



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

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

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

August 20, 2024 5:30 P.M.

Adria Buchanan, Alex Harrington, Ben Ferguson, Corey Orvold, Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Judson Willis, Nicholas Carr, Noemi Cagatin-Porter, Riley Guerrero, Tim Fairley, William Towey, Zac Baker

I. CALL TO ORDER 5:30

ROLL CALL

LAND ACKNOWLEDGEMENT

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

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

This board commits to these objectives.

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

A. July 16, 2024 SSHA³P Advisory Board Minutes

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

ATTACHMENTS: [Minutes of July 16, 2024 Advisory Board meeting](#)

Recommended Motion: Motion to approve the consent agenda.

IV. PRESENTATIONS AND DISCUSSION

A. 2025 SSHA³P State and Federal Legislative Agendas 5:35

Purpose: Presentation from Jason Gauthier, SSHA³P Manager, on draft SSHA³P 2025 state and federal legislative agendas, for the purpose of gathering final feedback.

Action: Advisory Board questions and feedback.

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

B. Recommendation on Incorporating Universal Design Policies into Members' Comprehensive Plans

6:10

Purpose: Presentation from Mary Connolly, SSHA³P Program Specialist II, on developing a recommendation on incorporating policies related to universal design into members' Comprehensive Plan periodic updates.

Action: Advisory Board questions, feedback, and direction.

ATTACHMENTS: [Agenda Memorandum: Recommendation on Incorporating Universal Design Policies into Members' Comprehensive Plans](#)
[Universal Design Comprehensive Plan Policy Presentation](#)
[Staff Report: Incorporating Universal Design Policies in Comprehensive Plan Updates](#)
[DRAFT Resolution No. 2024-01](#)

C. Universal Design Outreach Materials

6:55

Purpose: Presentation from Mary Connolly, on outreach materials developed with Advisory Board feedback, for the purpose of gathering final feedback before their use.

Action: Advisory Board questions and feedback.

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

V. PUBLIC COMMENT

7:15

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 982 0661 9590 or through Zoom at <https://piercecountywa.zoom.us/j/98206619590>. Written comments may be submitted to mary.connolly@piercecountywa.gov Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA³P website at: <https://southsoundaffordablehousing.org>.

VI. SSHA³P STAFF UPDATE

7:20

ATTACHMENTS: [August 2024 SSHA³P Manager Report](#)

VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

7:25

VIII. ADJOURN

7:30

South Sound Housing Affordability Partners (SSHA³P)

Advisory Board

Meeting Norms

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

ROBERTS RULES CHEAT SHEET

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

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

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

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



SSHA³P Advisory Board

AGENDA BILL

August 20, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: Draft 2025 State Legislative Agenda

PRESENTED BY: Jason Gauthier, SSHA3P Manager

SUMMARY/BACKGROUND:

Each year, the SSHA³P Executive Board adopts legislative agendas to direct SSHA³P's advocacy efforts at the state and federal levels. SSHA³P's 2024 agendas are online:

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

In this presentation, Jason Gauthier will give an overview of the draft 2025 state legislative agenda to gather feedback and input.

ATTACHMENTS:

- Draft 2025 State Legislative Agendas Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

STATE LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD MEETING
AUGUST 20, 2024

SSHA³P



AGENDA

- 2024 Overview
- 2025 Session Preview
- 2025 State Agenda
 - Priorities
 - Support | Monitor | Oppose

2024 PRIORITIES

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



FACILITATING DEVELOPMENT OF AFFORDABLE HOUSING

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



SUPPORT POLICY AND PLANNING EFFORTS

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



INFORMATION AND ENGAGEMENT

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

2025 SESSION

- Long Session (105 Days)
- Gubernatorial and Legislative Changes
- Housing Accountability Act and Rent Stabilization
- Biennial Budget
 - Initiatives (CCA and Cap Gains)
 - Revenue Concerns

2025 STATE AGENDA

- Priorities
- Support | Monitor | Oppose

PRIORITIES

- Affordable Housing Subsidy
- Facilitating Housing Supply
- Creating Housing Stability

AFFORDABLE HOUSING SUBSIDY

- Fund capital budget allocation requests for Pierce County projects
- Fund the acquisition of residential properties for affordable housing preservation

FACILITATING HOUSING SUPPLY

- Increase construction industry workforce development efforts
- Study condominium unit production and best practices for local government

CREATING HOUSING STABILITY

- Expand eligibility for the disabled veteran property tax exemption program

SUPPORT

- Fair Housing training for ownership associations
- Funding the Affordable Workforce Housing Accelerator Program
- Grant funding for long range planning, municipal planning actions, and permitting process improvements
- Investments in rental assistance and eviction prevention

MONITOR

- Legislation amending the Residential Landlord Tenant Act
- The creation of state and/or local revenues sources for affordable housing
- Legislation to exempt affordable housing development from sales and use tax
- Legislation to exempt low-income, community land trust homebuyers from REET

OPPOSE

- Preemption of local land use authority
- Legislation that would increase the cost to produce affordable housing



SSHA³P Advisory Board

AGENDA BILL

August 20, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: Recommendation on Incorporating Universal Design Policies into Members' Comprehensive Plans

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

The Advisory Board's 2024 work plan includes evaluating and potentially making a recommendation on the inclusion of universal design incentives in the SSHA³P Housing Toolkit, which is a set of policies and programs that SSHA³P recommends to its members to consider implementing. The Advisory Board has indicated interested in moving towards developing policy recommendations to incentivize building with universal design.

Member governments are currently updating their Comprehensive Plans, which will guide housing policies and plans over a 20-year time horizon. These Comprehensive Plan periodic updates are due at the end of 2024.

In this presentation, Mary Connolly will present a staff recommendation regarding incorporating universal design into member governments' Comprehensive Plan periodic updates. Staff will incorporate feedback from the Advisory Board and bring back this recommendation at a future meeting for the Advisory Board's consideration.

ATTACHMENTS:

- Universal Design Comprehensive Plan Policy Presentation
- Staff Report: Incorporating Universal Design Policies in Comprehensive Plan Updates
- DRAFT Resolution No. 2024-01

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



SSHA³P Advisory Board

AGENDA BILL

August 20, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: Universal Design Outreach Materials

PRESENTED BY: Mary Connolly, SSHA3P Program Specialist II

SUMMARY/BACKGROUND:

The Advisory Board's 2024 work plan includes evaluating and potentially making a recommendation on the inclusion of universal design incentives in the SSHA³P Housing Toolkit, which is a set of policies and programs that SSHA³P recommends to its members to consider implementing. The Advisory Board has directed staff to conduct community outreach to understand the need for accessible housing in Pierce County. In this presentation, Mary will present a final outreach plan and ask for final feedback before conducting the survey and focus groups.

ATTACHMENTS:

- Universal Design Survey
- Universal Design Survey Flyer
- Universal Design Outreach Materials Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

GIVE US YOUR FEEDBACK ON ACCESSIBLE HOUSING!

Is there a way to make this information or this survey more accessible to you? Do you have questions about this survey? Please reach out to Mary Connolly at Mary.Connolly@piercecounitywa.gov or 253-625-4153.

The South Sound Housing Affordability Partners want to know: What changes to your home would make it more useable, functional, and comfortable for you? We expect that data collected from this survey will inform policy recommendations that incentivize the construction of accessible housing.

All responses submitted in this survey may be subject to disclosure under the state Public Records Act (RCW 42.56). The survey is anonymous.

1. What kind of home do you live in?

- Single family home
- Duplex or triplex
- Apartment or condo in a building with 4 or more units
- Manufactured home or mobile home
- I live in another kind of home (please specify below):

2. Do you have trouble getting in the shower in your home?

- Yes No I don't have a shower I prefer not to answer

3. Do you have trouble getting in the bathtub in your home?

- Yes No I don't have a bathtub I prefer not to answer

4. Do you have trouble getting on and off the toilet in your home?

- Yes No I prefer not to answer

5. Do you have trouble hearing fire alarms and doorbells in your home?

- Yes No I prefer not to answer

6. Do you have trouble seeing in your home due to insufficient lighting?

- Yes No I prefer not to answer

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

- Yes No I prefer not to answer

8. Do you have trouble using your hands to turn on lights or use doorknobs?

- Yes No I prefer not to answer

9. Would it be helpful to have additional rooms on the main floor of your home? If so, check the ones that would be helpful.

- Bathroom Bedroom
 Kitchen Laundry Room

10. Do you need more space to move in your home? If so, check the items below that would be helpful.

- Wider hallways and doorways
- More space in the bathroom
- More space in the kitchen
- More space in the bedroom
- Space under sinks and countertops to roll a wheelchair under
- An oven with a door that swings out instead of down

11. Do you have trouble reaching any of the following? If so, select those you have trouble reaching.

- Countertops or sinks
- Shelves or closet rods
- Microwave
- Window latches
- Breaker box
- Washer or dryer
- Light switches, electrical outlets, or temperature controls

12. Are there other changes to your home that would make it easier to live there comfortably? Is there anything else you want to share?

13. What is your zip code? _____

14. Do you rent or own your home? Rent Own

15. Are you 60 years or older? Yes No

16. Do you use a wheelchair? Yes No

17. Do you have a disability? Yes No

If so, what disability do you have?

18. What is your race/ethnicity? (Check all that apply)

- American Indian or Alaska Native
- Asian
- Black or African American
- Hispanic or Latino
- Native Hawaiian or Other Pacific Islander
- White
- Something else: _____

19. What is your annual household income? (In other words, how much money do all the people in your home earn in one year?)

THANK YOU!

Thank you for your participation! Do you want to be a part of a small group discussion about accessible housing? If so, please contact Mary Connolly at 253-625-4153 or Mary.Connolly@piercecountywa.gov.



Accessible Housing Survey

Give us your feedback on accessible housing!

The South Sound Housing Affordability Partners want to know:

► **What changes to your home would make it more useable, functional, and comfortable for you?**

We expect that data collected from this survey will inform policy recommendations that incentivize the construction of accessible housing. Scan the QR code or visit (link) to access the survey.

Is there a way to make this information or survey more accessible to you? Any questions about this survey?

Please contact us!



Phone
+253-625-4153



Email
Mary.Connolly@piercecounitywa.gov

www.SouthSoundAffordableHousing.org

SSHAP³

SCAN ME





UNIVERSAL DESIGN OUTREACH PLAN

ADVISORY BOARD REGULAR MEETING

AUGUST 20, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Agenda

- Purpose
- Survey
- Focus Group
- Timeline

Purpose

- Gather additional information on the need for accessibility features in homes in Pierce County, especially from:
 - Seniors
 - People who want to age in place
 - People with disabilities
 - People with low incomes

Methods

- Survey
- Focus groups

Survey

- 12 questions
 - 11 multiple choice
 - 1 write-in response
- 7 optional demographic questions
- Online, paper, and large print paper options
- Translation into top 8 languages spoken in Pierce County
 - Khmer
 - Korean
 - Russian
 - Samoan
 - Spanish
 - Tagalog
 - Vietnamese
 - Ukrainian

Survey Outreach

- Organizations working with seniors and/or people with disabilities:
 - Pierce County Aging and Disability Resources (ADR)
 - Center for Independence (CFI)
 - Hearing Speech and Deaf Center
 - The Mustard Seed Project
 - Pierce County Coalition for Development Disabilities (PC2)
 - Tacoma Area Coalition of Individuals with Disabilities (TACID)
 - Senior Centers

Survey Outreach (Cont.)

- Community Based Organizations
 - Asia Pacific Cultural Center
 - Mi Centro
 - Mountain View Community Center
 - Tacoma Community House
 - Tacoma Urban League
 - Others?

Survey Outreach (Cont.)

- Affordable housing providers in Pierce County
- Social Media
 - 1 month of paid targeted advertising
- Support from SSHAP³ member governments
 - Share with local organizations
 - Share on social media

Focus groups

- 3-4 small group discussions to gather more information
- September 10: Focus group with Pierce County Aging and Disability Resources Advisory Board
- Ask local organizations that work with seniors and people with disabilities to host and invite participants
 - Center for Independence (CFI)
 - Hearing Speech and Deaf Center
 - The Mustard Seed Project
 - Pierce County Coalition for Development Disabilities (PC2)
 - Tacoma Area Coalition of Individuals with Disabilities (TACID)

Focus Group Questions

- Experience finding accessible housing
- Existing features that increase or decrease accessibility in participants' homes
- Modifications made to increase accessibility and barriers to making modifications
- Accessible design in a dream home

Timeline

- August: Finalize outreach materials
- September-October: Conduct survey
- September-November: Conduct focus groups
- November-December 2025: Summarize data
- Early 2025: Use findings in drafting Advisory Board recommendations



UNIVERSAL DESIGN OUTREACH PLAN

ADVISORY BOARD REGULAR MEETING

AUGUST 20, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: July 2024 Manager Report
DATE: August 2, 2024

Focus Area 1: Facilitate the Development of Affordable Housing

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA³P service area.

SSHA³P Housing Capital Fund

The South Sound Housing Affordability Partners' (SSHA³P) Housing Capital Fund Notice of Funding Availability (NOFA) 60-day application period closed on June 24, 2024. The NOFA received three applications.

The SSHA³P Housing Capital Fund Committee, which is made up of assigned staff from funding member governments, met on July 22nd to make funding recommendations for Executive Board consideration. Those recommendation will be presented to the Executive Board at it's August 2, 2024 regular meeting. will meet in July to develop a funding recommendation and the SSHA³P Executive Board will receive the funding recommendation for review at its August 2, 2024, regular meeting.

Philanthropy Roundtables on Affordable Housing

On July 23rd the Greater Tacoma Community Foundation hosted a philanthropic gathering to hear from a panel of housing experts and convene a funder discussion about the opportunities and challenges philanthropic funders see for housing partnerships in Pierce County.

The panels and discussions centered on the gaps in public funding for affordable housing that philanthropy could play a role in filling.

Focus Area 2: Support Policy & Planning Efforts

Support member governments in their development of locally appropriate policies and programs to meet their housing goals, including working with our state and federal legislative delegations to ensure appropriate funding is made available.

Coordinating Low-Income Housing Planning (CLIHP) Grant

SSHA³P, 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. Staff issued a Request for Proposals (RFP) for a consultant to support completion of Deliverables 3 and 4, due in June 2025. There were no responses to the RFP. Staff reached out to some consultants for feedback and are using feedback to adjust the proposal requirements and notification methods. Staff plan to re-release the RFP on Wed Jul 31 with a closing date of Wed Aug 21. Staff from participating jurisdictions will assist in the evaluation and selection of a consultant.

Comprehensive Planning

SSHA³P staff are supporting staff workgroup members in hosting meetings for planners in Pierce County to collaborate on housing efforts related to Comprehensive Planning and state legislation. The next meeting will be on September 27.

2025 Legislative Session

SSHA³P 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, SSHA³P staff will expand these meetings to Executive Board members and member government staff, along with the SSHA³P Advisory Board and partner organizations.

Focus Area 3: Information & Engagement

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

Developer Portal

The SSHA³P Developer Portal is launched and linked on SSHA³P's website. The Developer Portal contains information on housing-related plans and policies, development incentives, permitting, and funding for affordable housing in each of SSHA³P's member jurisdictions. Thirteen (13) of SSHA³P's members have provided information posted on the portal.

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

Property Tax Exemption Seminars

One upcoming property tax exemption seminar is scheduled in University Place on September 25 at 2:00 PM.

SSHA³P staff worked with Pierce County Communications staff to create a webpage with information on all upcoming seminars: <https://www.piercecountywa.gov/8310/Property-Tax-Exemption-Seminars>

Focus Area 4: Governance & Administration

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

SSHA³P Advisory Board

At the Advisory Board meeting on July 16,

- Jonah Kinchy, Director of Construction at Tacoma/Pierce County Habitat for Humanity, presented on how the organization incorporates universal design features into newly constructed homes;
- Jason Gauthier gathered initial feedback from Board members on SSHA³P's 2025 legislative priorities; and
- Mary Connolly gathered feedback on a draft survey regarding the need for universal design features in Pierce County.

At the Advisory Board meeting on August 20,

- Jason Gauthier will present the first draft the 2025 legislative agenda and will request additional feedback from Advisory Board members; and
- The Advisory Board will discuss a potential recommendation regarding incorporating language related to universal design into the Comprehensive Plan.

Executive Board Rules & Procedures

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