

CITY OF FIRCREST PLANNING COMMISSION MEETING AGENDA

TUESDAY, NOVEMBER 7, 2023 6:00 P.M.

COUNCIL CHAMBERS FIRCREST CITY HALL, 115 RAMSDELL STREET

- 1. CALL TO ORDER
- 2. ROLL CALL
 - A. Motion to Excuse Chair Schultz.
 - B. Designation of Chair Pro-Tem.
- 3. PLEDGE OF ALLEGIANCE
- 4. APPROVAL OF THE MINUTES
 - A. October 3, 2023 Regular Minutes

5. CITIZEN COMMENTS (FOR ITEMS NOT ON THE AGENDA)

(Please state your name and address for the record and refer to the Rules and Decorum laminated sheet at the dais and table.)

6. PUBLIC HEARING

A. None

- 7. UNFINISHED BUSINESS
 - A. None

8. COMMISSIONER COMMENTS/ROUNDTABLE UPDATES

9. NEW BUSINESS

A. BHC Comprehensive Plan Update Presentation	5
B. <u>HB 1377 Applicability to Fircrest</u>	6
C. SHAA3P Updates/2024 Federal and State Legislative Agenda Priorities	17
D. Grant Updates	
(1) <u>Missing Middle Housing Grant</u>	23
(2) <u>Climate Change Planning Grant</u>	77
(3) <u>EV Charging Station Grant</u>	95
(4) <u>Pierce County CDBG Grant</u>	106
10. ADJOURNMENT	

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CITY OF FIRCREST PLANNING COMMISSION REGULAR MINUTES

Tuesday, October 3rd, 2023 6:00 PM Fircrest City Hall 115 Ramsdell Street

CALL TO ORDER

Chair Schultz called the Fircrest Planning Commission regular meeting to order at 6:02 PM.

PLEDGE OF ALLEGIANCE

Staff led the Planning Commission in the Pledge of Allegiance.

ROLL CALL

Planning Commissioners Present: Shirley Schultz (Chair), Ben Ferguson, Kathy McVay, Sarah Hamel, Eric Lane.

City Staff Present: Community Development Director Mark Newman, Permit Coordinator Kristin Rosario.

PUBLIC COMMENT NOT RELATED TO ITEMS ON AGENDA

Chair Schultz confirmed there was no audience present either online or in Council Chambers for public comment.

APPROVAL OF MINUTES

The minutes for the meeting of July 5th, 2023 were presented for approval. Commissioner McVay moved to approve the minutes; Commissioner Hamel seconded. Minutes from July 5th, 2023 were approved unanimously by a vote of 5-0.

The minutes for the meeting of August 15th, 2023 were presented for approval. Commissioner Ferguson moved to approve the minutes; Commissioner Hamel seconded. Minutes from August 15th, 2023 were approved unanimously by a vote of 5-0.

The minutes for the meeting of September 5th, 2023 were presented for approval. Commissioner McVay moved to approve the minutes; Commissioner Ferguson seconded. Minutes from September 5th, 2023 were approved unanimously by a vote of 5-0.

CITIZEN COMMENTS

None.

PUBLIC HEARING

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Staff and Commissioner Introductions

New Community Development Director Mark Newman introduced himself to the Planning Commission. Each commissioner took a moment to introduce themselves and gave a brief description of their professional backgrounds.

B. Rules and Decorum

Director Newman presented the Commission with a list of Rules and Decorum for the Planning Commission with a staff recommendation to review, comment on, and adopt. Commissioner Ferguson moved to adopt the Rules and Decorum, with the stipulation that the text be made available to the public at each meeting. Commissioner Lane seconded. The motion passed unanimously by a vote of 5-0.

C. Short Course on Local Planning

Director Newman spoke briefly regarding a free online course offered by the Department of Commerce for public officials on local planning. The course covers land use planning laws, an introduction to comprehensive planning in the Growth Management Act, plan implementation, the roles of planning commissioners, as well as the Open Public Meeting Records Act. Staff provided a registration link and recommended the Planning Commission sign up for the course.

D. Department of Commerce Middle Housing Grant Program Webinar

Director Newman provided a link to the webinar recorded by David Osaki, Senior Planner for the Department of Commerce. The webinar gives an introduction to cities and jurisdictions on how to apply for a grant to implement the new housing laws passed by the state legislature in 2023. Staff recommended the Planning Commission review the webinar on their own time. Chair Schultz recommended that the webinar link be provided to Council as well.

E. 2023 State Housing Laws Presentation

Director Newman provided a legislative update presentation on the various laws recently passed by the State and how to implement these laws into the City's 2024 Comprehensive Plan update and Municipal Code. Staff recommended the City pursue two grant applications from the Department of Commerce to aid in implementing these laws: the Missing Middle Housing Grant to address ADU and duplex regulations, and the Climate Change Planning Grant to create an urban tree canopy report and implement a tree code.

ADJOURNMENT

Moved by Commissioner McVay, moved and seconded by Commissioner Lane to adjourn the meeting at 7:06 PM. The motion passed unanimously by a vote of 5-0.

Chair Pro Tem, Fircrest Planning Commission

Mark Newman Community Development Director



CITY COUNCIL STUDY SESSION

2024 FIRCREST COMPREHENSIVE PLAN



You're invited to hear the Year 1 Status Update for the 2024 Fircrest Comprehensive Plan being presented at the November 20th City Council Study Session.

NOVEMBER 20, 2023 AT 6 PM



FIRCREST CITY HALL 115 RAMSDELL STREET FIRCREST, WA 98466



CERTIFICATION OF ENROLLMENT

SUBSTITUTE HOUSE BILL 1377

Chapter 218, Laws of 2019

66th Legislature 2019 Regular Session

AFFORDABLE HOUSING DEVELOPMENT ON RELIGIOUS ORGANIZATION PROPERTY

EFFECTIVE DATE: July 28, 2019

Passed by the House April 18, 2019 Yeas 85 Nays 9

FRANK CHOPP

Speaker of the House of Representatives

Passed by the Senate April 12, 2019 Yeas 42 Nays 3

CYRUS HABIB

President of the Senate

Approved April 30, 2019 2:43 PM

CERTIFICATE

I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is **SUBSTITUTE HOUSE BILL 1377** as passed by the House of Representatives and the Senate on the dates hereon set forth.

BERNARD DEAN

Chief Clerk

FILED

May 1, 2019

JAY INSLEE

Governor of the State of Washington

Secretary of State State of Washington

SUBSTITUTE HOUSE BILL 1377

AS AMENDED BY THE SENATE

Passed Legislature - 2019 Regular Session

State of Washington 66th Legislature 2019 Regular Session

By House Housing, Community Development & Veterans (originally sponsored by Representatives Walen, Barkis, Jenkin, Harris, Springer, Macri, Wylie, Ryu, Reeves, Robinson, Griffey, Appleton, Bergquist, Jinkins, Tharinger, Slatter, Kloba, Doglio, Goodman, Leavitt, Ormsby, and Santos)

READ FIRST TIME 02/08/19.

AN ACT Relating to affordable housing development on religious organization property; adding a new section to chapter 35.63 RCW; adding a new section to chapter 35A.63 RCW; adding a new section to chapter 36.70A RCW; and adding a new section to chapter 44.28 RCW.

5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF WASHINGTON:

6 <u>NEW SECTION.</u> Sec. 1. A new section is added to chapter 35.63 7 RCW to read as follows:

8 (1) A city planning under this chapter must allow an increased 9 density bonus consistent with local needs for any affordable housing 10 development of any single-family or multifamily residence located on 11 real property owned or controlled by a religious organization 12 provided that:

(a) The affordable housing development is set aside for oroccupied exclusively by low-income households;

(b) The affordable housing development is part of a lease or other binding obligation that requires the development to be used exclusively for affordable housing purposes for at least fifty years, even if the religious organization no longer owns the property; and

(c) The affordable housing development does not discriminate against any person who qualifies as a member of a low-income household based on race, creed, color, national origin, sex, veteran

1 or military status, sexual orientation, or mental or physical 2 disability; or otherwise act in violation of the federal fair housing 3 amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

4 (2) A city may develop policies to implement this section if it
5 receives a request from a religious organization for an increased
6 density bonus for an affordable housing development.

7 (3) The religious organization developing the affordable housing 8 development must pay all fees, mitigation costs, and other charges 9 required through the development of the affordable housing 10 development.

11 (4) If applicable, the religious organization developing the 12 affordable housing development should work with the local transit 13 agency to ensure appropriate transit services are provided to the 14 affordable housing development.

(5) This section applies to any religious organizationrehabilitating an existing affordable housing development.

17

(6) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing structure in which one hundred percent of all single-family or multifamily residential dwelling units within the development are set aside for or are occupied by low-income households at a sales price or rent amount that may not exceed thirty percent of the income limit for the low-income housing unit;

(b) "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the affordable housing development is located; and

29 (c) "Religious organization" has the same meaning as in RCW 30 35.21.915.

31 <u>NEW SECTION.</u> Sec. 2. A new section is added to chapter 35A.63 32 RCW to read as follows:

(1) A city planning under this chapter must allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multifamily residence located on real property owned or controlled by a religious organization provided that:

(a) The affordable housing development is set aside for oroccupied exclusively by low-income households;

1 (b) The affordable housing development is part of a lease or 2 other binding obligation that requires the development to be used 3 exclusively for affordable housing purposes for at least fifty years, 4 even if the religious organization no longer owns the property; and

5 (c) The affordable housing development does not discriminate 6 against any person who qualifies as a member of a low-income 7 household based on race, creed, color, national origin, sex, veteran 8 or military status, sexual orientation, or mental or physical 9 disability; or otherwise act in violation of the federal fair housing 10 amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

(2) A city may develop policies to implement this section if it receives a request from a religious organization for an increased density bonus for an affordable housing development.

14 (3) The religious organization developing the affordable housing 15 development must pay all fees, mitigation costs, and other charges 16 required through the development of the affordable housing 17 development.

18 (4) If applicable, the religious organization developing the 19 affordable housing development should work with the local transit 20 agency to ensure appropriate transit services are provided to the 21 affordable housing development.

22 (5) This section applies to any religious organization 23 rehabilitating an existing affordable housing development.

24 (6) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing structure in which one hundred percent of all single-family or multifamily residential dwelling units within the development are set aside for or are occupied by low-income households at a sales price or rent amount that may not exceed thirty percent of the income limit for the low-income housing unit;

31 (b) "Low-income household" means a single person, family, or 32 unrelated persons living together whose adjusted income is less than 33 eighty percent of the median family income, adjusted for household 34 size, for the county where the affordable housing development is 35 located; and

36 (c) "Religious organization" has the same meaning as in RCW 37 35A.21.360.

38 <u>NEW SECTION.</u> Sec. 3. A new section is added to chapter 36.70A 39 RCW to read as follows:

1 (1) Any city or county fully planning under this chapter must 2 allow an increased density bonus consistent with local needs for any 3 affordable housing development of any single-family or multifamily 4 residence located on real property owned or controlled by a religious 5 organization provided that:

6 (a) The affordable housing development is set aside for or 7 occupied exclusively by low-income households;

8 (b) The affordable housing development is part of a lease or 9 other binding obligation that requires the development to be used 10 exclusively for affordable housing purposes for at least fifty years, 11 even if the religious organization no longer owns the property; and

12 (c) The affordable housing development does not discriminate 13 against any person who qualifies as a member of a low-income 14 household based on race, creed, color, national origin, sex, veteran 15 or military status, sexual orientation, or mental or physical 16 disability; or otherwise act in violation of the federal fair housing 17 amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

(2) A city or county may develop policies to implement this
 section if it receives a request from a religious organization for an
 increased density bonus for an affordable housing development.

(3) An affordable housing development created by a religious institution within a city or county fully planning under RCW 36.70A.040 must be located within an urban growth area as defined in RCW 36.70A.110.

(4) The religious organization developing the affordable housing development must pay all fees, mitigation costs, and other charges required through the development of the affordable housing development.

(5) If applicable, the religious organization developing the affordable housing development should work with the local transit agency to ensure appropriate transit services are provided to the affordable housing development.

33 (6) This section applies to any religious organization 34 rehabilitating an existing affordable housing development.

35

(7) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing
 structure in which one hundred percent of all single-family or
 multifamily residential dwelling units within the development are set
 aside for or are occupied by low-income households at a sales price

1 or rent amount that may not exceed thirty percent of the income limit 2 for the low-income housing unit;

3 (b) "Low-income household" means a single person, family, or 4 unrelated persons living together whose adjusted income is less than 5 eighty percent of the median family income, adjusted for household 6 size, for the county where the affordable housing development is 7 located; and

8 (c) "Religious organization" has the same meaning as in RCW 9 36.01.290.

10 <u>NEW SECTION.</u> Sec. 4. A new section is added to chapter 44.28 11 RCW to read as follows:

12 The joint committee must review the efficacy of the increased 13 density bonus incentive for affordable housing development located on 14 property owned by a religious organization pursuant to this act and 15 report its findings to the appropriate committees of the legislature 16 by December 1, 2030. The review must include a recommendation on 17 whether this incentive should be continued without change or should 18 be amended or repealed.

> Passed by the House April 18, 2019. Passed by the Senate April 12, 2019. Approved by the Governor April 30, 2019. Filed in Office of Secretary of State May 1, 2019.

> > --- END ---

RCW 35A.63.300 Increased density bonus for affordable housing located on property owned by a religious organization. (1) A city planning under this chapter must allow an increased density bonus consistent with local needs for any affordable housing development of any single-family or multifamily residence located on real property owned or controlled by a religious organization provided that:

(a) The affordable housing development is set aside for or occupied exclusively by low-income households;(b) The affordable housing development is part of a lease or other binding obligation that requires the development to be used exclusively for affordable housing purposes for at least fifty years, even if the religious organization no longer owns the property; and

(c) The affordable housing development does not discriminate against any person who qualifies as a member of a low-income household based on race, creed, color, national origin, sex, veteran or military status, sexual orientation, or mental or physical disability; or otherwise act in violation of the federal fair housing amendments act of 1988 (42 U.S.C. Sec. 3601 et seq.).

(2) A city may develop policies to implement this section if it receives a request from a religious organization for an increased density bonus for an affordable housing development.

(3) The religious organization developing the affordable housing development must pay all fees, mitigation costs, and other charges required through the development of the affordable housing development.

(4) If applicable, the religious organization developing the affordable housing development should work with the local transit agency to ensure

appropriate transit services are provided to the affordable housing development.

(5) This section applies to any religious organization rehabilitating an existing affordable housing development.

(6) For purposes of this section:

(a) "Affordable housing development" means a proposed or existing structure in which one hundred percent of all single-family or multifamily residential dwelling units within the development are set aside for or are occupied by low-income households at a sales price or rent amount that may not exceed thirty percent of the income limit for the low-income housing unit;
(b) "Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is less than eighty percent of the median family income, adjusted for household size, for the county where the affordable housing development is located; and

(c) "Religious organization" has the same meaning as in RCW 35A.21.360. [2019 c 218 § 2.]

Certified on 9/1/2023 RCW 35A.63.300 Page 1

11/1/23, 1:23 PM

MRSC - Affordable Housing Techniques and Incentives

Density Bonuses

Incentives can be a driver for action by private sector housing developers. Density bonuses can be used to achieve certain common goods — such as preserving common open space, building public amenities, or another public benefit — in exchange for the capacity to build more square footage/ housing units than normally permitted. Functional density bonuses often give a developer the ability to construct more units in exchange for providing a public benefit (e.g., affordable housing units). Developers can take advantage of the increased density to create more economic value for themselves while cities and towns benefit from the addition of more affordable housing units.

This image shows how a density bonus might work on a proposed, four-story building.





A density bonus program should be designed to provide enough of an incentive so that the desired public benefit is achieved. In some cases, a development code contains an impressive set of density bonuses that look good on paper but don't offer enough incentives to entice a developer. In other cases, a density bonus may be too generous to a developer, resulting in too much of a benefit to the private sector and fueling potential public resentment at what may be viewed as a "give-away." For these reasons, it is important for a local government to:

- · Learn from other communities that have a successful density bonus program,
- Talk with local developers to determine what they would need to in order to use such a program, and
- · Communicate with the public about the rationale for a density bonus program.

It should be noted that the usefulness of this tool is often limited to areas with strong real estate markets where there is a demand for new construction at a price that can subsidize the desired public goods incentivized by the density bonuses.

Examples of City Regulations Using Density Bonus to Encourage, Not Require, Affordable Housing

- Bellingham Municipal Code Ch. 20.29 Facilitates construction by offering a 50% density bonus if steps are taken by the owner to ensure that each unit that changed ownership was transferred at an affordable price.
- Kirkland Zoning Code Ch. 112 All developments with over four units located in certain zones must provide some affordable units. Bonus units are used as an incentive in zones where affordable units are not required, as are off-site provision of units or cash payments in lieu of affordable units, under certain circumstances.
- Marysville Municipal Code Sec. Ch.22C.090 Residential density bonus incentives available for permanently restricted, low-income rentals and low-income senior rentals. Also available for mobile home space for mobile homes displaced from closed mobile parks.
- Poulsbo Municipal Code Sec. 18.70.070(B) A small-city example where a density bonus is granted at varying levels if certain percentages of units are affordable for low-income households.
- Redmond Zoning Code Sec. 21.20.030 Includes affordable senior housing bonus program; all programs are subject to an affordable housing agreement.
- Seattle Housing Rule 01-2015 Outlines the conditions by which affordable housing shall be provided to satisfy requirements for bonus non-residential floor area.
- Shoreline Municipal Code Sec. 20.40.230 Example of a simple density bonus code.

Sample County Regulations Using Density Bonus to Encourage, Not Require, Affordable Housing

- King County Affordable Housing Incentive Program Includes development incentives such as credit enhancement, density bonus program, fee waivers, and surplus property for affordable housing and other public benefits. Ch. 21A.34 offers density bonuses ranging from 1-1.5 bonus units per benefit unit. For 100% affordable projects, the density allows 200% above the base.
- Pierce County Code Ch. 18A.65 Offers expedited permit processing for all projects with low-income, affordable units. Financial and regulatory incentives that are available (subject to criteria) include expedited permit processing, fee waivers, bonus units, and alternative development standards. County assumes shared equity when units increase in value, which is recaptured at time of sale to fund price reductions for additional units.
- San Juan County Code Sec. 18.60.260 Offers restrictive use easement to operators of affordable housing while Sec. 18.30.200 (D) offers a density bonus specifically for the density district of Doe Bay Hamlet Activity Center.



FY 2023 INCOME LIMITS DOCUMENTATION SYSTEM

HUD.gov HUD User Home Data Sets Fair Market Rents Section 8 Income Limits MTSP Income Limits HUD LIHTC Database

FY 2023 Income Limits Summary

FY 2023 Income	Median Family Income	FY 2023 Income Limit	Persons in Family							
Limit Area	Click for More Detail	Category	1	2	3	4	5	6	7	8
Tacoma,	\$112,600	Very Low (50%) Income Limits (\$) Click for More Detail	37,650	43,000	48,400	53,750	58,050	62,350	66,650	70,950
WA HUD Metro FMR		Extremely Low Income Limits (\$)* Click for More Detail	22,600	25,800	29,050	32,250	35,140	40,280	45,420	50,560
Area		Low (80%) Income Limits (\$) Click for More Detail	60,200	68,800	77,400	86,000	92,900	99,800	106,650	113,550

NOTE: **Pierce County** is part of the **Tacoma, WA HUD Metro FMR Area**, so all information presented here applies to all of the Tacoma, WA HUD Metro FMR Area. HUD generally uses the Office of Management and Budget (OMB) area definitions in the calculation of income limit program parameters. However, to ensure that program parameters do not vary significantly due to area definition changes, HUD has used custom geographic definitions for the Tacoma, WA HUD Metro FMR Area.

The Tacoma, WA HUD Metro FMR Area contains the following areas: Pierce County, WA;

* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as <u>established by the Department of Health and Human</u> <u>Services (HHS)</u>, provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2023 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2023 Fair Market Rent documentation system.

For last year's Median Family Income and Income Limits, please see here:

FY2022 Median Family Income and Income Limits for Tacoma, WA HUD Metro FMR Area

Select a different county or county equivalent in Washington:	Select any FY2023 HUD Metropolitan FMR Area's Income Limits:	
Lincoln County Mason County Okanogan County Pacific County Pend Oreille County	Tacoma, WA HUD Metro FMR Area Select HMFA Income Limits Area	~
Pierce County • Select county or county equivalent	Or press below to start over and select a different state: Select a new state	
Upd	date URL for Bookmarking or Emailing	

Prepared by the Program Parameters and Research Division, HUD.

SSHĀ[®]P

Shaping the future of housing opportunities in our Pierce County.

SOUTH SOUND Housing Affordability Partners

2024 FEDERAL LEGISLATIVE PRIORITIES

ABOUT US

Established in 2021, the South Sound Housing Affordability Partners (SSHA³P) is an intergovernmental collaboration among 15 members governments in Pierce County, working together to create and preserve affordable, attainable, and accessible housing throughout our communities.

MEMBERS

City of Auburn City of Dupont City of Edgewood City of Fife City of Fircrest City of Gig Harbor City of Lakewood City of Milton Pierce County Puyallup Tribe of Indians City of Puyallup City of Sumner Town of Steilacoom City of Tacoma City of University Place



CONGRESSIONAL DIRECTED SPENDING REQUESTS



AFFORDABLE HOUSING CREDIT IMPROVEMENT ACT



FAIR HOUSING IMPROVEMENT ACT



NEIGHBORHOOD HOMES INVESTMENT ACT



FLEXIBILITY IN FEDERAL FUNDING



FUNDING CDBG AND HOME PROGRAMS

CONTACT SSHA³P



CONGRESSIONAL DIRECTED SPENDING REQUESTS

In alignment with efforts to ensure necessary capital funding investments are made to support affordable housing development in our Pierce County communities, SSHA³P will support Congressional Directed Spending (CDS) requests for affordable housing development projects when the local government of jurisdiction is also supporting the request.

AFFORDABLE HOUSING CREDIT IMPROVEMENT ACT

SSHA³P supports the passage of this bipartisan act of comprehensive legislation to expand and strengthen the low-income housing tax credit (LIHTC) program. The LIHTC program is our nation's primary tool for financing affordable housing. The legislation would restore the 12.5% cut to the tax credit program and further increase it by 50% over the next 2 years and make a technical adjustment to the financing threshold to expand access to the financing program. Increasing investments in the LIHTC program is a critical step in meeting our affordable housing needs.

FAIR HOUSING IMPROVEMENT ACT

SSHA³P supports the passage of The Fair Housing Improvement Act and its effort to increase access and opportunity for more households to achieve the dream of homeownership by ending source of income discrimination for veteran and low-income households attempting to utilize their housing vouchers (VASH or Housing Choice Vouchers) for the purchasing of homes.

NEIGHBORHOOD HOMES INVESTMENT ACT

The Neighborhood Homes Investment Act would create a funding program, similar to the LIHTC, to support the building or rehabilitation of homeownership housing, creating tax exempt mortgage bonds and mortgage credit certification to assist current and future homeowners. This legislation aligns with SSHA³P's priorities to increase affordable homeownership opportunities.

FLEXIBILITY IN FEDERAL FUNDING

With the influx of ARPA dollars and ongoing rulemaking, SSHA³P urges our federal partners to continue to provide these fund sources with the flexibility necessary for them to interact and align with other sources of federal funds to enable local government to effectively leverage these onetime funds with ongoing funding.

FUNDING CDBG AND HOME PROGRAMS

SSHA³P asks our federal partners ensure the full funding of the Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) programs as primary federal funding sources for local government utilization in the support of affordable housing development.

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Shaping the future of housing opportunities in our Pierce County.

SOUTH SOUND Housing Affordability Partners

2024 STATE LEGISLATIVE AGENDA PRIORITIES

ABOUT US

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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.

CONTACT SSHA³P



SUPPORT | MONITOR | OPPOSE

- Support funding for municipal Planned Actions.
- Support technical fixes and clarifications to recent land use and housing legislation.
- Support legislation to provide Fair Housing Training for ownership associations.
- Support funding for the Affordable Workforce Housing Accelerator pilot program.
- Support funding to assist in the implementation of State required land use actions.
- Support operating funding for service supported housing.
- Monitor legislation regarding the Residential Landlord Tenant Act.
- Monitor efforts to create a rental gap voucher assistance program.
- Monitor legislation to create local revenue options to support affordable housing development.
- Oppose preemption of local land use authority.
- Oppose legislation that would increase the cost to produce publicly funded affordable housing.



PRIORITIES



FACILITATING DEVELOPMENT OF AFFORDABLE HOUSING

Support capital budget funding for member government priority projects.

SSHA³P seeks to ensure affordable housing projects throughout our communities are adequately funded and will actively support funding requests for affordable housing developments that our member governments identify as priorities. In the 2023 legislative session there were four priority affordable housing projects identified by member governments; of those four projects, three received direct capital budget allocations, totaling more than \$16.5 million.

Expand funding opportunities to support homeownership development for low-income households.

Support for homeownership opportunities has been a priority for SSHA³P to build household and community stability. In collaboration with Black Home Initiative network partners, the Northwest Community Land Trust Coalition, and other affordable homeownership providers, SSHA³P has identified an opportunity to expand existing funding to better support affordable homeownership development through the expansion of income eligibility for projects funded by the <u>1406</u> local sales and use tax credit.

Expand investment and eligibility for the Connecting Housing to Infrastructure Program (CHIP). CHIP grants support the development of affordable housing by funding water, sewer and stormwater utility improvements and/or waiving system development charges for new affordable housing units. The program was created after the 2021 legislative session and received an additional \$60 million of funding in the 2023-25 capital budget. Investment and eligibility expansion would include:

- 1. Allowing affordable housing developers to directly apply for this grant funding in partnership with eligible cities, counties, or utility districts.
- 2. Ensuring adequate supplemental capital budget investments are made for CHIP program.

Support funding for the acquisition of real property for affordable housing.

SSHA³P supports the creation of an acquisition grant program to enable local governments and affordable housing development partners to respond to real estate market opportunities. Investing resources into acquisition funds that are neither place nor time bound would allow for the rapid acquisition of real estate for future affordable housing development.

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PRIORITIES



SUPPORT POLICY AND PLANNING EFFORTS.

Support priority considerations regarding transit-oriented development.

SSHA³P opposes the preemption of local land use authority and values partnership and collaboration with the Legislature. With legislative focus on aligning transit investments and land use policy, SSHA³P believes it is critical that potentially affected cities and counties develop their own, priority considerations for the legislature. SSHA³P staff will engage with potentially affected member governments to understand their priorities, determine where there is priority alignment across member governments, and communicate those aligned considerations to the Legislature.

Support construction trade industry workforce development efforts.

The State of Washington needs thousands more construction industry professionals to build the hundreds of thousands of housing units we need. SSHA³P supports workforce development efforts that increase the number of people in the construction industry workforce and ensure access to training on new construction technologies.



INFORMATION AND ENGAGEMENT

Expand eligibility for the disabled veteran property tax exemption program.

SSHA³P asks the Legislature to consider expanding the eligibility for the disabled veteran property tax exemption by removing the income requirement. This action would align Washington's exemption policy with the 41 other states that have made the determination that service and sacrifice of our disabled military veterans should be recognized with some level of property tax exemption void of any personal income qualifier.

SOUTHSOUNDAFFORDABLEHOUSING.ORG



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE 1011 Plum Street SE • PO Box 42525 • Olympia, Washington 98504-2525 • (360) 725-4000

www.commerce.wa.gov

October 17, 2023

Dawn Masko City Manager City of Fircrest 115 Ramsdell Street Fircrest, Washington 98466

Delivered via email.

RE: Middle Housing Program Grant

Greetings:

I am pleased to inform you that the City of Fircrest has been awarded \$50,000 in 2023-2025 Middle Housing Grant Program funds to support the adoption of policies and codes and the implementation of other measures specific to HB 1110.

The Washington Department of Commerce, Growth Management Services (GMS) unit will administer the middle housing grant program. **Before we disburse the funds, a contract with a final agreed upon scope of work and budget will need to be discussed and executed between your organization and the Department of Commerce.** Funds may be retroactively applied to project costs related to your grant scope of work, beginning July 1, 2023, the date the funding became available.

Please note, these funds are specifically for middle housing activities and may not pay for work already paid for by other Commerce grant programs such as periodic update grants or climate grants. Thus, that may need to be addressed during the finalization of your contract.

These grant funds are authorized by the 2023-2025 State Operating Budget (<u>Senate Bill 5187</u>) which directs Commerce to administer grants and provide technical assistance to cities or counties for actions relating to adopting ordinances that plan for and accommodate housing.

Dawn Masko October 17, 2023 Page 2

Deborah Jacobs or another member of our team will be in touch with you to develop the contract and answer questions. You can reach Deborah at deborah.jacobs@commerce.wa.gov.

Sincerely,

Vaue aucturburn

Dave Andersen, AICP Managing Director Growth Management Services

cc: Mark Newman, Director
 Colleen Cocoran, Director
 Anne Fritzel, Housing Programs Manager, Growth Management Services
 Dave Osaki, Middle Housing Program Manager, Growth Management Services
 Deborah Jacobs, Housing Contracts Officer, Growth Management Services

SCOPE OF WORK

City of Fircrest Middle Housing Implementation

I. Scope of Work

Overall Scope: Provide professional planning services assist the City with its Middle Housing Grant, awarded by the Department of Commerce effective July 1, 2023. Consistent with Grant Scope of Work, BHC's services will be divided into tasks, as described in detail below. BHC will be the prime consultant for this project.

The objectives of this work are the following:

- Analyze existing design review process and development regulations and amend, if necessary, to be objective and administratively reviewed, consistent with HB 1110 and ESHB 1293.
- Develop new objective design review standards and development regulations for middle housing types in single-family zones, consistent with the requirements HB 1110 and be consistent with HB 1337.
- Analyze existing accessory dwelling unit development regulations and amend, if necessary, to fully implement HB 1337 and take advantage of efficiencies in doing work together with HB 1110.

Task 1: HB 1110 Implementation Plan:

Task Budget: \$10,000

The City of Fircrest has conducted a number of planning efforts in recent years to support the increase in middle housing supply. These include adoption of the City's Form-Based Code and Cottage Code, as well as joining the South Sound Housing Affordability Partners intergovernmental work group. City staff hope to create an implementation plan that outlines a realistic path to adopting a middle housing ordinance in compliance with HB 1110 by June 2025. The plan may include achievable benchmarks for the following: how to meet ADU/duplex design standards, how to identify level-of-service concurrency deficiencies and strengths unique to Fircrest, how to obtain public buy-in, how to provide appropriate education on the permitting process in an equitable manner to non-English speakers, and how to choose model ADU permitting packages that best meet the needs of Fircrest's character.

Work Tasks:

Step 1.1	Review Housing Gaps Analysis and Land Capacity Analysis compiled by BHC Consultants in 2021 and develop land use scenarios for build out of Middle Housing types.
Step 1.2	Review and analyze Comprehensive Plan public engagement survey results on middle housing.
Step 1.2	Review Commerce Middle Housing Model Ordinance(s) and other resources.
Step 1.3	Coordinate and internally manage consultant team through project completion.

Task 2: Draft Middle Housing Ordinance:

Task Budget: \$20,000

As part of the preparation for drafting middle housing code amendments that comply with HB 1110, City staff and consultants will use the existing development regulations as a starting point to analyze what regulations need to be amended. The City also plans to develop new objective design and administrative standards and development regulations for middle housing types in the single-family zones and find efficiencies in coordinative implementation of HB 1337. The draft code amendments will be reviewed with the SSHA³P group and then the Planning Commission for modification and debate.

Work Tasks:

Step 2.1	Review and evaluate existing development regulations for needed middle housing related amendments.	June 2024	October 2024
Step 2.2	Draft Middle Housing development regulation amendments with assistance from SSHA ³ P.	January 2024	October 2024
Step 2.3	Planning Commission work sessions on drafting of development regulation amendments.	January 2024	October 2024

Task 3: Adopted Middle Housing Ordinance:

Task Budget: \$20,000

This objective is the final stage where the City will hold its public hearing with the Planning Commission and transmit the draft middle housing code amendments to the State. City staff hope to harness the public engagement momentum from the Comprehensive Plan periodic update by hosting a community webpage with relevant information and timely progress updates. The Planning Commission's formal recommendation will be presented to the City Council during its regular study sessions. Following this, the City Council will formally adopt middle housing code amendments that comply with and fully implement HB 1110.

Work Tasks:

Step 3.1	Assisting staff with materials needed for the transmit of the Draft Middle Housing Ordinance to the State for state agency review	November 2024	January 2025
Step 3.2	Planning Commission Public Hearing	February 2025	March 2025
Step 3.3	City Council consideration of Planning Commission recommendation	April 2025	June 2025
Step 3.4	City Council adoption of Middle Housing development regulations	May 2025	June 2025

II. Tasks Not Included in this Scope

Based on our understanding of the scope of this project, we anticipate there may be additional technical analysis or policy development not identified in the City's grant agreement or this BHC's proposal. These tasks have not been included in this Scope of Work. If the City identifies these or any other tasks necessary to complete the Middle Housing Implementation, a contract amendment will be necessary. Examples of tasks excluded from this scope include, but are not limited to:

- Web hosting.
- Grant or state compliance reporting requirements.
- Preparation of staff reports for adoption.
- Preparation of ordinance documents for adoption.
- Public noticing.
- Assistance with SEPA Review.
- Review of specific development proposals.
- Creating new or updated stormwater management regulations or engineering regulations.

•

III. Budget

This budget represents the Tasks outlined in this Scope of Work.

Deliverable		Estimated Budget*
1.	HB 1110 Implementation Plan	\$10,000
2.	Draft Middle Housing Ordinance	\$20,000
3.	Adopted Middle Housing Ordinance	\$20,000
<u></u>	Total Contract Amount	\$50,000

City of Napavine Housing Action Plan



SAMPLE



Prepared by:

Jackson Civil BHC Consultants

April 2023



ACKNOWLEDGEMENTS

Advisory Committee

- Amy Hollinger, Planning Commissioner
- Scott Collins, Bethel Church Pastor
- Ruth Gutierrez, Housing Advocate
- Shane Schutz, School Superintendent
- Mike Kroll, Lewis County Planner
- Todd Chaput, Lewis County Alliance
- Greg Lund, Realtor
- Paula Sandirk, Resident

City of Napavine Staff

- Bryan Morris, Public Works/ Community Development Director
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- Rachelle Denham, City Clerk

Consultant Team

- Jackson Civil Engineering, LLC
- BHC Consultants, LLC



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GLOSSARY AND DEFINITIONS

ACS	American Community Survey
ADU	Accessory Dwelling Unit
Affordable Housing	A home is generally considered affordable if the household is paying no more than 30% of their income on housing costs.
AMI	Area Median Income
CLT	Community Land Trust
Displacement	Displacement occurs when housing or neighborhood conditions force residents to move.
НАР	Housing Action Plan
HNA	Housing Needs Assessment
HUD	U.S. Department of Housing and Urban Development
HUD CHAS	HUD Comprehensive Housing Affordability Strategy
Middle Housing	Middle Housing, also referred to as Missing Middle Housing, means homes that fall between single-family houses and higher- density apartments. Examples include duplexes, triplexes, fourplexes, townhouses, and cottage court homes.
NMC	Napavine Municipal Code
UGA	Urban Growth Area

1. Plan Overview

Purpose

The City of Napavine received a grant from the Washington State Department of Commerce to develop a Housing Action Plan (HAP). The overall goals for this plan are to: encourage construction of affordable and market rate housing; broaden the variety of housing types available; ensure housing is available at prices accessible to a broad spectrum of incomes; and to include strategies that target the for-profit single-family home market. The Commerce grant requires the HAP to include the following, per <u>RCW 36.70A.600(2)</u>:

- Housing Needs Assessment. Assess existing and projected housing needs for all income levels, including extremely low-income households, with documentation of housing and household characteristics, and cost-burdened households. Analyze population and employment trends, with documentation of projections. (See Appendix A.)
- Inclusive Public Outreach. Provide an opportunity for participation and input from community members, community groups, local builders, local realtors, nonprofit housing advocates, and local religious groups. (See Appendix B.)
- Housing Policy Framework. Review and evaluate the current housing element adopted pursuant to RCW 36.70A.070, including an evaluation of success in attaining planned housing types and units, achievement of goals and policies, and implementation of the schedule of programs and actions. (See Appendix C.)
- Housing Action Plan. Develop strategies to increase the supply of housing and variety of housing types needed to serve the housing needs identified in the Housing Needs Assessment. Consider strategies to minimize displacement of low-income residents resulting from redevelopment. Include a schedule of programs and actions to implement the recommendations of the Housing Action Plan.

City of Napavine Context

Napavine is located in Lewis County, six miles south of Chehalis on the northern edge of the Napavine, Jackson, and Grand Prairies. The town sits along the I-5 corridor and is half-way between the cities of Tacoma, Washington and Portland, Oregon.

Napavine began as a logging and sawmill town. The first sawmill was financed by the Northern Pacific Railroad for railroad tie production. The rails were laid in 1873. In its early years, Napavine grew to include six sawmills, a shingle mill, two column factories, a general repair shop, two shoe shops, and a blacksmith. In addition to manufacturing, the City included four general stores, two meat markets, two saloons, a drugstore, a doctor, two hotels, one livery and feed barn, a real estate office and a carpenter. The City of Napavine was incorporated in 1913 and an old, remodeled church became its first town hall. In the mid-20th century after World War II, plans for the town's first water system were initiated. A 100-foot well was drilled in 1955 to serve local businesses, the elementary and high schools and the 80 homes in town. In 1967 the 150-foot water tower was built.

Today, Napavine has a population of just over 2,000 people with a variety of businesses, land uses, and residences.

Demographics and Housing Overview

The Housing Needs Assessment examined current demographic and socioeconomic characteristics of the city. The following are key statistics that inform housing strategies and actions:

- Napavine's population was estimated at 1,571 in 2020 by the American Community Survey (ACS).
- Median income in 2020 was \$61,713, according to the ACS.
- According to Zillow Home Value Index data, the average home price in Napavine is \$261,228. The income needed to afford an average-priced home is \$71,247. The income needed to afford a bottom tier-priced home is \$62,583.
- About half Napavine households included at least one person under the age of 18. About 30% of households had at least one member over the age of 60.
- 90% of Napavine residents identified as "white alone" in the 2020 ACS; 7% identified as two or more races.

• Renter households increased 12% from 2010 to 2020, while owner households decreased 11%. This indicates increased demand for rental housing stock, potentially a result of higher costs.

Overview of Planning and Engagement Process

The development of this Housing Action Plan was supported with two main sources of information:

- Public engagement that involved connecting with and listening to a range of stakeholders, including residents, workers, businesses, non-profit organizations, service providers, and other important members of the community. Their participation in this process provides both qualitative and anecdotal input.
- Quantitative input through a survey, which informed the recommendations outlined in the HAP.

Outreach was implemented to gather from the Napavine community valuable insights into the City's housing opportunities and challenges. The community's feedback played a significant role in shaping the direction of the HAP's strategies and recommendations.

Between September and October of 2022, an online public survey was conducted, with a total of 12 respondents completing the survey. The survey response was representative of the Napavine community, with its demographics closely aligning to the makeup of the city. Key findings from the survey are provided below, while additional information about the survey can be found in Appendix B.

- A total of 12 respondents completed the survey. The respondents were wellrepresented across different age groups, with 8% for age 18-24, 17% for age 25-34, and 25% for age 45-54, 65-75, and 75 or older.
- On the question "I believe rent/mortgages are reasonably priced in Napavine," all respondents answered, with 67% indicating no opinion/do not know. Of those who answered, 25% strongly disagreed or disagreed, and 8% agreed.
- On the question "I believe my home is the right size for my household," all respondents answered, with 83% indicating agreement and 17% disagreeing.
- On the question "What type of housing do you currently live in?", all respondents indicated the type of housing they currently live in, with single-family homes accounting for 92% of responses, and the other housing type accounting for 8%.

- On the question "Do you rent or own your home?", all respondents answered, with 83% indicating ownership and 17% indicating renting.
- On the question "What type of housing would you most like to live in?", all respondents indicated the type of housing they would most like to live in, with single-family homes accounting for 83% of responses, and the other housing type accounting for 17%.
- On the question "I think local and/or state government should have a greater role in providing affordable housing for the community," 50% of the respondents agreed, while 25% disagreed, and 25% had no opinion/do not know.
- On the question "I think Napavine needs more," the respondents identified the following housing needs: 26% on housing for families with children, 15% on housing for seniors, rental housing for households making less than \$49,400, and homeownership opportunities for households making less than \$49,400. Other housing needs identified included 11% on rental housing for households making less than \$18,600, 7% on housing for young adults and persons with disabilities, and 4% on housing for individuals experiencing homelessness.
- On the question "I think Napavine should allow or build more," the respondents identified the following housing types that should be allowed or built: 38% on townhomes, 23% on duplexes, 15% on accessory dwelling units, and 8% on apartment buildings and triplexes or more.

The survey found that respondents were well-represented across different age groups, with single-family homes being the most common type of housing. Respondents generally agreed that their homes were the right size for their households, but they were uncertain about the affordability of rent/mortgages in Napavine. Respondents also identified a need for more affordable housing options, particularly for families with children and seniors, as well as rental housing for households making less than \$49,400 and homeownership opportunities for households making less than \$49,400.

In terms of housing types that should be allowed or built, respondents identified townhomes and duplexes as the most desirable options, along with accessory dwelling units and apartment buildings or triplexes. Finally, respondents were divided on whether local and/or state government should have a greater role in providing affordable housing for the community, with 50% agreeing and 25% disagreeing.

Key Issues Identified During Public Engagement

A summary of the primary concerns raised during public engagement regarding housing reveals a particular emphasis on three issues: ADUs, senior housing, and the ability of children to remain in the community.

1. Accessory dwelling units (ADUs).

ADUs were identified as a key issue during public engagement related to housing. Many community members expressed a desire to build ADUs on their properties to provide additional housing for family members. However, there were concerns related to zoning regulations, building codes, and affordability of construction. The community expressed a desire for more information and regulation related to the construction of ADUs.

2. Senior housing

The community expressed a desire for more affordable and accessible housing options for seniors. There were concerns related to the cost of assisted living facilities and a desire for more affordable options.

3. Children being able to stay in the community.

Many community members expressed concerns about the lack of affordable housing options for families with children. This was seen as a barrier to retaining young families in the community and was identified as a priority issue to be addressed in the Housing Action Plan.

Key Issues Identified in the Housing Needs Assessment

Through the Housing Needs Assessment, Policy Framework Review, and Public Engagement, the Plan identified the following key housing issues that housing strategies must address to meet current and future housing needs in Napavine.

1. Napavine's housing supply is not keeping up with demand.

If Napavine continues to grow at the projected rate under the 2017-2035 Comprehensive Plan, the City will face an increasing housing shortage. This will result in rising costs of housing and potentially displace existing residents who can no longer afford the rising costs.


Exhibit 1 Projected Housing Unit Demand

Historic trend scenario uses ACS estimates to project future demand. The intermediate scenario uses the 10-year average of building permits in Napavine. The high scenario uses the highest production rate of 29 units approved through building permits in 2021, and projects that year-on-year. Uses a 4.4% vacancy rate, consistent with 2020. Source: ACS 5-Year Estimates; City of Napavine Comprehensive Plan (2017); Census Building Permits Survey (2010-2020).

- 2. Nearly half of Napavine households, 45%, are cost burdened. This means they spend more than 30% of their income on housing costs.
- 3. Only 15% of housing units are one- or two-bedroom units, despite half of Napavine's population being one- and two-person households. This indicates a lack of housing types for smaller households.



4. If new housing in vacant, buildable lands is developed at current housing densities, the City will see a shortfall of 65 units to meet the projected 2030 housing unit demand.

Key Issues from the Policy Framework Review

1. Existing Comprehensive Plan Policies do not target Napavine's current and future housing needs.

The Comprehensive Plan policies do not target Napavine's specific housing issues. While they do address housing, more policies are needed to encourage housing diversity and supply. For example, policies on Accessory Dwelling Units (ADUs) should be adopted. Furthermore, these policies, particularly those in the Housing Element, need to be changed to reflect compliance with the updated state law under HB 1220.

2. Napavine's development and zoning regulations are out-of-date and could be revised to increase predictability and flexibility, and to streamline housing growth.

Napavine's development regulations need to be revised to better provide clarity and predictability for housing development and to encourage a more diverse housing stock. For example, while ADUs—referred to as "grannie flats"—are allowed, they are constrained by a code requirement that they must be half the size of the primary residence. Updating and modernizing the development regulations would provide housing developers and builders with greater clarity and straightforward expectations while streamlining permitting processes.

3. Napavine's does not currently have programs that address housing.

Due to its setting and history of being a small city, Napavine does not have existing programs that other cities may have to address housing issues.

2. Housing Strategies and Actions

Based on the findings through the Public Engagement, Housing Needs Assessment, and Policy Review, this chapter provides strategies and actions to meet future and expected housing need in Napavine. The strategies are:

Strategy 1. Update development regulations to increase housing supply and diversity. **Strategy 2**. Update the Comprehensive Plan's goals and policies to better reflect local and regional housing needs.

Strategy 3. Establish fee structures and incentives that support affordable housing and increase housing supply and diversity.

Strategy 4. Preserve existing homes affordable to Napavine residents and reduce displacement.

Strategy 5. Partner with regional organizations to design and implement housing programs to reduce cost burdens for Napavine.

The strategies provide the overarching target to meet the identified housing issues. The actions provide specific ways to implement the strategy along with policy options and decisions to better achieve success. These strategies and actions inform both updates to the Comprehensive Plan and programs and policies to meet these housing issues.



Image Credit: Washington State Department of Commerce. "Guidance for Developing a Housing Action Plan." Public Review, June 2020.

Strategy 1. Update development regulations to increase housing supply and diversity.

Why implement this strategy?

The Housing Needs Assessment identified that Napavine's housing supply is not keeping up with population growth. If Napavine achieves its projected population growth forecasted in the 2017-2037 Comprehensive Plan, the city will fall short of meeting the projected demand of 1,165 units. The total existing housing supply estimated in the 2020 American Community Survey was 615 units. These strategies target methods to increase housing supply and diversity, while being mindful of existing housing stock and infrastructure limitations.

Action 1.1. Make it easier to develop Accessory Dwelling Unit (ADUs) in R-2 Zone.

Currently, Napavine's code allows small accessory dwelling units (ADUs) or "granny flats" to be attached to a single-family home in the R-2 zoning district. This type of housing is limited to half the size of the primary home (NMC 17.20.020). Napavine stakeholders expressed interest in expanding the use of ADUs as a way to add needed housing at a small scale compatible with existing neighborhoods.

The City should clearly describe the rules for ADUs in the zoning code. Currently, while the zoning code mentions only attached ADUs in NMC 17.20.020, detached ADUs are not mentioned at all. Also, the city does not provide clear guidance on the design of these units or any other requirements, such as location or parking. Providing clearer guidance would ensure predictability for both homeowners and builders seeking to construct these types of dwellings.

Consider the following options:

- Update description of ADUs to allow both attached and detached units, and increase the size allowed to up to 1,200 square feet, but not exceed a maximum of 50% of lot coverage. Under the existing code, only attached units half the size of the principal residence is allowed. A new standard could allow larger attached and detached units of up to 1,200 square feet, and not exceed a maximum of 50% of lot coverage if the existing home is smaller than 1,200 sf. These updates provide increased flexibility for property owners and offer more options for larger families or multigenerational households.
- **Create a pre-approved design program for ADUs.** Having a list of pre-approved designs could reduce the time and cost burden of building ADUs. These would still be reviewed for zoning and building code compliance.
- Allow conversion of an existing small home into an ADU, with construction of a new residence on the same lot. On large lots with remaining buildable area, existing small

single-family homes (less than 1,200 sf) would be considered the ADU, after a larger principal residence is built on the lot.

• **Establish ADU-specific, parking requirements.** Currently, the code is silent on off-street parking required for an ADU (NMC 17.64.010). A standard of one space per unit should be adopted for ADUs, rather than using the existing residential requirement of two spaces per dwelling.

Pre-Approved ADU Plans Example. Some cities, like South Bend, Indiana, and Raleigh, North Carolina, provide a series of pre-approved plans for ADUs. The pre-approved plans let homeowners select from a series of designs and pay a fee for the plan. The plan is then fast tracked through the City's permitting and approvals. This also makes it easier for local builders who may not have a lot of experience working on ADU designs to participate. Below is an example of a pre-approved ADU design for the City of Bend, Oregon. The design has already been reviewed and approved under the city's adopted building codes, so permitting is faster and easier for homeowners.



<u>https://www.bendoregon.gov/government/departments/community-development/online-permit-center/pre-approved-accessory-dwelling-units</u>.

Action 1.2. Update development regulations to reduce barriers to middle housing, particularly duplexes.

In the Public Engagement survey, respondents supported allowing more duplexes and townhouses. However, some existing code provisions create barriers to their development.

The code options below would address these barriers and facilitate development of these housing types:

- Allow duplexes on the same sized lot as detached single-family lots. Existing code requires a minimum lot size of 10,000 square feet for a duplex, whereas a single-family home can be built on a lot of 7,500 square feet. Allowing duplexes on 7,500 square foot lots would make duplex development possible on more lots throughout Napavine.
- Allow multi-unit structures that fit the footprint of the allowed single-family home. Several smaller units can fit into the footprint allowed for a generously sized single-family home. With the right attention to neighborhood design impacts, a multi-unit building on a 7,500 square foot lot served by water and sewer could blend into the surrounding lots while adding needed density.

Middle Housing Examples. Middle Housing refers to housing types that fall between singlefamily homes and apartment buildings. Examples include duplexes, triplexes, fourplexes, townhomes, and cottage homes. Middle housing provides opportunities for households who seek units that are single family homes but may not be able to afford them. Having multiple units on a lot or in a home may not necessarily change a neighborhood's feeling of scale and density. The following is an example of an existing triplex in Napavine. The structure has a similar design and height as some other detached single-family homes in the city but has three times the density.



BHC Consultants, *Napavine Triplex Example*, 2022.

Action 1.3. Streamline permit processes.

The time required to prepare, review, and approve development applications can be resource intensive for both applicant and city reviewers. Updating procedures to reduce time needed from application to approval can expedite housing development and lead to cost savings in the final housing product.

Consider the following approaches to streamline permit procedures:

- Reorganize and create more tables for procedure codes. Currently, permit applications are reviewed either through a general process (NMC 17.88.100) or a special permit process (NMC 17.80). Some jurisdictions provide a table showing a list of the permits and which processes apply. Providing a table with cross-references to ensure permit processes are clearly presented could help improve applicants' understanding of what is required based on the type of project.
- Provide an expedited permit review process for projects developing missing middle housing types or housing that will be sold below market rate. Quick permitting can lead to savings for housing developers. However, expedited permitting depends on the availability of staff to process applications; an additional fee for consultant review services could be included with this option in return for a faster review timeline.

Visualizing Density. Adding more units does not necessarily mean larger buildings. Middle Housing types can often fit within the same building footprint as a traditional, single-family structure. The following example shows two residences, each with a building footprint of 1,600 square feet and height of 25 feet.



Action 1.4. Review the Planned Unit Development (PUD) code and procedures to target housing diversity and provide more affordable housing options.

Generally, a PUD allows for a development to deviate from the certain zoning regulations, based on an adopted set of project-specific standards. For example, a developer may be required to provide additional open space or amenities in a PUD in exchange for additional residential units or density. A PUD can allow flexibility while also ensuring the development meets the needs and desires of the existing community. Updating the Napavine PUD standards could involve additional conversations with the development community stakeholders to ensure that PUDs are flexible, while providing community benefits and a variety of housing types.

Steps to review and update the PUD standards could include:

- Conversations between city staff and community and development stakeholders regarding the current PUD process and its past performance.
- Identify and update the intent statement of the PUD code to clearly state the City's goals that a PUD should provide a variety of housing types and densities.
- Identify desired amenities PUDs should provide in return for additional density or other deviations.
- Review the process required for a PUD to ensure there is sufficient predictability from application to approval.

Cottage Housing and Clustering. Cottage homes are a type of middle housing that cluster single-family detached housing together on a parcel. The houses are arranged to provide shared areas for open space and parking. This clustering allows the developments to locate on smaller lots than would typically be required if all homes were developed independently. Cottage housing can provide opportunities for aging in place. Parking can be provided in a shared lot or along the access roads. Updates to the PUD code could be used to pilot such types of housing types. A good example of cottage housing being used is in Langley, Washington.



Strategy 2. Update the Comprehensive Plan's goals and policies to better reflect local and regional housing needs.

Why implement this strategy?

The Comprehensive Plan guides the long-term growth and vision of a city. The Policy Framework Review identified that the Plan's Housing Element does not reflect the key issues identified in the Housing Needs Assessment (see Chapter 1). Updating the Plan's goals and policies to reflect current and future housing needs helps ensure the city plans for and addresses them effectively.

House Bill 1220 was passed in 2021. It amended the requirements for Comprehensive Plan Housing Elements under <u>RCW 36.70A.070(2)</u>. In addition to the Comprehensive Plan updates informed through this Housing Action Plan, Napavine will be required to update their policies to reflect the new requirements. The update includes requirements for local governments to "plan and accommodate" housing affordable to all income levels.

Action 2.1. Establish policies to encourage and support ADUs.

Through outreach and engagement, community members identified ADUs as a positive way to increase housing supply that is consistent with the existing neighborhood types in the city. However, the existing Comp Plan goals and policies lack any mention of ADUs. A Housing Element policy specifically supporting ADUs would provide a clear statement that allowing and encouraging ADUs is a priority for the city.

Options for policies include:

- Allow and encourage Accessory Dwelling Unit (ADU) permitting and construction in residential zones.
- Plan for and consider providing a streamlined process for pre-vetted ADU plans.
- Engage and encourage residents on ADUs and their permit processes.

Action 2.2. Create a goal that encourages housing supply and variety.

The Housing Needs Assessment found that Napavine's housing supply is not keeping up with demand. In addition, housing costs have increased to a point where nearly half the city is cost burdened by housing. To address these needs, Napavine needs a policy that encourages housing supply and types that are cost appropriate for Napavine's community members.

One option is to encourage more middle housing. Middle housing types provide "starter" or retirement housing opportunities for households that may not be able to afford a detached

single-family home. This type of housing can blend more easily into existing single-family detached neighborhoods and tends to be more cost-effective to build. Though these housing types are not prohibited in Napavine, a new goal or policy that clearly advocates for the creation of middle housing would support necessary code changes needed to facilitate this type of housing development.

Options for a goal include:

- Encourage residential types and designs that are both consistent with Napavine's community identity and history while meeting the housing demands.
- Promote a sufficient variety of housing types to meet Napavine's current and future needs.
- Achieve a housing supply and diversity that meets Napavine's community needs.

Options for policies include:

- Foster duplex construction that complements the design and construction of existing homes.
- Allow different densities, where appropriate, to reflect different needs and preferences of the community.
- Encourage infill residential development on buildable vacant lands.
- Provide more housing types and variety that support senior housing.
- Promote a housing diversity that meets the needs of Napavine residents across all walks of life.
- Ensure multi-family developments are in areas close to retail, employment, and transportation services.
- Remove regulatory barriers to housing construction where possible.

Action 2.3. Adopt policies that prioritize mitigating and addressing housing displacement and preserve existing affordable units.

Housing displacement can be caused by either economic, cultural, or physical changes. For Napavine, economic displacement was identified as the most likely by stakeholders.

For example, while increasing housing supply to meet demand benefits communities with housing shortages, it can sometimes come at the cost of redeveloping housing units that are already considered affordable. It is important to balance preserving homes that are already affordable, to prevent residents from being displaced, while also planning for new homes.

Housing and Land Use Element Policies in the Comprehensive Plan should be updated to address such risk by prioritizing anti-displacement strategies.

Options for policies include:

- Create partnerships with both regional and local community organizations to support the establishment of a Community Land Trust (CLT).
- Reduce displacement risk through cost-appropriate housing for the Napavine community.
- Preserve existing affordable housing in the city by promoting strategies such as land trusts, tax exemptions, and assistance grants.
- Encourage preservation and maintenance of existing housing that is affordable to lower and median income segments.
- Foster equal access to housing for all Napavine community members, regardless of household ages, income, race, and ability.
- Remove barriers to housing access for all Napavine community members, regardless of age, income, race, and ability.
- Promote housing opportunities that support aging in place.
- Evaluate plans and investments considering their potential displacement impacts to lowand moderate-income households.

Action 2.4. Adopt policies to plan for housing that meets the needs of all income levels.

The Housing Needs Assessment found that market-rate homeownership is no longer affordable to over half of Napavine's households. With the majority of homes being single-family homes and few rental opportunities, many Napavine residents will find it harder to find housing that falls within their means.

Options for policies include:

- Ensure housing is cost-appropriate for all household incomes of Napavine residents.
- Support ownership and rental opportunities that are affordable to both current generations of Napavine residents as well as future generations.
- Provide and preserve housing that is affordable to households with low and moderate incomes.
- Reduce housing cost burdens by encouraging and incentivizing housing that is affordable to households with low and moderate incomes.

Action 2.5 Increase land capacity for housing development by exploring changes to the UGA boundary to include properties with fewer environmental constraints and better access to utilities and infrastructure.

The Housing Needs Assessment found that large areas of Napavine's undeveloped Urban Growth Area are encumbered by wetlands unsuitable for housing development. Changes to the UGA boundaries could capture upland areas served by existing roads to which utilities can be efficiently extended. One option to attain this is in the 2024 Comprehensive Plan Update, utilize UGA swap provisions under <u>RCW 36.70A.130</u>.

Action 2.6 Consider policies that encourage mixed-use development types and residential designs that meet both housing needs and encourage economic development.

Currently, Napavine does not have any policies on mixed-uses. Mixed-use developments can provide both housing and economic development opportunities on the same lot.

Strategy 3. Establish fee structures and incentives that support affordable housing and increase housing supply and diversity.

Why implement this strategy?

Providing Comprehensive Plan policies and development regulations that encourage and allow housing development may not be enough to make certain housing types feasible to build. Construction and labor costs and the availability of financing mechanisms impact the feasibility of a project, regardless of whether the code allows the building type or not.¹

Housing developed at current market rates is unaffordable for many of Napavine's residents because of land and construction costs—only half of Napavine's population is able to afford existing market rate housing, let alone new housing units. The Housing Needs Assessment identified that nearly half of Napavine's residents spend more than 30% of their incomes on housing (Exhibit 3). It is therefore important to provide and incentivize more housing that current Napavine residents can afford.



Exhibit 3 Cost Burdened Households

Action 3.1. Strategically invest in infrastructure upgrades to support more affordable housing.

Investing in infrastructure upgrades to support more affordable housing can be a strategic way to address the housing affordability crisis in many areas. However, it is a challenge for a small city. Here are some potential strategies for the City of Napavine:

• The City is currently replacing the Jefferson pump station and proposes another lift station to increase sewer system capacity.

Source: HUD CHAS (2014-2018)

¹ Garcia, David, Muhammad Alameldin, Ben Metcalf, William Fulton, and Terner Fellow. "Unlocking the Potential of Missing Middle Housing." Turner Center for Housing and Innovation: UC Berkeley, December 7, 2022.

• The City is improving pedestrian infrastructure to make it easier for residents to access affordable housing options in different parts of the city.

Action 3.2. Waive or reduce fees for housing that meets Napavine's affordability needs.

Due to current economic conditions and land values, new market rate housing is unaffordable to many Napavine residents. To increase affordability, incentives are needed to enable affordable housing while not rendering their building infeasible. One solution is to reduce the City's fees required for residential developments that contain affordable units. City fee reductions may include land use and building permit fees, impact fees, and utility connection fees.

Options for reduced or waived fees include:

- Reduce building and land use fees proportionally with the number of affordable units provided (see City of Lakewood example below).
- Waive or delay connection fees if the project designates its units as being affordable for lower incomes (<u>RCW 35.92.380</u> and <u>RCW 35.92.020</u>).
- Reduce or defer impact fees if the housing is affordable for lower incomes (<u>RCW</u> <u>82.02.060</u>).
- Reduce or waive utility connection fees, impact fees, and permit application fees related to ADUs. One option is to waive building permit fees for the ADU when the ADU is constructed with a new, primary unit.

Kitsap County Impact Fee Exemption Example. Kitsap County exempts low-income owneroccupied and rental housing from paying impact fees if the owner guarantees that the housing will be affordable to low-incomes for 10 years (KCC 4.110.030).

City of Lakewood Fee Reduction Example. The City of Lakewood provides a reduced fees in their code (LMC 18A.80.070) for land use and building permits. To qualify, the project must provide units affordable to very-low-income or extremely-low-income households. Below is a reproduction of their fee discounts based on the percentage of affordable units.

Fee Reductions							
% of Qualified Units	Discount for Very Low	Discount for Extremely Low					
	Incomes	Incomes					
0 – 10	10%	15%					
11 – 20	20%	25%					
21 – 30	30%	35%					
31 - 40	40%	45%					
41 – 50	50%	55%					

Action 3.3. Coordinate with the Lewis County Assessor to establish property tax abatements to incentivize upgrades to existing affordable homes.

Upgrades to existing affordable rental stock can come at the cost of increases in rent, potentially displacing residents when they can no longer afford the rates. Some jurisdictions allow a property tax abatement for a period of time if the property meets certain criteria. The abatement allows greater financial flexibility for these types of housing to be upgraded at a lower financial burden, in return for guaranteeing that the units continue to meet certain affordability benchmarks.

Lewis County has an existing home improvement exemption for single family dwellings. This Action would involve coordinating with the Assessor to extend these benefits to properties that provide less-than market rate housing.

Strategy 4. Preserve existing homes affordable to Napavine residents and reduce displacement.

Why implement this strategy?

Displacement occurs when housing or neighborhood conditions force residents to move, which can disrupt the social fabric of communities and impact the lives of those directly affected. Displacement can be physical, when building conditions deteriorate or redevelopment occurs; economic, as costs rise; or cultural, when people choose to move because their neighbors or culturally related businesses have moved.

The community stakeholders group identified economic displacement as being the most likely and prevalent in Napavine. Economic displacement in the city may look like the following:

- With insufficient housing supply, land values and housing costs increase. Households who find themselves among the 45% of households who are cost burdened before are forced to look outside the city to find more affordable homes.
- Young adults moving out of their family's home wish to find their residence on their own in Napavine. However, they cannot afford an apartment due to low supply in Napavine and high rents. Single-family homes cost more than they can afford at their income level. Without other options, they are forced to move away to find housing.

Action 4.1. Promote tax relief programs for qualified homeowners.

Lewis County provides property tax relief programs for eligible homes. The programs include Senior/ Disabled Persons Exemptions and the Home Improvement Exemption. The Home Improvement Exemption provides tax relief for three years for physical improvements to single family dwellings. These programs decrease cost burdens of repair and help ensure elderly and disabled individuals are not priced out of their homes.

This strategy would ensure homeowners are aware of these programs through outreach and engagement. Engagement on the resources may include notices in utility bills, information at Napavine events, and city newsletters.

Action 4.2. Partner with existing organizations to seed a Community Land Trust (CLT).

Community Land Trusts (CLTs) are nonprofit corporations that own land on behalf of a community. Generally, they acquire land through public or private investment. The CLT holds and manages the land in perpetuity but sells the homes on it to qualified households, with the agreement that the buyer will sell it to another qualified household when they wish to move.

This model guarantees affordable housing stock while also fostering some modest wealth generating opportunities.

This Action involves coordinating and partnering with existing organizations to assess interest and seek funding to seed a CLT. Given that CLTs are driven by community organizations, the role of the City of Napavine would be to inform organizations of the concept, support in the planning process, and assist in fundraising and sourcing financial resources.²

Chelan Valley Housing Trust (CVHT). This CLT was formed in recognition that workers in the Lake Chelan valley could no longer afford housing in the area. To qualify for a home, an individual must live or work in Chelan or Manson and make less than 110% AMI. The organization focuses on ownership opportunities to foster wealth generation. The trust plans to put homes on the market in 2023. Below is an example of one of their proposed homes in Emerson Village. According to their press release, a townhome in Emerson Village will be priced at \$200,000. 2022 Redfin data lists the median sale price of homes in Chelan County at \$558,000.



Image Source: Chelan Valley Housing Trust. "Chelan Valley Housing Trust Announces First Project." https://chelanvalleyhousing.org/chelan-valley-housing-trust-announces-first-project/.

Action 4.3. Preserve mobile and manufactured home parks and mitigate impacts when preservation is not possible.

Mobile and manufactured home parks can provide affordable housing opportunities. However, displacement can occur when the landowner decides to sell a mobile or manufactured home park. Existing residents can then find themselves without similarly affordable housing options.

² Lowery, Lauren, Matt Weber, Jenee Gaynor, Natasha Leonard, Tina Lee, and Alexis Butler. "Community Land Trusts: A Guide for Local Governments." Community Land Trusts: A Guide for Local Governments. National League of Cities, 2021. https://www.nlc.org/resource/community-land-trusts-a-guide-for-local-governments/.

Existing mobile and manufactured home parks should be preserved where possible. For circumstances where this is not possible, the Department of Commerce offers a relocation assistance program for low-income residents.

Specific policy options to encourage mobile and manufactured home park preservation include:

- Require by code that mobile and manufactured home park owners provide relocation information prior to issuing eviction notices with the intent to sell. The information must include information on potential options for other accommodations and any resources to reduce relocation burdens. For example, The Department of Commerce provides a <u>relocation assistance program</u> for qualified households.
- Provide mobile and manufactured home residents information on resident to ownership opportunities, such as Resident-Owned Communities.
- Adopt code that requires owners provide residents a right to purchase prior to sale (see Tenant Opportunity to Purchase example below).
- Create a zone or overlay for mobile and manufactured home parks. This option would designate a zone to ensure mobile and manufactured homes are preserved or to establish a new location for siting of manufactured homes on small lots.

Relocation Report and Plan Example. The City of Kent requires mobile home park owners to submit a relocation report and plan when the owner proposes changes in use for the property (KCC 12.05.330). The report must include a list of resources for tenants, and list actions the owner will take to assist park tenants in their relocation.

Tenant Opportunity to Purchase Example. The District of Columbia has an Opportunity to Purchase section of their code (§ 42–3404.01). The program requires owners to give tenants the opportunity to purchase the home prior to sale.

Resident-Owned Communities. Resident-Owned Communities (ROCs) are mobile or manufactured homes that are purchased through a housing authority or nonprofit. Generally, it involves creating a cooperative to hold and manage the property, with homeowners having a share in the cooperative. This model preserves the homes and gives owners security and a voice in how the community is improved. The Washington State Housing Finance Commission has <u>financial tools and guidance</u> on how to create an ROC. <u>The Hillside Cooperative in Centralia</u> is one such example.

Strategy 5. Partner with regional organizations to design and implement housing programs to reduce cost burdens for Napavine.

Why implement this strategy?

Considering its proximity to I-5, Centralia, and Chehalis, Napavine cannot address housing issues without considering regional pressures and influences. It is therefore important to create partnerships across the region to ensure that housing needs are being addressed fully. Partnerships and collaborations can help ensure that the costs and impacts of regional issues do not disproportionately fall on one community, but are shared among the impacted jurisdictions. Furthermore, local government is limited in its capacity to address all housing issues that the jurisdiction may face. Ensuring that there is a network of supportive partnerships can increase the beneficial impacts and sustainability of projects and programs.



Action 5.1. Collaborate with local stakeholders and community organizations to identify and address barriers to housing that extend beyond housing policy and planning.

Housing issues intersect across different levels of government and jurisdictional boundaries. One issue raised by local Napavine stakeholders is funding constraints for local schools. Being unable to fully fund the schools at the capacity demanded greatly impacts the housing and community makeup of Napavine.

Action 5.2. Coordinate with the cities of Chehalis and Centralia to ensure housing supply keeps up with employment and demands across the region.

One jurisdiction should not bear the full responsibility of regional housing demands. This action recognizes that housing pressures and trends are not unique to Napavine, but across the I-5 corridor in the greater Centralia Metropolitan Area. Ensuring that City staff are represented and attending the Lewis County Planned Growth Committee meetings would facilitate active regional collaboration on housing.

Evaluation of Strategies and Actions

The strategies and actions proposed in this chapter may have differing impacts on housing supply, diversity, displacement, and affordability. Furthermore, some strategies may be more feasible than others. The matrix Exhibit 5 evaluates each proposed strategy against seven criteria chosen to represent desired outcomes of this Plan. The matrix assigns a high, medium, or low score, to how each strategy:

- Increases housing supply
- Streamlines housing development processes
- Increases housing stock diversity
- Fosters affordable homeownership or rental opportunities
- Creates senior housing
- Is conducive to low incomes
- Reduces displacement risk

Each strategy has been assigned an impact score, based on the number of points it received in the evaluation matrix.



Source: BHC Consultants

		Exhibit	5 Evaluation	of Strate	gies and Action	IS			
	Legend (Low or no impact = red, 0 points. Moderate positive impact = yellow, 1 point. High positive impact = green, 2 pointe)								
No.	Strategy	Increases housing supply	Streamlines housing development	Increases housing stock diversity	Fosters affordable homeownership	Fosters affordable rental housing	Creates senior housing	Conducive to low incomes	Reduced displacement risk
1	Update development regulations	to increas	e housing sup	ply and di	iversity				
1.1	Make it easier to develop Accessory Dwelling Unit (ADUs) in R-2 Zone. Impact Score: 11	High	High	High	Moderate	Moderate	Moderate	Low	High
1.2	Update development regulations to reduce barriers to middle housing, particularly duplexes. Impact Score: 11	High	High	High	Moderate	Moderate	Moderate	Moderate	Moderate
1.3	Streamline permit processes. Impact Score: 6	Moderate	High	Moderate	Moderate	Low	Low	Low	Moderate
1.4	Review the Planned Unit Development (PUD) code and procedures to target housing diversity and provide more affordable housing options. Impact Score: 8	High	High	High	Low	Low	Moderate	Moderate	Low
2	Update the Comprehensive Plan's	goals and	policies to b	etter refle	ct local and region	onal housi	ng needs		

	Legend (Low or no impact = red, 0 points. Moderate positive impact = yellow, 1 point. High positive impact = green, 2 points)									
No.	Strategy	Increases housing supply	Streamlines housing development	Increases housing stock diversity	Fosters affordable homeownership	Fosters affordable rental housing	Creates senior housing	Conducive to low incomes	Reduced displacement risk	
2.1	Establish policies to encourage and support ADUs. Impact Score: 11	High	Low	High	Low	High	High	Moderate	High	
2.2	Create a goal that encourages housing supply and variety. Impact Score: 8	High	Low	High	Low	Moderate	Moderate	Moderate	Moderate	
2.3	Adopt policies that prioritize mitigating and addressing housing displacement and preserve existing affordable units. Impact Score: 11	Low	Low	Moderate	High	High	High	High	High	
2.4	Adopt policies to plan for housing that meets the needs of all income levels. Impact Score: 14	Moderate	Moderate	High	High	High	High	High	High	
2.5	Increase land capacity for housing development by exploring changes to the UGA boundary to include properties with fewer environmental	High	Low	Moderate	Moderate	Moderate	Moderate	Moderate	Moderate	

	Legend (Low or no impact = red, 0 points. Moderate positive impact = yellow, 1 point. High positive impact = green, 2 points)								
No.	Strategy	Increases housing supply	Streamlines housing development	Increases housing stock diversity	Fosters affordable homeownership	Fosters affordable rental housing	Creates senior housing	Conducive to low incomes	Reduced displacement risk
	constraints and better access to utilities and infrastructure. Impact Score: 8								
2.6	Consider policies that encourage mixed-use development types and residential designs that meet both housing needs and encourage economic development. Impact Score: 9	High	High	High	Low	Moderate	Moderate	Low	Moderate
3	Establish fee structures and incen	tives that	support affor	dable hou	sing and increas	e housing	supply and	d diversity	
3.1	Strategically invest in infrastructure upgrades to support more affordable housing. Impact Score: 10	High	High	High	Moderate	Moderate	Moderate	Moderate	Low
3.2	Waive or reduce fees for housing that meets Napavine's affordability needs. Impact Score: 15	High	High	High	High	High	Moderate	High	High
3.3	Coordinate with the Lewis County Assessor to establish	Low	Low	Low	High	High	High	High	High

	Legend (Low or no impact = red, 0 points. Moderate positive impact = yellow, 1 point. High positive impact = green, 2 points)								
No.	Strategy	Increases housing supply	Streamlines housing development	Increases housing stock diversity	Fosters affordable homeownership	Fosters affordable rental housing	Creates senior housing	Conducive to low incomes	Reduced displacement risk
	property tax abatements to incentivize upgrades to existing affordable homes. Impact Score: 10								
4	Preserve existing homes affordab	le to Napa	vine resident	s and redu	ice displacemen	t			
4.1	Promote tax relief programs for qualified homeowners. Impact Score: 10	Low	Low	Low	High	High	High	High	High
4.2	Partner with existing organizations to seed a Community Land Trust (CLT). Impact Score: 14	High	Moderate	Moderate	High	High	High	High	High
4.3	Preserve mobile and manufactured home parks and mitigate impacts when preservation is not possible. Impact Score: 10	Low	Low	Low	High	High	High	High	High
5	Partner with regional organization	ns to desig	n and implem	nent housi	ing programs to	reduce cos	t burdens	for Napav	ine
5.1	Collaborate with local stakeholders and community organizations to identify and	Low	Low	Low	High	High	High	High	High

•	egend ow or no impact = red, 0 points. Moderate positive impact = yellow, 1 point. High positive impact = green, 2 points)								
No.	Strategy	Increases housing supply	Streamlines housing development	Increases housing stock diversity	Fosters affordable homeownership	Fosters affordable rental housing	Creates senior housing	Conducive to low incomes	Reduced displacement risk
	address barriers to housing that extend beyond housing policy and planning. Impact Score: 10								
5.2	Coordinate with the cities of Chehalis and Centralia to ensure housing supply keeps up with employment and demands across the region. Impact Score: 9	High	Low	High	Moderate	Moderate	Moderate	Moderate	Moderate

3. Implementation and Monitoring

The implementation matrix in Exhibit 6 identifies anticipated implementation timeframes after adoption:

Short-term: 1-3 years Mid-term: 3-5 years Long-term: 5+ years

Exhibit 6 Implementation and Monitoring Plan Matrix

No.	Strategy/Action	Responsible Party	Timeline	Resources Needed	Monitoring Method
1. U	pdate development regulations	to increase housing s	upply and div	ersity	
1.1	Make it easier to develop Accessory Dwelling Units (ADUs) in R-2 Zone.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time	Amendments to Napavine municipal code. Quarterly review of ADU requirements and number of ADUs.
1.2	Update development regulations to reduce barriers to middle housing, particularly duplexes.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time	Amendments to Napavine municipal code. Quarterly review of development regulations and number of duplexes and other forms of missing middle housing
1.3	Streamline permit processes.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time, outreach to developers and local builders	Review updated permit processes and ensure the process is clear for applicants
1.4	Review the Planned Unit Development (PUD) code and procedures to target housing diversity and provide more affordable housing options.	Community Development Department; Approval by Planning	Short-term	Staff time, collaboration with development and community stakeholders	Review PUD process to ensure there is predictability from application to approval, quarterly coordination

No.	Strategy/Action	Responsible Party	Timeline	Resources Needed	Monitoring Method
		Commission/ Council			between city staff and community and development
					stakeholders
2. U	pdate the Comprehensive Plan's	goals and policies to	better reflect	local and regional hou	ising needs
2.1	Establish policies to encourage and support ADUs.	Community Development Department; Approval by Planning Commission/ Council	Mid-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update	During the 2024 Comp Plan Update, ensure amendments to Napavine Comp Plan Policies
2.2	Create a goal that encourages housing supply and variety.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update	During the 2024 Comp Plan Update, ensure amendments to Napavine Comp Plan
2.3	Adopt policies that prioritize mitigating and addressing housing displacement and preserve existing affordable units.	Community Development Department; Approval by Planning Commission/ Council	Mid-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update	During the 2024 Comp Plan Update, ensure amendments to Napavine Comp Plan

No.	Strategy/Action	Responsible Party	Timeline	Resources Needed	Monitoring Method
2.4	Adopt policies to plan for housing that meets the needs of all income levels.	Community Development Department; Approval by Planning Commission/ Council	Mid-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update	During the 2024 Comp Plan Update, ensure amendments to Napavine Comp Plan
2.5	Increase land capacity for housing development by exploring changes to the UGA boundary to include properties with fewer environmental constraints and better access to utilities and infrastructure.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update.	During the 2024 Comp Plan Update, review changes to the UGA boundary
2.6	Consider policies that encourage mixed-use development types and residential designs that meet both housing needs and encourage economic development.	Community Development Department; Approval by Planning Commission/ Council	Short-term	Staff time, community outreach, consultant fees if hired for the Comp Plan update	During the 2024 Comp Plan Update, ensure amendments to Napavine Comp Plan
3. Es	tablish fee structures and incent	tives that support affe	ordable housi	ng an increase housing	supply and diversity
3.1	Strategically invest in infrastructure upgrades to support more affordable housing.	Community Development Department	Long-term	Staff time, consultant fees	Annual review of strategies to increase infrastructure capacity to serve growth.

No.	Strategy/Action	Responsible Party	Timeline	Resources Needed	Monitoring Method
3.2	Waive or reduce fees for	Community	Mid-term	Staff time,	Annual review of
	housing that meets	Development		developer	development fees to
	Napavine's affordability	Department		partnerships	ensure they are
	needs.				promoting affordable
					housing development.
3.3	Coordinate with the Lewis	Community	Mid-term	Staff time,	Work with Lewis County
	County Assessor to establish	Development		coordination with	Assessor to allow greater
	property tax abatements to	Department		Lewis County	financial flexibility for
	incentivize upgrades to			Assessor	upgrading existing
	existing affordable homes.				affordable homes
4. Pr	eserve existing homes affordab	e to Napavine reside	nts and reduc	e displacement	
4.1	Promote tax relief programs	Community	Short-term	Staff time,	Promote awareness of
	for qualified homeowners.	Development		coordination with	property tax relief
		Department;		Lewis County and	programs in Lewis County.
				utility providers to	Monitor enrollment in
				inform community	these programs.
				members	
4.2	Partner with existing	Community	Mid-term	Staff time,	Annual review to monitor
	organizations to seed a	Development		coordination with	amount of land under CLT
	Community Land Trust (CLT).	Department		organizations,	, assist with funding,
				funding	planning, and
					coordination with
					organizations.
4.3	Preserve mobile and	Community	Short-term	Staff time	Amendments to Napavine
	manufactured home parks	Development			municipal code.
	and mitigate impacts when	Department;			
	preservation is not possible.	Approval by			
		Planning			

No.	Strategy/Action	Responsible Party	Timeline	Resources Needed	Monitoring Method
		Commission/ Council			
5. Pa	rtner with regional organizatior	s to design and imple	ement housing	g programs to reduce c	ost burdens for Napavine
5.1	Collaborate with local stakeholders and community	Community Development	Long-term, continuous	Staff time, collaboration with	Quarterly review of collaborative and
	organizations to identify and address barriers to housing that extend beyond housing policy and planning.	Department		community organizations and stakeholders	outreach efforts in support of addressing barriers related to housing
5.2	Coordinate with the cities of Chehalis and Centralia to ensure housing supply keeps up with employment and demands across the region.	Community Development Department	Long-term, continuous	Staff time, coordination with Chehalis and Centralia staff	Bi-annual coordination with Chehalis and Centralia staff, Napavine city staff to attend Lewis County Planned Growth Committee meetings.

APPENDIX A

HOUSING NEEDS ASSESSMENT

APPENDIX B

SUMMARY OF COMMUNITY ENGAGEMENT

APPENDIX C

HOUSING POLICY FRAMEWORK REVIEW
APPENDIX D

Adoption Ordinance

CITY OF NAPAVINE, WASHINGTON

ORDINANCE NO. 647

AN ORDINANCE OF THE CITY OF NAPAVINE, WASHINGTON, ADOPTING A HOUSING ACTION PLAN; AND PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

RECITALS:

WHEREAS, the City of Napavine, Washington (the "City") is a Code City under the laws of the State of Washington; and

WHEREAS, pursuant to RCW 35A.11.020, the City may adopt and enforce ordinances of all kinds relating to and regulating the City's local or municipal affairs and appropriate to the good government of the City; and

WHEREAS, the Revised Code of Washington (RCW) 36.70A.600 provides for cities planning under the Growth Management Act (GMA) to prepare a Housing Action Plan (HAP); and

WHEREAS, the City of Napavine finds that adequate, safe, and affordable housing is key to ensuring a vibrant community with a desirable quality of life; and

WHEREAS, the City of Napavine finds that there is a need for housing units that are safe and affordable across all income levels; and

WHEREAS, the City of Napavine recognizes the need for a more comprehensive strategy in addressing its housing needs; and

WHEREAS, the City of Napavine applied for and received grant funding from Department of Commerce (DOC) in the amount of \$75,000.00 to develop a Housing Action Plan; and

WHEREAS, the City Council accepted the grant, and the Mayor signed the DOC grant agreement on July 11, 2022; and

WHEREAS, the goal of the HAP is to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes, including strategies aimed at the for-profit single-family home market; and

WHEREAS, the development of the HAP involved public outreach that included stakeholder advisory committee meetings, planning commission meetings, city council meetings, online survey, open house, social media, and other presentations which allowed for continuous public participation and public comment; and

WHEREAS, the City of Napavine contracted with Jackson Civil to assist with development of a Housing Action Plan to identify current and projected housing needs; evaluate current plans, policies, and programs; develop goals and strategies to increase housing supply and variety of housing types; and create an implementation plan; and

WHEREAS, the Housing Action Plan was developed by evaluating the City's ongoing efforts, analyzing Napavine's current and future housing needs through a Housing Needs Assessment, and collaborating with the community; and

WHEREAS, the Stakeholders Group met and conferred on September 13, 2022; and

WHEREAS, the City of Napavine Planning Commission held a meeting addressing the Housing Action Plan on November 11, 2022 and

WHEREAS, on May 19th 2023, the City issued a "Determination of Nonsignificance" (DNS) with comments due June 2nd 2023, pursuant to Chapter 43.21C RCW and WAC 197-11; and

WHEREAS, on May 23, 2023, the City of Napavine City Council and Planning Commission held a duly advertised public hearing to consider the Draft Housing Action Plan, to take and consider public comment; and

WHEREAS, the HAP will provide guidance to the City when planning for the present and future housing needs of the City, and will be instrumental when drafting the state mandated Comprehensive Plan 2025 Update; and

WHEREAS, the City coordinated the drafting of the HAP with the Washington State Department of Commerce to ensure the HAP meets the requirements of RCW 36.70A.600.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF NAPAVINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Findings. In support of this Ordinance, the City Council adopts and incorporates by reference the recitals above as findings for the adoption of the Housing Action Plan. The City Council further hereby finds that the HAP complies with all state and local requirements, including the grant with the Washington State Department of Commerce, and RCW 36.70A.600(2).

<u>Section 2.</u> <u>Housing Action Plan Adoption</u>. The Housing Action Plan as shown in Exhibit A is hereby adopted in accordance with RCW 36.70A.600 as a reference document for consideration of recommendations and actions to increase housing options that are safe and affordable for Napavine.

Section 3. Severability. If any section, sentence, clause, or phrase of this Ordinance should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this Ordinance.

Section 4. Effective Date. This Ordinance shall take effect five (5) days after its publication, or publication of a summary therefore, in the City's official newspaper, or as otherwise provided by law.

Section 5. Corrections. The City Clerk and the codifiers of this ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener's/clerical errors, references, ordinance numbers, section/subsection numbers, and any references thereto.

PASSED by the Council of the City of Napavine, Washington, and **APPROVED** by the Mayor of the City of Napavine at a regularly scheduled open public meeting thereof, this 13th day of June, 2023.

Shawn O'Neill, Mayor

Attest:

Rachelle Denham, City Clerk

Approved as to form:

Marissa (f

Marissa Y. Jay, WSBA# 55593 City Attorney

Approved Reading:	6/13/2023
Publication Date:	/2023
Effective Date:	/2023



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October 18, 2023

Washington State Department of Commerce 1011 Plum St SE. Olympia, WA 98504

Ms. Sarah Fox, Climate Program Manager Mr. Gary Idleburg, Mitigation Lead Mr. Michael Burnham, Resilience Lead

Dear Selection Committee,

The City of Fircrest has a longstanding comprehensive plan section dedicated to urban forest management as part of green infrastructure. Goal CC6 of the Community Character Element reflects this aspiration through a commitment to "promote the planning, management, and preservation of a safe and healthy urban forest that reflects community character goals by establishing effective programs, practices, landscaping standards, and guidelines."

The City has not yet had the opportunity to realize and fund urban forest management but would love to do so by authorizing an urban tree canopy study and drafting development regulations for urban tree management.

The long-term goal of this project would be to provide important geospatial data on tree canopy percentages broken down by zoning, neighborhood, census tract, and priority planting areas. This study would be commissioned to combat the urban heat island effect along busy arterial roadways and enhance City parks as areas of respite for vulnerable populations. The report would recommend long-term goals to meet urban canopy coverage.

Draft regulations on tree retention percentages for new development, tree-cutting ratios, and tree-cutting permits would be then brought forth for public comment and review via a community engagement survey, open house, implementation of citizen input, and then draft regulations forwarded to the Planning Commission for recommendation, and eventually City Council for adoption. Once implemented, our Community Development Department would track tree data daily using GIS to denote tree removal and replacement flagged in site development permit review. Data would be pulled to compare year-to-year progress toward meeting urban canopy coverage goals for the City. This data would be then tabulated and embedded into the Comprehensive Plan.

While many cities grapple with the effects of climate change and perhaps are in more urgent need than the City of Fircrest, the City was an outgrowth of the garden city in the motor age and is committed to protecting

its existing tree canopy as it approaches its centennial celebration in 2025. Furthermore, the City's Community Development Department Director has a proven track record of completing these projects, including an urban tree canopy study at the City of Pacific with mapping data and tree-cutting GIS monitoring at the City of Mukilteo. Any grant money awarded to Fircrest would be used wisely to replicate the same success. Thank you for the opportunity to participate in this grant cycle and support this vital project.

Please do not hesitate to reach out to our team with any questions.

Sincerely,

Nawn Masko

Dawn Masko, City Manager

CITY OF FIRCREST BUDGET CLIMATE PLANNING GRANT		SCHEDULE		
Step	Task/Deliverable	Cost	Start	End
1	Ecosystem Services	\$1,350	1/15/2024	3/15/2024
2	Priority Planting with Tree Placement Estimates	\$2,600	4/15/2024	6/30/2024
3	Historic Canopy Change	\$1,200	4/15/2024	6/30/2024
4	Urban Heat Island Mapping	\$1,200	4/15/2024	6/30/2024
5	Optional Report Maps/Metadata/Documents/Spreadsheets/GIS Data Deliverables	\$6,880	7/15/2024	9/30/2024
6	Climate Vulnerability	\$2,500	4/15/2024	6/30/2024
7	Community Engagement/Education	\$45,000	1/15/2025	6/30/2025
8	Comprehensive Summary Report	\$30,000	7/15/2025	11/30/2025
9	Story Map	\$7,500	7/15/2024	12/31/2024
Total			\$98,230	



City of Fircrest Landcover & Tree Canopy Assessment and Analysis

(Grant Information for Washington State Department of Commerce Climate Element)

Prepared For:

City of Fircrest, WA Attn: <u>Mark Newman</u> 115 Ramsdell Street, Fircrest, WA, 98466

Prepared By: Ian Scott

Area Manager Davey Resource Group, Inc. 295 S. Water Street Kent, OH 44240

Mobile: 206-714-3147 E-mail: <u>Ian.Scott@Davey.com</u>



October 16, 2023

Introduction

The City of Fircrest has a commitment to excellence in the delivery of city services and strives to provide its citizens with safe and healthy neighborhoods and shared economic prosperity and enhanced quality of life. The city faces challenges to the sustainability of its urban forests, including climate change, development, and revitalization efforts. The city seeks innovative solutions to maintain the urban forest and an urban tree canopy assessment (UTC) is a proven approach.

Basic Services

DRG offers the following baseline services and capabilities for understanding your urban forest.

Tree Canopy Assessment (Land Cover Mapping)

DRG will conduct a GIS assessment of the City of Fircrest using the most recently available NAIP and Nearmap imagery. The assessment will provide information about the urban forest and community trees throughout the city, including trees on private land. Using the most up-to-date GIS software, DRG will create an expansive snapshot that will inform the condition of the urban forest. The GIS assessment will create a baseline assessment of the structure, function, and value of the trees throughout Fircrest. Our GIS data, spreadsheets, and maps will identify

- Total canopy cover percentage for the City
- Tree canopy cover on public land
- Tree canopy on private land including coverage throughout private streets and accessways, facilities, parking lots, open space, and other as specified.

Our effort will provide expert assessment and meaningful insights to help the city understand what it has, and what it needs, and guide the city in advancing its urban forestry program. As an option; data, narrative, and other elements of the report can be converted to a web-based format (TreeKeeper® Canopy, See below). This will allow the city to share GIS information online so that residents can understand the state of the urban forest, its benefits, and opportunities in a clear, understandable, and meaningful way.

Ecosystem Services and Priority Planting Analysis

Davey Resource Group can augment the Land Cover Mapping with a variety of additional studies. The following list includes some of the studies DRG provides that will benefit Fircrest since stormwater management, clean air, and urban heat island effects are requested for the area.

Air Quality— Recent innovations with the latest version of i-Tree allow our team to generate the overall ecosystem values for air quality. The results of this analysis will be provided in a spreadsheet that includes quantifying the monetary and unit values of pollution reduction for carbon monoxide, nitrogen dioxide, ozone, particulate matter, and sulfur dioxide for public and private trees.

Carbon—i-Tree will again be used to evaluate the carbon sequestration and storage services provided by the communities' tree canopy. The results of this analysis will show the amount of tree canopy influences carbon increases or reductions for public and private trees.

Stormwater—i-Tree will also be used to capture stormwater interception. Values can be used to quantify both public and private tree data for an estimate of gallons intercepted across the entire urban forest.

DRG can locate "preferred planting areas." The identification of preferred planting areas considers land use and other factors such as approved community master planning that limit where trees may be planted. The preferred planting area analysis can be completed for the entire project area prioritized based on maximizing canopy benefits related to up to eight (8) of the following focal issues (parameters):

- Socio-demographics and population density
- Proximity to surface waters and impaired waterways
- Topography, floodplains, and soil types
- Public/private ownership
- Linkages to greenways and other forest resources
- Stormwater problem areas
- Mitigating urban heat island effect

DRG can relate the current UTC to socio-demographic and economic data for the project area. Data from the 2020 census (or estimated from the five-year community survey) can be aggregated for census tracts and/or block groups to determine trends and correlations. This data can be used by the project area to prioritize results of the UTC analysis even further. Data can be assessed on the block group or census tract level. Data will be analyzed to assess tree cover and tree cover change and how it relates to social vulnerability, equity, and community resilience.

Typical analysis includes:

- → Canopy % vs. median household income
- → Canopy % vs. population density
- → Canopy % vs. ethnicity
- → Canopy % vs. age group
- → Canopy % vs. education

→ Additional descriptive statistics such as % renter and % homeowner, building value, building age, and % single-family homes can all be explored

Base Scope/Fees:

Ecosystem Services - \$1,350

Priority Planting with Tree Placement Estimates - \$2,600

Optional Report Maps/Metadata/Documents/Spreadsheets/GIS Data Deliverables - \$6,880

Optional Services

DRG offers the following additional services and capabilities for a more thorough exploration of your urban forest relationships with your community.

Historic Tree Canopy and Change Assessment

Land cover is a unique resource that has a high susceptibility to change due to the complexities arising from the myriad of activities—anthropogenic and natural variation—it underpins. In our quest for development, we tend to vary the composition of the landscape to create conditions that would better serve our interests. These changes, however, pose potential threats to the ability of the land to support our activities. Consequently, there is the need to track the changes of the land cover and related effects and plan adequately to ensure that we attain our goals and objectives without compromising the ability of future generations to realize theirs.

Upon completion of the new tree canopy assessment, DRG will conduct the change assessment using your preferred legacy orthographic images to identify points of growth and loss. The analysis will include spatial change, acreage change, percent change, and absolute change for any geographies specified by the city. Tables and maps will be created.

Urban Heat Island and Hot Spot Mapping

Capturing land surface temperature is essential to monitoring heat islands, air quality, and the overall well-being of residents. To establish an understanding of how urban tree canopy affects heat islands, land surface temperature analysis conducted with Landsat 8 imagery during the late afternoon during summer conditions can be examined to determine the highest surface temperatures observed. Multiple years can be assessed to determine how heat islands have changed over time. Theoretically, this data would be correlated with areas of tree canopy reduction, but it could also lend insight into other factors not yet known.

Climate Vulnerability

The impacts of a changing climate will be experienced differently by different residents and are influenced by factors such as income, age, health, and where they live. DRG can develop a Vulnerability Assessment Map tool that layers physical and social factors to identify areas where populations are most vulnerable to the impacts of climate change.

Physical factors identify the expected intensity of climate change impacts across the county. These include; Heat Island Effect, Flood Plains, Older Residential Buildings, Impervious Cover & Lack of Tree Canopy. Social factors identify certain socio-economic indicators that would make an individual & community more vulnerable to climate change impacts. These including; Population Under Age 5, Population Aged 65 and Over, Population Below Poverty, Minority Population, Households Without a Vehicle, Rental Housing, Population Lacking High School Diploma, Persons with Disability

Web Development Services and StoryMap

DRG can develop and host multiple web-based solutions. In our past projects, we have constructed websites for master plans, management plans, and urban tree canopy assessment reports giving our clients, stakeholders, and citizens online access to results from our studies.

DRG also offers StoryMap capabilities combined with data to produce an amazing visual display for the project. Story maps are put together through a fusion of text, data, and images to detail project findings. Using this online mapping technology can provide our clients with a simplified educational tool, and one that many of our clients appreciate as a valuable web service and useful public relations portal.

Story maps flow dynamically switching between content as the user navigates the website. Clients have the capability to display interactive materials such as GIS layers, video, charts, tables, and graphs. All of these can be accompanied by text on each page. Using these tools easily puts the data and project findings at the fingertips of stakeholders, decision-makers, and the public.

Optional Scope:

Historic Canopy Change - \$1,200

Urban Heat Island Mapping - \$1,200

Climate Vulnerability - \$2,500

Story Map - \$7,500

TERMS AND CONDITIONS

- All pricing is valid for 30 days from the date of this proposal, after which time we reserve the right to amend fees as needed.
- Hourly rates are fixed for the calendar year in which your contract is executed. After that time, they may be adjusted to account for annual increases in labor and overhead.
- Time and materials (T&M) estimates may fluctuate and will be billed accordingly. Fixed fee contract prices will be billed as shown.
- Invoicing will be submitted monthly for work performed unless otherwise agreed upon.
- Payment terms are net 30 days.
- If prevailing wage requirements are discovered after the date of this proposal, we reserve the right to negotiate our fees.
- The client is responsible for any permit fees, taxes, and other related expenses unless noted as being included in our proposal.
- The client shall provide 48 hours' notice of any meetings where the consultant's attendance is required.
- Unless otherwise stated, one round of revisions to deliverables is included in our base fee. Additional edits or revisions will be billed on a time and material (T&M) basis.
- All reports are provided only to the client unless otherwise directed.

LIMITED WARRANTY

Davey Resource Group, Inc. ("DRG") provides this limited warranty ("Limited Warranty") in connection with the provision of services by DRG (collectively the "Services") under the agreement between the parties, including any bids, orders, contracts, or understandings between the parties (collectively the "Agreement").

Notwithstanding anything to the contrary in the Agreement, this Limited Warranty will apply to all Services rendered by DRG and supersedes all other warranties in the Agreement and all other terms and conditions in the Agreement that conflict with the provisions of this Limited Warranty. Any terms or conditions contained in any other agreement, instrument, or document between the parties, or any document or communication from you, that in any way modifies the provisions in this Limited Warranty, will not modify this Limited Warranty nor be binding on the parties unless such terms and conditions are approved in a writing signed by both parties that specifically references this Limited Warranty.

Subject to the terms and conditions set forth in this Limited Warranty, for a period of ninety (90) days from the date Services are performed (the "Warranty Period"), DRG warrants to Customer that the Services will be performed in a timely, professional and workmanlike manner by qualified personnel.

To the extent the Services involve the evaluation or documentation ("Observational Data") of trees, tree inventories, natural areas, wetlands and other water features, animal or plant species, or other subjects (collectively, "Subjects"), the Observational Data will pertain only to the specific point in time it is collected (the "Time of Collection"). DRG will not be responsible nor in any way liable for (a) any conditions not discoverable using the agreed upon means and methods used to perform the Services, (b) updating any Observational Data, (c) any changes in the Subjects after the Time of Collection (including, but not limited to, decay or damage by the elements, persons or implements; insect infestation; deterioration; or acts of God or nature [collectively, "Changes"]), (d) performing services that are in addition to or different from the originally agreed upon Services in response to Changes, or (e) any actions or inactions of you or any third party in connection with or in response to the Observational Data. If a visual inspection is utilized, visual

inspection does not include aerial or subterranean inspection, testing, or analysis unless stated in the scope of work. When performing tree inventories or assessments, DRG will not be liable for the discovery or identification of non-visually observable, latent, dormant, or hidden conditions or hazards, and does not guarantee that Subjects will be healthy or safe under all circumstances or for a specified period of time, or that remedial treatments will remedy a defect or condition.

To the extent you request DRG's guidance on your permitting and license requirements, DRG's guidance represents its recommendations based on its understanding of and experience in the industry and does not guarantee your compliance with any particular federal, state, or local law, code, or regulation.

DRG may review information provided by or on behalf of you, including, without limitation, paper and digital GIS databases, maps, and other information publicly available or other third-party records or conducted interviews (collectively, "Source Information"). DRG assumes the genuineness of all Source Information. DRG disclaims any liability for errors, omissions, or inaccuracies resulting from or contained in any Source Information.

If it is determined that DRG has breached this Limited Warranty, DRG will, in its reasonable discretion, either: (i) re-perform the defective part of the Services or (ii) credit or refund the fees paid for the defective part of the Services. **This remedy will be your sole and exclusive remedy and DRG's entire liability for any breach of this Limited Warranty.** You will be deemed to have accepted all of the Services if written notice of an alleged breach of this Limited Warranty is not delivered to DRG prior to the expiration of the Warranty Period.

To the greatest extent permitted by law, except for this Limited Warranty, DRG makes no warranty whatsoever, including, without limitation, any warranty of merchantability or fitness for a particular purpose, whether express or implied, by law, course of dealing, course of performance, usage of trade or otherwise.

 From:
 Mark Newman

 To:
 Scott, Ian

 Cc:
 Dawn Masko

 Subject:
 RE: RFP - Urban Tree Canopy Report and Tree Retention Regulations

 Date:
 Wednesday, October 18, 2023 1:22:00 PM

 Attachments:
 image001.ong

Hi lan,

Sounds good - thank you! I will incorporate this into our grant application and keep you updated on the progress.

Best,



Mark Newman, AICP | Community Development Director

City of Firorest | 115 Ramsdell Street, Firorest, WA 98466 253-238-4129 | mnewman@cityoffirorest.net

From: Scott, Ian <ian.scott@davey.com> Sent: Monday, October 16, 2023 2:19 PM To: Mark Newman <mnewman@cityoffircrest.net> Cc: Dawn Masko <dmasko@cityoffircrest.net> Subject: Re: RFP - Urban Tree Canopy Report and Tree Retention Regulations

Hi Mark.

Reports and consultations can be tough to budget for in a grant application. Typically, we can provide consultations and reports to municipalities from \$20K \$80K. That's a big cost spread, but it sort of depends on how you deploy us to engage with your community.

From what I understand so far, to provide a comprehensive summary report that complements all these technical services, you should add another \$30K.

When you get the grant, we can scope out our consulting engagement down the the penny to make sure it meets your community needs and stays within your budget.

Regards, Ian.

On Mon, Oct 16, 2023 at 11:48 AM Mark Newman <mnewman@cityoffircrest.net> wrote:

Good morning lan,

Confirming receipt. This looks great for the great. Yes, I would like to include reports and consultations. Would these be in the optional scope or do they need to be added to the document?













Stormwater Priority Planting "



72nd St

ovita Blvd F

S 384th

4th St E

Legend PRIORITY Very Low Low Moderate High Very High

³rd Ave NW 2nd Ave SW 3rd Ave SW 4th Ave SW

5th Ave SW

167

N Valley

6th Ave SW

County Line Rd 2nd St E

8th St E

4th Ave S

2.4

Ellingson Rd

Ave SE

SAMPLE

Riverbend Park

Lake Tapps Pkw

16th St E Benroy

1st Ave E

Pacific 3rd Ave SE

Pacific Parl 4th Ave SE

Dieringer







New State Funding for EV Charging

Transportation is Washington's largest source of greenhouse gas (GHG) emissions. Transitioning to **zero-emission transportation** will not only reduce GHG emissions, but also reduce other toxic emissions. To support this transition and the adoption of electric vehicles (EVs), Washington State has announced new grant programs to equitably expand charging infrastructure.

New EV charging grant programs are available from the Department of Ecology and the Department of Commerce. **Find key information about both programs below**.

Charge Where You Are Department of Ecology		EV Charging Department of Commerce
 Installing 4-10 Level 2 plugs for: Multi-Unit Residential Buildings Publicly available charging Fleet and workplace charging 	Project Types	 Installing Level 2 or DCFC for: Multi-family residential charging Publicly-available charging in underserved communities Fleet depot and workplace charging
Sept. 26 – Nov. 16, 2023 Guidelines will be published Sept. 26.	Application Period	Sept. 6 – Dec. 1, 2023
Eligible applicants include, but are not limited to: • Businesses • Non-profit 501(c)(3) organizations • Public organizations • Tribal governments Private and public entities are encouraged to apply.	Eligible Applicants	 Lead applicants: Electric utilities Public agencies Federally recognized Tribal governments Non-profit 501(c)(3) organizations Leads are encouraged to partner with each other and the private sector, including charging companies or site hosts.





Charge Where You Are

Department of Ecology

EV Charging

Department of Commerce

 \$1M available this round. Level 2: \$10,000 per plug, or up to 80% of project costs Projects that qualify for reduced match may receive up to 100% of project costs. More information in guidelines. 	Funds Available	 \$64M available total. Level 2: \$7,500 per plug DCFC: \$85,000 per plug Projects that include priority elements may qualify for additional points. More information in guidelines.
Applications will open for several rounds. Ecology expects to distribute a total of \$3.5M for Level 2 charging projects over the next two years.	Funding Cycle	The first of two funding cycles to be offered in 2023-2025. An additional \$60M is expected to be distributed in 2024-2025.
Recipients should expect to complete projects within one year of signing grant agreements.	Project Period	Recipients should expect to complete Level 2 projects with in 270 days, and DCFC projects within 580 days.

Next Steps

In preparation for these grant opportunities, we recommend that potential applicants:

- **Determine** how on-site charging may benefit your organization and community.
- **Consult** with your electric utility regarding your site's readiness and capacity for the proposed project. If you do not own the property, consider drafting a site-host agreement.
- Familiarize your organization with the state procurement process and permitting process.
- Learn about Clean Fuel Standards (CFS) credits and how owners of EV chargers can benefit.¹

Mehjabeen Rahman	Ocurtosta	Center for Sustainable Energy
🔀 mrah461.ecy.wa.gov	Contacts	₩ waEVcp@energycenter.org
L 360-764-6303	and Website	L 509-715-3076
ecology.wa.gov/VW-Grants	Website	waEVcharging.org

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email at <u>melanie.forster@ecy.wa.gov</u>, or visit <u>https://ecology.wa.gov/accessibility</u>. For Relay Service or TTY call 711 or 877-833-6341.

¹<u>https://apps.ecology.wa.gov/publications/UIPages/SummaryPages/2302087</u>

Google Earth



https://earth.google.com/web/search/555+Contra+Costa+Ave,+Fircrest,+WA+98466/@47.23347631,-122.5112402,74.37478365a,287.35988659d,35y,360h,0t,0r/data=CigiJgokCTVBY4FY2ThAETNBY... 1/1



Community Engagement Plan



Air Quality VW Electric Vehicle Charging Level 2: Charge Where You Are

Background

All Washington residents, regardless of income, race, ethnicity, color, or national origin, have a right to live, work, and recreate in a clean and healthy environment. Low-income communities, communities of color, and indigenous people in Washington and across the country often bear the brunt of pollution and the impacts of climate change.

Ecology is committed to making decisions that do not create disproportionate environmental burdens on any community and would like to understand your plans for implementing these practices within the community that you serve.

Applicant Information

Organization name: **City of Fircrest** EAGL application number: **AQVWLVL2-2325-FircPW-00042** Project location: **555 Contra Costa Ave, Fircrest, WA 98466**

Engagement Plan

When answering the following questions, think about the community impact of your project, strategies you will use for engagement and, how you can build relationships within your community that will ultimately help your project be a success.

 Identify the communities that will be affected by this project (example: residents, customers, employees, visitors who drive electric vehicles (EVs), nearby neighborhoods, Tribal communities, schools, community organizations, etc.). Please include a description of the values and demographics (such as social and economic demographics) of those communities. Please also identify the specific tribal communities, with current and historic connections to the area, that may be impacted by this project.

Our project proposal involves removing four (4) regular parking spots and replacing them with four (4) EV parking spots. The goal of this project is to improve air quality and promote a healthier climate. The EV spaces will be charged through the solar panels on top of the newly constructed Roy H. Murphy Community Center roof.

The primary groups most directly affected by implementing these new EV charging stations will be the users who frequent the Roy H. Murphy Community Center and the adjacent residents who live around the Center.

The City does not have a database cataloguing the number of EVs registered or driven in the City. Locating the chargers at the Roy H. Murphy Community Center will attract a variety of users who will be affected by this project. For example:

- Parents dropping their children off at the Fircrest Swimming Pool or for club sports;
- Senior citizens using the Center for their Senior Mornings coffee club meetings;
- Parents dropping their children off for Tot Story Time.
- Some EV drivers could be from outside community groups using the Center for yoga, pickleball, or a regional meeting like South Sound Housing Affordability Partnerships;
- Lastly, the Community Center is just a block away from the Gene Goodwin Tot Lot which is also frequented by parents and small children.

Fircrest as a community is a small, wealthy suburb of Tacoma, Washington.

- The median household income is \$82,600.
- The homeownershp rate is 73%.
- 63% are non-hispanic white.
- 83% of the population is of driving age.
- 82% of those employed drive alone to work.
- The average travel time to work is 25 minutes.

Source: <u>https://psrcwa.shinyapps.io/community-profiles/</u>

Fircrest is built on historical Nisqually Tribal land with close proximity to historic Puyallup tribal land near the Port of Tacoma.

Source:

<u>https://goia.wa.gov/sites/default/files/public/WATribalReservationTreatyCeded2010</u> .pdf

2. Describe the potential impacts (both positive and negative) of this project on the communities identified in the previous question. How does your organization currently acknowledge and support the environmental, cultural, and economic values in these communities?

As parking is at a premium in this neighborhood, there may be some concerns about choosing winners and losers, whether politically or economically by incentivizing a certain industry or product. This would mean that two gas-powered cars would have to find street parking and this could impact residential neighborhoods and long-time residents who are already concerned with congestion in the busy area which has narrow streets, parked cars, and many children crossing back and forth at crosswalks.

However, this grant for increasing EV charging availability in the City aligns with the state's long-term goals for the sale of only new EV vehicles by 2035, and the automobile industry's commitment to an EV switchover. Installation of these chargers would give a much needed infrastructure boost to help with that initiative. Additionally, the switchover/tipping point is rapidly approaching. Toyota is working on a solid state battery to replace the lithium ion battery to provide increased range at a lower cost. It is expected to be in production at the end of this decade.

The City champions the following values which are outlined as goals and policies in the 2024 Comprehensive Plan Draft. These align with the proposed EV charging stations:

Policy CC-4.4

Strongly encourage the use of building and site design techniques consistent with the National Crime Prevention's Crime Prevention through Environmental Design (CPTED) guidelines. Adding public charging stations open seven days a week will increase "eyes-on-the-street" in the neighborhood.

Policy CC-4.5

Incentivizing high performing energy and environmental standards for new development.

NEW Policy LU-1.8

Pursue transportation projects that include energy conservation and alternative energy sources and promote the use of cleaner fuels.

NEW Policy LU-16.1

Establish greenhouse gas emission reduction goals that align with state and countywide goals. Specifically, create plans for vehicle fleet electrification, City building insulation and energy efficiency, and carbon capture of utility emissions.

Policy T-11.3

Ensure comprehensive plan consistency with the Regional Transportation Plan, Transportation 2040, by supporting the development of a safe and efficient transportation network that supports a healthy environment and strong economy, encouraging increased utilization of clean and renewable energy and a reduction in greenhouse gas emissions, and promoting sustainable funding programs.

Countywide Planning Policies ENV-29, ENV-46

Encourage City projects to include energy conservation and alternative energy sources; and to promote the use of cleaner fuels.

PLANNING FRAMEWORK, STATE PLANNING CONTEXT, GROWTH MANAGEMENT ACT

Environment - Protect the environment and enhance the state's high-quality of life, including air and water quality, and the availability of water.

3. What steps will you take to build relationships with the communities identified above? Examples could include attending community events, producing educational materials, distributing press releases, sharing information with industry-specific outlets, etc.

As congestion and pedestrian safety is already a concern in the neighborhood surrounding the Community Center, there is a community meeting scheduled in December 2023 with residents adjacent to the Community Center who live on Electron Way and Contra Costa Avenue. The meeting will be held with the City Manager, Police Chief, Public Works Director, and Community Development Director to look at traffic calming solutions on these narrow streets. This would be a good time to also scope out the EV charging stations to gather feedback from residents.

The City is working on updating its SEPA Distribution List and could conduct an optional SEPA threshold determination that would allow for additional public comment, especially from tribal groups, stakeholder agencies, and other interested parties.

The grant application has been advertised twice in the City Manager's <u>Weekly Update</u> so that the general public is aware of the City pursuing this funding.

Both the City Council and Planning Commission are aware and supportive of the grant application.

4. Identify the person(s) in your organization responsible for community engagement related to the EV charging stations.

Mark Newman, AICP Community Development Director (253) 238-4129 mnewman@cityoffircrest.net

5. What metrics will you use to track and demonstrate community engagement?

- December 2024 Community Meeting sign-in sheet, jotform entries, and Zoom participation;
- Logging any public records received on the topic, such as: emails, phone calls or general public inquiries.
- A presentation by ChargePoint to City Council on the merits of the project, costs, and turnaround time.
- 6. Is there anything else you would like to share about your community engagement plans?

I am excited and highly motivated to use any grant money received by the Department of Ecology to implement installation of four (4) Level-2 EV chargers. I am appreciative of the selection committee's time and efforts taken in reviewing this application.

Reminder: if awarded a grant from Ecology under this grant program, you will be required to report to Ecology on outreach and engagement activities completed through the expiration of the grant period.

From:	<u>Tia Vara</u>
To:	Mark Newman
Subject:	ChargePoint Follow Up Information for City of Fircrest
Date:	Monday, October 30, 2023 3:44:56 PM
Attachments:	z3-SXzSn3ik7YAlyHKqCip1fLQOmuIyQMyDFlgJuFGM
	CP6000 Datasheet.pdf

Hi Mark,

It was a pleasure speaking with you. As requested, here is some follow-up information on our <u>CP6000</u> Level 2 - 19.2kW station.

Some benefits and features we offer to you along with our superior hardware are the following:

Cloud and Network Services:

- ChargePoint Cloud Plan
- Industry Specific Solutions

Assure Maintenance & Service Plan

- What does Assure Include?
- <u>Site Set Up & Ongoing Support</u>

Procurement Options

Outright Purchase Option:

Level 2 dual port stations range from \$12k-\$18k USD depending on the hardware, software, and services configuration and how many years of services you choose to prepay (1-5 years).

- Includes hardware (the station itself), the software that connects the station owner to the drivers and manages stations remotely, and our services which keep the whole process hassle-free.
- Does not include infrastructure. Any electrician or our partner can perform this work.

Sourcewell:

Regarding our ability to leverage our mutual Sourcewell/NJPA membership and provide our EV charging stations at a contracted price.

If you are unaware, Sourcewell holds hundreds of competitively solicited cooperative contracts to forgo the RFP process to help save time and money.

Are you a member? You can sign up for free membership here.

Please feel free to reach out with any further questions, I am happy to help. Otherwise, I look forward to speaking with you soon.

Thank you, Tia Sales Development Representative

> SCHEDULE A PHONE CALL WITH ME <</p>

ChargePoint Advanced Test Facility



This email and any attachments are intended for the sole use of the named recipient(s) and contain(s) confidential information that may be proprietary, privileged or copyrighted under applicable law.

Open Pierce County

County Council

Boards & Commissions

Legislation

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



See how we celebrated <u>National Community Development Week</u> by featuring past CDBG projects in Pierce County.

Community Development Block Grant Program

Community Development administers the Community Development Block Grant Program (CDBG) funded by the <u>U.S. Department of Housing and Urban Development</u>.

The program funds:

- Capital improvements on public facilities
- Community facilities
- Low-Income Housing Development
- Social services needed to improve living conditions

The money assists social services and infrastructure improvements to benefit residents of the Pierce County Consortium, which consists of 19 cities and towns and the unincorporated areas of Pierce County:

	 Bonney Lake 		• Orting
	 Buckley 		• Puyallup
	• Carbonado		• Roy
	• DuPont		• Ruston
	• Eatonville		• South Prairie
	 Edgewood 		• Sumner
	• Fife		• Steilacoom
	• Fircrest		University Place
	 Gig Harbor 		• Wilkeson
	• Milton		
HOW CAN WE HELP?		<u>Send a message</u>	< File a Police Report <

Pierce County wants to hear from you. Please select one of the following to talk to elected officials and staff, or to report problems in our community.

<u>Senu a message</u>		<u>The at once Report</u>	
<u>Report an Issue</u>	<	Property Information	

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