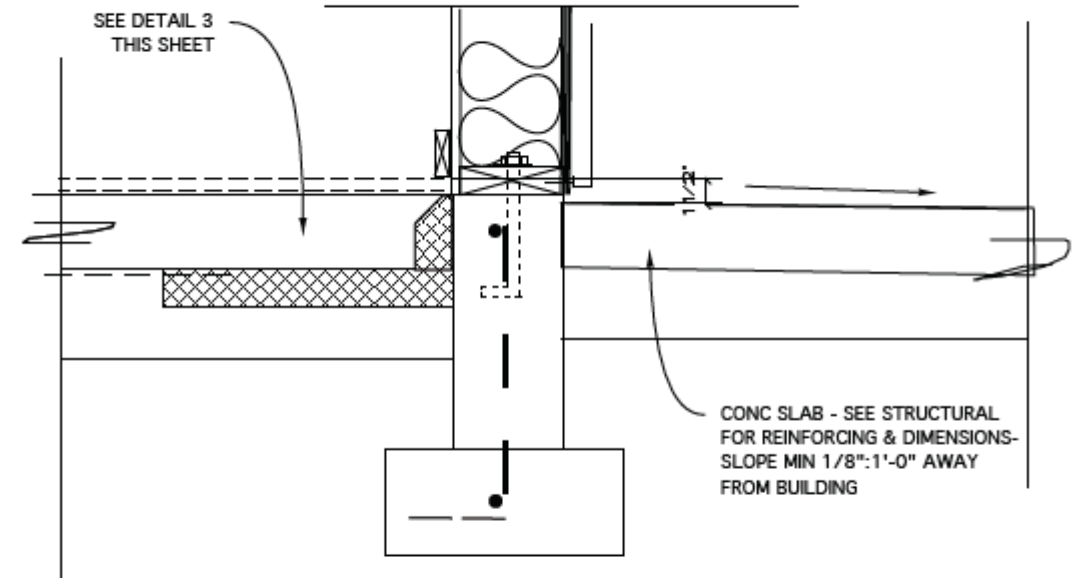
JOB #  
 XX-XXXX

NAME  
 CLIENT NAME

A2.2



**3** TYP. S.O.G. FNDTN DETAIL  
 SCALE 1 1/2" = 1'-0"  
 SEE STRUCTURAL SHEETS FOR WALL AND FTG SIZE AND REINFORCING



**6** TYP. S.O.G. @ PORCH  
 SCALE 1 1/2" = 1'-0"  
 SEE STRUCTURAL SHEETS FOR WALL AND FTG SIZE AND REINFORCING

# Challenges

- Site
  - Does the existing grade allow for no step entry?
- Density
  - Units/acre vs “wasted” space
- Specs/Oversight
  - “new” or “different” install technique for builder
- Cost
  - Some of these things DO have added cost – most small like light switches/door knobs, larger with windows or specialty fixtures
  - Many are no cost
  - Single Family Homes vs Multifamily

\*\*\*Remember Universal Design is NOT intended to be ADA\*\*\*



# Solutions/Best Practices

- Choose siting that will accommodate
  - Generally a flat site is easier
- Start with Universal Design principals very early in design process
  - Many choices are No Cost if integrated vs adapted later
- Keep end user needs in mind
  - Maybe only a few units need larger circulation, but all units could have lever handles, e.g.
- Engage builder early and include detailed specs/expectations
- Make future adaptations easy to accomplish



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

## AGENDA BILL

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July 16, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2025 State and Federal Legislative Agenda Priorities

PRESENTED BY: Jason Gauthier, SSHA3P Manager

### SUMMARY/BACKGROUND:

Each year, the SSHA<sup>3</sup>P Executive Board adopts legislative agendas to direct SSHA<sup>3</sup>P's advocacy efforts at the state and federal levels. SSHA<sup>3</sup>P's 2024 agendas are online:

<https://southsoundaffordablehousing.org/home-page/legislative-priorities/>

In this presentation, Jason Gauthier will give an overview of the 2024 state legislative session and ask for initial feedback on SSHA<sup>3</sup>P's 2025 legislative priorities.

### ATTACHMENTS:

- 2025 State and Federal Legislative Agendas Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A

# 2025 LEGISLATIVE AGENDA

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING  
JULY 16, 2024



# 2024 PRIORITIES

- Capital Budget: \$1,139,000
- SB 6173
- CHIP / Manufactured Home Communities
- HB 2123, Running Start for Trades



## FACILITATING DEVELOPMENT OF AFFORDABLE HOUSING

- Support capital budget funding for member government priority projects.
- Expand funding opportunities to support homeownership development for low-income households.
- Expand investment and eligibility for the Connecting Housing to Infrastructure Program (CHIP).
- Support funding for the acquisition of real property for affordable housing.



## SUPPORT POLICY AND PLANNING EFFORTS

- Support priority considerations regarding transit-oriented development.
- Support construction trade industry workforce development efforts.



## INFORMATION AND ENGAGEMENT

- Expand eligibility for the disabled veteran property tax exemption program.

# 2024 TRACKING AGENDA

## SUPPORT | MONITOR | OPPOSE

- Support funding for municipal Planned Actions.
- Support technical fixes and clarifications to recent land use and housing legislation.
- Support legislation to provide Fair Housing Training for ownership associations.
- Support funding for the Affordable Workforce Housing Accelerator pilot program.
- Support funding to assist in the implementation of State required land use actions.
- Support operating funding for service supported housing.
- Monitor legislation regarding the Residential Landlord Tenant Act.
- Monitor efforts to create a rental gap voucher assistance program.
- Monitor legislation to create local revenue options to support affordable housing development.
- Oppose preemption of local land use authority.
- Oppose legislation that would increase the cost to produce publicly funded affordable housing.

# 2025 SESSION

- Long Session (105 Days)
- Biennial Budget
- Gubernatorial and Legislative Changes
- Housing Accountability Act and Rent Stabilization

# EARLY 2025 AGENDA EXPECTATIONS

- Capital Budget
  - Member government priority projects
  - Pre-development funding
- Disabled veteran property tax exemption eligibility

# ADVISORY BOARD BRAINSTORM ITEMS

- State Housing Trust Fund Access eligibility (for-profit vs non-profit)
- Adjusted tax rates for investment homes
- Public Bank



# 2025 LEGISLATIVE AGENDA

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING  
JULY 16, 2024





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

## AGENDA BILL

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July 16, 2024

AGENDA CATEGORY Old/Unfinished Business

SUBJECT: Universal Design Survey

PRESENTED BY: Mary Connolly, SSHA<sup>3</sup>P 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 SSHA<sup>3</sup>P Housing Toolkit, which is a set of policies and programs that SSHA<sup>3</sup>P recommends to its members to consider implementing.

At the last Advisory Board meeting on June 18, staff presented a draft outreach plan to collect additional information from community members on their need for accessible housing features. At this meeting, staff will give an overview of a draft survey. Advisory Board members are welcome to offer comments and feedback during the meeting or following it.

### ATTACHMENTS:

- DRAFT Universal Design Survey

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A

## GIVE US YOUR FEEDBACK ON ACCESSIBLE DESIGN IN HOUSING!

If there is a way to make this information or this survey more accessible to you, please reach out to Mary Connolly at [Mary.Connolly@piercecounitywa.gov](mailto:Mary.Connolly@piercecounitywa.gov) or 253-625-4153.

### ABOUT THIS PROJECT

The [South Sound Housing Affordability Partners \(SSHA<sup>3</sup>P\)](#) is conducting community outreach to inform the development of policy recommendations related to “universal design” in housing construction and redevelopment. Universal design is the design of an environment so that it can be accessed, understood, and used by all people regardless of their age, size, ability, or disability. Governments can implement policies that encourage housing developers to build housing that is accessible to people with disabilities, seniors, and people who want to age in place.

To develop policy recommendations, SSHA<sup>3</sup>P wants to better understand the need for accessible design in Pierce County. We want to know: What changes to your home would make it more useable, functional, and comfortable for you?

SSHA<sup>3</sup>P staff expect that data collected from this survey will inform policy recommendations for our member governments. If policy recommendations are made, we cannot guarantee they will be adopted by our member governments.

If you have any questions about this outreach effort, please contact Mary Connolly at [Mary.Connolly@piercecounitywa.gov](mailto:Mary.Connolly@piercecounitywa.gov) or 253-625-4153.

*Established in 2021, SSHA<sup>3</sup>P is an intergovernmental collaboration between Pierce County, the Puyallup Tribe of Indians, and 13 Cities and Towns in Pierce County. SSHA<sup>3</sup>P's mission 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.*

### WAYS TO PROVIDE FEEDBACK

There are two ways to provide your feedback. You can participate in one or both!

Are you interested in participating in a small group discussion on the need for housing that is accessible to all? If yes:

- Please click here to indicate your interest.

Are you interested in taking a survey? This will take approximately 10 minutes.

DATA

[TO DO]

DRAFT

## SECTION 1: ABOUT YOUR HOME

1. Please select one:
  - I am answering these questions about myself
  - I am answering these questions about someone I live with or someone I know
  
2. Is your home a house, an apartment, a manufactured/mobile home, or some other type of residence?
  - Single family home or detached accessory dwelling unit (ADU)
  - Townhome
  - Duplex, triplex, or building with up to 6 units
  - Apartment
  - Manufactured/mobile home
  - Nursing home
  - Assisted living facility
  - Adult family home or group home
  - Not specified above; please specify:
  
3. Do you rent or own your home?
  - If you own your home, did you purchase it through an affordable homeownership program, such as Habitat for Humanity or a community land trust?
  - If you rent your home, do you use a Housing Choice Voucher (Section 8)?
  - If you rent your home, do you live in low-income housing?
  
4. Do you live in housing for seniors?
  
5. Do you live in housing for people with disabilities?
  
6. Can you enter your home without walking up steps?
  
7. Is there a bathroom on the primary floor of your home?

## SECTION 2: CHOOSE YOUR SURVEY TYPE

This section includes 8 questions about what changes to your home would make it more useable, functional, and comfortable for you. There are two ways to answer these questions. Which do you prefer?

- For each question, I want to select my answers from a list of options, with the option to write in additional answers. -> GO TO OPTION A
- For each question, I want to write in my own answers without selecting from a list of options. -> GO TO OPTION B

DRAFT

OPTION B

8. Do you need more space to move throughout your home? If yes:
- What changes would make it easier to move through your home?
    - A wider entrance to the home
    - Wider hallways and doorways throughout the home
    - More space to move around inside of the home's entrance
    - More space to move around the bathroom
    - More space to move around the kitchen
    - More space to move around the bedroom
    - Something else, please specify: [open-ended]
9. Would it be helpful to have more rooms on the main floor of your home? If yes:
- What additional rooms would be helpful to have on the main floor of your home?
    - A half-bathroom (A half-bathroom does NOT include a shower or tub.)
    - A full bathroom (A full bathroom includes a shower or tub.)
    - A kitchen
    - An additional room to serve as a bedroom, office, or for another use
    - A laundry room
    - Something else, please specify: [open-ended]
10. Do you have trouble using the toilet, tub, or shower in your home?
- What changes to your bathroom would make it easier to use it?
    - Grab bars near the toilet or shower in the bathroom
    - A taller toilet
    - Handheld showerhead
    - Shower instead of a tub
    - Shower without a curb or step at the entrance
    - Outlet near the toilet for a bidet or lift assist device
    - Something else, please specify: [open-ended]
11. Do you have trouble using steps, walking, or maintaining your balance?
- What changes would make it easier to move through your home?
    - A stair lift to go upstairs or downstairs
    - A path without steps from the street, driveway, or garage to the home's entrance
    - An entrance to the home without steps

- Flush thresholds throughout the home
- Handrails along stairs
- Handrails throughout the home
- Slip-resistant flooring
- Something else, please specify: [open-ended]

12. Do you need more space under cabinets and sinks to access them in a wheelchair? If yes:

- What changes to your home would make it easier to access cabinets and sinks?
  - Space under the sink in the bathroom for a wheelchair user to roll under
  - Space under the sink in the kitchen for a wheelchair user to roll under
  - Space under the countertops in the kitchen for a wheelchair user to roll under
  - Space under the oven for a wheelchair user to roll under
  - Toe-kicks in the kitchen for a wheelchair user's feet
  - Something else, please specify: [open-ended]

13. Is there anything in your home that is too high or far away for you to access? If yes:

- What is too high or far away for you to access?
  - Countertops
  - Microwave
  - Refrigerator
  - Freezer
  - Kitchen sink
  - Bathroom sink
  - Sink faucets
  - Closet rods
  - Shelving and storage spaces
  - Light switches
  - Temperature controls
  - Electrical outlets
  - Breaker box
  - Window latches
  - Washer or dryer
  - Something else, please specify: [open-ended]

14. Do you have trouble hearing the doorbell or alarms in your home?

- Which visual alerts or alarms would be helpful?
  - Fire alarm with an alert that can be seen throughout the home
  - Carbon monoxide alarm with an alert that can be seen throughout the home



- Doorbell with an alert that can be seen throughout the home
- Something else, please specify: [open-ended]

15. Other

- What other changes to your home would make it easier to live in your home comfortably?
  - Additional lighting at the entrance
  - Additional lighting in the home
  - Automatic lighting that turns on when someone enters a room
  - More contrast in colors throughout the home
  - Countertops with rounded corners
  - Oven with a side-swing door
  - Light switches, door handles, and faucet controls that can be used without pinching, grasping, or twisting (such as rocker light switches and lever door handles)
  - Connecting more electrical outlets to light switches
  - Additional outlets in the bedroom for devices such as oxygen tanks, CPAP machines, and adjustable beds
  - Something else, please specify: [open-ended]

16. If you would like, you can add more details about your selections here: [open-ended]

OPTION B

17. Do you need more space to move throughout your home? If yes:

- What changes would make it easier to move through your home?

18. Would it be helpful to have more rooms on the main floor of your home? If yes:

- What additional rooms would be helpful to have on the main floor of your home?

19. Do you have trouble using the toilet, tub, or shower in your home?

- What changes to your bathroom would make it easier to use it?

20. Do you have trouble using steps, walking, or maintaining your balance?

- What changes would make it easier to move through your home?

21. Do you need more space under countertops and sinks to access them in a wheelchair? If yes:

- What changes to your home would make it easier to access cabinets and sinks?

22. Is there anything in your home that is too high or far away for you to access? If yes:

- What is too high or far away for you to access?

23. Do you have trouble hearing the doorbell or alarms in your home? If yes:

- Which visual alerts or alarms would be helpful?

24. What other changes to your home would make it easier to live in your home comfortably?

### SECTION 3: DEMOGRAPHICS

25. What is your zip code?
26. What is your age range? (0-110 in increments of 10)
27. Do you use a manual wheelchair in your home?
28. Do you use an electric wheelchair in your home?
29. Do you have a physical disability? If yes:
- What kind of physical disability do you have? [open-ended]
30. Are you deaf or do you have serious difficulty hearing?
31. Are you blind or do you have serious difficulty seeing, even with glasses?
32. Do you have an intellectual or developmental disability? If yes:
- What kind of intellectual or developmental disability do you have?
33. Do you have a mental health disability? If yes:
- What kind of mental health disability do you have?
34. Do you have another type of disability listed here? If yes:
- What kind of disability do you have?
35. What is your race/ethnicity? (Check all that apply)
- American Indian or Alaska Native
  - Asian
  - Black or African American
  - Hispanic or Latino
  - Native Hawaiian or Other Pacific Islander
  - White
  - I identify as: [open-ended]
36. How many people are a part of your household?
37. What is your annual household income?

END OF SURVEY

Thank you for participating in this survey.

Are you interested in participating in a small group discussion on the need for housing that is accessible to all? If yes:

- [Click here to indicate your interest.](#)

If you are in need of a modification to your home, here are a list of resources to check out:

[TO DO]

If you have any questions, please reach out to Mary Connolly at [Mary.Connolly@piercecounitywa.gov](mailto:Mary.Connolly@piercecounitywa.gov) or 253-625-4153.

DRAFT

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

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

**SUBJECT:** July 2024 Manager Report

**DATE:** July 12, 2024

## Focus Area 1: Facilitate the Development of Affordable Housing

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

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

The South Sound Housing Affordability Partners' (SSHA<sup>3</sup>P) Housing Capital Fund Notice of Funding Availability (NOFA) 60-day application period closed on June 24, 2024. The NOFA received three applications.

The SSHA<sup>3</sup>P Housing Capital Fund Committee, which is made up of assigned staff from funding member governments, will meet in July to develop a funding recommendation and the SSHA<sup>3</sup>P Executive Board will receive the funding recommendation for review at its August 2, 2024, regular meeting.

### Philanthropy Roundtables on Affordable Housing

On July 23<sup>rd</sup> the Greater Tacoma Community Foundation will host a philanthropic gathering to hear from a panel and convene a funder discussion about the opportunities and challenges philanthropic funders see for housing partnerships in Pierce County.

This panel discussion features:

- [Jason Gauthier](#), Manager, South Sound Housing Affordability Partners (SSHAPE)
- [Dan Rothman](#), Senior Bond/Housing Tax Credit Analyst, Washington State Housing Finance Commission (WSHFC)
- [Ken Takahashi](#), Director of Social Impact Investing, Seattle Foundation
- [Kathi Littmann](#), Chief Executive Officer, Greater Tacoma Community Foundation (GTCF)

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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

SSHA<sup>3</sup>P, in partnership with the Cities and Towns of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, Steilacoom, and University Place, was awarded the Washington State Department of Commerce's [Low-Income Housing Planning \(CLIHP\) Grant](#) to support implementation of [HB 1998](#) (2024) regarding co-living housing. The scope of work includes 4 deliverables:

- Deliverable 1 (due June 2024): Stakeholder outreach report
- Deliverable 2 (due June 2024): Communication materials for engagement with Councils, Planning Commissions, and the public
- Deliverable 3 (due June 2025): Model ordinance regarding co-living housing to support implementation of HB 1998 (2024), tailored to participating jurisdictions' contexts
- Deliverable 4 (due June 2025): Guidance for each participating jurisdiction on implementing the model ordinance and reducing barriers to the development of co-living housing affordable to low and very low-income households

Deliverables 1 and 2, due in June 2024, were completed by staff. These deliverables will be included in the Executive Board's packet for their July 12, 2024 special meeting. A Request for Proposals (RFP) has been issued for a consultant to support completion of Deliverables 3 and 4, due in June 2025. The RFP closes on July 22. Staff from participating jurisdictions will assist in the evaluation and selection of a consultant.

### Comprehensive Planning

SSHA<sup>3</sup>P staff are supporting staff workgroup members in hosting meetings for planners in Pierce County to collaborate on housing efforts related to Comprehensive Planning and state legislation. The last meeting on May 24 focused on the intersection of housing and transportation planning and included a presentation from Pierce Transit. The next meeting will be on September 27.

### 2025 Legislative Session

SSHA<sup>3</sup>P has begun meeting with partner organizations and member of the Pierce County legislative delegation as we begin working to develop and advance a 2025 legislative agenda, these meetings have included continued conversation on a 2024 priority to expand the eligibility for the disabled veteran property tax exemption. Through July and August, SSHA<sup>3</sup>P staff will expand these meetings to Executive Board members and member government staff, along with the SSHA<sup>3</sup>P Advisory Board and partner organizations.

## Focus Area 3: Information & Engagement

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

### Developer Portal

The SSHA<sup>3</sup>P Developer Portal is launched and linked on SSHA<sup>3</sup>P's website. The Developer Portal contains information on housing-related plans and policies, development incentives, permitting, and funding for affordable housing in each of SSHA<sup>3</sup>P's member jurisdictions. Thirteen (13) of SSHA<sup>3</sup>P'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 have been two property tax exemption seminars: one on May 21 in Gig Harbor, and one on June 12 in Lakewood. The chart below breaks down attendees by demographics.

	Gig Harbor	Lakewood
Total # of attendees	27	19
Total # of households	23	13*
Total # of households with a senior	21	12
Total # of households with a disabled person	6	8
Total # of households with a veteran	8	5
Total # of households with a disabled veteran	2	4

*\*3 attendees arrived late to the Lakewood seminar and did not check in; they are counted in the number of attendees but not in the number of households*

One upcoming seminar is scheduled:

- University Place: September 25 at 2 PM

SSHA<sup>3</sup>P 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>

If you would like to see a seminar hosted in your jurisdiction, you can request one by reaching out to Assessor-Treasurer Mike Lonergan at [mike.lonergan@piercecountywa.gov](mailto:mike.lonergan@piercecountywa.gov).

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## Focus Area 4: Governance & Administration

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

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

At the Advisory Board meeting on June 18, staff presented a draft outreach plan to gather additional data on the need for universal design features in Pierce County. The Advisory Board provided feedback to finalize the plan. This outreach plan is in support of the Advisory Board's research on universal design incentive policies.

At their meeting on July 16:

- Jonah Kinchy, Director of Construction at Tacoma/Pierce County Habitat for Humanity, will present on how the organization incorporates universal design features into newly constructed homes;
- Jason Gauthier will gather initial feedback from Board members on SSHA<sup>3</sup>P's 2025 legislative priorities; and
- Mary Connolly will gather feedback on draft outreach materials regarding the need for universal design features in Pierce County.

### Executive Board Rules & Procedures

SSHA<sup>3</sup>P 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.