



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting Amended Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

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

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

November 19, 2024 5:30 P.M.

Adria Buchanan, Alex Harrington, Ben Ferguson, Corey Orvold, Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, 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. October 15, 2024 SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the October 15, 2024 SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of October 15, 2024 Advisory Board meeting](#)

Recommended Motion: Motion to approve the consent agenda.

IV. ACTION

A. Recommendation of Advisory Board Work Plan

5:40

Purpose: Presentation from Mary Connolly, SSHA³P Program Specialist II, on a final draft of the 2025 Advisory Board Work Plan, for consideration of recommendation to the Executive Board for adoption.

Action: Consider recommendation to Executive Board.

Recommended Motion: Motion to recommend to the Executive Board adoption of the 2025 Advisory Board Work Plan.

ATTACHMENTS: [Agenda Memorandum: Final Draft 2025 Advisory Board Work Plan](#)
[Final Draft 2025 Advisory Board Work Plan Presentation](#)
[Final Draft 2025 Advisory Board Work Plan](#)
[Summary of 2025 Work Plan Development Process](#)

V. PRESENTATIONS AND DISCUSSION

A. Impact of Universal Design on Home Design and Construction Cost

6:15

Purpose: Presentation from Ben Ferguson, Advisory Board member and Principal at Ferguson Architecture, and Sara Delano, Architectural Associate at Ferguson Architecture, on the impact of building with universal design on a home's design and cost of construction in middle housing and multifamily buildings.

Action: Questions.

ATTACHMENTS: [Agenda Memorandum: Impact of Universal Design](#)
[Presentation: Impact of Universal Design on Design and Cost of Construction](#)

VI. 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>.

VII. SSHA³P STAFF UPDATE

7:20

ATTACHMENTS: [November 2024 SSHA³P Manager Report](#)
[Accessible Housing Survey Flyer \(English\)](#)

VIII. UPDATES/COMMENTS OF THE ADVISORY BOARD

7:25

IX. 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 Regular Advisory Board Meeting

October 15, 2024

Members Present: Adria Buchanan, Alex Harrington (Vice Chair), Corey Orvold, Faaluaina Pritchard, Jay Worley (Vice Chair), Noemi Cagatin-Porter, Nicholas Carr, Riley Guerrero (Chair), Tim Fairley, William Towey, Zac Baker

Members Excused: Ben Ferguson, Desniege Haywood, Isabella Rivera Kjaer

Members Absent: Judson Willis

Staff: Mary Connolly

Guests:

Call to Order

Riley called the meeting to order at 5:32 PM.

Roll Call

Mary Connolly called roll; a quorum was present.

Land Acknowledgement

Riley read the land acknowledgement.

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Alex moved to approve the consent agenda. Faaluaina seconded the motion. The motion carried with 11 in favor, 0 against, and 0 abstentions.

Presentations and Discussion

Draft 2025 Advisory Board Work Plan

Mary Connolly, SSHA³P Program Specialist II, provided a presentation on a draft 2025 Advisory Board work plan. Advisory Board members provided feedback on the draft work plan.

Defining Member Government Consideration

Mary Connolly provided a presentation on a proposed process for members governments to consider housing toolkit recommendations. Advisory Board members had the opportunity to provide feedback on the proposed process.

Public Comment

There were no public comments.

SSHA³P Staff Update

- Mary said that staff are currently recruiting for Advisory Board members. If a current member's term expires this year, they should re-apply by October 27 if they are interested in serving another term.
- Elections of Advisory Board chair and vice chair(s) will occur in January. Reach out to Mary if you're interested in one of these roles.
- On October 4, the Executive Board adopted a 2025 state legislative agenda, which is included in the Advisory Board's packet.
- Resolution No. 2024-07, which was recommended by the Advisory Board for adoption on September 17, was adopted by the Executive Board on October 4. A signed version is in the Advisory Board packet.
- Mary will send out information to the Advisory Board soon regarding the universal design survey.
- A property tax exemption seminar will occur at the City of Edgewood on November 14 at 2 PM.
- SSHA³P partnered with Pierce County Human Services to submit a HUD Pro Housing grant application. If awarded, funds would be used to create a strategy on affordable housing preservation, and capital funding to implement the strategy.

Updates/Comments of the Advisory Board

- Adria told the Advisory Board that the Out of the Box Housing Conference is on October 22 at TACID from 10-2.
- Tim shared that the T-Town City Services Expo and Job Fair is on Nov 1 and 2.
- Nicholas shared that he a member of a group studying the effects of the City of Tacoma's Landlord Fairness Code. The group will be conducting surveys for landlords and tenants to collect qualitative information. He will send out this information to Advisory Board members when it is ready.

Adjourn

Adria moved to adjourn the meeting. Nicholas seconded the motion. The motion carried with 11 in favor, 0 against, and 0 abstentions. The meeting adjourned at 6:41 PM.



SSHA³P Advisory Board

AGENDA BILL

November 19, 2024

AGENDA CATEGORY: Staff Presentation

SUBJECT: Recommendation of 2025 Advisory Board Work Plan

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

Resolution No. 2023-02, which established the Advisory Board states, “Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas. The work plan shall be adopted by the Executive Board.”

This presentation includes staff’s recommended 2025 Advisory Board work plan, developed with input from the Executive Board, Advisory Board, and SSHA³P staff workgroup.

ATTACHMENTS:

- Final Draft 2025 Advisory Board Work Plan Presentation
- Final Draft 2025 Advisory Board Work Plan
- Summary of 2025 Work Plan Development Process

STAFF RECOMMENDATION:

Recommendation of the 2025 Advisory Board work plan to the Executive Board for adoption.

ALTERNATIVES:

Instead of recommending the work plan as presented, the Advisory Board may choose to:

- Amend the work plan; then recommend as amended.
- Table the agenda item until the December meeting.
- Not recommend a 2025 Advisory Board Work Plan.

RECOMMENDED MOTION:

“I move to recommend to the Executive Board adoption of the 2025 Advisory Board Work Plan.”



STAFF RECOMMENDATION: 2025 ADVISORY BOARD WORK PLAN

ADVISORY BOARD REGULAR MEETING

NOVEMBER 19, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

Agenda

- Resolution No. 2023-02
- 2025 Work Plan Development Process
- Staff Recommendation: 2025 Advisory Board Work Plan
 - Advice & Feedback
 - Housing Toolkit Recommendations
 - Education
 - Governance
- Next Steps

Resolution No. 2023-02

- Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board's work areas. The work plan shall be adopted by the Executive Board.
- Possible focus areas include:
 - Recommendations on SSHA³P's work plan and budget;
 - Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
 - Suggested approaches to federal, state, and regional legislative advocacy.

2025 Work Plan Development Process

- Last year ...
 - Advisory Board lacked clear direction on policies of interest for inclusion in work plan
 - Advisory Board generated policy ideas and scored them on criteria
- This year ...
 - Staff sought clear feedback/direction from staff workgroup and Executive Board to identify policies where it would be helpful to have Advisory Board feedback
 - Advisory Board also had opportunity to give input on policies of interest

Identifying Policy Areas of Interest

	Date	Group
SSHA ³ P staff identified common goals and policies in members' draft Comprehensive Plan	July	SSHA ³ P staff
Feedback on policy areas	August 22	Staff workgroup
	September 13	Executive Board
	September 17	Advisory Board
	September 27	Staff workgroup

Common Areas of Interest

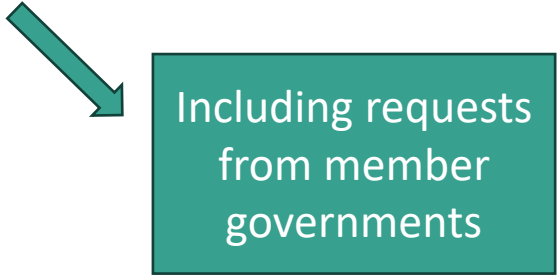
- Supporting the creation of attainable homeownership opportunities
- Incentivizing development of affordable and market-rate housing
- Preservation of affordable housing
- Anti-displacement policies

Providing Feedback on Draft Work Plan

Date	Group
October 15	Advisory Board
October 25	Staff workgroup
November 1	Executive Board

Focus Area 1: Advice & Feedback

- Review and provide feedback on:
 - 2026 SSHA³P Work Plan and Budget
 - 2026 SSHA³P Legislative Agendas
 - Other housing-related efforts in Pierce County, as requested



Including requests from member governments

Focus Area 2: Housing Toolkit Recommendations

- Research and potentially make a recommendation on the inclusion of the following policies/programs in the SSHA³P housing toolkit:
 - Policies to incentivize construction of housing with universal design principles
 - Policies that increase homeownership opportunities by allowing and facilitating fee simple sale of middle housing and accessory dwelling housing units, including through unit lot subdivision **and condominiumization**



Carryover
from 2024



“Condominiumization”
removed because it is
regulated by state law

Focus Area 2: Housing Toolkit Recommendations (Cont.)

- Begin research on the following policy area to identify specific policies that may be included in the 2026 Advisory Board work plan for further research and potential recommendation:
 - Incentivizing and supporting the construction of income-restricted affordable housing

Added based on feedback from Advisory Board and staff workgroup

Focus Area 3: Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Focus Area 4: Governance

- Elect chair and vice chair(s)

Next Steps

- Nov 19 (Today): Advisory Board considers recommendation of work plan
- Dec 6: Executive Board considers adoption of recommended work plan



STAFF RECOMMENDATION: 2025 ADVISORY BOARD WORK PLAN

ADVISORY BOARD REGULAR MEETING

NOVEMBER 19, 2024

MARY CONNOLLY, PROGRAM SPECIALIST II

SSHA³P

Advisory Board

2025 Work Plan

Advice and Feedback

- Provide feedback on:
 - 2026 SSHA³P Work Plan and Budget
 - 2026 SSHA³P Legislative Priorities
 - Other housing-related efforts in Pierce County, as requested

Housing Toolkit Recommendations

- Research and potentially make a recommendation to the SSHA³P Executive Board on the inclusion of the following policies/programs in the SSHA³P housing toolkit:
 - Policies to incentivize construction of housing with universal design principles (continuing work from 2024 Advisory Board work plan)
 - Policies that increase homeownership opportunities by allowing and facilitating fee simple sale of middle housing and accessory dwelling housing units, including through unit lot subdivision
- Begin research on the following policy area to identify specific policies that may be included in the 2026 Advisory Board work plan for further research and potential recommendation:
 - Incentivizing and supporting the construction of income-restricted affordable housing

Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

Governance

- Elect chair and vice chair(s)

SSHA³P

Tentative Calendar

		Q1	Q2	Q3	Q4
Advice and Feedback	2026 Work Plan and Budget		X	X	
	2026 Legislative Priorities			X	
	Other housing-related efforts in Pierce County	TBD, pending requests for feedback from SSHA ³ P member governments and/or other entities			
Housing Toolkit Recommendations	Accessibility: Incentivize Building with Universal Design	X	X		
	Attainability: Increase Homeownership Opportunities of Middle Housing Units		X	X	
	Affordability: Incentivize Affordable Housing Construction			X	X →
Education	Education	TBD, pending discussion with 2025 chair and vice chairs			
Governance	Elect Chair and Vice Chairs	X			

Summary of 2025 Advisory Board Work Plan Development Process

Date	Meeting/Action	Outcome
Mon May 13, 2024	Meeting with Executive and Advisory Board leadership teams	Shared desire amongst Executive and Advisory Board leadership teams for the Executive Board to provide the Advisory Board with clear direction on work plan priorities for the 2025 Work Plan
July 2024	Jason and Mary reviewed members' draft Comprehensive Plans and made a list of common goals/policies	<p>Most common goals/policies included:</p> <ul style="list-style-type: none"> - Encouraging preservation/rehabilitation of housing stock - Support accessory dwelling unit (ADU) development - Encourage development of housing that provides affordable homeownership opportunities - Promote visitability and universal design - Develop surplus property policy and identify property that may be suitable for affordable housing development - Incentives for affordable housing - Maintain/expand Multifamily Property Tax Exemption (MFTE)
Fri August 23, 2024	Staff workgroup meeting: Discussion with staff workgroup on common goals/policies identified in draft Comprehensive Plans	<p>Staff workgroup identified the following priorities:</p> <ul style="list-style-type: none"> - Increase homeownership opportunities - Preservation of manufactured home parks using zoning overlay - Impact of design standards and design review boards on cost and timing of development - Policies to incentivize development, both market-rate and affordable - How to engage renters - Anti-displacement policies

Summary of 2025 Advisory Board Work Plan Development Process

<p>Fri September 13, 2024</p>	<p>Executive Board meeting: Based on staff workgroup feedback, staff presented the following options to the Executive Board for discussion:</p> <ul style="list-style-type: none"> - Policies to incentivize development of multifamily & homeownership housing (MFTE, system connection charge waiver, impact fee waiver, proportionate impact fees for smaller housing) - Policies to mitigate displacement of residents (right of first refusal) <p>These policies were selected based on the following:</p> <ul style="list-style-type: none"> - Focus on financial incentives since members are already implementing land use policies required by HB 1110, 1337, 1220, etc. - Right of first refusal selected based on intersection with SSHA³P's mission to create and preserve housing. 	<ul style="list-style-type: none"> - Mayor Roscoe identified anti-displacement policies as of interest. - No other feedback from Executive Board members.
<p>Tues September 17, 2024</p>	<p>Advisory Board meeting: Staff presented the options that were presented to the Executive Board on 9/13.</p>	<ul style="list-style-type: none"> - Suggestion to look at unit lot subdivision best practices - Interest in policies to support homeownership - Interest in researching racial disparities in access to homeownership and supporting Black Home Initiative (BHI)'s work - Interest in right of first refusal - No interest in financial incentives for development
<p>September 2024</p>	<p>Staff conducted outreach to Master Builders Association (MBA), Tacoma Pierce County Association of Realtors (TPCAR), and Pierce County Housing Authority (PCHA). Staff also researched legality of right of first refusal policies in Washington.</p>	<ul style="list-style-type: none"> - Interest in unit lot subdivision from TPCAR and MBA. BHI has also previously expressed support for unit lot subdivision policies. - There is potential for legal challenge of right of first refusal policies. Notice of intent to sell is similar to right of first refusal but less likely to be legally challenged. However, PCHA staff provided input that this kind of policy is only useful if there is funding for acquisition of housing.

Summary of 2025 Advisory Board Work Plan Development Process

<p>Fri September 27, 2024</p>	<p>Staff workgroup meeting: Further discussion with staff workgroup based on feedback from Executive and Advisory Boards.</p>	<ul style="list-style-type: none"> - Interest in anti-displacement policies from Fife, Pierce County, Gig Harbor. Pierce County interested in case studies and examples. Gig Harbor interested in community prioritization, tenant protections, and expanding discount programs for utility bills. No specific interest in right of first refusal. - Interest in guidance on land use policy to support homeownership from Steilacoom and UP, including unit lot subdivision and fee-simple ADUs. Interest in creating materials to support property owners in developing ADUs, subdividing property, etc.
<p>Tues October 15, 2024</p>	<p>Advisory Board meeting: Staff presented draft 2025 Advisory Board work plan with the following items for research:</p> <ul style="list-style-type: none"> - Policies to incentivize construction of housing with universal design principles - Policies that increase homeownership opportunities by allowing and facilitating fee simple sale of middle housing and accessory dwelling housing units, including through unit lot subdivision and condominiumization 	<p>Feedback on this item</p> <ul style="list-style-type: none"> - Support for this item from a builder on the Board. - Suggestion to expand topic to include research on cooperative ownership. - Concern about ensuring affordability of units created through these land use policies. - Concern about discrimination within HOAs. <p>Other interests</p> <ul style="list-style-type: none"> - Interest in preservation of affordable housing. - Interest in low-income housing and PSH. <p>Other feedback</p> <ul style="list-style-type: none"> - Questions regarding the work plan development process, how this item was selected, and the Advisory Board's role.
<p>Fri October 25, 2024</p>	<p>Staff workgroup meeting: Staff presented the same draft presented to the Advisory Board on 10/15.</p>	<ul style="list-style-type: none"> - Interest from Gig Harbor in incentivizing construction of affordable housing. - Interest from Gig Harbor in supporting ADU development.
<p>Fri November 1, 2024</p>	<p>Executive Board meeting: Staff presented a draft 2025 Advisory Board work plan with the following additional item, which was added based on Advisory Board and staff workgroup feedback:</p> <ul style="list-style-type: none"> - Begin research on the following policy area to identify specific policies that may be included in the 2026 Advisory Board work plan for further research and potential recommendation: <ul style="list-style-type: none"> o Incentivizing and supporting the construction of income-restricted affordable housing 	<ul style="list-style-type: none"> - No comments from Executive Board members

Summary of 2025 Advisory Board Work Plan Development Process

Tues November 19, 2024	Advisory Board meeting: Presentation of final draft work plan, with a change to remove the reference to “condominiumization” of accessory dwelling units and middle housing units. (Additional research and conversation with staff workgroup members indicated there is not a need for policy change at the local level to allow condominiumization of these unit types.)	TBD
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SSHA³P Advisory Board

AGENDA BILL

November 19, 2024

AGENDA CATEGORY: External Presentation

SUBJECT: Impact of Universal Design on Home Design and Construction Cost

PRESENTED BY: Ben Ferguson, Advisory Board member and Principal at Ferguson Architecture
Sara Delano, Architectural Associate at Ferguson Architecture

SUMMARY/BACKGROUND:

The Advisory Board’s 2024 Work Plan includes research on universal design incentives. The Advisory Board made a recommendation in September on Comprehensive Plan language regarding universal design, and it is expected that the Board will continue research to develop recommendations on specific incentive policies.

Understanding the cost of building with universal design compared to building without it is needed to calibrate incentives effectively. This presentation will provide information on the impact of building with universal design on a home’s design and cost of construction in multifamily housing.

ATTACHMENTS:

- Presentation: Impact of Universal Design on Design and Cost of Construction

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

ACCESSIBILITY & ADAPTABILITY

IMPACTS ON RESIDENTIAL CONSTRUCTION

11.19.2024



TYPE C (VISITABLE)

There are four levels of accessibility for dwelling and sleeping units in the technical standard referenced by the building codes for accessibility—ICC A117.1–2009 Accessible and Usable Buildings and Facilities (ICC A117.1). In descending order, from most to least requirements, that is accessible, Type A, Type B and Type C units.

Type C units are not required in the IBC or International Residential Code. The Type C dwelling units criteria in the ICC A117.1 were established for adoption by individual jurisdictions if they wanted a minimal level of accessibility for new single family homes. How the jurisdiction may choose to do this is based on the building sites in the area and the anticipated need. Some examples have been to ask for a percentage of the homes in a development to meet Type C criteria; to allow increased density in a development based on the percentage of Type C units offered; or offering tax incentives for Type C units (Paarlberg, 2024).

ADA ACCESSIBLE

Accessible units are coordinated with the 2010 ADA Standard for Accessible Design (2010 ADA). The percentages of accessible units are based on the anticipated need within the type of facility. For residential facilities, the 2010 ADA covers transient lodging, such as hotels. Where these two federal standards overlap is in residential facilities such as dormitories and nursing homes. For example, in a nursing home, per the 2010 ADA, 50 percent of the residents' rooms are required to be accessible units; and per the FHA, 100 percent of the residents' rooms are required to be FHA/Type B units

The accessible units are constructed from day one with access for a person using wheelchairs to have full access to all living spaces, with special focus on bathrooms and kitchens. The intent is to coordinate with the 2010 ADA Standard for Accessible Design. An example of the level of accessibility is the doors within the units—they must be wide enough for a person using a wheelchair to move through the door, as well as have maneuvering space to open the door, lever handles, a smooth surface on the bottom of the push side and 5 pound maximum opening force. (Paarlberg, 2024).

REFERENCES:

Paarlberg, K. (2024, October 18). *Alphabet Soup for dwelling and sleeping units. Building Safety Journal.*
<https://www.iccsafe.org/building-safety-journal/bsj-technical/alphabet-soup-for-dwelling-and-sleeping-units-2/>

AGING-IN PLACE

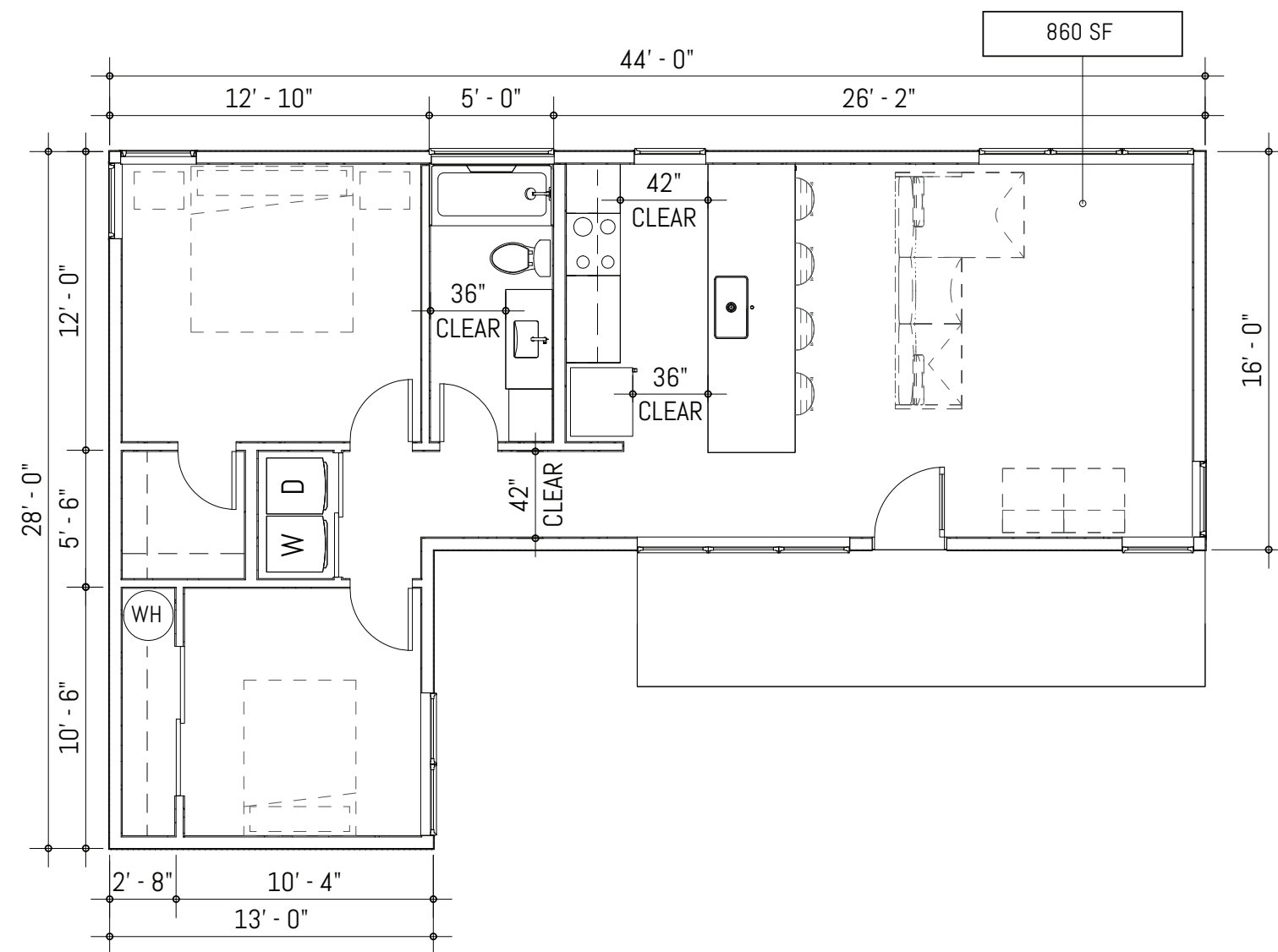
Aging-in-Place refers to a design philosophy of building or modifying homes for residents to live long-term while adapting to the challenges of aging, increasing independence in advanced years. Designers may be Certified Aging-in-Place Specialists (CAPS) or may be guided by Aging-in-Place principles during design. There are no national standards codifying Aging-in-Place design, but the philosophy takes concepts from Universal Design principles as well as standardized ADA dimensions while keeping in mind that the resident may be solely responsible for the maintenance of the residence.

UNIVERSAL DESIGN

Similarly to Aging-in-Place, there are no national standards codifying the Universal Design principles; however, the standard principles include the following:

1. Equitable Use
2. Flexibility in Use
3. Simple and Intuitive Use
4. Perceptible Information
5. Tolerance for Error
6. Low Physical Effort
7. Size and Space for Approach and Use

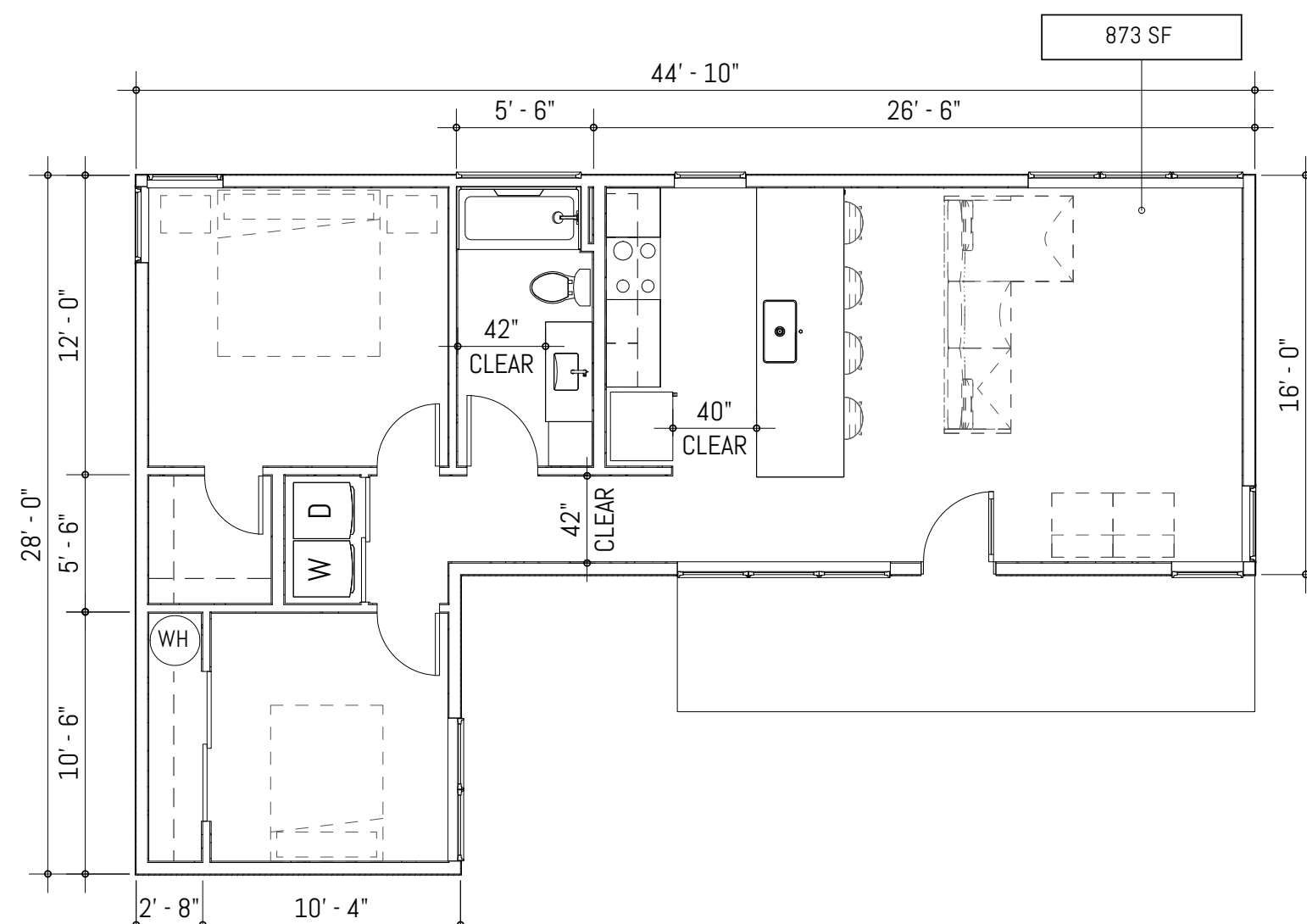
These principles are intended to increase access to the built environment for the greatest amount of people at different levels of ability. Using these guiding principles, many organizations have published suggested standards for Universal Design in residential construction.



COMMON PRACTICE

TYPICAL DIMENSIONS AND CLEARANCES FOR SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

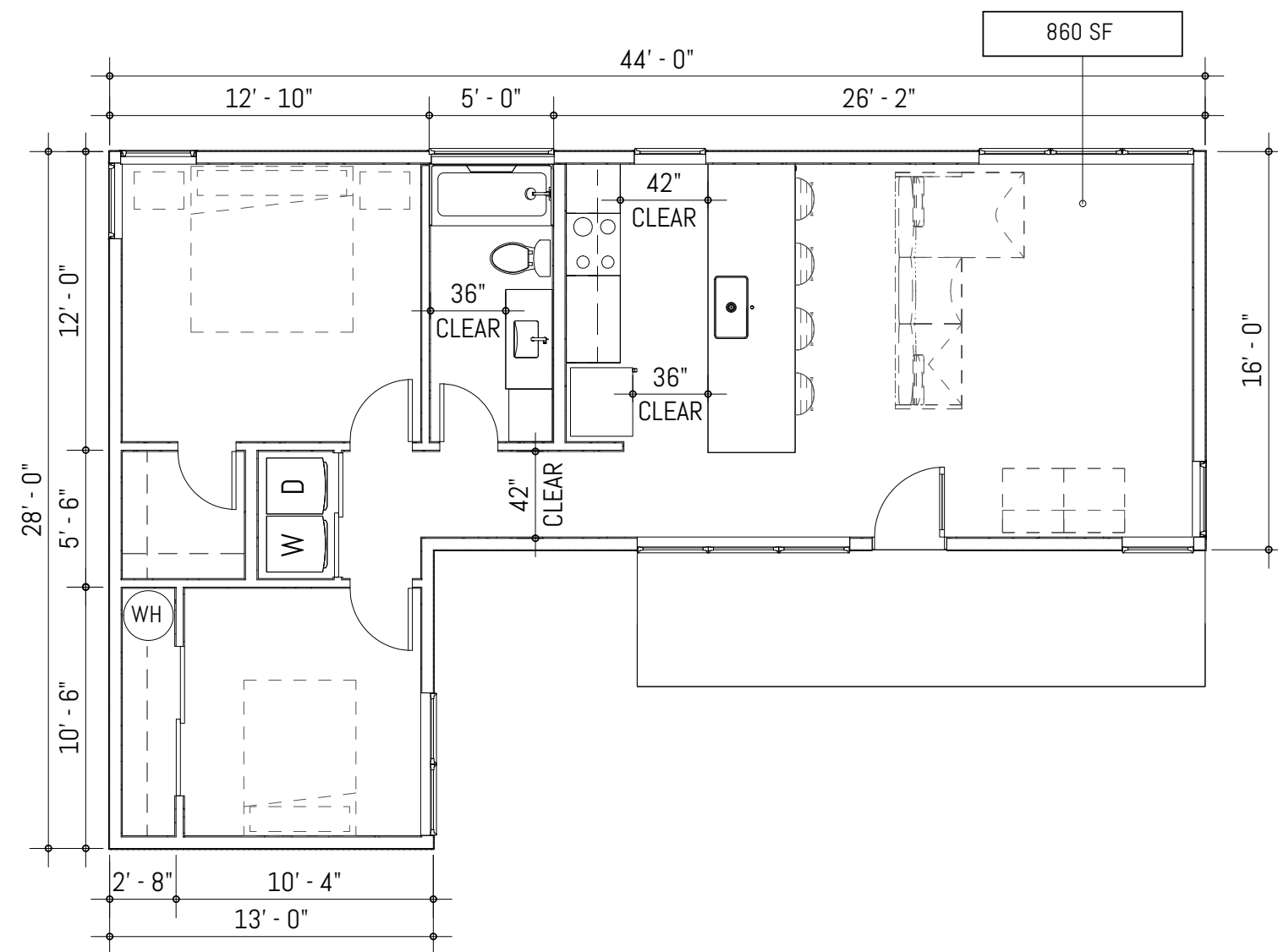
- TYPICAL ENTRY DOOR: 36", STEP DOWN TO LANDING AT ENTRY
- TYPICAL INTERIOR DOORS: 30" AT ROOM ENTRIES, 28" AT BATHROOMS AND CLOSETS
- TYPICAL CLEARANCE AT KITCHENS: 42" BETWEEN COUNTERS, AS LITTLE AS 36" AT PROTRUDING APPLIANCES
- TYPICAL CLEARANCE AT TOILETS: 30" MIN.
- 36"-42" HALLWAYS



TYPE C (VISITABLE)

ACCESSIBLE TO SPACES VISITORS WOULD TYPICALLY USE, BUT NOT ACCESSIBLE TO RESIDENTS
1% INCREASE IN FOOTPRINT AND CONSTRUCTION COSTS

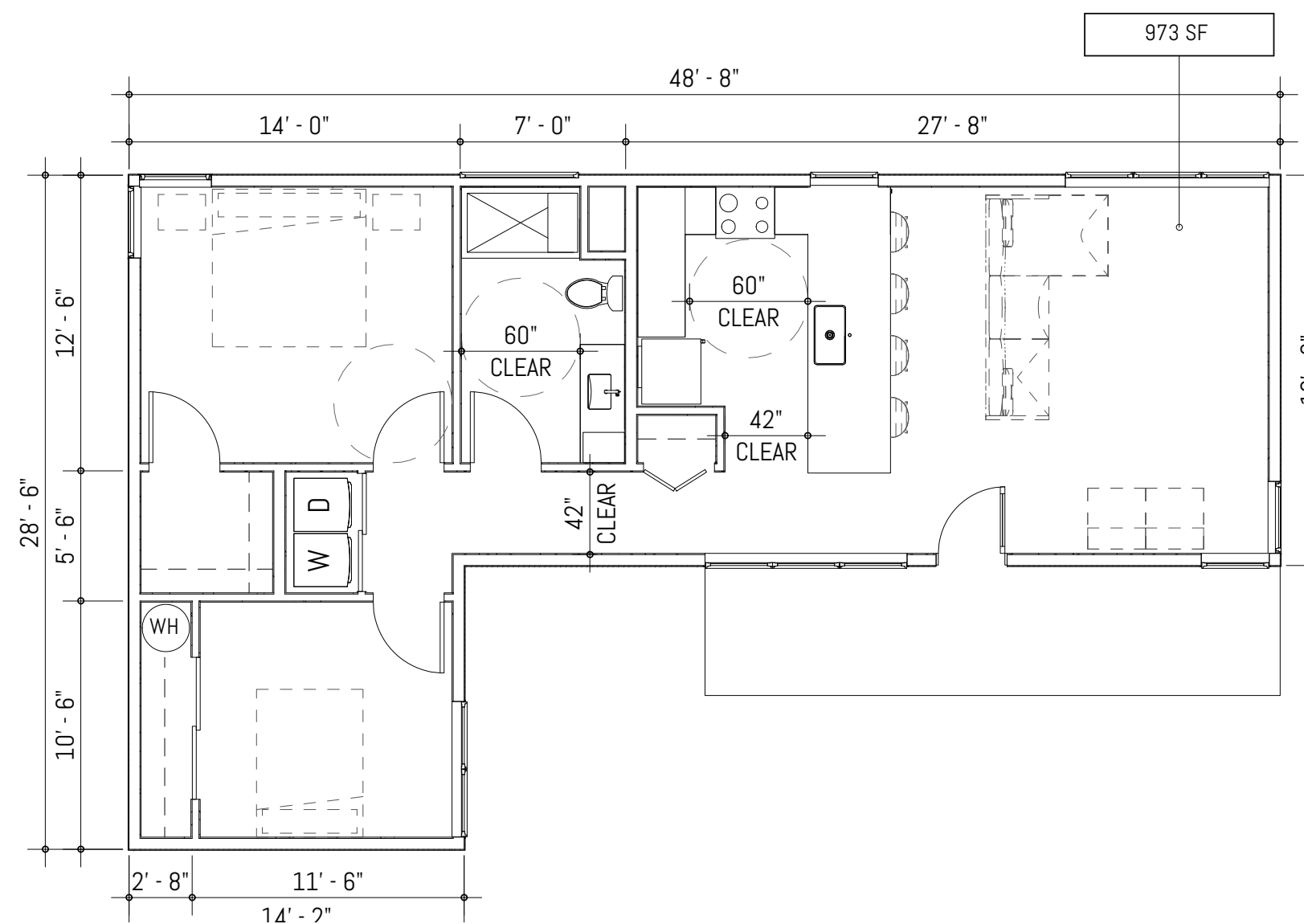
- ACCESSIBLE & FLUSH ROUTE: NO STEP DOWN AT ENTRY DOOR
- 34" DOOR AT GUEST BATHROOM
- KITCHEN HAS 40" MINIMUM CLEARANCE IN FRONT OF ALL ELEMENTS
- 33" MIN. CLEARANCE AT TOILETS
- BLOCKING INSTALLED FOR FUTURE GRAB BARS
- 42" MIN. HALLWAYS



COMMON PRACTICE

TYPICAL DIMENSIONS AND CLEARANCES FOR SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

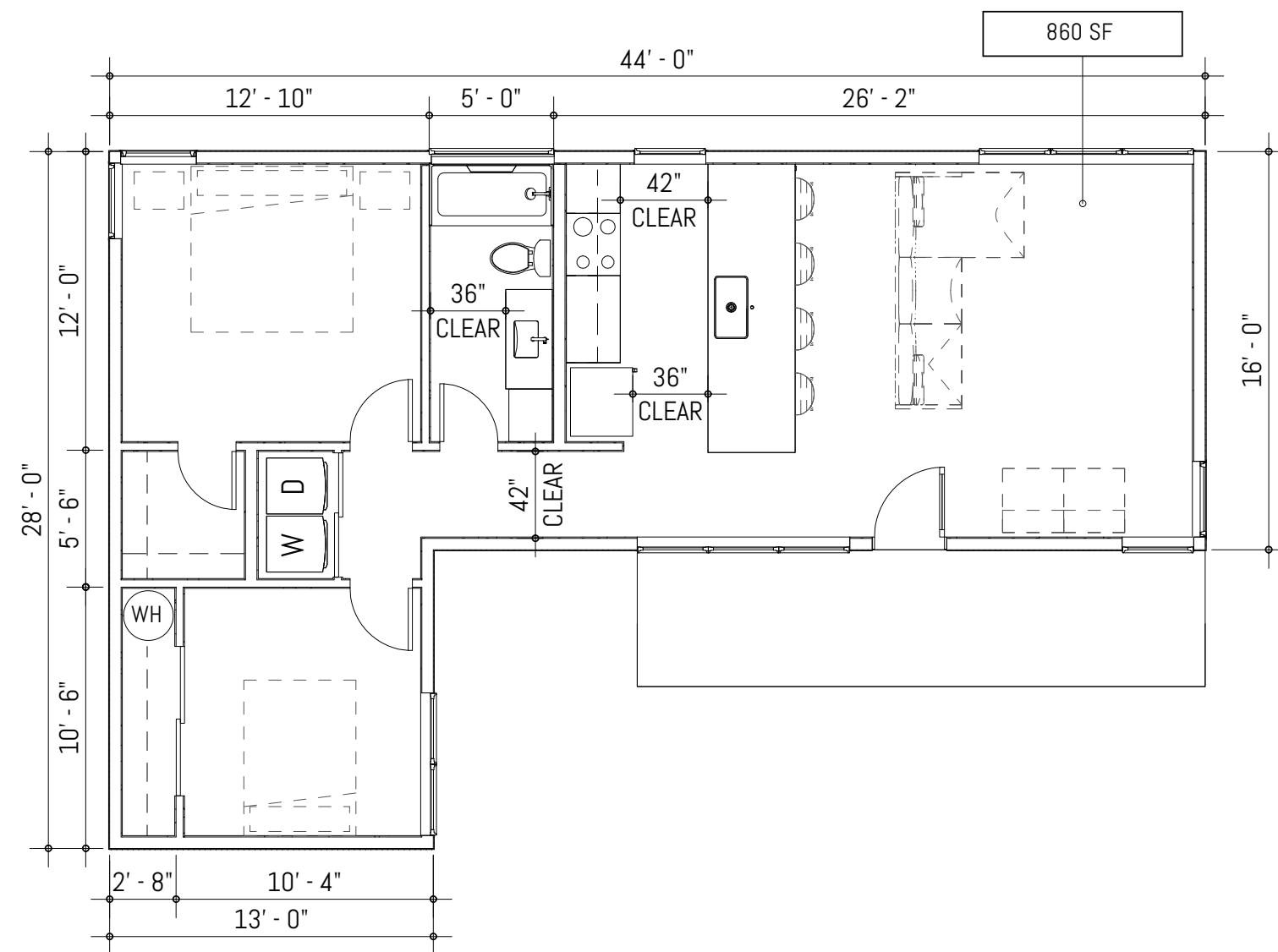
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- TYPICAL CLEARANCE AT TOILETS: 30" MIN.
- 36"-42" HALLWAYS



AGING-IN-PLACE

SUITABLE FOR ADAPTABILITY FOR COMMON AGING CHALLENGES
13% INCREASE IN FOOTPRINT AND CONSTRUCTION COSTS

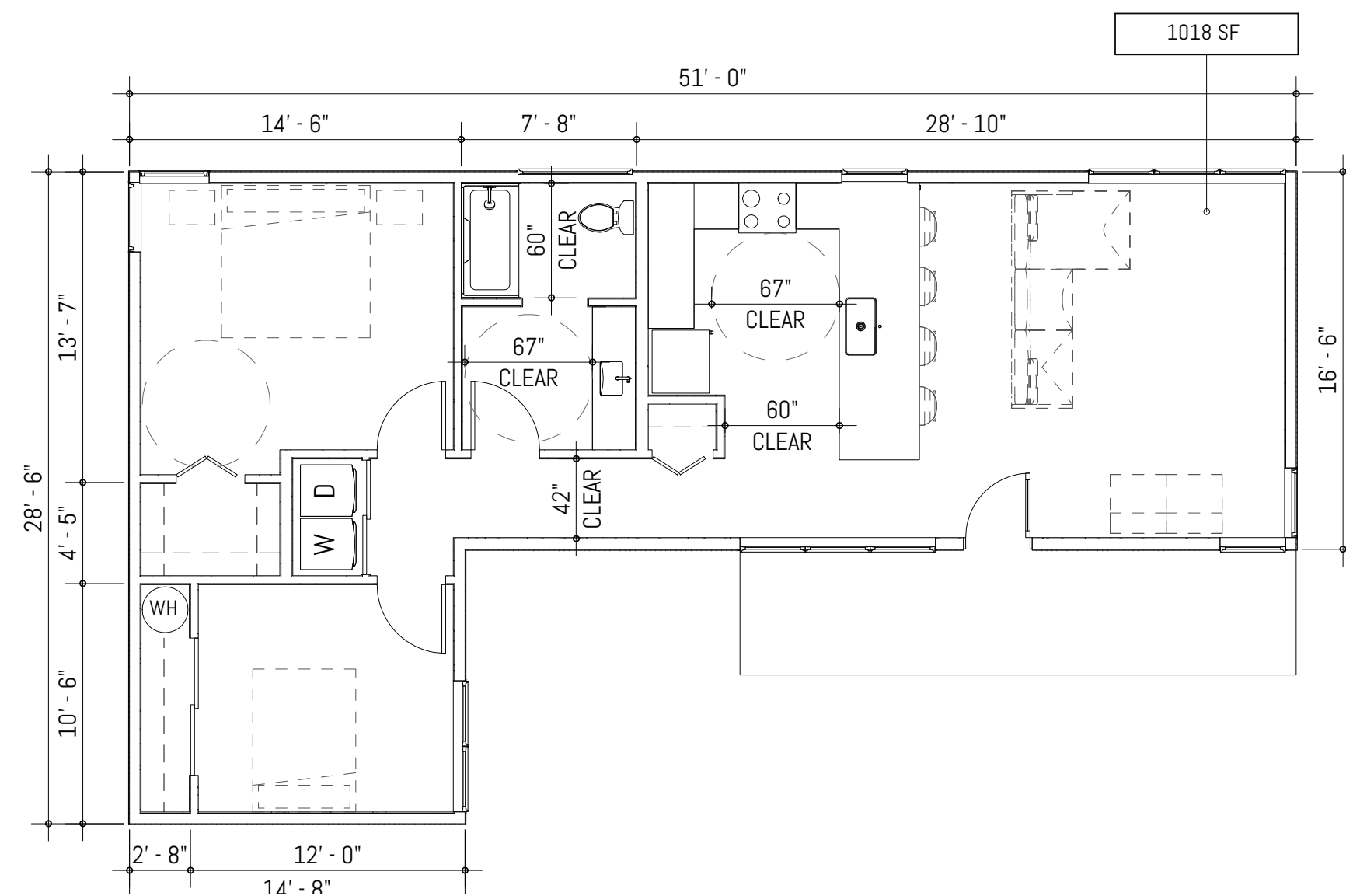
- ACCESSIBLE & FLUSH ROUTE: NO STEP DOWN AT ENTRY DOOR
- ALL DOORS 36"
- ALL ROOMS PROVIDE 60" WHEELCHAIR TURNING RADIUS
- KITCHEN HAS 42" MINIMUM CLEARANCE IN FRONT OF ALL ELEMENTS
- CURB-LESS, FLUSH SHOWER PAN 36" WIDE MIN. WITH SEAT, HEATED FLOOR
- WHEELCHAIR-ACCESSIBLE SINKS
- BLOCKING FOR FUTURE GRAB BARS
- 42" MIN. HALLWAYS
- NON-SLIP FLOORING; BRUSHED CONCRETE WALKWAYS AND LANDINGS



COMMON PRACTICE

TYPICAL DIMENSIONS AND CLEARANCES FOR SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

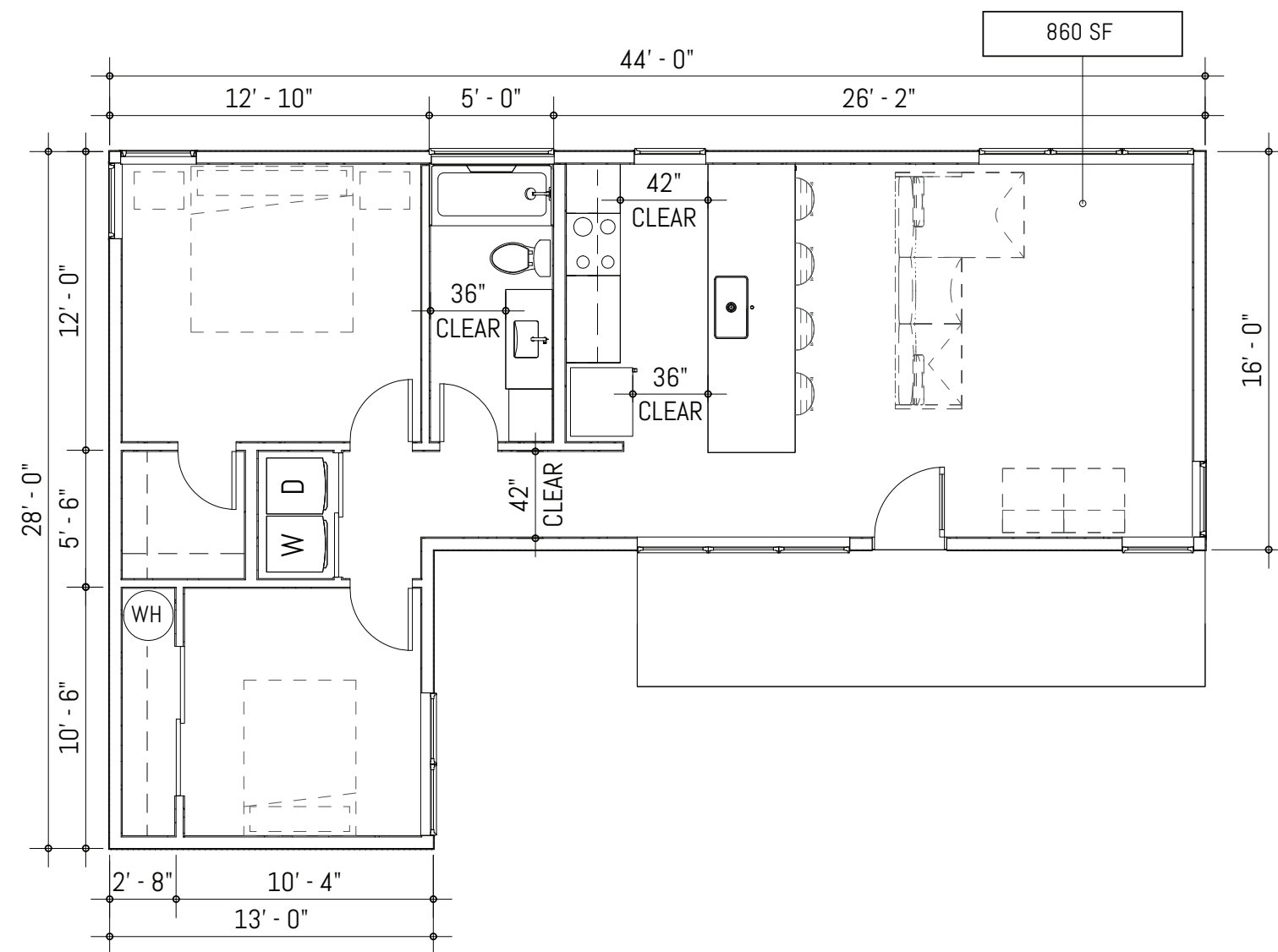
- TYPICAL ENTRY DOOR: 36", STEP DOWN TO LANDING AT ENTRY
- TYPICAL INTERIOR DOORS: 30" AT ROOM ENTRIES, 28" AT BATHROOMS AND CLOSETS
- TYPICAL CLEARANCE AT KITCHENS: 42" BETWEEN COUNTERS, AS LITTLE AS 36" AT PROTRUDING APPLIANCES
- TYPICAL CLEARANCE AT TOILETS: 30" MIN.
- 36"-42" HALLWAYS



ADA ACCESSIBLE

SUITABLE FOR WHEELCHAIR-USING FULL-TIME RESIDENT
18% INCREASE IN FOOTPRINT AND CONSTRUCTION COSTS

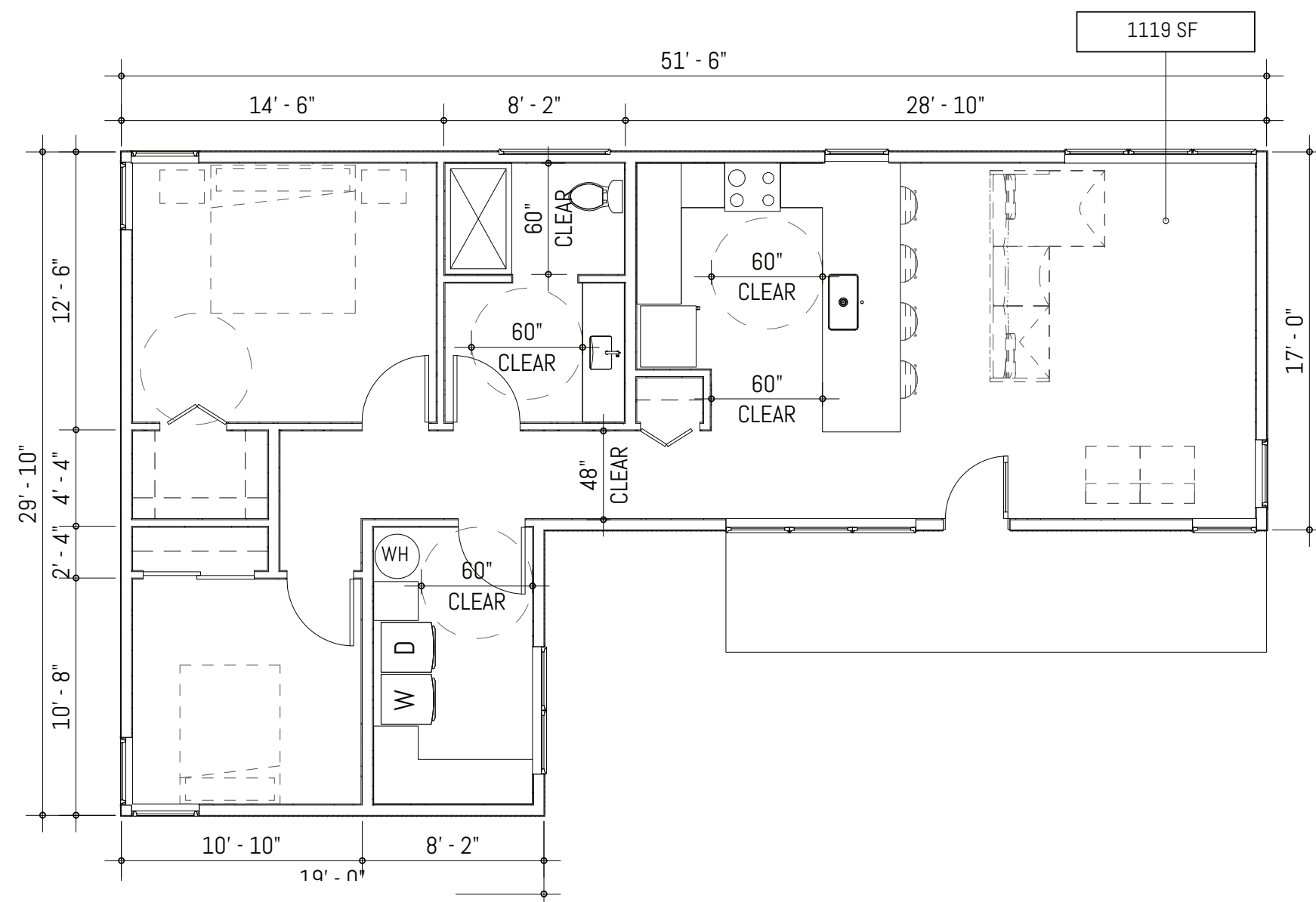
- ACCESSIBLE & FLUSH ROUTE: NO STEP DOWN AT ENTRY DOOR
- ALL DOORS 36"
- ALL ROOMS PROVIDE 67" WHEELCHAIR TURNING RADIUS EXCEPT CLOSETS AND PANTRIES 48" MAX IN DEPTH
- KITCHEN HAS 60" MINIMUM CLEARANCE IN FRONT OF ALL ELEMENTS
- ROLL-IN SHOWER, TRANSFER SHOWER, OR BATHTUB ACCEPTABLE
- 60" CLEARANCE AT TOILETS
- WHEELCHAIR-ACCESSIBLE SINKS
- INSTALLED GRAB BARS
- 36" MIN. HALLWAYS
- NON-SLIP FLOORING; BRUSHED CONCRETE WALKWAYS AND LANDINGS



COMMON PRACTICE

TYPICAL DIMENSIONS AND CLEARANCES FOR SINGLE-FAMILY RESIDENTIAL CONSTRUCTION

- TYPICAL ENTRY DOOR: 36", STEP DOWN TO LANDING AT ENTRY
- TYPICAL INTERIOR DOORS: 30" AT ROOM ENTRIES, 28" AT BATHROOMS AND CLOSETS
- TYPICAL CLEARANCE AT KITCHENS: 42" BETWEEN COUNTERS, AS LITTLE AS 36" AT PROTRUDING APPLIANCES
- TYPICAL CLEARANCE AT TOILETS: 30" MIN.
- 36"-42" HALLWAYS



UNIVERSAL DESIGN

INTENDED FOR ADAPTABILITY FOR MULTIPLE LEVELS OF ABILITY
30% INCREASE IN FOOTPRINT AND CONSTRUCTION COSTS

- ACCESSIBLE & FLUSH ROUTE: NO STEP DOWN AT ENTRY DOOR
- ALL DOORS 36"
- ALL ROOMS PROVIDE 60" WHEELCHAIR TURNING RADIUS EXCEPT CLOSETS AND PANTRIES 48" MAX IN DEPTH
- KITCHEN HAS 60" MINIMUM CLEARANCE IN FRONT OF ALL ELEMENTS
- ROLL-IN SHOWER WITH REMOVABLE BENCH
- 60" CLEARANCE AT TOILETS
- WHEELCHAIR-ACCESSIBLE SINKS
- INSTALLED GRAB BARS
- 48" MIN. HALLWAYS
- NON-SLIP FLOORING; BRUSHED CONCRETE WALKWAYS AND LANDINGS
- COVERED WALKWAY FROM PARKING, SITE ENTRY
- DEDICATED LAUNDRY ROOM WITH ADJACENT WORK SURFACES

TO: SSHA³P Executive Board

FROM: Jason Gauthier, SSHA³P Manager

SUBJECT: November 2024 Manager Report

DATE: November 1, 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 SSHA³P Housing Capital Fund Committee met on September 27, 2024 to review the 2024 Notice of Funding Availability (NOFA) process and discuss future funding considerations. The Fund Committee directed staff to work on two items:

1. An update to the funding priorities and scoring matrix for a potential 2025 NOFA. The Fund Committee directed staff to refine the scoring matrix to provide a better structure for scoring projects with different funding uses.
2. Creation of a draft policy to guide the overall intent of the SSHA³P Housing Capital Fund.

The Fund Committee has meetings scheduled for November 8 and November 22, 2024.

The Pierce County Executive's proposed 2024-2025 mid-biennium budget adjustment ordinance proposes to formalize Pierce County's contribution to the SSHA³P Capital Fund by increasing the expenditure authority to match contributions by the current funders (Auburn, Fife, and Sumner).

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 nine member jurisdictions, 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. Makers Architecture and Urban Design was selected as a consultant to support completion of grant deliverables due in June 2025, including a model ordinance to implement HB 1998 and guidance for each participating jurisdiction on implementation. A contract with Makers has been fully executed. A kick-off meeting with Makers, participating jurisdictions, and SSHA³P staff is scheduled for Thursday, November 14.

Pathways to Removing to Obstacles (PRO Housing) Grant

SSHA³P, as a co-applicant, and Pierce County submitted a PRO Housing grant application to the U.S. Department of Housing and Urban Development on October 15, 2024. The application proposes two activities:

1. Creation of a Strategy for the Preservation of Affordable Housing (SPAH): **\$250,000**
 - Formulation of a comprehensive action plan to address affordable housing preservation of both subsidized and unsubsidized units.
2. Creation of a SPAH Capital Fund: **\$5,250,000**
 - Capital funding to facilitate acquisitions and rehabilitation in alignment with the SPAH.

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 November 22nd.

SSHA³P staff are supporting the City of Fircrest in conducting a Land Capacity Analysis for emergency housing needs, as required for the city's 2024 Comprehensive Plan periodic update.

2025 Legislative Session

SSHA³P staff are scheduling meetings with members of the Pierce County legislative delegation and stakeholders to advance SSHA³P's 2025 legislative priorities. Staff are also meeting with affordable housing developers to compile a comprehensive list of planned capital budget allocation requests and anticipate sharing this with the Executive Board at the December or January meetings.

Focus Area 3: Information & Engagement

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

Property Tax Exemption Seminars

A property tax exemption seminar is scheduled at Edgewood City Hall on November 14 at 2 PM.

If your jurisdiction is interested in scheduling a property tax exemption seminar in your area, please contact Mary Connolly at mary.connolly@piersecountywa.gov.

Focus Area 4: Governance & Administration

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

SSHA³P Advisory Board

Recruitment

Approximately one-third of Advisory Board members' terms expire at the end of this year. Staff are conducting recruitment for new Advisory Board members. A committee of the Executive Board will make appointment recommendations to the Board at its December regular meeting.

Accessible Housing Survey

Staff are conducting [a survey](#) on accessible housing to inform the Advisory Board's work on incentivizing construction of housing with universal design principles. The survey has been sent to senior centers, organizations that support people with disabilities, affordable housing providers, and community partners. The survey closes December 6.

Meetings

At the Advisory Board meeting on October 15:

- The Board reviewed a draft 2025 Advisory Board work plan and provided feedback; and
- The Board provided feedback on a proposed process for members to consider SSHA³P housing toolkit items, including a process for tracking and implementation.

At the Advisory Board meeting on November 19:

- Ben Ferguson, member of the Advisory Board and principal at Ferguson Architecture, will present to the Board an evaluation by his team of the impact of universal design features on square footage of units and cost of construction; and
- The Board will consider recommendation of a 2025 Advisory Board Work Plan.



Accessible Housing Survey

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 the link to access the survey:

- ▶ www.bit.ly/accessible2024 **Respond by December 6!**

Is there a way to make this information or survey more accessible to you? Do you have any questions about this survey? **Please contact Mary Connolly using the information below.**



Phone
+253-625-4153



Email
Mary.Connolly@piercecountywa.gov



SSHAP³

SCAN ME