# SSHĀ³P

## South Sound Housing Affordability Partners
## Executive Board
## Regular 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

August 2, 2024, 8:30 a.m.

---

**Chair Mayor Kim Roscoe, Vice Chair Councilmember Kevin Ballard, Mayor Nancy Backus, 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 is a niche topic that you happen to know a lot about?

## II. REVIEW AGENDA/AGENDA MODIFICATIONS

## III. CONSENT AGENDA

ATTACHMENTS:     Minutes July 12, 2024, Executive Board special meeting        **Attachment Link**

## IV. PUBLIC COMMENT

This is the time set aside for the public to comment on final action of the Executive Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak. Public comments are limited to 3 minutes per speaker.

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

## V. RESOLUTIONS AND PRESENTATIONS

### A. SSHA³P Capital Fund Committee Recommendation

**Purpose**:  Review by Jason Gauthier, SSHA³P Manager, on responses to SSHA³P's Capital Fund Notice of Funding Availability (NOFA) and the Capital Fund Committee's recommendation.

ATTACHMENTS:     Capital Fund Committee Recommendation Presentation        **Attachment Link**

Agenda Memorandum: Capital Fund Committee Recommendation        **Attachment Link**

**VI.** **REPORT BY THE SSHA³P MANAGER**

A. Universal Design Comprehensive Plan Language

B. CLIHP Grant

C. Advisory Board Update

D. 2025 Legislative Agenda

ATTACHMENTS:     August 2024 SSHA³P Manager Report     **Attachment Link**

Universal Design Comprehensive Plan Language Memorandum     **Attachment Link**

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

**VIII.** **ADJOURN**

# SSHA³P

## Special Meeting of the
## South Sound Housing Affordability Partners
## Executive Board Meeting Minutes
July 12, 2024
8:30 – 9:43 a.m.

**Executive Board:**
Mayor Nancy Backus, City of Auburn – present
Councilmember Kevin Ballard, City of DuPont – present
Deputy Mayor Mike Winkler, City of DuPont (alternate) – excused
Mayor Dave Olson, City of Edgewood – present
Councilmember Christi Keith, City of Edgewood (alternate) – excused
Vice-Chair, Mayor Kim Roscoe, City of Fife – present
Councilmember Lew Wolfrom, City of Fife (alternate) – excused
Councilmember Hunter George, City of Fircrest – excused
Councilmember Brett Wittner, City of Fircrest (alternate) – present
Chair, Mayor Tracie Markley, City of Gig Harbor – present
Councilmember Paul Bocchi, City of Lakewood – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Mayor Shanna Styron Sherrell, City of Milton – excused
Executive Bruce Dammeier, Pierce County – excused
Councilmember Ryan Mello, Pierce County – present
Councilmember Ned Witting, City of Puyallup – present
Mayor Dick Muri, Town of Steilacoom – excused
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present
Mayor Kathy Hayden, City of Sumner – present
Mayor Victoria Woodards, City of Tacoma – present
Councilmember Kiara Daniels, City of Tacoma (alternate) – excused
Councilmember Stan Flemming, City of University Place – present

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

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

## MINUTES

| TOPIC/ WHO | DISCUSSION | ACTION |
|---|---|---|
| Call to Order | Mayor Roscoe called the meeting to order. SSHA³P Manager Gauthier called roll, per above; a quorum was present. | Welcome! |
| Consent Agenda | CM Flemming moved to approve the consent agenda; CM Ballard seconded the motion. Vote was taken, none opposed, none abstained. | Consent agenda approved. |

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

| TOPIC/WHO | DISCUSSION | ACTION |
|---|---|---|
| **Universal Design** continued | Universal Design aligns with member governments' age-friendly city action plans and draft comprehensive plan policies. It is defined as "the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability."<br><br>Mary shared photos of examples of universal design features, such as ovens installed in places low enough for someone in a wheelchair to access, roll-in showers, etc.<br><br>The Advisory Board has been educated on universal design through presentations by staff and outside individuals. They've analyzed data on home modification requests and are currently conducting community outreach, gathering data, and analyzing the impact of building with visitability and/or universal design features. Staff anticipates that the Advisory Board's research will continue through early Fall, and draft policy recommendations will be ready for the Executive Board late 2024/early 2025.<br><br>CM Mello stated that this is a great example of the power of this collaboration. Is there specific language to add to comprehensive plans? Yes, there are examples that other jurisdictions have used. Mary will put together examples of universal design language. CM Mello suggested that member governments commit to sharing the language with their jurisdictions.<br><br>CM Flemming requested clarification – he heard three terms, incentivizing, recommending, and requiring. The Advisory Board is currently focused on incentivizing builders to use universal design, for example, through fee reductions. This would be a tool for members to use as they see fit.<br><br>Vice Chair Ballard has been researching – building fees are becoming burdensome to homeowners. We could consolidate ideas to make it increasingly advantageous to all.<br><br>Mayor Woodards suggested sharing universal design information with all jurisdictions, not limiting to SSHA³P members. Chair Roscoe agreed, and suggested that the information be sent to Mayors, Deputy Mayors, and City Managers of non-member jurisdictions via email from herself and the Vice Chair.<br><br>CM Henderson is looking forward to learning more about the incentives. | Informational<br><br><br><br><br><br><br><br><br><br><br><br>Mary will put together examples of universal design language.<br><br><br><br><br><br><br><br><br><br>Staff will coordinate with this. |

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

| TOPIC/WHO | DISCUSSION | ACTION |
|---|---|---|
| **SSHA³P Manager Report** Jason Gauthier | *2024 National Association of Counties Achievement Award* – Pierce County and SSHA³P were recognized in June with this award, for the SSHA³P program, and all of this Board's work!<br><br>*CLIHP Grant* – Mary's work on deliverables has received glowing reviews from Commerce staff! SSHA³P was awarded a grant in partnership with nine member governments was awarded the CLIHP grant re: co-living housing. Mary completed and submitted the first two deliverables on time. An RFP has been issued for providing the second two deliverables, due in 2025.<br><br>*Property Tax Exemption Seminars* – two seminars have been conducted since the last meeting – May 21 in Gig Harbor, and June 12 in Lakewood. Attendance and demographic breakdown are included in member packets. A seminar is planned for September 25 in University Place. Please reach out to Mary or the Assessor Treasurer, Mike Lonergan, if you're interested in holding a seminar in your area.<br><br>*Advisory Board Update* – as discussed, the Advisory Board is researching Universal Design, and will see a presentation on by Jonah Kinchy from Tacoma/Pierce County Habitat for Humanity at their next meeting.<br><br>*2025 Legislative Agenda* - Jason noted that members should expect an email from Jason or Mary soon, to get initial input re: 2025 legislative priorities. | Informa-tional |
| **Executive Board Updates/ Comments** | Mayor Roscoe stated that it's been her pleasure to facilitate this meeting as newly elected Chair; she thanked Mayor Markley for her work, and her great example. Mayor Markley expressed her appreciation to Mayor Roscoe and CM Ballard for taking the helm. | Informa-tional |
| **Adjourn-ment** | There being no further business, Mayor Markley moved to adjourn. CM Mello seconded the motion. Vote was taken, none opposed. The meeting adjourned at 9:43 a.m. | Meeting ad-journed. |

The next SSHA³P Executive Board meeting is scheduled for Friday, August 2, at 8:30 a.m. via Zoom.


Respectfully submitted,



Becki Foutz
Administrative Assistant

# SSHA3P HOUSING CAPITAL FUND 2024 RECOMMENDATIONS

SSHA3P EXECUTIVE BOARD REGULAR MEETING

AUGUST 2, 2024

JASON GAUTHIER, SSHA3P MANAGER

# AGENDA

- Funding Commitments

- Fund Priorities and Scoring Criteria

- Notice of Fund Availability (NOFA)

- Application Review

- Applications

- Fund Committee Review and Scoring Process

- Application Scoring

- Recommendation

- Next Steps

# 2024 Funding Commitments

## SSHA³P Capital Housing Fund:

- City of Auburn
- City of Fife
- Pierce County
- City of Sumner

# FUND PRIORITIES & SCORING CRITERIA

- Transit-Oriented Development (10)

- Opportunity (10)

- Equity (10)

- Unit Production (15)

- Leverage of Public and Private Investment (15)

- Timely Delivery of Housing (20)

- Geographic Opportunity (20)

# NOTICE OF FUNDING AVAILABILITY (NOFA)

- Funds allocated through a competitive application process.

- NOFA outlines available funds, eligible projects, expenses, deliverables, priorities, and other requirements.

- Timing of NOFA coordinated with state and local funders.

- 2024 NOFA released on April 25 and responses due June 24

SSHĀP³    Pierce County
          Human Services

# APPLICATION REVIEW
## Performed by Administering Agency

Threshold Review

- Application is complete and on time.
- Application is for an eligible activity.
- Applicant is eligible.

Financial Risk Assessment

- Determine risk level based on financial statements.
- Risk levels are low, medium, and high.
- Determine financial ability to carry out the project.

Project Underwriting

- Review project financials and determine project risk.
- Review applicant capacity.
- Determine viability of the project.

# APPLICATIONS

1. CJK Community Homes: <u>1 and 2 BDRs</u>

2. CJK Community Homes: <u>Micro Units</u>

3. Urban Black Community Development: <u>Rialto/Exley/St. Helens</u>

# CJK COMMUNITY HOMES
## 1 AND 2 BDRs

- Address: 1902-1910 S. Wilkeson Tacoma, WA 98405

- Project Type: Acquisition Only

- Funding Requested: $342,000.00

- Total Units: 40

# CJK COMMUNITY HOMES
## MICRO UNITS

- Address: 3565 E. McKinley Ave. Tacoma, WA 98404

- Project Type: Acquisition Only

- Funding Requested: $330,000.00

- Total Units: 17

SSHĀP  Pierce County
Human Services

# URBAN BLACK COMMUNITY DEVELOPMENT
## RIALTO / EXLEY/ ST. HELENS

- Address: 311 South 9th St. Tacoma, WA 98402

- Project Type: Acquisition - Rehabilitation

- Funding Requested: $1,000,000.00

- Total Units: 78

SSHĀP³  Pierce County Human Services

# FUND COMMITTEE

- Fund Committee received applications on July 11th

- Fund Committee met on July 19th to review and discuss applications with SSHA³P and administering agency staff

- Fund Committee members delivered scoring to SSHA³P staff following July 19th meeting

- SSHA³P staff compiled scores

- Fund Committee met on July 22nd to review scores and to make funding recommendations

# APPLICATION SCORING

| 2024 SSHA³P Housing Capital Fund: NOFA Application Scoring | | | |
|---|---|---|---|
| **Fund Committee Member** | **CJK - Micro Units** | **CJK 1 and 2 BDRs** | **UBCD - Rialto-Exley-St. Helens** |
| City of Sumner (Ryan Windish) | 45 | 53 | 71 |
| City of Fife (Taylor Jones) | 45 | 34 | 59 |
| Pierce County (Heather Moss) | 69 | 71 | 75 |
| | | | |
| TOTAL POINTS | 159 | 158 | 205 |
| AVERAGE SCORE | 53 | 52.66 | 68.33 |

SSHĀ³P   Pierce County Human Services

# RECOMMENDATION

- On a unanimous vote, the Fund Committee recommended no funding awards

# SSHA³P CAPITAL FUND
*2024 and Beyond*

- Retain funds for future NOFA or RFP

- Consider an earlier NOFA release and timeline in 2025

- Refine funding priorities

- Continue to explore opportunities to align funds with development of publicly owned properties

# SSHA3P HOUSING CAPITAL FUND 2024 RECOMMENDATIONS

SSHA3P EXECUTIVE BOARD REGULAR MEETING

AUGUST 2, 2024

JASON GAUTHIER, SSHA3P MANAGER

# SSHA³P

# AGENDA MEMODRANDUM

August 2, 2024

AGENDA CATEGORY    Staff Presentation

SUBJECT:    Capital Fund Committee Recommendation

PRESENTED BY:    Jason Gauthier

FISCAL IMPACT:    N/A                    ESTIMATED COST:

SUMMARY/BACKGROUND:

Resolution No. 2023-08 created the SSHA³P 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 SSHA³P 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.

The Fund Committee met on July 19, 2024, to review and discuss application and met on July 22, 2024, to review scoring and make a funding recommendation.

The purpose of this presentation is to provide the Executive Board with the recommendation of the Fund Committee.

ATTACHMENTS:

- Capital Fund Committee Recommendation Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

# SSHĀ³P

_____

**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.

# SSHĀ³P

**South Sound Housing Affordability Partners**
**Memorandum: Universal Design Comprehensive Plan Policy Language**

_____

| | |
|---|---|
| **TO:** | SSHA³P Executive Board |
| **FROM:** | Mary Connolly, SSHA³P Program Specialist II |
| **CC:** | Jason Gauthier, SSHA³P Manager |
| **SUBJECT:** | Universal Design Comprehensive Plan Policy Language |
| **DATE:** | August 2, 2024 |

## Purpose

The purpose of this memorandum is to provide an overview of universal design and examples of Comprehensive Plan policies that support developing and rehabilitating housing with universal design principles.

## Universal Design

According to the Centre for Excellence in Universal Design, "Universal Design is 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."[1] The Centre outlines 7 principles of universal design that guide the design of environments, products, and communications:[2]

1. Equitable Use: The design is useful and marketable to people with diverse abilities.
2. Flexibility in Use: The design accommodates a wide range of individual preferences and abilities.
3. Simple and Intuitive Use: Use of the design is easy to understand, regardless of the user's experience, knowledge, language skills, or current concentration level.
4. Perceptible Information: The design communicates necessary information effectively to the user, regardless of ambient conditions or the user's sensory abilities.
5. Tolerance for Error: The design minimizes hazards and the adverse consequences of accidental or unintended actions.
6. Low Physical Effort: The design can be used efficiently and comfortably and with a minimum of fatigue.
7. Size and Space for Approach and Use: Appropriate size and space is provided for approach, reach, manipulation, and use regardless of user's body size, posture, or mobility

## Universal Design in Housing

Universal design is a design philosophy; therefore, there is not a standardized set of universal design features to incentivize. However, there are many example features and standards to look to in developing policies regarding universal design, including:

---

[1] https://universaldesign.ie/about-universal-design
[2] https://universaldesign.ie/about-universal-design/the-7-principles

_____

- Checklists developed by local governments, including Petaluma, CA[3], Howard County, MD[4], and New York City, NY[5];
- Accessibility standards developed by Habitat for Humanity; and
- The Residential Universal Design Building Code[6] developed by a private organization called the UD project.

These resources include features and standards that address the needs of people of a wide range of ages, sizes, abilities, and disabilities. Examples of such features and standards include:

- A no-step entry into the home;
- A bathroom on the main floor of a home;
- An outlet at the base of the stairs for future installation of a stair lift;
- Removable cabinets so that a wheelchair user can roll under countertops;
- Blocking near toilets and showers for the future installation of grab bars;
- Visual fire alarms and doorbells to alert people who are deaf or hard-of-hearing;
- Rocker light switches and door levers, which are easier to use for people who have trouble twisting, grasping, or pinching; and
- Electrical outlets, temperature controls, and light switches at accessible heights.

## Visitability

"Visitability" is a concept that is closely related to universal design. Visitable homes are constructed so that people with a mobility disability can visit the home or live in the home for at least a brief amount of time. Visitable homes are also built so that accessibility modifications are easier in the future. Because there are federal accessibility requirements that apply to buildings with 4 or more units, visitability policies often apply to single-family homes, duplexes, triplexes, and townhomes.

Visitable standards usually include at least the three following standards:

1. A no-step entrance that is wheelchair accessible;
2. Wheelchair accessible doors and hallways; and
3. One bathroom on the main floor that is wheelchair accessible

Visitability policies may also include standards such as:

- Temperature controls and light switches in accessible locations;
- Wall reinforcements in first-floor bathrooms so that grab-bars can be installed in the future; and
- A usable first-floor kitchen that is wheelchair accessible

---

[3] https://petaluma.municipal.codes/Code/17.14
[4] https://planning-org-uploaded-media.s3.amazonaws.com/document/Zoning-Practice-2006-04.pdf p. 5
[5] https://www.nyc.gov/site/hpd/services-and-information/ll30-universal-design-features.page
[6] https://code.universaldesign.org/

**SSHĀ³P**

_____

**Example Comprehensive Plan Policy Language**

Local governments can incentivize the development of housing with universal design principles to better support people with disabilities, seniors, and people who want to age in place.  Below are some examples of policies that jurisdictions may consider incorporating into their Comprehensive Plan periodic updates. These examples are policies from SSHA[3]P member governments' <u>draft</u> Comprehensive Plan periodic updates.

- "Support accessibility of housing by people with mobility challenges through universal design in residential construction and retrofitting of homes."[7]
- "Encourage the development of housing built to universal design standards to support housing for people of different abilities."[8]
- "Encourage a range of housing types for seniors affordable at a variety of income levels that promote visitability and reduce isolation, and allow seniors to remain in their neighborhood of choice."[9]

---

[7] Draft policy from the City of Lakewood. See https://cityoflakewood.us/wp-content/uploads/2024/04/050124-Planning-Commission-Packet-small.pdf p. 106 of PDF

[8] Draft policy from Pierce County. See https://www.piercecountywa.gov/DocumentCenter/View/133288/Housing-Draft-Element p. 27

[9] Draft Policy from the City of Puyallup. See https://puyallup.maps.arcgis.com/sharing/rest/content/items/814f0c4d7a524658b722b1d8afa4e0a9/data p. 17