



**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>

July 12, 2024, 8:30 a.m.

Vice Chair Mayor Kim Roscoe, Mayor Nancy Backus, Councilmember Kevin Ballard, Mayor Dave Olson, Councilmember Hunter George, Mayor Tracie Markley  
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:** What was your favorite childhood toy?

**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

**III. CONSENT AGENDA**

ATTACHMENTS: Minutes May 31, 2024, Executive Board special 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](mailto:jason.gauthier@piercecountywa.gov).

**V. RESOLUTIONS AND PRESENTATIONS**

**A. Chair and Vice Chair Election**

**Purpose:** Election of Executive Board Chair and, potentially, Vice Chair for the remainder of the 2024 calendar year.

ATTACHMENTS: Agenda Memorandum: Chair and Vice Chair Election

[Document Link](#)

South Sound Housing Affordability Partners – Rules and Procedures

[Document Link](#)

### **B. Resolution No. 2024-06, Removal of Advisory Board Member**

**Purpose:** Consideration of Resolution No. 2024-06 to remove Dominique Cruz as a member of the Advisory Board.

ATTACHMENTS:     Agenda Memorandum: Resolution No. 2024-06                     [Document Link](#)  
                            Resolution No. 2024-06   [Document Link](#)

### **C. Universal Design Presentation**

**Purpose:** Presentation by Mary Connolly, SSHA<sup>3</sup>P Program Specialist II, on the Advisory Board's work to develop a housing toolkit recommendation related to incentivizing building with universal design.

ATTACHMENTS:     Agenda Memorandum: Universal Design                     [Document Link](#)  
                            Universal Design Presentation   [Document Link](#)

### **D. SSHA<sup>3</sup>P Capital Fund Update Presentation**

**Purpose:** Update by Jason Gauthier, SSHA<sup>3</sup>P Manager, on the SSHA<sup>3</sup>P Housing Capital Fund.

ATTACHMENTS:     Agenda Memorandum: SSHA<sup>3</sup>P Capital Fund Update                     [Document Link](#)  
                            SSHA<sup>3</sup>P Housing Capital Fund Update Presentation                     [Document Link](#)  
                            SSHA<sup>3</sup>P NOFA Scoring Guide   [Document Link](#)

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## **VI. REPORT BY THE SSHA<sup>3</sup>P MANAGER**

- A. 2024 National Association of Counties Achievement Award
- B. CLIHP Grant
- C. Property Tax Exemption Seminars
- D. Advisory Board Update

ATTACHMENTS:     July 2024 SSHA<sup>3</sup>P Manager Report                     [Document Link](#)  
                            2024 National Association of Counties Achievement Award                     [Document Link](#)  
                            CLIHP Deliverable 1 – Stakeholder Outreach Report                     [Document Link](#)  
                            CLIHP Deliverable 2 – Co-Living Housing Slide Deck                     [Document Link](#)  
                            CLIHP Deliverable 2 – Co-living Housing Fact Sheet                     [Document Link](#)  
                            CLIHP Deliverable 2 – HB 1998 Fact Sheet                                     [Document Link](#)

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## **VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD**

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## **VIII. ADJOURN**

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# SSHA<sup>3</sup>P

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

May 31, 2024

8:30 – 9:25 a.m.

**Executive Board:** Mayor Nancy Backus, City of Auburn – excused  
Councilmember Kevin Ballard, City of DuPont – present – no - yes  
Deputy Mayor Mike Winkler, City of DuPont (alternate) – excused  
Mayor Dave Olson, City of Edgewood – present – no - yes  
Councilmember Christi Keith, City of Edgewood (alternate) – excused  
Vice-Chair, Mayor Kim Roscoe, City of Fife – present – yes - yes  
Councilmember Lew Wolfrom, City of Fife (alternate) – excused  
Councilmember Hunter George, City of Fircrest – present – yes - yes  
Councilmember Brett Wittner, City of Fircrest (alternate) – excused  
Chair, Mayor Tracie Markley, City of Gig Harbor – present - no  
Councilmember Paul Bocchi, City of Lakewood – present – no - yes  
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused  
Mayor Shanna Styron Sherrell, City of Milton – absent  
Executive Bruce Dammeier, Pierce County – absent  
Councilmember Ryan Mello, Pierce County – present – yes - yes  
Councilmember Ned Witting, City of Puyallup – present – no - yes  
Mayor Dick Muri, Town of Steilacoom – present – no - yes  
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – excused  
Mayor Kathy Hayden, City of Sumner – absent  
Mayor Victoria Woodards, City of Tacoma – present - yes  
Councilmember Kiara Daniels, City of Tacoma (alternate) – absent  
Councilmember Stan Flemming, City of University Place – present – yes - yes

**Staff:** Jason Gauthier, SSHA<sup>3</sup>P Manager  
Mary Connolly, SSHA<sup>3</sup>P Program Specialist 2  
Becki Foutz, Administrative Assistant

**Guests:** Heather Moss, Kenneth George, LeighBeth Merrick, Taylor Jones, Trish Crocker

### MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Mayor Markley called the meeting to order at 8:33. SSHA <sup>3</sup> P Manager Gauthier called roll, per above; a quorum was present.	Wel- come!
Consent Agenda	CM Flemming moved to approve the consent agenda; Mayor Roscoe seconded the motion. Vote was taken, none opposed, none abstained.	Consent agenda ap- proved.

TOPIC/WHO	DISCUSSION	ACTION
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<b>Public Comment</b>	Mayor Markley opened the floor for public comment. None; no written comments were received.	None.																																																																																		
<b>Resolution 2024-04 Adopting a 2025 Work Plan</b>	Jason shared and reviewed the 2025 Work Plan. CM Flemming asked about how the monitoring program would be provided, and if there would be a fee. That will be determined in 2025. CM Flemming moved to adopt the Work Plan. CM Bocchi seconded the motion. Vote was taken, none opposed, no abstentions.	The 2025 Work Plan was adopted.																																																																																		
<b>Resolution 2024-05 Adopting a 2025 Operating Budget</b>	<p>The Board is required to recommend an annual operating budget by July 1 including fees required by each member government. Advisory Board member stipends are included in the budget; it's anticipated that the stipend policy will be presented to this Board before the end of the year. Jason shared the proposed budget as discussed at the last meeting:</p> <div style="text-align: center;"> <p><b>Exhibit A</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">South Sound Housing Affordability Partners</th> </tr> <tr> <th colspan="2" style="text-align: center;">Fiscal Year 2025 Operating Budget</th> </tr> </thead> <tbody> <tr> <td>Estimated Operating Fund Balance - January 1, 2025</td> <td style="text-align: right;">\$ 154,014.00</td> </tr> <tr> <td>Estimated Operating Fund Balance - December 31, 2025</td> <td style="text-align: right;">\$ 104,094.83</td> </tr> <tr> <td colspan="2"><b>SSHA<sup>3</sup>P Fund 2025 BUDGET</b></td> </tr> <tr> <td colspan="2"><b>OPERATING REVENUES</b></td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$ 22,407.75</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$ 140,725.00</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$ 13,444.65</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$ 3,361.16</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$ 5,601.94</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$ 70,362.50</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$ 13,444.65</td> </tr> <tr> <td>SSHA<sup>3</sup>P Operating Fund Balance</td> <td style="text-align: right;">\$ 50,000.00</td> </tr> <tr> <td><b>TOTAL Revenue</b></td> <td style="text-align: right;"><b>\$ 357,440.83</b></td> </tr> <tr> <td colspan="2"><b>EXPENDITURES</b></td> </tr> <tr> <td>Salaries and Benefits - Manager</td> <td style="text-align: right;">\$ 192,490.00</td> </tr> <tr> <td>Salaries and Benefits - Program Specialist II</td> <td style="text-align: right;">\$ 122,170.00</td> </tr> <tr> <td>Travel and Training</td> <td style="text-align: right;">\$ 3,000.00</td> </tr> <tr> <td>Phone</td> <td style="text-align: right;">\$ 1,320.00</td> </tr> <tr> <td>Communication (Printing, Translation, Advertising, etc.)</td> <td style="text-align: right;">\$ 1,000.00</td> </tr> <tr> <td>Supplies and Miscellaneous</td> <td style="text-align: right;">\$ 500.00</td> </tr> <tr> <td>Advisory Board Support</td> <td style="text-align: right;">\$ 4,950.00</td> </tr> <tr> <td>Cost Pool Allocation/10% Admin Fee</td> <td style="text-align: right;">\$ 31,580.00</td> </tr> <tr> <td><b>TOTAL Expenditures</b></td> <td style="text-align: right;"><b>\$ 357,010.00</b></td> </tr> <tr> <td colspan="2"><b>WA Dept of Commerce - CLIHP Grant</b></td> </tr> <tr> <td colspan="2"><b>GRANT REVENUE</b></td> </tr> <tr> <td>FY 2024 CLIHP Grant Revenue</td> <td style="text-align: right;">\$ 25,000.00</td> </tr> <tr> <td>FY 2025 CLIHP Grant Revenue</td> <td style="text-align: right;">\$ 25,000.00</td> </tr> <tr> <td><b>TOTAL Grant Revenue</b></td> <td style="text-align: right;"><b>\$ 50,000.00</b></td> </tr> <tr> <td colspan="2"><b>Expenditures</b></td> </tr> <tr> <td>Contracted Services</td> <td style="text-align: right;">\$ 50,000.00</td> </tr> <tr> <td><b>TOAL Grant Expenditures</b></td> <td style="text-align: right;"><b>\$ 50,000.00</b></td> </tr> </tbody> </table> </div>	South Sound Housing Affordability Partners		Fiscal Year 2025 Operating Budget		Estimated Operating Fund Balance - 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TOPIC/WHO	DISCUSSION	ACTION
<p><b>Budget</b> continued</p>	<p>CM Flemming moved to adopt the budget; CM George seconded the motion.</p> <p>Mayor Woodards expressed concern about tight local government budgets. At some point it will be necessary to increase SSHA<sup>3</sup>P membership fees, and if we wait longer, it may be a big jump; gradual is better. She proposed that there should be a slight increase, perhaps 1%, instead of none, so we don't have to dip into fund balance as much. CM George asked Jason if he has a multi-year projection, for example, where we'll be in three years. Jason confirmed that when there is no longer a fund balance, there would need to be a jump in member fees. For example, if the Board decides they don't want to use fund balance next year, there would be a significant jump in fees. Mayor Roscoe concurs with Mayor Woodards that we need to find a way to make gradual increases. CM Ballard shared that DuPont would appreciate a 0% increase; he feels that we should do more with less. He would prefer to see more members join SSHA<sup>3</sup>P. Are fees prohibitive? Mayor Muri shared that Steilacoom also has a very tight budget. CM Mello shared that it's fiscally responsible to incrementally increase member fees.</p> <p>Mayor Woodards hears DuPont's and Steilacoom's concerns, and pointed out that, at 1%, they would have a \$56 and \$33 increase, respectively. Should we freeze certain jurisdictions' fees? CM Mello said that Pierce County would like to proceed with the budget as presented, however, they're open to changes. CM Ballard suggested that this vote be taken at a future meeting when more members are present. The next scheduled meeting is July 12 and per the ILA, the annual budget is to be recommended on or before July 1 – another special meeting would need to be called to stay within parameters. CM Bocchi asked if SSHA<sup>3</sup>P has a fund balance policy? No. Staff considered that, and decided it be left open to be used according to member priorities.</p> <p>Mayor Woodards moved that member fees be increased by 2%. Mayor Roscoe seconded the motion. Vote was taken. Opposed – 6 – For – 5. Motion did not pass.</p> <p>Mayor Markley asked the group to vote on CM Flemming's original motion, to adopt the budget as presented. Vote was taken and the motion passed unanimously.</p>	<p>The 2025 Budget was ap- proved as present ed.</p>

TOPIC/WHO	DISCUSSION	ACTION
<p><b>SSHA<sup>3</sup>P Manager Report</b> Jason &amp; Mary</p>	<p><i>Housing Capital Fund NOFA Update</i> – Board should expect to receive a recommendation from the funding committee, composed of staff from jurisdictions. In September there will be a Resolution for action.</p> <p><i>CLHP Grant</i> – SSHA<sup>3</sup>P was awarded a grant in partnership with nine member governments. There are four deliverables: the first two, due June 15 are a stakeholder outreach report and communication materials. Staff are working on those and met with participating jurisdictions for feedback. Two more deliverables are due next year, and a consultant is being procured for those. –</p> <p><i>Property Tax Exemption Seminars</i> – a seminar was held in May in Gig Harbor, 27 attended, representing 23 households, 21 with a senior, six with a disabled person eight with a Veteran and two with disabled Veterans. The next seminar will be held on June 12 in Lakewood, and one is being scheduled in University Place. Please reach out to Mary or the Assessor Treasurer if you’re interested in holding a seminar in your area.</p> <p><i>Advisory Board Update</i> – at the last meeting, staff presented an overview of Universal Design, and the Board provided direction to continue researching the need and cost of Universal Design and how incentives can be formulated. The Board also advised staff to design a report template.</p>	<p>Informa-tional</p>
<p><b>Executive Board Updates/Comments</b></p>	<p>CM Flemming announced that tomorrow is University Place’s annual Duck Days parade and festival.</p> <p>CM George attended the affordable housing tour of Tacoma and Lakewood, seeing a variety of projects; he learned a lot. CM Mello agreed that it was a really great tour – they saw 14 affordable housing projects, with a total of 1,088 new affordable housing units for seniors, veterans, families, and individuals.</p> <p>Mayor Roscoe announced that Fife’s police department was just re-accredited.</p> <p>Effective June 1, Mayor Markley will be vacating the Chair position due to family needs; she will continue to serve on the Executive Board. A new Chair and Vice Chair will be elected at the July 12 meeting. Vice Chair Mayor Roscoe is willing to take on the role of Chair if elected.</p>	<p>Informa-tional</p>
<p><b>Adjournment</b></p>	<p>There being no further business, Mayor Roscoe moved to adjourn; CM Flemming seconded the motion. The meeting adjourned at 9:25 a.m.</p>	<p>Meeting ad-journed.</p>

The next SSHA<sup>3</sup>P Executive Board meeting is scheduled for Friday, July 12, at 8:30 a.m. via Zoom. Respectfully submitted,  
Becki Foutz, Administrative Assistant



## AGENDA MEMODRANDUM

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July 12, 2024

AGENDA CATEGORY New Business

SUBJECT: Executive Board Election for remainder of 2024 calendar year

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

### SUMMARY/BACKGROUND:

The SSHA<sup>3</sup>P Intergovernmental Agreement and Rules & Procedures of the SSHA<sup>3</sup>P Executive Board both require that the Board consist of a Chair and Vice Chair that are elected from appointment members of the Board.

Section III(3) of the Rules & Procedures notes that, *“If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.”*

On May 31, 2024, the elected Chair for the 2024 calendar year, Mayor Markley, vacated the position. This action requires the Board to re-elect officers at the next scheduled meeting as the first order of business.

### ATTACHMENTS:

- South Sound Housing Affordability Partners – Rules and Procedures

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



**SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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**RULES AND PROCEDURES**

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ADOPTED February 4, 2022

AMENDED September 8, 2023



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# SSHAP

## I. AUTHORITY:

The authority to adopt and amend Rules and Procedures for the operations of the South Sound Housing Affordability Partners (“SSHA<sup>3</sup>P”) is derived from the Intergovernmental Agreement (“IGA”) providing for the formation of SSHA<sup>3</sup>P executed by the Parties.

Unless otherwise specifically provided for in these Rules, these Rules apply to the Executive Board provided for in the IGA.

In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

## II. MEETINGS:

1. Regular meetings shall be held at the time(s) and place(s) established by the Executive Board. The time and location of a meeting may be changed with at least 24 hours’ notice.
2. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
3. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.
4. If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the SSHA<sup>3</sup>P Chair or Manager provided at least 24 hours in advance.
5. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
6. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
7. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas and materials regarding items on an agenda for a regular meeting shall be provided to members of the Board not less than five working (5) days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.

# **SSHAP**

8. For purposes of providing adequate and broad public notification of meeting details, discussion topics, and decisions of the Board, the Administering Agency will include representatives of each member of the SSHAP<sup>3</sup> partnership in its public notice distribution list.

## **III. ELECTION OF OFFICERS:**

1. Per the terms of the IGA, the officers of the Board shall consist of a Chair and Vice Chair elected from the appointed members of the Board and such other officers as the Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's final regular meeting of each calendar year. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two years in each position.
3. If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.

## **IV. CHAIR:**

1. The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident of the office. The Chair is a member of the Board and has the full right to have their own vote recorded in all deliberations of the Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Board shall be created at the direction of the Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without the approval at the regular or special meeting of the Board.
3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and Vice Chair, the Chair shall delegate the responsibility to another member.

## **V. QUORUM:**

Per the terms of the IGA, a simple majority of the appointed members or alternates shall constitute a quorum for the transaction of business. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. Members may participate by phone or video conferencing for all purposes, including voting and establishing a quorum.

**VI. VOTING:**

1. Per the terms of the IGA, a simple majority of the Board members present at a meeting where a quorum exists is required to approve any action, except that a 2/3rds majority of all board members is required to appoint the Administrative Agency, or to modify the contribution methodology for dues and assessments.
2. The Chair, or on request from a Board member, may take a roll call vote.
3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.
7. The IGA offers flexibility in the method used by the Executive Board to take action. At a minimum, in order to ensure an efficient, clear and organized record of Executive Board decision making, the following types of actions shall be taken under Resolution:
  - a. Annual budget
  - b. Annual work plan
  - c. Adoption and amendments to Rules and Procedures

- d. Establishment of the frequency, day and time of the Executive Board's meeting schedule in order to ensure meetings are categorized as a general meeting
- e. Amendments to the Intergovernmental Agreement
- f. Determination of Administering Agency
- g. Adding new member jurisdictions

## **VII. RULES OF ORDER:**

Except as modified by these Rules and Procedures, all meetings of the Executive Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

## **VIII. AMENDMENT:**

The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.



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

## AGENDA BILL

July 12, 2024

AGENDA CATEGORY Resolution No. 2024-06

SUBJECT: Removal of Advisory Board Member

PRESENTED BY: Mary Connolly, SSHA<sup>3</sup>P Program Specialist II

### SUMMARY/BACKGROUND:

SSHA<sup>3</sup>P's Interlocal Agreement requires that the SSHA<sup>3</sup>P Advisory Board consist of 15-20 members. One-third of members must be advisors/advocates on land use and housing issues, one-third must be developers/managers of affordable/attainable housing, and one-third must be consumers of affordable/attainable housing.

Resolution 2023-02 which established the Advisory Board states that a member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board. Additionally, the SSHA<sup>3</sup>P Advisory Board's bylaws state that a member who misses 25 percent or more of meetings within a 12 month period without an excused absence may be recommended for removal to the SSHA<sup>3</sup>P Executive Board.

Dominique Cruz was appointed to a Consumer seat on the SSHA<sup>3</sup>P Advisory Board on January 12, 2024 with an expiration of December 31, 2026. Since then, she has missed six out of six regular Advisory Board meetings without an excused absence. Staff have attempted to contact her to gauge her interest in continuing as a member of the Board and have not received a response. Staff are recommending her removal from the SSHA<sup>3</sup>P Advisory Board.

If Ms. Cruz is removed from the Board, there will be 15 Advisory Board members: 4 members in Advisor/Advocate seats, 5 members in Developer/Manager seats, and 6 members in Consumer seats.

### ATTACHMENTS:

- Resolution No. 2024-06

### STAFF RECOMMENDATION:

Adopt Resolution No. 2024-06.

### ALTERNATIVES:

1. The Executive Board may decide not to adopt Resolution No. 2024-06.

### RECOMMENDED MOTION:

"Motion to adopt Resolution No. 2024-06."



**RESOLUTION NO. 2024-06**

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA<sup>3</sup>P), REMOVING ONE EXISTING MEMBER (DOMINIQUE CRUZ) FROM THE SSHA<sup>3</sup>P ADVISORY BOARD.

WHEREAS, SSHA<sup>3</sup>P was formed on October 12, 2021 by Interlocal Agreement (ILA); and

WHEREAS, Section 8.a of the SSHA<sup>3</sup>P ILA requires the Executive Board to create an Advisory Board to provide advice and recommendations on the work of SSHA<sup>3</sup>P; and

WHEREAS, on April 7, 2023 the SSHA<sup>3</sup>P Executive Board adopted Resolution 2023-02, establishing the SSHA<sup>3</sup>P Advisory Board, providing for the purpose and duties of the board, and establishing qualifications for the board; and

WHEREAS, the SSHA<sup>3</sup>P ILA and Resolution 2023-02 require that the SSHA<sup>3</sup>P Advisory Board consist of 15 to 20 community members and/or key stakeholders; and

WHEREAS, the SSHA<sup>3</sup>P Advisory Board currently consists of 16 members; and

WHEREAS, Resolution 2023-02 states that a member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board; and

WHEREAS, on June 20, 2023 the SSHA<sup>3</sup>P Advisory Board adopted bylaws for the operations of the Advisory Board; and

WHEREAS, Section VII.10 of the bylaws of the SSHA<sup>3</sup>P Advisory Board state that attendance of regular and special meetings is expected of all Advisory Board members and that an absence shall be considered excused if communication of intended absence is delivered to staff in advance of the missed meeting; and



25 WHEREAS, Section XIV.3 of the bylaws of the SSHA<sup>3</sup>P Advisory Board state that  
 26 a member who misses 25 percent or more of meetings within a 12 month period without  
 27 an excused absence may be recommended for removal to the SSHA<sup>3</sup>P Executive Board;  
 28 and

29 WHEREAS, Dominique Cruz was appointed to her first term on the SSHA<sup>3</sup>P  
 30 Advisory Board on January 12, 2024 with an expiration date of December 31, 2026; and

31 WHEREAS, Dominique Cruz has missed more than 25 percent of meetings within  
 32 a 12 month period without an excused absence.

33  
 34 NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

35 **Section 1. Removal of Advisory Board Member.**

36 The SSHA<sup>3</sup>P Executive Board hereby removes Dominique Cruz from the  
 37 SSHA<sup>3</sup>P Advisory Board.

38  
 39 **Section 2. Effective Date.**

40 This Resolution will take effect and be in full force on passage and signature.

41  
 42 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

43  
 44  
 45 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

46  
 47  
 48 \_\_\_\_\_  
 49  
 50 \_\_\_\_\_, CHAIR



# SSHÄP<sup>3</sup>

52 ATTEST:

53 \_\_\_\_\_

54 \_\_\_\_\_



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

## AGENDA BILL

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July 12, 2024

AGENDA CATEGORY Staff Presentation

SUBJECT: Advisory Board Update: Universal Design Policy Recommendations

PRESENTED BY: Mary Connolly, SSHA<sup>3</sup>P Program Specialist II

### SUMMARY/BACKGROUND:

The Advisory Board's 2024 work plan was adopted by the Executive Board on January 12, 2024. The 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](#). The Housing Toolkit is a set of policies and programs that SSHA<sup>3</sup>P recommends to its members to consider implementing.

In this presentation, staff will provide an overview of the Advisory Board's work to analyze and potentially make recommendations on including policies related to universal design incentives in the SSHA<sup>3</sup>P housing toolkit, for the purpose of answering Executive Board questions and accepting feedback.

Staff expect to present draft Advisory Board recommendations to the Executive Board late in 2024 for feedback. Staff expect to present final Advisory Board recommendations to the Executive Board for consideration of inclusion in the Housing Toolkit in early 2025.

### ATTACHMENTS:

- Universal Design Presentation

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# ADVISORY BOARD UPDATE: UNIVERSAL DESIGN POLICY RECOMMENDATIONS

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EXECUTIVE BOARD SPECIAL MEETING

JULY 12, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

# Agenda

- 2024 Advisory Board Work Plan
- Data on Senior & Disabled Populations in Pierce County
- Need for Home Modifications in Pierce County
- Alignment with Member Government Plans & Policies
- What are Universal Design and Visitability?
- Advisory Board Work to Date
- Additional Areas of Research
- Next Steps

# 2024 Advisory Board Work Plan

- Analyze and make a recommendation to the SSHA<sup>3</sup>P Executive Board on inclusion of **Universal Design Incentives** in SSHA<sup>3</sup>P's housing toolkit.

*Housing Toolkit = Set of programs and policies recommended by the Executive Board to member governments to consider implementing.*

# Senior Population in Pierce County

Year	Percentage of the population aged 60 and older
2010	16%
2020	22%
2030 (projected)	24%
2040 (projected)	26%
2050 (projected)	29%

# Disabled Population in Pierce County

14% of the population has a disability

Disability	Percentage with this disability
Hearing Difficulty	4% of all residents
Vision Difficulty	2% of all residents
Cognitive Difficulty <sup>1</sup>	6% of residents age 5+
Ambulatory Difficulty	7% of residents age 5+
Self-Care Difficulty <sup>2</sup>	3% of residents age 5+
Independent Living Difficulty <sup>3</sup>	7% of residents age 18+

(1) Cognitive Difficulty: has serious difficulty concentrating, remembering, or making decisions

(2) Self-Care Difficulty: has difficulty dressing or bathing

(3) Independent Living Difficulty: has difficulty doing errands alone such as visiting a doctor's office or shopping

# Data Sources for Home Modification Requests

- Tacoma Housing Authority
- Pierce County Housing Authority
- Fair Housing Center of Washington
- Tacoma/Pierce County Habitat for Humanity Aging in Place Program
- Pierce County
  - Minor Home Repair Program
  - Home Rehabilitation Loan Program
  - Community Options Program Entry System (COPES) Program



# Most Common Modification Requests

- Extra bedroom
  - Due to disability
  - Live-in caregiver
  - Medical equipment
- Entrance and stairs
  - Ramp installation
  - Ground floor unit
  - No stairs unit
- Bathroom modifications
  - Low or no barrier showers
  - Grab bars
  - Raised toilet height
  - Handheld showerhead
- Lift systems
- Air conditioner or air purifier
- Assigned parking

# Other Modification Requests

- Door modifications
  - Widening
  - Pocket doors, barn doors, swing-free hinges
- Mechanized lifts for stairs
- Handrails in hallways or stairs
- Floor/surface repair
  - Including correcting trip hazards
- Other bathroom modifications
  - Roll-under sink
  - Shower seat
  - Swinging shower door

# Alignment with Age-Friendly City Action Plans

- City of Puyallup
- City of Tacoma

# Alignment with Draft Comprehensive Plan Policies

- Encourage building housing with universal design features
  - Cities of Lakewood and Sumner, and Pierce County
- Ensure there are housing options for seniors and/or people with disabilities
  - Cities of Auburn, Fircrest, Lakewood, Sumner, and Puyallup, Pierce County, and the Puyallup Tribe of Indians
- Support residents to age in place
  - Cities of Auburn and Fircrest, and the Puyallup Tribe of Indians

*\*The Puyallup Tribe of Indians' Comprehensive Plan is adopted; all others are in draft form.*

# What is Universal Design?

- “The design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.”
- There is not a standardized set of features
- Policies adopted by other jurisdictions include feature checklists
- Universal Design policies can apply to all kinds of residential homes

# Examples of Universal Design Features



# Examples of Universal Design Features (Cont.)



# What is Visitability?

- Visitable homes allow people with a mobility disability to visit or live there for a brief amount of time
- Usually include:
  - Accessible route into home (no-step entrance)
  - Accessible doors and hallways
  - Accessible bathroom on main floor
- Make future accessibility modifications easier
- Visitability policies often apply to single-family homes, duplexes, triplexes, and townhomes



# Examples of No-Step Entrances



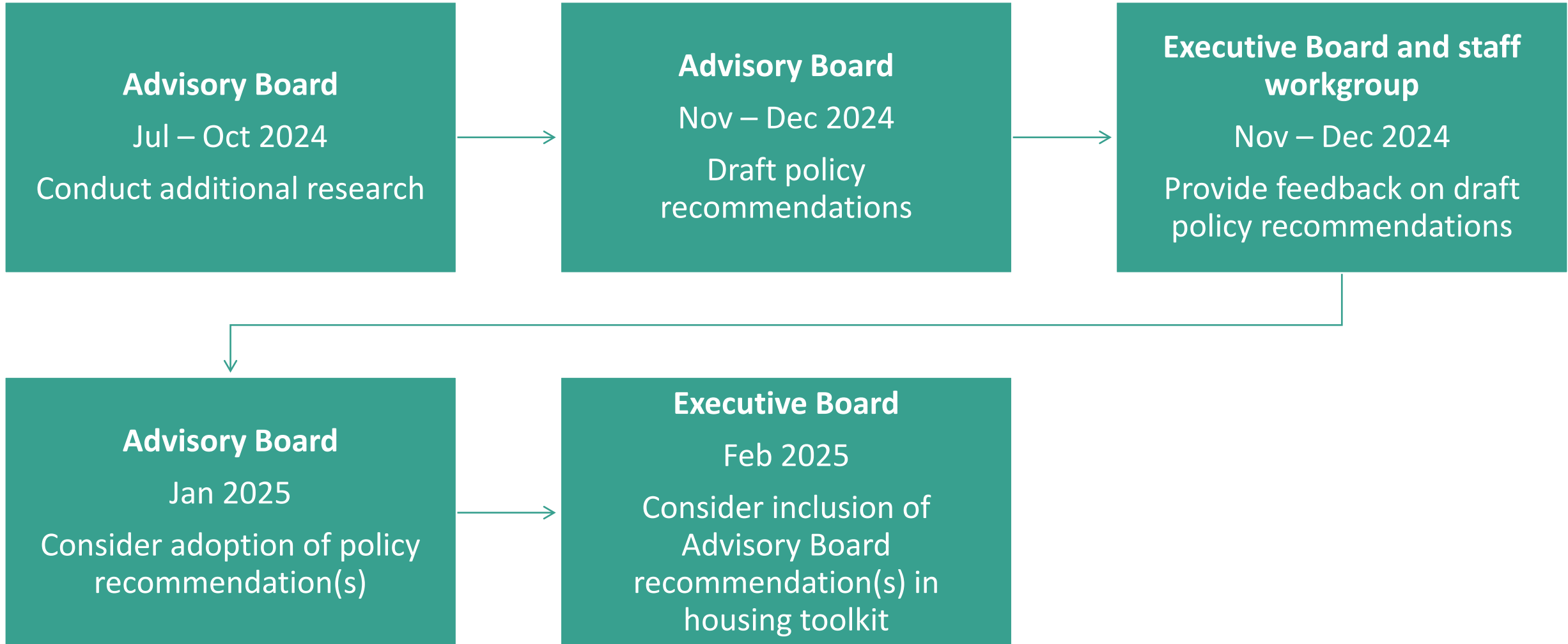
# Advisory Board Work to Date

- Education on:
  - Current accessibility requirements in building residential homes
  - What are visitability and universal design?
  - Mandatory and voluntary policies implemented by other jurisdictions that encourage, incentivize, or require building with universal design or visitability features
- Provided direction to focus on **incentive** policies
- Identified additional areas of research

# Additional Areas of Research

Area of Research	Status
1. Analyze data on requests for home modifications to understand need for accessible housing features in Pierce County.	Complete
2. Conduct additional outreach to Pierce County community members to understand need for accessible housing features.	In progress
3. Gather data on outcomes of incentive policies from implementing jurisdictions.	In progress
4. Analyze impact of building with visitability and/or universal design features on cost.	In progress

# Next Steps





# ADVISORY BOARD UPDATE: UNIVERSAL DESIGN POLICY RECOMMENDATIONS

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EXECUTIVE BOARD SPECIAL MEETING

JULY 12, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

# Image Sources

- <https://www.fhcci.org/wp-content/uploads/2011/12/FHCCI-FS-11-Visitability.pdf>
- <https://bestbath.com/wp-content/uploads/2017/10/Bestbath-Universal-Design-Top-10.pdf>
- <https://www.wbdg.org/design-objectives/accessible/visitability>
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- <https://www.homedepot.com/p/Leviton-Decora-Smart-15-Amp-Wi-Fi-Smart-Rocker-Light-Switch-with-Alexa-Google-and-HomeKit-2nd-Gen-White-R02-D215S-1RW/315782019>
- <https://www.thespruce.com/how-to-fix-a-loose-lever-door-handle-5222471>
- <https://www.americanstandard-us.com/innovations/ada-compliant>
- <https://www.amazon.com/First-Alert-7020BSL-Hardwired-Impaired/dp/B079MD58PL?th=1>



## AGENDA MEMODRANDUM

July 12, 2024

AGENDA CATEGORY Staff Presentation

SUBJECT: SSHA<sup>3</sup>P Housing Capital Fund Update

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

### SUMMARY/BACKGROUND:

Resolution No. 2023-08 created the SSHA<sup>3</sup>P Housing Capital Fund account (the Fund) and Rules and Procedures for the Fund. The Rules and Procedures created a committee of contributing parties to the Fund (Fund Committee) and provided the committee the with the responsibility to, “review and evaluate project applications” and “provide funding recommendations to the Executive Board for consideration and action.”

The Fund Committee is made up of a representative of each contributing party, Fund Committee members are:

- City of Auburn – N/A
- City of Fife – Taylor Jones / Derek Matheson (alternate)
- City of Sumner – Ryan Windish / Jason Wilson (alternate)
- Pierce County – Heather Moss / John Barbee (alternate)

On April 25, 2024, a Notice of Funding Availability (NOFA) was issued, seeking applications for funding by the SSHA<sup>3</sup>P Housing Capital Fund. The capital fund is funded by contributions by the cities of Auburn, Fife, and Sumner, and Pierce County. Application responses to the NOFA were due on June 24, 2024, and the NOFA noted that award notices will be delivered by November 1, 2024.

The purpose of this presentation is to provide the Executive Board with an update on the 2024 SSHA<sup>3</sup>P Housing Capital Fund and provide an anticipated timeline for Fund Committee and Executive Board action(s).

### ATTACHMENTS:

- SSHA<sup>3</sup>P Housing Capital Fund Update Presentation
- SSHA<sup>3</sup>P NOFA Scoring Guide

### STAFF RECOMMENDATION:

N/A

### ALTERNATIVES:

N/A

### RECOMMENDED MOTION:

N/A



# SSHA<sup>3</sup>P HOUSING CAPITAL FUND UPDATE

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SSHA<sup>3</sup>P EXECUTIVE BOARD REGULAR MEETING

JULY 12, 2024



# FUND COMMITTEE RESPONSIBILITY

The Committee shall **review and evaluate project applications** based on criteria established by the Committee and published in the Notice of Funding Availability (“NOFA”) or Request-for-Proposal (“RFP”). The Committee will then **provide funding recommendations to the Executive Board for consideration and action.**

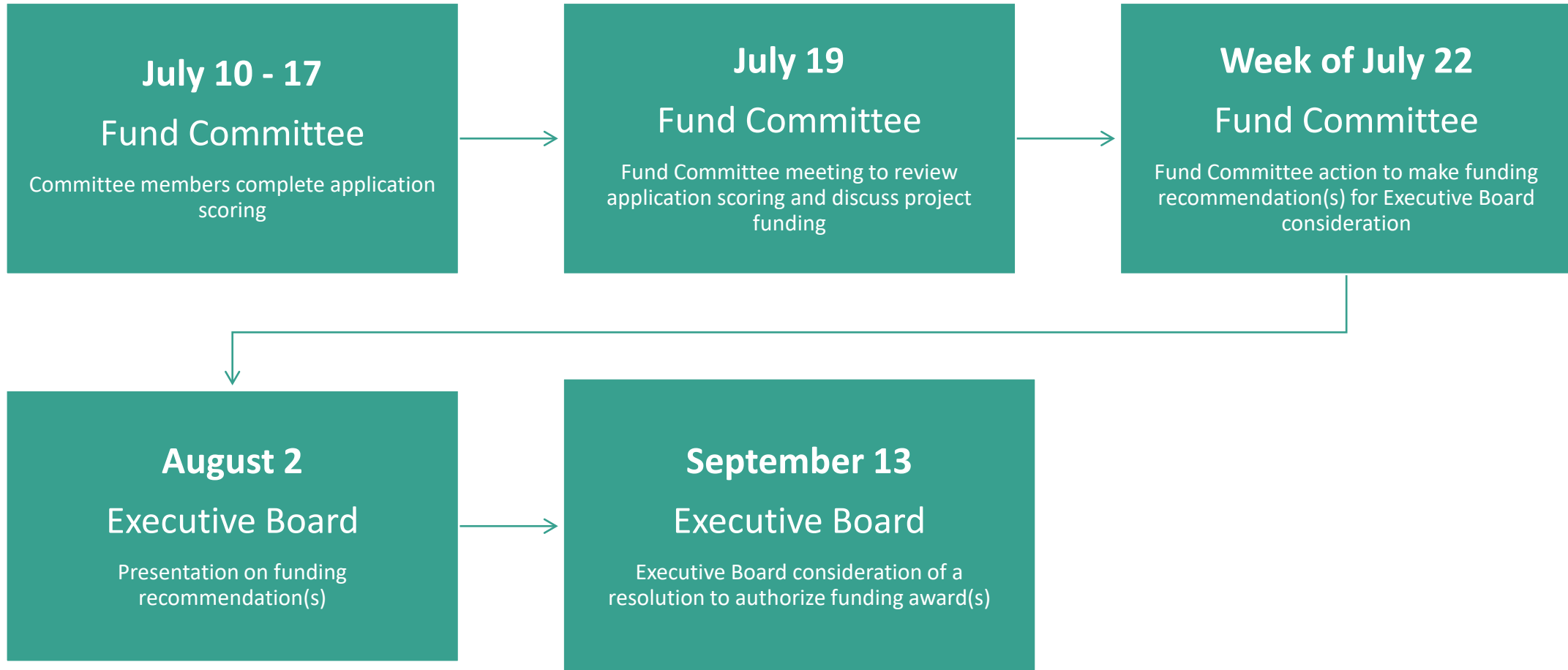
# FUND PRIORITIES

- Transit-Oriented Development
- Opportunity
- Equity
- Unit Production
- Leverage of Private and Public Investment
- Timely Delivery of Housing
- Geographic Opportunity

# EXECUTIVE BOARD RESPONSIBILITY

The SSHA<sup>3</sup>P Executive Board will **authorize the application of specified amounts of Individual Account monies to projects or programs consistent with the purpose of the SSHA<sup>3</sup>P Capital Fund**, and will authorize and recommend the SSHA<sup>3</sup>P Executive Manager, and the Administering Agency to take such actions as necessary to accomplish this.

# ANTICIPATED TIMELINE & ACTIONS





# SSHA<sup>3</sup>P HOUSING CAPITAL FUND UPDATE

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SSHA<sup>3</sup>P EXECUTIVE BOARD REGULAR MEETING

JULY 12, 2024



**SSHĀ<sup>3</sup>P**

South Sound  
Housing  
Affordability  
Partners

**2024 SSHĀ<sup>3</sup>P  
HOUSING CAPITAL FUND**

**NOFA SCORING GUIDE**

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## Purpose

The purpose of this Scoring Guide is to objectively evaluate responses to the 2024 SSHA<sup>3</sup>P Housing Capital Fund Notice of Funding Availability (NOFA).

The guide aims to prioritize projects based on their alignment with the Fund's seven priority areas.

By utilizing this scoring guide, we ensure that limited resources are allocated efficiently to projects that will maximize community benefits and address critical housing needs.



# Priority: Transit Oriented Development

Projects located within ½ mile walking distance of an existing or planned high-capacity transit station, defined as fixed rail (light rail or Sounder train), bus rapid transit, or other high frequency bus stop, are a priority. Transit-oriented development is designed to support dense, walkable communities that increase access to employment, services, and other opportunities.

## Tier 1: Optimal Proximity and Alignment with Transit-Oriented Development

### 8 - 10 Points

#### 1. Proximity to Transit:

- **Distance:** Project is within ¼ mile walking distance of an existing or planned high-capacity transit station
- **Accessibility:** The walking path to the transit station is safe, direct, and accessible, with well-maintained sidewalks and crosswalks.

## Tier 2: Moderate Proximity and Alignment with Transit-Oriented Development

### 4 - 7 Points

#### 1. Proximity to Transit:

- **Distance:** Project is between ¼ mile and ½ mile walking distance of an existing or planned high-capacity transit station.
- **Accessibility:** The walking path to the transit station is generally safe and accessible but may have minor obstacles or less direct routes.

## Tier 3: Minimal Proximity and Alignment with Transit-Oriented Development

### 0 - 3 Points

#### 1. Proximity to Transit:

- **Distance:** Project is more than ½ mile walking distance from the nearest existing or planned high-capacity transit station.
- **Accessibility:** The walking path to the transit station is unsafe, indirect, or inaccessible, with significant obstacles or barriers.



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### Notes for Evaluators

1. **Proximity to Transit:** Assess the exact walking distance and safety of the path to the nearest high-capacity transit station.

# Priority: Opportunity

Projects that increase opportunities for low-income households by siting development in an area of opportunity are a priority. The Pierce County Equity Index is one tool that identifies high opportunity areas in Pierce County.

## Tier 1: Exceptional Siting in High Opportunity Areas

### 8 - 10 Points

#### 1. Location:

- **Equity Index:** Project is located in a high opportunity area as identified by the Pierce County Equity Index.

#### 2. Community Benefits and Impact on Low-Income Households:

- **Access to Services:** Residents have excellent access to services that support economic mobility, including job training programs, higher education institutions, and childcare services.
- **Proximity to Community Amenities:** Project is within close proximity to essential resources such as schools, public transportation, and recreational spaces.
- **Quality of Life:** Project significantly enhances the quality of life for low-income households by providing a safe, healthy, and supportive living environment.
- **Economic Opportunities:** Project facilitates direct access to economic opportunities, including a diverse job market and opportunities for career advancement.

## Tier 2: Moderate Siting in Opportunity Areas

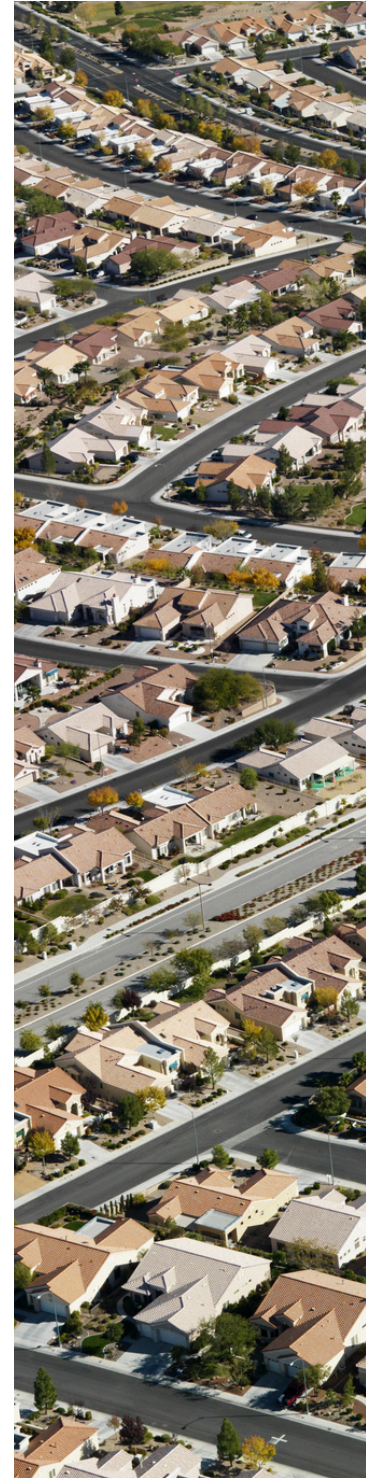
### 4 - 7 Points

#### 1. Location:

- **Equity Index:** Project is located in a moderate opportunity area as identified by the Pierce County Equity Index.

#### 2. Community Benefits & Impact on Low-Income Households:

- **Access to Services:** Residents have moderate access to services that support economic mobility, with some limitations.
- **Proximity to Community Amenities:** Project is within a reasonable distance to essential resources such as schools, public transportation, and recreational spaces, though some resources may be less accessible than in high opportunity areas.
- **Quality of Life:** Project enhances the quality of life for low-income households but with fewer enhancements compared to Tier 1.
- **Economic Opportunities:** Project provides access to economic opportunities, though some may require additional effort or transportation to reach.



## Tier 3: Minimal Siting in Opportunity Areas

### 0 - 3 Points

#### 1. Location:

- **Equity Index:** Project is located in a low opportunity area, or an area not identified as a high opportunity area by the Pierce County Equity Index.

#### 2. Community Benefits & Impact on Low-Income Households:

- **Access to Services:** Residents have limited access to services that support economic mobility, facing significant barriers.
- **Proximity to Community Amenities:** Project is distant from essential resources such as schools, public transportation, and recreational spaces, with significant barriers to access.
- **Quality of Life:** Project provides minimal enhancement to the quality of life for low-income households.
- **Economic Opportunities:** Project offers limited access to economic opportunities, often requiring substantial effort or transportation to access.



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### Notes for Evaluators

1. **Equity Index Utilization:** Prioritize projects located in high opportunity areas as identified by the Pierce County Equity Index.
2. **Proximity to Services and Community Amenities:** Evaluate the proximity and accessibility of essential resources such as education, employment, healthcare, and transportation.
3. **Quality of Life and Opportunities:** Consider the project's impact on the quality of life for low-income households and their access to economic opportunities.

# Priority: Equity

Projects that further equity for populations that experience inequitable housing outcomes are a priority. Examples of strategies to further equity include but are not limited to working in collaboration/partnership with local community-based organizations and outlining an affirmative marketing policy and outreach efforts.

## Tier 1: Exceptional Advancement of Equity

### 8 - 10 Points

#### 1. Community Partnerships:

- **Collaboration:** Project demonstrates strong, ongoing partnerships with local community-based organizations (CBOs).
- **Engagement:** Regular and meaningful engagement with underserved communities throughout the planning, development, and implementation phases.
- **Impact:** Clear evidence of CBO involvement in decision-making processes and project development.

#### 2. Affirmative Marketing and Outreach:

- **Policy:** Comprehensive affirmative marketing policy tailored to reach populations experiencing inequitable housing outcomes.
- **Implementation:** Detailed, proactive outreach efforts targeting underrepresented groups, including multilingual and culturally appropriate materials and events.
- **Effectiveness:** Proven track record or strong plan showing effective engagement with target populations, leading to increased access and occupancy by these groups.

## Tier 2: Moderate Advancement of Equity

### 4 - 7 Points

#### 1. Community Partnerships:

- **Collaboration:** Project shows moderate collaboration with local CBOs, though partnerships may not be as deeply integrated or ongoing.
- **Engagement:** Occasional engagement with underserved communities, primarily during certain phases of the project.
- **Impact:** Some evidence of CBO input in project development, though less comprehensive than Tier 1.

#### 2. Affirmative Marketing and Outreach:

- **Policy:** Basic affirmative marketing policy that addresses the needs of populations experiencing inequitable housing outcomes.
- **Implementation:** Outreach efforts are present but may lack depth or specificity in targeting underrepresented groups.
- **Effectiveness:** Limited track record or plan for engaging target populations, with some success in increasing access for these groups.

## Tier 3: Minimal Advancement of Equity

### 0 - 3 Points

#### 1. Community Partnerships:

- **Collaboration:** Minimal or no collaboration with local CBOs.
- **Engagement:** Little to no engagement with underserved communities throughout the project lifecycle.
- **Impact:** Lack of evidence showing CBO involvement or impact on project development.

#### 2. Affirmative Marketing and Outreach:

- **Policy:** Absence of a formal affirmative marketing policy, or the policy inadequately addresses the needs of populations experiencing inequitable housing outcomes.
- **Implementation:** Outreach efforts are minimal, sporadic, or not specifically aimed at underrepresented groups.
- **Effectiveness:** No track record or plan for effectively engaging target populations, with little to no impact on access or occupancy by these groups.

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### Notes for Evaluators

1. **Community-Based Organizations:** Assess the depth and continuity of partnerships with local CBOs, focusing on their involvement in the project.
2. **Affirmative Marketing:** Evaluate the comprehensiveness and specificity of affirmative marketing policies and the effectiveness of outreach efforts.
3. **Engagement Impact:** Look for tangible evidence of engagement and its positive impact on the targeted populations.



# Priority: Unit Production

Projects that maximize unit production on the project site are a priority.

## Tier 1: Exceptional Maximization of Unit Production

### 16 - 20 Points

1. **Density:** Project achieves the highest possible density permitted by zoning regulations.
2. **Utilization:** Site is used to its maximum potential, with innovative design and construction techniques employed to optimize space.
3. **Overall Unit Production:** Project proposes to produce a very high number of units.

## Tier 2: High Maximization of Unit Production

### 11-15 Points

1. **Density:** Project achieves a high density, close to the maximum allowed by zoning regulations.
2. **Utilization:** Site is well-utilized, though there may be minor limitations in design or construction that prevent full maximization.
3. **Overall Unit Production:** Project proposes to produce a high number of units, though slightly less than Tier 1 projects.

## Tier 3: Moderate Maximization of Unit Production

### 6 - 10 Points

1. **Density:** Project achieves moderate density, with some potential for higher unit production under different conditions.
2. **Utilization:** Site utilization is adequate but leaves room for improvement in terms of space optimization.
3. **Overall Unit Production:** Project proposes to produce a moderate number of units, though less than Tier 2 projects.

## Tier 4: Minimal Maximization of Unit Production

### 0 - 5 Points

1. **Density:** Project achieves low density, with significant room for increased unit production within zoning regulations.
2. **Utilization:** Site is underutilized, with inefficient use of available space.
3. **Overall Unit Production:** Project proposes to produce a lower number of units.

---

### Notes for Evaluators

1. **Zoning Regulations:** Consider the local zoning regulations and the extent to which the project maximizes the allowed density and usage.
2. **Innovation:** Look for innovative design and construction techniques that maximize space and unit production without compromising quality.
3. **Comparative Analysis:** Compare the project to similar projects in the area to gauge average unit production and density.

# Priority: Leverage of Private and Public Investment

The SSHA<sup>3</sup>P Housing Capital Fund encourages project sponsors to pursue private and public investment that provides maximum leverage of local resources. Projects that already have private and/or public funding committed are a priority.

## Tier 1: Exceptional Leverage of Investment

### 11 - 15 Points

#### 1. Committed Funding:

- **Private Investment:** Substantial private investment is already committed to the project.
- **Public Funding:** Significant public funding from federal, state, or local sources is already secured.
- **Total Commitment:** The combination of private and public funding constitutes a major portion of the project's total budget, demonstrating strong financial backing and reduced reliance on local resources.

#### 2. Leverage Ratio:

- **High Leverage:** The project demonstrates an exceptional leverage ratio (e.g., 10:1 leverage ratio or higher),
- **Diversified Funding:** Multiple sources of funding, including grants, loans, tax credits, and private equity, are utilized.

## Tier 2: High Leverage of Investment

### 7 - 10 Points

#### 1. Committed Funding:

- **Private Investment:** Considerable private investment is committed or highly likely.
- **Public Funding:** Significant public funding is secured or highly likely.
- **Total Commitment:** The combination of private and public funding covers a substantial portion of the project's budget, indicating solid financial support.

#### 2. Leverage Ratio:

- **Moderate to High Leverage:** The project demonstrates a moderate to high leverage ratio (e.g., 7:1 to 9:1 leverage ratio).
- **Funding Sources:** Several sources of funding are utilized, though less diversified than Tier 1.

## Tier 3: Moderate Leverage of Investment

### 3 - 6 Points

#### 1. Committed Funding:

- **Private Investment:** Some private investment is committed or likely.
- **Public Funding:** Some public funding is secured or likely.
- **Total Commitment:** The combination of private and public funding covers a moderate portion of the project's budget, suggesting reasonable financial support.

#### 2. Leverage Ratio:

- **Moderate Leverage:** The project demonstrates a moderate leverage ratio (e.g., 6:1 to 4:1 leverage ratio).
- **Limited Sources:** Fewer sources of funding are utilized than Tier 2 projects, with a reliance on a smaller number of funding streams.

## Tier 4: Minimal Leverage of Investment

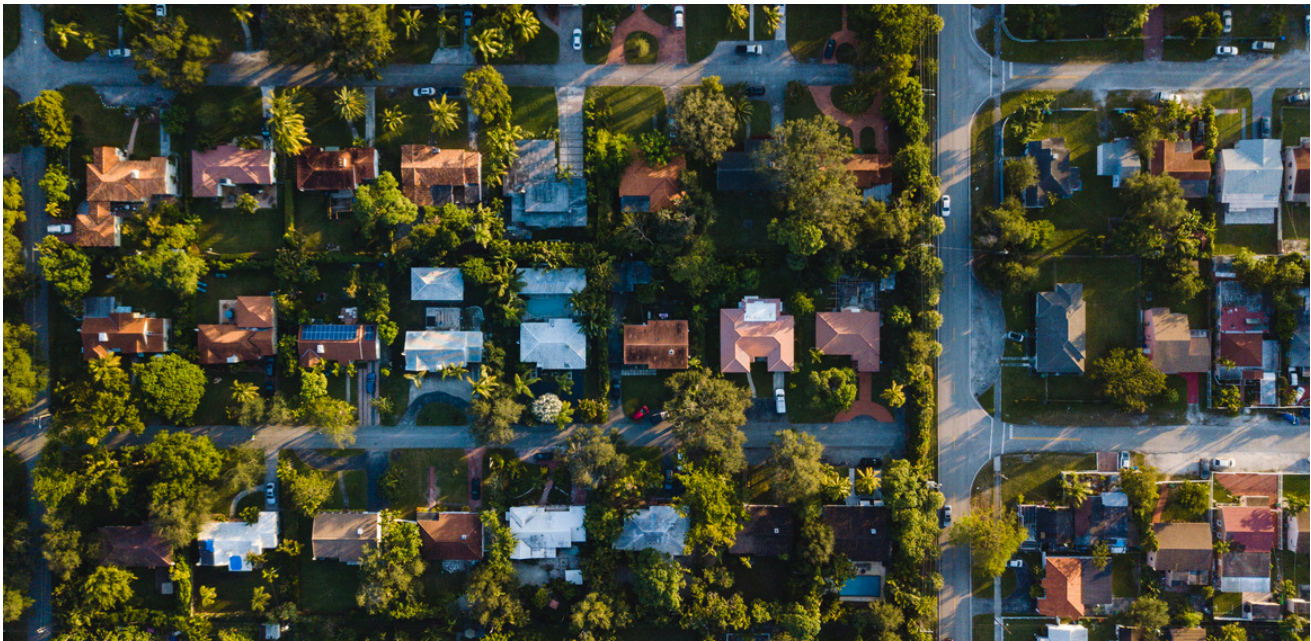
### 0 - 2 Points

#### 1. Committed Funding:

- **Private Investment:** Minimal or no private investment is committed or likely.
- **Public Funding:** Minimal or no public funding is secured or likely.
- **Total Commitment:** The combination of private and public funding covers a small portion of the project's budget, indicating weak financial support.

#### 2. Leverage Ratio:

- **Low Leverage:** The project demonstrates a low leverage ratio (e.g., 3:1 or lower leverage ratio).
- **Few Sources:** Very limited sources of funding are utilized, with a heavy reliance on local resources.



---

### Notes for Evaluators

1. **Funding Commitments:** Assess the extent of private and public funding already committed to the project and the likelihood of securing additional funds.
2. **Leverage Ratio:** Evaluate the project's leverage ratio to determine how effectively local resources are being maximized.
  - **Exceptional Leverage Ratio:** 10:1 or higher
  - **High Leverage Ratio:** 7:1 – 9:1
  - **Moderate Leverage Ratio:** 6:1 – 4:1
  - **Low Leverage Ratio:** 3:1 or lower
3. **Funding Sources:** Consider the diversity and stability of funding sources used for the project.
4. **Documentation:** Require supporting documentation, such as letters of commitment, term sheets, or funding agreements, to verify claims of committed funding and leverage ratios.



# Priority: Timely Delivery of Housing

The SSHA<sup>3</sup>P Housing Capital Fund will prioritize projects that can demonstrate the ability to advance quickly through the acquisition, development, and entitlement process, execute financing commitments, and deliver housing as rapidly as possible. Staff will evaluate a project's readiness, sponsor track record, and organizational commitment to timely delivery.

## Tier 1: Exceptional Readiness and Rapid Delivery

### 16 - 20 Points

#### 1. Project Readiness:

- **Acquisition and Entitlement:** Project has already secured site control and has completed or nearly completed the entitlement process.
- **Development Stage:** Project is in the advanced stages of development, with clear timelines and milestones.

#### 2. Financing Commitments:

- **Secured Funding:** All necessary financing commitments are secured, with executed agreements and term sheets.
- **Financial Stability:** Project demonstrates strong financial planning and risk mitigation, with contingency plans in place.

#### 3. Sponsor Track Record:

- **Experience:** Sponsor has a proven track record of successfully completing similar projects on time and within budget.
- **Reputation:** Sponsor has a strong reputation for reliability and efficiency in project delivery.
- **Past Performance:** Evidence of past performance includes completed projects, references, and performance metrics.

#### 4. Organizational Commitment:

- **Dedicated Team:** A highly experienced and dedicated project team is in place, with clear roles and responsibilities.
- **Resource Allocation:** Organization has allocated sufficient resources to ensure project success.
- **Operational Capacity:** High operational capacity and streamlined processes are in place to support rapid project delivery.



## Tier 2: High Readiness and Rapid Delivery

### 11 - 15 Points

#### 1. Project Readiness:

- **Acquisition and Entitlement:** Project has secured site control and is in the process of completing the entitlement process.
- **Development Stage:** Project is in the mid to advanced stages of development, with established timelines and milestones.

#### 2. Financing Commitments:

- **Pending Funding:** Most necessary financing commitments are secured, with some agreements pending finalization.
- **Financial Planning:** Project demonstrates good financial planning and risk mitigation, with some contingency plans in place.

#### 3. Sponsor Track Record:

- **Experience:** Sponsor has a solid track record of completing similar projects, with occasional minor delays or budget overruns.
- **Reputation:** Sponsor is generally regarded as reliable and efficient in project delivery.
- **Past Performance:** Evidence of past performance includes several completed projects, references, and performance metrics.

#### 4. Organizational Commitment:

- **Experienced Team:** An experienced project team is in place, with defined roles and responsibilities.
- **Resource Allocation:** Organization has allocated adequate resources to support project success.
- **Operational Capacity:** Good operational capacity and processes are in place to support project delivery.

## Tier 3: Moderate Readiness and Rapid Delivery

### 5 - 9 Points

#### 1. Project Readiness:

- **Acquisition and Entitlement:** Project is in the process of securing site control and entitlement, with significant steps remaining.
- **Development Stage:** Project is in the early to mid-stages of development, with preliminary timelines and milestones.

#### 2. Financing Commitments:

- **Partial Funding:** Some necessary financing commitments are secured, with several agreements still pending.
- **Financial Planning:** Project demonstrates basic financial planning and risk mitigation, with few contingency plans in place.

#### 3. Sponsor Track Record:

- **Experience:** Sponsor has some experience with similar projects, but with several instances of delays or budget overruns.
- **Reputation:** Sponsor is regarded as moderately reliable and efficient in project delivery.
- **Past Performance:** Evidence of past performance includes a few completed projects, with mixed reviews and performance metrics.

#### 4. Organizational Commitment:

- **Competent Team:** A competent project team is in place, with some roles and responsibilities defined.
- **Resource Allocation:** Organization has allocated some resources to support project success, but they may be insufficient.
- **Operational Capacity:** Moderate operational capacity and processes are in place, with room for improvement.

## Tier 4: Minimal Readiness and Rapid Delivery

### 0 - 4 Points

#### 1. Project Readiness:

- **Acquisition and Entitlement:** Project has not secured site control and is in the early stages of the entitlement process.
- **Development Stage:** Project is in the initial stages of development, with tentative or undeveloped timelines and milestones.

#### 2. Financing Commitments:

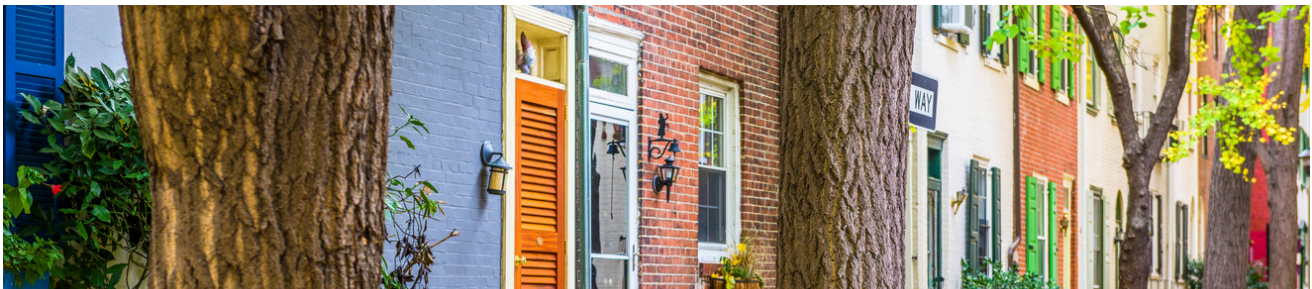
- **Lacking Funding:** Few to no necessary financing commitments are secured, with many agreements pending.
- **Financial Planning:** Project demonstrates poor financial planning and risk mitigation, with no contingency plans in place.

#### 3. Sponsor Track Record:

- **Experience:** Sponsor has limited to no experience with similar projects, with a history of delays or budget overruns.
- **Reputation:** Sponsor is regarded as unreliable or inefficient in project delivery.
- **Past Performance:** Little to no evidence of past performance, with few or no completed projects.

#### 4. Organizational Commitment:

- **Inexperienced Team:** An inexperienced or under-resourced project team is in place, with undefined roles and responsibilities.
- **Resource Allocation:** Organization has allocated minimal resources to support project success.
- **Operational Capacity:** Low operational capacity and processes, with significant room for improvement.



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### Notes for Evaluators

1. **Project Readiness:** Assess the current stage of the project, including site control, entitlement process, and permitting status.
2. **Financing Commitments:** Evaluate the extent of secured financing commitments and the readiness of funds for deployment.
3. **Sponsor Track Record:** Consider the sponsor's experience, reputation, and past performance in completing similar projects.
4. **Organizational Commitment:** Review the organization's commitment, including the experience of the project team, resource allocation, and operational capacity.
5. **Documentation:** Require supporting documentation, such as site control agreements, entitlement approvals, permit status, financial commitments, and evidence of past performance.

# Priority: Geographic Equity

Within Pierce County, the SSHA<sup>3</sup>P Housing Capital Fund will prioritize the funding of projects in the following order.

## Tier 1: Projects in Priority Jurisdictions

### 20 Points

#### 1. Geographic Location:

- **Cities of Auburn, Fife, and Sumner:** Project is located in Pierce County and within the governmental boundaries of the Cities of Auburn, Fife, or Sumner
- **Unincorporated Pierce County:** Project is located in unincorporated Pierce County

## Tier 2: Projects in Adjacent Areas

### 10 Points

#### 1. Geographic Location:

- **Adjacent Areas:** Project is located in areas adjacent to the Cities of Auburn, Fife, and Sumner, and unincorporated Pierce County.

## Tier 3: Projects in Other Areas of Pierce County

### 5 Points

#### 1. Geographic Location:

- **Other Areas:** Project is located in other areas of Pierce County not covered by the higher priority categories.

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### Notes for Evaluators

1. **Geographic Location:** Assess the precise location of the project relative to the priority areas defined in the scoring guide.





**SSHĀ<sup>3</sup>P**

**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.

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## Focus Area 3: Information & Engagement

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

### Developer Portal

The 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.

# 2024 ACHIEVEMENT AWARD WINNER

*“Optimism is the faith that leads to achievement.”* –Helen Keller

The National Association of Counties is proud to award  
**Pierce County, Wash.**

A 2024 Achievement Award for its program titled:  
**South Sound Housing Affordability Partners (SSHA3P)**



A handwritten signature in black ink that reads "Matthew Chase".

Matthew Chase, CEO/Executive Director



A handwritten signature in black ink that reads "Mary Jo McGuire".

Hon. Mary Jo McGuire, NACo President

JUNE 2024

# STAKEHOLDER OUTREACH REPORT

South Sound  
Housing  
Affordability  
Partners

SSHAP<sup>3</sup>

Alcove Ballard, a 43-unit co-living development in Seattle  
acquired and renovated by Great Expectations

**Mary Connolly**

Coordinating Low-Income  
Housing Planning Grant

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The Village, a co-living community in Portland with 4 homes and 26 units, developed by Open Door

## Introduction

The research contained in this report was conducted by the South Sound Housing Affordability Partners (SSHA<sup>3</sup>P)<sup>1</sup> staff as a part of a project completed in partnership with the Cities and Towns of DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Puyallup, Steilacoom, and University Place. The purpose of the project is to support implementation of Washington State House Bill (HB) 1998 (2024)<sup>2</sup> and identify strategies to facilitate the development of co-living housing, especially for low and very low-income households. This work is funded by the Department of Commerce's Coordinating Low-Income Housing Planning (CLIHP) Grant, and the scope of work includes the following deliverables:

- **Deliverable 1:** Report summarizing research conducted on background information regarding co-living housing and stakeholder input on the development of co-living housing.
- **Deliverable 2:** Materials to support communication with Councils, Planning Commissions, and the public regarding co-living housing types.
- **Deliverable 3:** Model ordinance for co-living housing consistent with RCW 36.70A and tailored to participating jurisdictions' context.
- **Deliverable 4:** Final recommendations for participating jurisdictions on implementing the model ordinance and removing barriers to development of co-living housing to meet the needs of low and very low-income households.

This report serves as deliverable 1 and will inform the development of deliverables 2, 3, and 4.



Westward Studios, a 17-unit co-living development in Seattle acquired and renovated by Great Expectations

<sup>1</sup> Established in 2021, the South Sound Housing Affordability Partners (SSHA<sup>3</sup>P) 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.

<sup>2</sup> <https://app.leg.wa.gov/billsummary?BillNumber=1998&Initiative=false&Year=2023>

# Data Sources

## Interviews

The information in this report is primarily a summary of semi-structured interviews that SSHA<sup>3</sup>P staff conducted in April and May 2024 with developers who have experience developing co-living housing in the Puget Sound region.

Staff developed a list of questions to serve as a starting place for conversation with developers; these questions can be found in Appendix A. Because these interviews were semi-structured, staff allowed the interview to flow as a conversation and asked additional questions outside of this list.

Staff also interviewed advocates and government employees to learn additional information about the benefits of co-living housing and application of development regulations and the building code to co-living housing. These interviews were unstructured or semi-structured. Questions differed based on the subject matter expertise of the interviewee.

A list of interviewees can be found in Table 1.



Common space at the Freya in Seattle, designed by Neiman Taber Architects



A unit at Spring Park Flats in Seattle, acquired and renovated by Great Expectations

Table 1 - Interviewees

Organization	Name	Stakeholder Type	Notes
AARP Washington	Cathleen MacCaul, Advocacy Director	Advocate	AARP Washington was a supporter of HB 1998.
Bode	Jenifer Vanway, Managing Director	Developer of Co-Living Housing	Vertically integrated developer building in the Puget Sound region from Olympia to Everett to Bremerton, including Pierce County.
City of DuPont	Ray Shipman, Building Official	Government	Provided information on how the building code may be applied to co-living housing.
City of Fife	Norman Brickhouse, Community Navigator Manager	Government	Provided information on the housing needs of homeless outreach clients.
City of Tacoma	City of Tacoma Staff (group interview): <ul style="list-style-type: none"> <li>Chris Seaman, Commercial Building Review Supervisor</li> <li>Debbie Bingham, Program Manager, Community and Economic Development Department</li> <li>Dustin Lawrence, Development Services Program Coordinator</li> <li>Shirley Schultz, Interim Division Manager, Planning &amp; Development Services</li> <li>Stephen Antupit, Senior Planner, Urban Design Studio</li> </ul>	Government	Staff provided insight into co-living development patterns and regulations in Tacoma.
Great Expectations	Benjamin Maritz, Chief Executive Officer	Developer of Co-Living Housing	Builds and acquires in Portland, Seattle, Tukwila, and Tacoma.
Housing Diversity Corporation	Brad Padden, Chief Executive Officer	Developer of Co-Living Housing	Builds in Los Angeles and Seattle.
Natural and Built Environments	Angela Rozmyn, Director of Sustainable Development	Developer of Co-Living Housing	Builds in Redmond and Kirkland. Builds LEED Platinum co-living buildings.
Neiman Taber Architects	David Neiman, Partner	Architect and Developer of Co-Living Housing	Primarily designs and builds in Seattle.
Sightline Institute	Dan Bertolet, Senior Director of Housing and Cities Program	Advocate	Sightline Institute was the primary advocate for HB 1998.
	Claude Remy	Developer of Co-Living Housing	Experience developing in Pierce County.

## Other Data Sources

Jeff Tate, Director of Community Development at the City of Auburn, provided data via email on co-living housing production in Auburn.

Online articles, American Community Survey (ACS) data, and data from Rent.com also informed this report and are cited in footnotes.

## About Co-Living Housing

HB 1998 defines “co-living housing” 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.” Other names that may refer to co-living housing include:

- Congregate living facilities
- Single room occupancy
- Rooming house
- Boarding house
- Lodging house
- Residential suites
- Eco-flats, eco-units

*The primary features of co-living housing as defined by HB 1998 are:*

- *Sleeping units that are independently rented and lockable*
- *Shared kitchen facilities*

## Co-Living in the Building Code

According to Ray Shipman, the City of DuPont Building Official, co-living housing will usually be considered a “congregate living facility” under the International Building Code (IBC): “a building or part thereof that contains sleeping units where residents share bathroom or kitchen facilities, or both.”<sup>3</sup> Congregate living facilities with 16 or fewer non-transient occupants are classified as Residential Group R-3.<sup>4</sup> Congregate living facilities with more than 16 non-transient occupants are classified as Residential Group R-2.<sup>5</sup> Shipman said that the IBC requires a minimum number of bathrooms and kitchens in congregate living facilities based on the number of sleeping units.

## Co-Living Units and Amenities

Units built by interviewed developers range in size from 150 to 220 square feet. According to interviewees, in most co-living buildings, each unit has a “kitchenette” or “convenience center” with a microwave, sink, and appliance outlet to support appliances such as hot plates and air fryers. One developer said that they have developed a building where kitchenettes are shared between two units. Interviewees also noted that in most co-living buildings, each unit has its own bathroom. One developer said that 5% or less of their co-living units have bathrooms that are shared between two units, while also noting these units lease the fastest due to their lower prices.

By definition, co-living housing has shared kitchen facilities.<sup>6</sup> In addition to shared kitchen spaces, co-living buildings often have other shared amenities, including common spaces, bike rooms, and coworking spaces.

<sup>3</sup> [https://codes.iccsafe.org/content/IBC2021P2/chapter-2-definitions#IBC2021P2\\_Ch02\\_Sec202](https://codes.iccsafe.org/content/IBC2021P2/chapter-2-definitions#IBC2021P2_Ch02_Sec202)

<sup>4</sup> [https://codes.iccsafe.org/content/IBC2021P2/chapter-3-occupancy-classification-and-use#IBC2021P2\\_Ch03\\_Sec310.4](https://codes.iccsafe.org/content/IBC2021P2/chapter-3-occupancy-classification-and-use#IBC2021P2_Ch03_Sec310.4)

<sup>5</sup> [https://codes.iccsafe.org/content/IBC2021P2/chapter-3-occupancy-classification-and-use#IBC2021P2\\_Ch03\\_Sec310.3](https://codes.iccsafe.org/content/IBC2021P2/chapter-3-occupancy-classification-and-use#IBC2021P2_Ch03_Sec310.3)

<sup>6</sup> While there are developers who develop buildings where each unit has a kitchenette but there are no shared full kitchens, these buildings would not technically fall under HB 1998’s definition of co-living housing.



## Cost

Co-living units tend to be rented at more affordable rates than one-bedroom apartments, studios, and small efficiency dwelling units (SEDUs) in the same area. The following are some data points on the cost of co-living units:

- Two developers said they aim to rent their units for a certain percentage of the cost of studio apartments in the same area; for example, one developer said they aim for their prices to be 50-60% of the cost of a studio apartment in the area, while another said they aim for 70-80%.
- The 2022 American Community Survey reports that in Pierce County, the median gross rent for units with no bedrooms<sup>7</sup> was \$1072,<sup>8</sup> while in June 2024, Rent.com reported the average rent for a studio in Pierce County to be \$1,448<sup>9</sup>.
- Rents for co-living units in buildings developed by interviewees range in price from less than \$1000 to \$1400.
- According to the Sightline Institute, “Rents in newly constructed, market-rate co-living homes in the Puget Sound region are commonly affordable to people earning as low as 50% of the area median income (AMI). Rents in older co-living buildings can be even lower.”<sup>10</sup>
- In Pierce County, a one-person household earning 50% of AMI (\$40,550)<sup>11</sup> is considered to have affordable housing-related expenses if they spend \$1014<sup>12</sup> or less on housing-related expenses, including utilities, per month.
- Jeff Tate, director of Community Development at the City of Auburn, said that Auburn has seen recent development of mid-rise co-living buildings in their downtown and reported that market rate rents for these units are generally affordable households to making about 50% of the AMI.<sup>13</sup>

Tudor Apartments, a 61-unit co-living development in Redmond, WA developed by Natural and Built Environments



<sup>7</sup> For the purpose of this report, these are assumed to be studios.

<sup>8</sup> 2022 ACS 1-yr estimates: [https://censusreporter.org/data/table/?table=B25031&geo\\_ids=05000US53053&primary\\_geo\\_id=05000US53053](https://censusreporter.org/data/table/?table=B25031&geo_ids=05000US53053&primary_geo_id=05000US53053)

<sup>9</sup> <https://www.rent.com/washington/tacoma-apartments/rent-trends>

<sup>10</sup> “FAQ: Co-living for Washington State” flyer by the Sightline Institute

<sup>11</sup> [https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?](https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO42660MM8200*Tacoma%2C+WA+HUD+Metro+FMR+Area&wherefrom=%24wherefrom%24&selection_type=hma&year=2024)

[inputname=METRO42660MM8200\\*Tacoma%2C+WA+HUD+Metro+FMR+Area&wherefrom=%24wherefrom%24&selection\\_type=hma&year=2024](https://www.huduser.gov/portal/datasets/il/il2024/2024summary.odn?inputname=METRO42660MM8200*Tacoma%2C+WA+HUD+Metro+FMR+Area&wherefrom=%24wherefrom%24&selection_type=hma&year=2024)

<sup>12</sup> 30% of the household’s monthly income.

<sup>13</sup> Most of the City of Auburn is located in King County, which has a different Area Median Income than Pierce County.

## Related Terms

**Micro-housing** “is an umbrella term that refers to housing options that are smaller than average.”<sup>14</sup> Micro-housing includes but is not limited to co-living housing.

**Small Efficiency Dwelling Units (SEDUs)** are undersized studios with a full kitchen and bathroom. They are a type of micro-housing but are not the same as co-living housing.<sup>15</sup>

**Shared housing** typically refers to a living situation in which rooms are rented out in a house to separate households or a homeowner rents out a room in their house. Norman Brickhouse, Community Navigator Manager at the City of Fife, supports unhoused people in finding housing and says shared housing is a helpful transitional option for his clients before they find a more traditional apartment. There may be opportunity for shared housing to be built as co-living housing, and it appears that a single-family home with independently rented and locked bedrooms may be included in HB 1998’s definition of co-living housing. However, this report primarily focuses on co-living housing built as multifamily housing.

**Co-housing** refers to communities with communal spaces and private homes.<sup>16</sup> Co-housing is not the same as co-living housing.

<sup>14</sup> <https://www.sightline.org/2016/09/06/how-seattle-killed-micro-housing/>

<sup>15</sup> <https://www.sightline.org/2016/09/06/how-seattle-killed-micro-housing/>

<sup>16</sup> <https://www.cohousing.org/>

<sup>17</sup> <https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-topics/planning-for-housing/multi-family-housing-property-tax-exemption-program>

<sup>18</sup> <https://www.aboutamazon.com/impact/community/housing-equity>

<sup>19</sup> <https://epath.org/>

<sup>20</sup> [https://www.hud.gov/topics/housing\\_choice\\_voucher\\_program\\_section\\_8](https://www.hud.gov/topics/housing_choice_voucher_program_section_8)

<sup>21</sup> [https://www.hud.gov/program\\_offices/public\\_indian\\_housing/programs/hcv/vash](https://www.hud.gov/program_offices/public_indian_housing/programs/hcv/vash)

<sup>22</sup> <https://www.lacda.org/section-8/project-based-vouchers>

<sup>23</sup> <https://lalgbtcenter.org/>

<sup>24</sup> <https://planning.lacity.gov/plans-policies/transit-oriented-communities-incentive-program>

<sup>25</sup> In Washington, this exemption is authorized by [RCW 84.36.560](#).

## Financing

Interviewees said that most co-living housing in the region was built by private developers and, in the recent past, has been primarily financed with private funding sources. Even without public subsidy, the rents for co-living units are often low enough that the developments would be eligible to receive funding from affordable housing programs; however, co-living housing developers have not needed federal and state funding sources to make their deals financially feasible and therefore have not pursued them due to their complexity. Some have opted for local incentives, such as the Multifamily Property Tax Exemption (MFTE),<sup>17</sup> and local funding sources such as private funds from Amazon.<sup>18</sup>

Several developers said that more recently, due to the increasing costs of developing housing, they are beginning to consider additional public funding sources that they have not needed before, including tax credits, tax exempt bonds, and recycled bonds.

One developer said that they are also considering using creative financing strategies in Washington that they have piloted elsewhere. For example, in Los Angeles, CA, this developer rents one of their buildings to the Los Angeles Homeless Services Authority to be used as permanent supportive housing. For another one of their developments in Los Angeles, they work with a group called People Assisting the Homeless (PATH),<sup>19</sup> who connects people with vouchers to their units and provides them with wraparound services. In this building, 36% of units are rented as market-rate units, 12% are rented to extremely-low income households, and 52% are rented to people with vouchers, including Housing Choice Vouchers,<sup>20</sup> HUD-VASH vouchers,<sup>21</sup> Los Angeles County Development Authority vouchers,<sup>22</sup> and vouchers from the Los Angeles LGBT Center.<sup>23</sup> This building was developed through Los Angeles’ Transit Oriented Communities Incentive Program.<sup>24</sup> Finally, this developer is considering applying for the State of Washington’s property tax exemption<sup>25</sup> for affordable housing.

## HB 1998

The purpose of HB 1998 (2024) is to facilitate the development of co-living housing by requiring cities and counties to allow the development of co-living housing on certain lots and setting limitations on development regulations that may be imposed. HB 1998 includes the following requirements for cities and counties planning under Washington State's Growth Management Act ([RCW 36.70A](#)), which must be implemented by December 31, 2025:<sup>26</sup>

- Jurisdictions must allow co-living housing on any lot within an urban growth area where at least 6 multifamily units are allowed, including lots zoned for mixed-use development.
- The following may not be required of co-living housing:
  - Room dimensional standards larger than those required by the state building code.
  - A mix of unit sizes or number of bedrooms.
  - Other uses, such as space for commercial use.
- Within 0.5 miles of a major transit stop, parking may not be required for co-living housing. Everywhere else, no more than 0.25 off-street parking spaces may be required per unit.
- Jurisdictions may not impose development regulations stricter than standards for other multifamily residential uses in the same zone and may not require additional review, notice, or public meetings for co-living housing that are not required for other types of residential uses in the same area.
- For the purposes of counting unit density, each sleeping unit may not be treated as more than 0.25 of a dwelling unit.
- Co-living housing cannot be excluded from participating in affordable housing incentive programs.
- Sewer connection charges for each sleeping unit may not exceed 50% of charges for a dwelling unit.



A unit at Yobi Apartments in Seattle, designed by Neiman Taber Architects

<sup>26</sup><https://lawfilesexternal.wa.gov/biennium/2023-24/Pdf/Bills/Session%20Laws/House/1998-S.SL.pdf?q=20240527133158>

# Facilitating Development of Co-Living Housing: Development Regulations

**Interviewees identified the following additional zoning-related policies beyond HB 1998 that can facilitate the development of affordable housing.**

## Parking

Every interviewed developer identified parking requirements as one of the biggest barriers to building co-living housing. HB 1998 requires that no off-street parking be required for co-living housing within 0.5 miles of a major transit stop, and otherwise, that up to 0.25 parking stalls may be required per sleeping unit. Most developers said that having no parking minimums are best, pointing out that surface parking is the only financially feasible way to meet parking requirements for co-living housing, and that surface parking is only possible where land is inexpensive. However, one developer who builds primarily in Redmond and Kirkland said that 0.2 to 0.3 off-street parking stall requirements are reasonable. They have been able to include structured ground floor parking in fully-co-living developments and below-grade parking in buildings with both co-living and standard-sized apartments.

A few developers provided estimates on how many of their residents own cars:

- One developer who primarily develops and acquires co-living buildings in Seattle, Portland, Tukwila, WA, and Tacoma, WA said that about 10-15% of residents in their buildings have cars.
- Another developer who develops in Redmond and Kirkland said that 20-40% of their co-living residents have cars, and all park on-site in structured parking. (As noted above, for buildings with only co-living units, structured parking is usually at grade.)
- Another developer said that in Seattle, about 25% of their residents in co-living units and SEDUs have cars. Residents park on the street or rent parking spaces at nearby buildings.

- Another developer who works across the Puget Sound region said about 25% of their residents in co-living units have cars, and all park off-site.

## Density

The second regulation type mentioned most often as a barrier to building co-living housing is density requirements. HB 1998 requires that sleeping units be treated as 0.25 of a dwelling unit for the purpose of calculating density. However, jurisdictions may choose to enact additional density requirements that are friendly to co-living housing development. One developer said that unlimited density limits are helpful.

## Per-Unit Requirements

One developer pointed out that certain per-unit requirements can create de facto limits on allowed density of co-living units. Such per-unit requirements may be for a certain amount of open space, landscaped area, or playground space per unit. The developer pointed out that the City of Seattle requires a percentage of open space per land area, rather than per unit, which is more favorable to development of co-living housing.

## Energy Requirements

One developer pointed out that rules regarding energy use can be a barrier to development. For example, they said that the City of Seattle's energy code<sup>27</sup> restricts energy use per square foot of the building, which is difficult to achieve when units in the building are very small. Additionally, they pointed out that residents of co-living housing already use less energy than residents of larger apartments. The developer cautioned against jurisdictions adding additional energy requirements beyond the State's requirements.

<sup>27</sup> [https://www.seattle.gov/sdci/codes/codes-we-enforce-\(a-z\)/energy-code#2018seattleenergycode](https://www.seattle.gov/sdci/codes/codes-we-enforce-(a-z)/energy-code#2018seattleenergycode)

# Facilitating Development of Co-Living Housing: Beyond Development Regulations

**Beyond development regulations, interviewees identified the following additional policies that can support the development of co-living housing.**

## Permit Processes & Fees

One developer noted that streamlining the permitting process and reducing permit fees helps facilitate the development of co-living housing. They pointed to two pieces of legislation that have streamlined the permitting process for housing in Seattle:

- In August 2023, the City of Seattle adopted temporary legislation which exempts affordable housing projects from the design review process.<sup>28</sup> The legislation is in effect until August 2025, and the City plans to use results from this policy to inform a proposal for permanent legislation.
- Senate Bill 5412 (2023)<sup>29</sup> requires the City of Seattle to categorically exempt residential or middle housing units from the State Environmental Policy Act (SEPA) until September 30, 2025.<sup>30</sup>

The developer said that together, these policies have reduced permitting timelines for their projects by up to a year.

Private developers cannot access the Washington State Housing Trust Fund without a partner organization who is an eligible applicant, such as a local government, housing authority, nonprofit, or federally recognized Indian tribe ([RCW 185A.040](#)). This restriction is a barrier to co-living developers, who are primarily private developers. A change to this policy would require legislative action by the State legislature.



A unit at the Kärsti in Seattle, designed by Neiman Taber Architects

<sup>28</sup> <https://www.seattle.gov/sdci/codes/changes-to-code/affordable-housing-design-review-amendments>

<sup>29</sup> <https://app.leg.wa.gov/billsummary?BillNumber=5412&Initiative=false&Year=2023>

<sup>30</sup> [https://www.seattle.gov/sdci/codes/codes-we-enforce-\(a-z\)/state-environmental-policy-act-\(sepa\)-code](https://www.seattle.gov/sdci/codes/codes-we-enforce-(a-z)/state-environmental-policy-act-(sepa)-code)

## Financing

Some developers noted reasons why they had not yet built in Pierce County. In Pierce County, lower median incomes than in King County result in lower allowed rents for projects funded with public dollars. Additionally, in the recent past there have been few local funding sources, which are needed for projects funded by tax credits to make them competitive. As a result, it has been difficult for a developer to make a project pencil in Pierce County. New funding sources, such as the Sales and Use Tax for Housing and Related Services<sup>31</sup> and the Affordable and Supportive Housing Sales Tax<sup>32</sup> have created public funding sources that may help attract developers to this area.

Jurisdictions can support the development of affordable co-living housing by offering support to developers beyond capital funding, such as waiving impact fees or providing municipal-owned real estate to make tax credit projects more competitive.

Private developers cannot access the Washington State Housing Trust Fund without a partner organization who is an eligible applicant, such as a local government, housing authority, nonprofit, or federally recognized Indian tribe (RCW 185A.040). This restriction is a barrier to co-living developers, who are primarily private developers. A change to this policy would require legislative action by the State legislature.

### Multifamily Property Tax Exemption

The Multifamily Property Tax Exemption (MFTE) is one financing tool that co-living developers use to finance their projects. Developers suggested some ways that local programs can be structured or improved to support the development of co-living housing. Two developers said that the City of Seattle's MFTE program has different requirements for affordability depending on the unit type. Co-living units (referred to as "congregate residence sleeping rooms" in code) must be affordable to households earning 40% of the AMI, while others have higher rent thresholds (e.g. 50% AMI for SEDUs, 60% AMI for studio units, and 70% AMI for one-bedroom units.)<sup>33</sup> These developers said that as a result, there is more incentive to build one-bedrooms instead of co-living housing or SEDUs.

Another developer who has developed co-living housing in the City of Tacoma said that it would be helpful for the residential target areas to be expanded to other areas.

Implementing jurisdictions may want to consider the following:

- Calibrating their incentive programs to ensure that all unit types are properly incentivized.
- Ensuring that MFTE residential target areas include areas where they would like to see co-living housing development.

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<sup>31</sup> Authorized by RCW 82.14.530 and enacted by Pierce County, City of Tacoma, Town of Ruston, and City of Orting.

<sup>32</sup> Authorized by RCW 82.14.540 and enacted by Pierce County and the Cities of Auburn, Fife, Sumner, Puyallup, University Place, Bonney Lake, Tacoma, and Lakewood.

<sup>33</sup> SMC 5.73.040 (B)(2).

## Pre-Approved Plans

One developer suggested that jurisdictions could provide pre-approved plans for small co-living apartment buildings. They pointed to Seattle's pre-approved detached accessory dwelling unit (DADU) plans<sup>34</sup> as a model for this kind of program. Seattle's program offers developers a gallery of 10 pre-approved designs, and developers who use these designs can usually get a permit in 2-6 weeks.

## Staff Training

One developer noted that they have encountered local government staff who are not familiar with or have negative perceptions of co-living housing. They said it would be helpful for jurisdictions to ensure their staff are familiar with co-living housing and understand the benefits to residents and the community. Some developers are willing to provide tours to their facilities so local government staff can better understand what co-living housing is.

## Building Code Changes

Two developers noted building code changes that would be helpful in the development of co-living housing. These changes would need to be made at the state level:

- Allowing buildings with up to 6 units and up to 3 stories to be built under the International Residential Code (IRC) instead of the International Building Code (IBC); and
- Removing the requirement for a second set of stairs in certain multifamily buildings up to 6 stories, allowing for the development of larger "point access blocks": "compact single stair buildings with dwellings centered around a stairway and elevator core."<sup>35</sup> While the Washington State Building Code requires two stairways in multifamily buildings with more than 3 floors, the City of Seattle only requires one set of stairs for multifamily buildings that are 6 stories or less and meet other criteria.<sup>36</sup>

The Washington State Legislature recently passed two bills related to these building code changes:

- HB 2071<sup>37</sup> (2024) directs the State Building Code Council to convene a technical advisory group to make recommendations on policies that would allow multiplex housing (buildings with up to 6 units) to be built under the Washington State Residential Code.
- SB 5491<sup>38</sup> (2023) directs the State Building Code Council to convene a technical advisory group to make recommendations on policies that would allow for including one set of stairs in multifamily buildings with up to 6 stories.

Shared kitchen space at the Kärsti in Seattle, designed by Neiman Taber Architects



<sup>34</sup> <https://www.seattle.gov/sdci/permits/common-projects/accessory-dwelling-units>

<sup>35</sup> [https://www.larchlab.com/wp-content/uploads/2023/01/Larch-Lab-PAB\\_Policy-Brief.pdf](https://www.larchlab.com/wp-content/uploads/2023/01/Larch-Lab-PAB_Policy-Brief.pdf) p. 1

<sup>36</sup> <https://www.seattle.gov/Documents/Departments/SDCI/Codes/SeattleBuildingCode/2018SBCChapter10.pdf> p. 367-36; p. 9-10 of PDF

<sup>37</sup> <https://app.leg.wa.gov/bills/summary?BillNumber=2071&Year=2023&Initiative=false>

<sup>38</sup> <https://app.leg.wa.gov/bills/summary?Year=2023&BillNumber=5491>

## Communication Strategies

Interviewees indicated that the public sometimes has a negative perception of co-living housing. People make assumptions, such as:

- Everyone who lives in co-living housing is in their twenties.
- Adding so many units to the neighborhood will bring too many cars to the street.
- No one wants to live in such a small unit.

The following communication strategies identified by interviewees explain the benefits of co-living housing to the residents and the community while dispelling myths and alleviating concerns.

### Co-Living housing is affordable workforce housing.

Developers and advocates agree that communication strategies should emphasize the affordability of these units for low and moderate-income households. Co-living housing units can be rented at affordable prices because of the small unit sizes. One developer said that building co-living housing is the only way to build naturally occurring affordable housing:

“The units are small because you can’t build an affordable apartment without public money that’s any bigger.”

Co-living housing allows low and moderate-income households (people who staff grocery and retail stores, work in the service industry, teachers, medical workers, nannies, and others) to live near where they work in a private space for an affordable price, avoiding long commutes and reducing the amount of traffic on the road. Because terms such as “microunits” have a negative connotation, one developer suggested using the term “workforce housing” while another suggested “affordable apartments.”

### Residents of co-living housing come from all walks and stages of life.

Residents of co-living housing include many kinds of people in many stages of life. One developer said that many of their buildings’ residents live in co-living housing to be closer to their jobs. Additionally, they see many residents who are experiencing a life transition, such as the end of a relationship or their children moving out. Another developer said that residents of co-living housing are disproportionately women and people of color. A KUOW article from January 2024 highlights the experience of seniors living in affordable housing, including a 79-year-old barber who lives in Kirkland.<sup>39</sup> Residents also experience benefits from opportunities for social connection and community building.

*“All types of micro-housing unlock a more affordable and small but independent home for someone who wants it.”*

*- David Neiman<sup>40</sup>*

<sup>39</sup> <https://www.kuow.org/stories/why-some-seniors-are-choosing-dorm-sized-apartments>

<sup>40</sup> <https://www.sightline.org/2016/09/06/how-seattle-killed-micro-housing/>



## Co-living housing has positive environmental impacts.

Several interviewees noted that co-living housing has positive environmental impacts. Transit-oriented development decreases the transportation impacts of residents and the workforce. When people can live near where they work, there are less commuters on the road. Because co-living units are small, residents also see reduced heating and cooling costs compared to larger units.

## Co-living housing is an old type of housing.

Co-living housing used to be more common across the country and has always been one of the most affordable market rate housing options.<sup>41</sup> Ariel Aberg-Riger's book *America Redux: Visual Stories from Our Dynamic History* describes the importance of co-living housing and other types of shared housing as affordable options to shelter workers in rapidly growing cities around the turn of the last century. She writes, "Shared living was so pervasive, it's estimated that anywhere from one-third to one-half of all urban Americans either boarded or took boarders at some point in their lives."<sup>42</sup> During the 1930s, flexible housing types with shared rooms, bathing facilities, and/or kitchens became known as "SROs" (single-room occupancy).<sup>43</sup> In Seattle, SRO residential hotels were primarily built between 1880 and 1920. Many were located in the Chinatown-International District. Residents had their own bedrooms and shared bathing facilities. At first, the buildings primarily provided rooms for transient people, but over time they became permanent housing for very low-income households.<sup>44</sup>

During the second half of the 20th century, as jurisdictions prioritized planning for single-family homes in the suburbs, many co-living units across the US were lost (including 15,000 in Seattle), and cities created policies to restrict construction of new co-living units. Aberg-Riger writes, "By the 1980s, the SROs that remained were being converted into luxury co-ops. And increasingly, people became unhoused."<sup>45</sup>

From 2008 to 2014, Seattle experienced a boom in market-rate construction of SROs<sup>46</sup> when developers began building SRO housing in a way that bypassed lengthy design review process and, in some cases, did not require on-site parking. At the time, rents for these units averaged \$660, significantly less than \$1,367, the average rent for studios. Following this construction boom, the City effectively banned construction of SRO housing and microunits<sup>47</sup> through a series of development regulations and judicial decisions that made development financially infeasible. One study estimates that as a result of these policies, 829 less affordable units are produced in Seattle each year.<sup>48</sup>

Reversing policies that discourage development of co-living housing and implementing policies that facilitate this type of development can allow the production of a housing type that has served as naturally occurring affordable housing since the turn of the last century.

<sup>41</sup> <https://www.kuow.org/stories/why-some-seniors-are-choosing-dorm-sized-apartments>

<sup>42</sup> <https://www.bloomberg.com/news/features/2023-05-02/a-visual-history-of-single-room-occupancy-sro-affordable-housing>

<sup>43</sup> <https://www.bloomberg.com/news/features/2023-05-02/a-visual-history-of-single-room-occupancy-sro-affordable-housing>

<sup>44</sup> <https://www.historylink.org/File/11135>

<sup>45</sup> <https://www.bloomberg.com/news/features/2023-05-02/a-visual-history-of-single-room-occupancy-sro-affordable-housing>

<sup>46</sup> Here, SRO refers to units with communal kitchen and/or bathroom facilities.

<sup>47</sup> Here, microunits are units with private bathrooms and kitchens that are smaller than traditional studios.

<sup>48</sup> <https://www.huduser.gov/portal/pdredge/pdr-edge-trending-062518.html>

## Appendix A: Developer Interview Questions

1. Tell me about the type of housing that you build.
2. Tell me about the financing that you use to develop co-living housing.
3. What policies facilitate or cause barriers to the development of co-living housing?
4. Are there communication messages or strategies that you have found increase support amongst elected officials, Planning Commission members, and/or the public for co-living housing?
5. Is there anything else that you would like to share or that we should know?
6. What other resources would you recommend, and who else should we talk to?



Arete Apartments in Kirkland, a building with 228 co-living units and 52 1-3 bedroom units, developed by Natural and Built Environments

## Appendix B: Photograph Sources

The photos in this report are used with permission from the following organizations:

- Great Expectations: <https://grtexp.co/>
- Natural and Built Environments: <https://www.naturalandbuilt.com/>
- Neiman Taber Architects: <https://www.neimantaber.com/>
- Open Door: <https://opendoor.io/>



The Village, a co-living community in Portland with 4 homes and 26 units, developed by Open Door

JUNE 2024



The Kärsti, a mixed-use co-living building in Seattle with 52 units designed by Neiman Taber Architects

South Sound  
Housing  
Affordability  
Partners

SSHAP<sup>3</sup>

**Mary Connolly**

Coordinating Low-Income  
Housing Planning Grant

# CO-LIVING HOUSING

[Meeting]

[Date]

[Presenters]

# AGENDA

- About co-living housing
- Benefits to residents and the community
- History of co-living housing
- HB 1998 requirements

## WHAT IS CO-LIVING HOUSING?

- Low-cost housing option
- Each resident has a small, private, lockable unit
- Residents share kitchen spaces and other amenities
- Individual units usually include kitchenettes and private bathrooms





Shared kitchen space in the Freya in Seattle, designed by Neiman Taber Architects

Kitchenette in a unit at Alcove Hollywood in Portland, acquired and renovated by Great Expectations



Common space in the Village in Portland, developed by open Door



Private bathroom in a unit at Alcove First Hill in Seattle, acquired and renovated by Great Expectations

## EXAMPLES OF UNIT AND SHARED AMENITIES



## HOW BIG ARE CO-LIVING BUILDINGS?

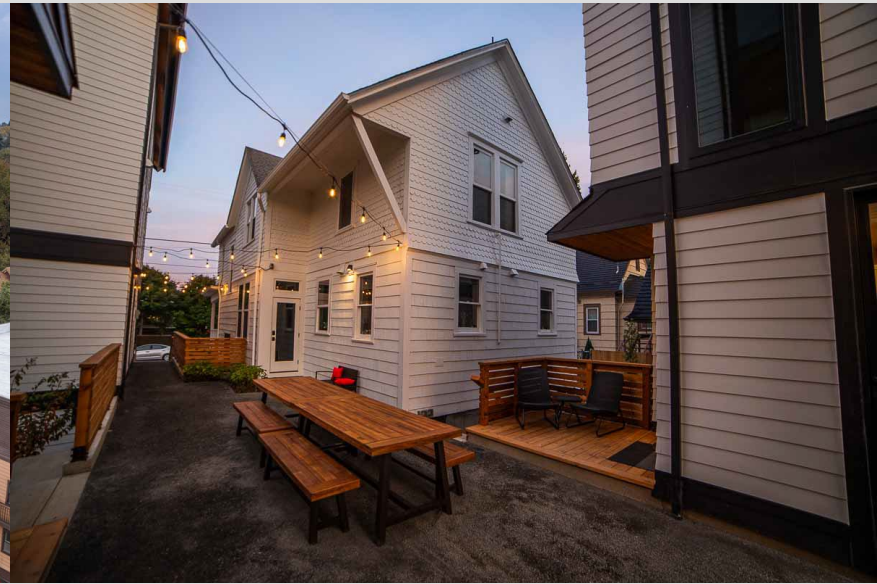
They range in size from house-sized to large apartment buildings.



# EXAMPLES OF LOW DENSITY CO-LIVING



The Forge, a remodeled 8-bedroom home and co-living community in Portland developed by Open Door



The Village, a co-living community in Portland with 4 homes and 26 units, developed by Open Door

# EXAMPLES OF MEDIUM DENSITY CO-LIVING



Westward Studios, a 17-unit co-living development in Seattle acquired and renovated by Great Expectations



Tudor Apartments, a 61-unit co-living development in Redmond developed by Natural and Built Environments

# EXAMPLES OF HIGH DENSITY CO-LIVING



The Freya, a 78-unit co-living building with commercial space in Seattle, designed by Neiman Taber Architects



Arete Apartments in Kirkland, a building with 228 co-living units and 52 1-3 bedroom units, developed by Natural and Built Environments

IS CO-LIVING  
HOUSING  
HEALTHY AND  
SAFE?

Yes. Co-living housing must meet the same health and safety measures that apply to any housing.





## WHO BUILDS CO-LIVING HOUSING?

- Primarily private developers using private funding sources
- Sometimes local incentives are used, such as the multifamily property tax exemption (MFTE)
- Developers are beginning to consider additional public funding sources such as tax credits and tax-exempt bonds due to increased costs of development



## WHO LIVES IN CO-LIVING HOUSING?

All kinds of people! Including ...

- People in the workforce who want to live close to their job in a neighborhood they otherwise couldn't afford
- Single seniors who want to downsize and live close to public transit
- People who want a private but affordable alternative to living with roommates
- People experiencing a life transition, such as the end of a relationship or their children moving out

## BENEFITS TO RESIDENTS

- **Affordability** – Co-living units are rented for less than the cost of a studio apartment in the same area. They are often affordable to one-person households earning as low as 50% of the area median income (about \$40,500 in Pierce County). Residents also see lower utility costs.
- **Location** – Co-living units are close to residents' work, transit, and community amenities.
- **Privacy** – Co-living housing is an alternative to living with roommates that offers more privacy.
- **Community** – Residents of co-living housing experience opportunities for social connection.







## BENEFITS TO THE COMMUNITY

- Affordable housing option for community members and people in the workforce
- May reduce car traffic and pollution by creating more housing options for people who want to live near job centers, transit, and other amenities, rather than in car-dependent communities

*Publix Hotel in Chinatown-International District  
5th Ave S and S King Street, Seattle, July 9, 1928*



## WHAT IS THE HISTORY OF CO-LIVING HOUSING?

- Used to be more common across the country
- Co-living housing has always been one of the most affordable market rate housing options
- In Seattle, there was a boom in the construction of single-room occupancy (SRO) buildings from 1880-1920
- SROs in Seattle became permanent housing for very low-income households
- During the second half of the 20<sup>th</sup> century, many co-living units in the US were lost and cities created policies to restrict construction of new co-living units

## HB 1998 (2024)

- Jurisdictions must allow co-living housing on any lot within an urban growth area where at least 6 multifamily units are allowed, including lots zoned for mixed-use development.
- Implementation required by December 31, 2025.

## AREAS AFFECTED BY HB 1998

- [Insert GIS map from consultant here.]

## HB 1998 REQUIREMENTS

- The following may not be required of co-living housing:
  - Room dimensional standards larger than those required by the state building code.
  - A mix of unit sizes or number of bedrooms.
  - Other uses, such as space for commercial use.
- No parking requirements within 0.5 miles of a major transit stop
- If farther than 0.5 miles from a major transit stop, no more than 0.25 off-street parking spaces may be required per unit

## HB 1998 REQUIREMENTS (CONT.)

- Development regulations may not be stricter than standards for other multifamily residential uses in the same zone.
- Jurisdictions may not require additional review, notice, or public meetings for co-living housing that are not required for other types of residential uses.
- For the purposes of counting unit density, each sleeping unit may not be treated as more than 0.25 of a dwelling unit.
- Sewer connection charges for each sleeping unit may not exceed 50% of charges for a dwelling unit.

# CO-LIVING HOUSING



## House Bill 1998

In 2024, the Washington State legislature passed House Bill (HB) 1998, which requires cities and counties to allow co-living housing to be built on lots where at least six units are allowed. The bill also includes requirements regarding parking, density, and other development regulations. Cities and counties must implement the requirements of HB 1998 by December 31, 2025.



## What is co-living housing?

Co-living is a low-cost housing option in which each resident has a small, private, lockable unit and residents share kitchen spaces and other common amenities.<sup>1</sup> Individual units usually include kitchenettes and private bathrooms.



## Who lives in co-living housing?

All kinds of people live in co-living housing! Some common residents include:

- People in the workforce who want to live close to their job in a neighborhood they otherwise couldn't afford
- Single seniors who want to downsize and live close to public transit
- People who want a private but affordable alternative to living with roommates
- People experiencing a life transition, such as the end of a relationship or their children moving out



## What are the benefits to residents?

- **Affordability** – Co-living units are rented for less than the cost of a studio apartment in the same area. They are often affordable to one-person households earning as low as 50% of the area median income (about \$40,500 in Pierce County). Residents also see lower utility costs.
- **Location** – Co-living units are close to residents' work, transit, and community amenities.
- **Privacy** – Co-living housing is an alternative to living with roommates that offers more privacy.
- **Community** – Residents of co-living housing experience opportunities for social connection.



## What are the benefits to the community?

Co-living housing provides an affordable housing option for community members and people in the workforce. The development of co-living housing may reduce car traffic and pollution by creating more housing options for people who want to live near transit hubs, job centers, shops, and schools, rather than in car-dependent homes on the urban fringe.



The Forge, a remodeled 8-bedroom home and co-living community in Portland developed by Open Door



A unit at Spring Park Flats, acquired and renovated by Great Expectations



Tudor Apartments, a 61-unit co-living development in Redmond developed by Natural and Built Environments



Shared kitchen space at Yobi Apartments in Seattle, designed by Neiman Taber Architects



<sup>1</sup> Other names for co-living housing include single-room occupancy, congregate housing, rooming houses, boarding houses, residential suites, micro-units, eco-flats, and eco-units.

# HOUSE BILL 1998

## Summary

- The Washington State Legislature passed House Bill (HB) 1998 in 2024.
- HB 1998 requires jurisdictions to allow co-living housing on any lot within an urban growth area where at least 6 multifamily units are allowed, including lots zoned for mixed-use development.
- Implementation is required by December 31, 2025.

## Requirements

- Jurisdictions may not require the following of co-living housing:
  - Room dimensional standards larger than those required by the state building code.
  - A mix of unit sizes or number of bedrooms.
  - Other uses, such as space for commercial use.
- There may not be parking requirements for co-living housing within 0.5 miles of a major transit stop. If co-living housing is farther than 0.5 miles from a major transit stop, jurisdictions may not require more than 0.25 off-street parking spaces per unit. The bill provides an exception to these parking requirements if an empirical study shows that they would be significantly less safe than the jurisdiction's parking requirements.
- Development regulations may not be stricter than standards for other multifamily residential uses in the same zone.
- Jurisdictions may not require additional review, notice, or public meetings for co-living housing that are not required for other types of residential uses in the same location.
- Jurisdictions may not exclude co-living housing from participating in affordable housing incentive programs.
- For the purposes of counting unit density, each sleeping unit may not be treated as more than 0.25 of a dwelling unit.
- Sewer connection charges for each sleeping unit may not exceed 50% of charges for a dwelling unit.



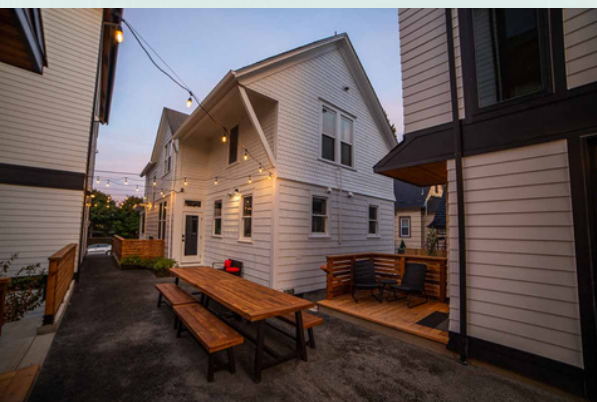
Westward Studios, a 17-unit co-living development in Seattle acquired and renovated by Great Expectations



Common space at the Freya in Seattle, designed by Neiman Taber Architects



A unit at Yobi Apartments in Seattle, designed by Neiman Taber Architects



The Village, a co-living community in Portland with four homes and 26 units, developed by Open Door