



**SSHA³P Housing Capital Fund
Capital Fund Committee**

Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418

Dial: 253-215-8782 Meeting ID: 938 1481 3741

Webinar Link: <https://piercecountywa.zoom.us/j/93814813741>

March 14, 2025, 9:00 a.m.

VACANT (City of Auburn)

Taylor Jones (City of Fife)

VACANT (Pierce County)

Ryan Windish (City of Sumner)

VACANT (City of Auburn – Alternate)

Derek Matheson (City of Fife – Alternate)

John Barbee (Pierce County – Alternate)

Jason Wilson (City of Sumner – Alternate)

I. CALL TO ORDER/ROLL CALL

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. APPROVAL OF MINUTES

ATTACHMENTS: 2-14-2025 Fund Committee Meeting Minutes
2-28-2025 Fund Committee Meeting Minutes

[Document Link](#)

[Document Link](#)

IV. PUBLIC COMMENT

The Capital Fund Committee meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/93814813741> and entering the Meeting ID 938 1481 3741. Written comments may be submitted to jason.gauthier@piercecountywa.gov. Comments will be compiled and sent to the Fund Committee.

V. PRESENTATIONS/ACTION

A. SSHA³P Housing Capital Fund Usage Policy Statement

Purpose: Adoption of a SSHA³P Housing Capital Fund Usage Prioritization Policy

ATTACHMENTS: SSHA³P Housing Capital Fund Usage Prioritization Policy

[Document Link](#)

B. Review of Development Timeline for Municipal Owned Properties for Potential Affordable Housing Development

Purpose: Update and discussion on municipal owned properties for affordable housing development and possible SSHA³P Housing Capital Fund investment.

ATTACHMENTS: Frederickson Property Overview Memo
Fife Levee Pond Property Overview Memo
SSHA³P Fund Committee Capital Fund Projection Memorandum

[Document Link](#)

[Document Link](#)

[Document Link](#)

VI. UPDATES/COMMENTS OF THE FUND COMMITTEE

VII. ADJOURN

Capital Fund Committee Meeting

Friday, February 14, 2025

Members Present: John Barbee (Pierce County), Ryan Windish (Sumner), Taylor Jones (Fife)

SSHA³P Staff: Jason Gauthier, Mary Connolly

Pierce County Staff: Bryan Schmid

Guests:

Call to Order

Jason called the meeting to order at 8:32 AM.

Roll Call

Jason called roll. A quorum was present.

Agenda Modifications

There were no requests to modify the agenda.

Approval of Minutes

Ryan noted there is an error in the minutes; “February 15, 2024” should be “February 15, 2025.” Ryan moved to approve the minutes as amended. John seconded the motion. The motion passed with 3 in favor and 0 against.

Public Comment

There were no public comments during the meeting.

Presentations

SSHA³P Housing Capital Fund Usage Policy Statement

Jason presented a draft of a SSHA³P Housing Capital Fund Usage Policy Statement.

Committee members offered support of the policy statement as written. Jason indicated that this statement would be presented at the February 28th Committee meeting for committee action.

Update on Municipal Owned Properties for Potential Affordable Housing Development

Jason presented an update on two municipal owned properties, one in Fife and one in unincorporated Pierce County, that are being considered for affordable housing development.

Bryan Schmid, Pierce County staff, joined for the update on property in unincorporated Pierce County to discuss property history, development timeline, and estimated funding needs.

Taylor Jones, City of Fife representative, joined Jason for the presentation the Levee

Pond property in the City of Fife. Committee was updated that Fife City Council had provided early guidance for the use of the property and city staff would be working with SSHA3P through 2025 to develop an RFP for property transfer. Taylor informed the Committee that Fife staff anticipated an RFP release in early 2026 in either Q1 or Q2.

Following the update, Jason discussed the need for the Committee to provide direction to staff at the February 28th Committee meeting on whether the committee would prefer to recommend committing Capital Funds via the property transfer RFP process to the Fife or Unincorporated Pierce County property or release a competitive NOFA in 2025.

Ryan said he liked the idea of beginning to timeline out Capital Fund investments at municipal owned properties and noted that Sumner would likely begin discussions in 2025 about preferred use of a Sumner owned property on Fryar Ave.

Updates/Comments of the Capital Fund Committee

Jason said that the City of Puyallup is working with Tacoma/Pierce County Habitat for Humanity on the potential acquisition of a property next to a parcel they already own, which would increase the development capacity of the project.

Adjournment

Jason adjourned the meeting at 9:15 AM.

Capital Fund Committee Meeting

Friday, February 28, 2025

Members Present:

SSHA³P Staff:

Pierce County Staff:

Guests:

Meeting Cancellation

The meeting was cancelled on February 25, 2025, at 3:30 pm.



Policy Statement for the SSHA³P Housing Capital Fund

The South Sound Housing Affordability Partners (SSHA³P) Housing Capital Fund (the Fund) was established in 2023 to support the development of affordable housing across the region, with a priority focus on projects located within the boundaries of the member governments that have contributed to the Fund. This approach prioritizes benefit to the contributing governments for their financial participation, while addressing affordable housing needs in their communities. This policy aligns with the shared regional goal of expanding affordable housing opportunities while maintaining local flexibility and ensuring that each contributing government benefits from its investment in the Fund.

The SSHA³P Housing Capital Fund Committee shall use the following principles to guide the Fund's usage and the Committee's award recommendations.

Principle 1

Funder Priority

In effort to ensure each contributor to the Fund realizes progress toward local housing targets, the Fund shall be prioritized for award within the boundaries of the governments that contributed to the Fund. The Fund Committee may choose to limit eligible projects to those within boundaries of contributing members.

Principle 2

Government Owned Properties

The Fund shall prioritize the funding of projects on properties owned by contributing members, and secondarily prioritize projects that leverage other publicly owned lands (example: Sound Transit, Department of Transportation, etc.). Through this priority, the Fund encourages the use of publicly owned assets for affordable housing development.

Principle 3

Geographic Funding

Over the 20-year Comprehensive Planning horizon, the Fund shall seek to fund an equitable distribution of projects across contributing members.

TO: SSHA³P Housing Capital Fund Committee
CC: Mary Connolly, Bryan Schmid, Champagne Lewis
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: Re: Frederickson Property Overview Memo
DATE: February 18, 2025

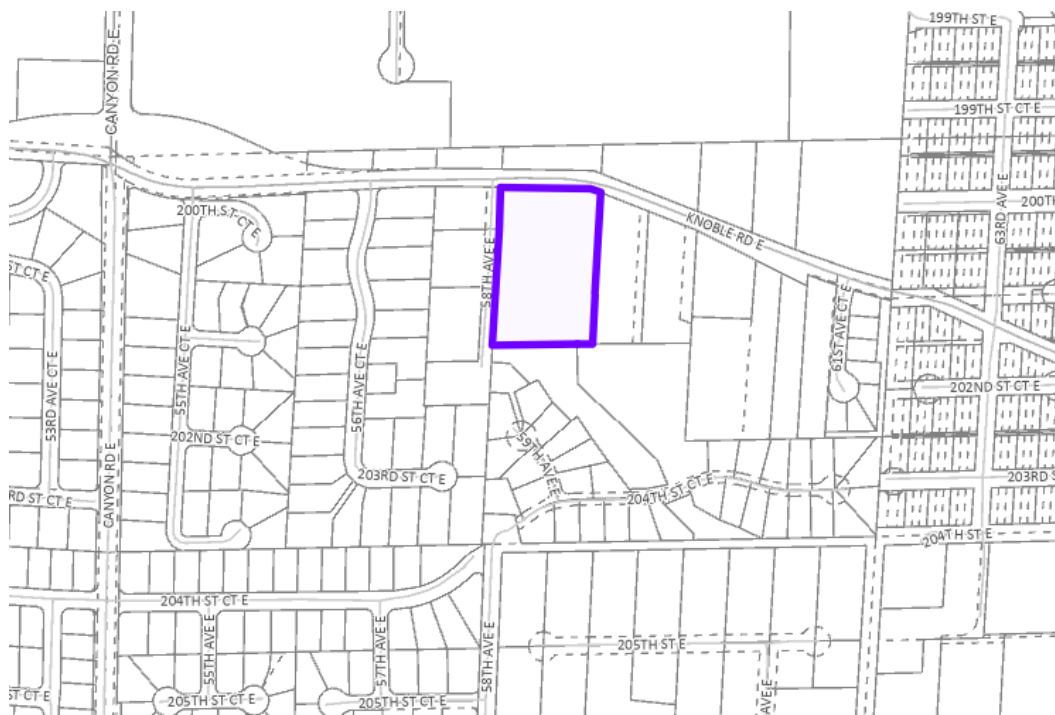
PURPOSE

To provide an overview of the development timeline for an affordable housing development on a Pierce County Community Development Corporation (PCCDC) owned property in the Frederickson area of unincorporated Pierce County.

SITE OVERVIEW

The property was acquired from the Department of Natural Resources (DNR) for \$998,000 using funds from Pierce County's rapid acquisition fund for affordable housing, established under the 2024-2025 Biennial Budget. The project aligns with the Frederickson Community Plan and Pierce County's Comprehensive Plan to meet local housing needs.

The Frederickson South Project, led by the PCCDC, aims to develop a 4.22-acre site located at 200th Street East and Knoble Road East in unincorporated Pierce County. This site is zoned for moderate density single-family (MSF) and utilizing affordable housing bonus densities allowed under Pierce County Code 18A.65 the site has the potential to accommodate up to 28 units of housing, with a mixture of single-family homes and duplexes.



Due to the site's zoned capacity the PCCDC views the project as best formatted as an affordable homeownership project for households earning less than 80% of the Area Median Income (AMI).

DEVELOPMENT TIMELINE

Phase 1: Due Diligence (Completed August 2024)

- Conducted critical analyses, including cultural resources, environmental evaluations, and property appraisal, to ensure feasibility.

Phase 2: Acquisition (Completed October 2024)

- Secured the property from the Department of Natural Resources for \$998,000.

Phase 3: Site Planning (Completed Late 2024 – Early 2025)

- Ongoing planning activities include site evaluation, preliminary design, and tree retention and open space design.

Phase 4: Development Preparation (Spring/Summer 2025)

- Environmental studies, engineering designs, site development permits, submission of plan/PDD and critical infrastructure preparation.

Phase 5: Infrastructure Funding (2025/Winter 2026)

- Apply for a Connecting Housing to Infrastructure grant from the Washington Department of Commerce to connect the existing sewer line to the property. Application will be submitted in Fall 2025 and award announcements are expected in January 2026.

Phase 6: RFP and Developer Selection (Fall 2025)

- Issue a Request for Proposal to seek a qualified development partner for site construction, select developer, begin property transfer.

Phase 7: Funding and Construction (2026 – 2027)

- It is expected that the selected developer would apply for construction capital funding in 2026 from the Pierce County affordable housing fund and the Washington Housing Trust Fund, with construction starting in 2027.

TO: SSHA³P Housing Capital Fund Committee
CC: Mary Connolly, Bryan Schmid
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: Re: Fife Levee Pond Property Overview Memorandum
DATE: February 18, 2025

PURPOSE

To provide an overview of the potential development timeline for a mixed income residential development of the Levee Pond property owned by the City of Fife.

SITE OVERVIEW

45 acres of property was acquired in 2001 for \$2.7 million to be used for public space. In 2009 Levee Pond and associated park trails were constructed and in 2015 Community Gardens opened. The associated elements of Levee Pond Park utilize approximately 15 acres, as outlined in **PURPLE** on the following map.

Approximately of 20-25 acres (outlined in **RED**) of currently zoned single-family residential remains for development. As a part of the 2024 Comprehensive Plan rezoning City staff are recommending rezoning this property to Medium Density Residential.



Due to the site's size and zoned capacity the SSHA³P views the project as best formatted as a mixed income planned residential development with a combination of units for ownership and rental to be developed in a multi-phase project.

DEVELOPMENT TIMELINE

Phase 1: Due Diligence (2025)

- Identify City Council development requirements and priorities, procure a property appraisal, and procure pertinent property information for inclusion in future request-for-proposal (RFP) including critical area survey, environmental phase 1 report, cultural resources report, and title report.

Phase 2: RFP and Developer Selection (Q1-Q3 2026)

- Issue a Request for Proposal to seek a qualified development partner(s) for site construction, select developer(s), begin property transfer.

Phase 2: Acquisition (Q3-Q4 2026)

- Developer secures the necessary financing and closes on the property acquisition.

Phase 3: Entitlement (Q4 2026 - 2027)

- Preliminary Site Evaluation:
 - Assessing the site for efficient development with minimal earthwork.
 - Ensuring no critical areas, such as wetlands, are present.
- Cultural and Environmental Analyses:
 - Conducting a cultural resources review.
 - Performing geotechnical, arborist, and environmental earth sciences analyses.
- Preliminary Engineering and Design:
 - Designing road networks and emergency turnarounds.
 - Strategically locating stormwater infrastructure, such as a stormwater pond.
- Tree Retention and Open Space Planning:
 - Meeting tree retention requirement.
 - Designing any required recreational open spaces
- Civil Services and Permitting:
 - Surveying and design work.
 - Submitting permits for preliminary plat approvals, offsite sewer systems, and grading plans.

Phase 4: Infrastructure Funding (2027-2028)

- Apply for infrastructure grants, including the Connecting Housing to Infrastructure grant from the Washington Department of Commerce.
- Complete site-specific engineering and design for roads, stormwater, and utilities.
- Construct essential infrastructure, such as roads, sewer connections, and stormwater management systems.

Phase 5: Funding and Construction (2028 – TBD)

- Apply for publicly funding, finalize financing agreements, including public funding, private investment, and potential tax credits.
- Begin vertical construction of residential units in phases.
- Complete construction and initiate lease-up or sales processes for mixed-income housing units



TO: SSHA³P Housing Capital Fund Committee
FROM: Mary Connolly, SSHA³P Program Specialist II
SUBJECT: SSHA³P Fund Committee: Capital Fund Projection
DATE: March 14, 2025

PURPOSE

This memorandum provides a draft projection of SSHA³P Capital Fund contributions and investment through 2029.

SSHA³P Housing Capital Fund Projection

The table below is a draft projection of SSHA³P Capital Fund contributions and a usage projection, and is for discussion purposes only.

| SSHA ³ P Capital Fund Account - Funding Assumptions | | | | | | Biennial Project Investment Projection |
|--|---------------------|----------------------|----------------------|----------------------|----------------------|--|
| | Auburn | Fife | Sumner | Pierce County | Total** | |
| 2024 | \$ 15,000.00 | \$ 153,000.00 | \$ 125,000.00 | \$ 293,000.00 | \$ 586,000.00 | |
| 2025 | \$ 15,000.00 | \$ 110,000.00 | \$ 65,000.00 | \$ 167,000.00 | \$ 357,000.00 | |
| Total FY 24-25 Biennium* | \$ 30,000.00 | \$ 263,000.00 | \$ 190,000.00 | \$ 483,000.00 | \$ 966,000.00 | Pierce County (Frederickson property) *** |
| 2026 | \$ 15,000.00 | \$ 87,000.00 | \$ 65,000.00 | \$ 167,000.00 | \$ 334,000.00 | |
| 2027 | \$ 15,000.00 | \$ 87,000.00 | \$ 65,000.00 | \$ 167,000.00 | \$ 334,000.00 | |
| Total FY 26-27 Biennium | \$ 30,000.00 | \$ 174,000.00 | \$ 130,000.00 | \$ 334,000.00 | \$ 668,000.00 | City of Fife (Levee Rd property) **** |
| 2028 | \$ 15,000.00 | \$ 87,000.00 | \$ 65,000.00 | \$ 167,000.00 | \$ 334,000.00 | |
| 2029 | \$ 15,000.00 | \$ 87,000.00 | \$ 65,000.00 | \$ 167,000.00 | \$ 334,000.00 | |
| Total FY 28-29 Biennium | \$ 30,000.00 | \$ 174,000.00 | \$ 130,000.00 | \$ 334,000.00 | \$ 668,000.00 | City of Sumner (Library property) ***** |

* No awards were made in the 2024 NOFA due to insufficient scores. The numbers in this section are a combination of the 2024 and 2025 funding commitments.

** Per state statute, a maximum of 10% of these funds may be used for administrative purposes and we anticipate Pierce County using a portion those administrative funds for the purposes of Fund administration.

*** As part of property RFP release in Q3-Q4 2025

**** As part of property RFP release in Q1-Q2 2026

***** As part of property RFP release in 2028-2028

**SSHA³P Members and the Affordable and Supportive Housing Sales and Use Tax Credit**

The table below is developed from a review of annual reports compiled by the Department of Commerce on the Affordable and Supportive Housing Sales and Use Tax allocation and usage.

| SSHA³P Member Governments Affordable and Supportive Housing Sales and Use Tax Credit | | | | | | | |
|--|-------------------------|---------------------------------|------------------------|----------------------|-------------------------|-------------------------|-----------------------------|
| | City of Puyallup | City of University Place | City of Sumner* | City of Fife* | City of Tacoma** | Pierce County*** | City of Lakewood**** |
| 2023 | \$ 268,277.35 | \$ 33,644.38 | \$ 66,319.37 | \$ 87,308.23 | \$ 1,181,916.16 | \$ 2,259,475.25 | \$ 132,265.21 |
| 2022 | \$ 194,101.51 | \$ 25,412.69 | \$ 51,630.01 | \$ 71,422.87 | \$ 853,070.46 | \$ 1,601,254.00 | \$ 97,697.17 |
| 2021 | \$ 194,101.51 | \$ 23,468.97 | \$ 43,682.00 | \$ 61,819.72 | \$ 435,389.46 | \$ 1,601,254.00 | \$ 97,697.17 |
| 2020 | \$ 10,429.54 | \$ - | \$ - | \$ - | \$ 481,091.88 | \$ 712,787.04 | \$ 106.90 |
| Total | \$ 666,909.91 | \$ 82,526.04 | \$ 161,631.38 | \$ 220,550.82 | \$ 2,951,467.96 | \$ 6,174,770.29 | \$ 327,766.45 |

*SSHA³P Capital Fund contributor

** Utilizes funds are part of annual affordable housing NOFA

*** SSHA³P Capital Fund contributor and uses portion of these funds as part of an annual affordable housing NOFA

**** Utilizes funds as part of the City of Lakewood's homeowner repair program