



City of Tukwila
**Planning and Community
 Development Committee**

- ◆ Kathy Hougardy, Chair
- ◆ Verna Seal
- ◆ Thomas McLeod

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 D. Cline
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AGENDA

MONDAY, JUNE 7, 2021 – 5:30 PM

HAZELNUT CONFERENCE ROOM
 (At east entrance of City Hall)

**THIS MEETING WILL NOT BE CONDUCTED AT CITY FACILITIES
 BASED ON THE GOVERNOR'S PROCLAMATION 20-28.**

**THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS
 MEETING IS: 1-253-292-9750, Access Code 697075721#**

**Click here to: [Join Microsoft Teams Meeting](#)
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Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. Application for lodging tax funds: City of Tukwila for Rugby 7 sponsorship. <i>Brandon Miles, Business Relations Manager</i>	a. Forward to 6/21 Consent Agenda.	Pg.1
b. Discussion on King County's Health through Housing Initiative. <i>Rachel Bianchi, Deputy City Administrator</i>	b. Discussion only.	Pg.11
c. Discussion on code amendments associated with House Bill HB 1220 (supporting emergency shelters and housing through local planning and development regulations). <i>Nora Gierloff, Community Development Director</i>	c. Discussion only.	Pg.19
d. Update on development and land use permitting. <i>Nora Gierloff, Community Development Director</i>	d. Discussion only.	Pg.23
2. MISCELLANEOUS		

Next Scheduled Meeting: June 21, 2021



The City of Tukwila strives to accommodate individuals with disabilities.
 Please contact the City Clerk's Office at **206-433-1800** (TukwilaCityClerk@TukwilaWA.gov) for assistance.



INFORMATIONAL MEMORANDUM

TO: **Planning and Community Development**

FROM: **Brandon Miles, Business Relations Manager**

CC: **Mayor Ekberg**

DATE: **May 25, 2021**

SUBJECT: **Lodging Tax Funding Requests**

ISSUE

Review of a lodging tax funding request from the City of Tukwila, Office of Economic Development for the 2021 USA Rugby 7s National Championship.

BACKGROUND

The City collects a 1% lodging tax on certain qualifying overnight stays in paid accommodations (hotels/motels/Airbnb) in the City. State law limits the use of these funds to tourism promotion¹. There is currently just over \$1 million in lodging tax funds available for use.

The City's Lodging Tax Advisory Committee (LTAC) reviews all requests for use of lodging tax funds. LTAC then forwards a list of recommended applications to the City Council for its review and consideration. If LTAC does not recommend an application be funded, that application is not forwarded to the City Council. The City Council may approve or deny any of the applications recommended by the LTAC. The City Council may also approve an application and increase or decrease the dollar amount awarded².

The City accepts applications on a rolling basis, with the LTAC reviewing requests monthly.

Pending Applications

Following its April 9, 2021 meeting, LTAC recommended approval of a lodging tax request from the City of Tukwila Office of Economic Development not to exceed \$10,000 to sponsor and help host the 2021 USA Rugby 7s National Championship to be held at Starfire Sports.

¹ RCW 67.28.080 (6) defines "tourism promotion" as "...activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists."

² On August 17, 2016, the Washington State Attorney General's Office issued an informal opinion regarding whether a municipality could change the dollar amounts recommended by the local lodging tax advisory committee. Specifically, the informal opinion states:

"When awarding lodging tax revenues pursuant to RCW 67.28.1816(2)(b)(ii), a municipality may award amounts different from the local lodging tax advisory committee's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2), according to which the municipality must submit its proposed change to the advisory committee for review and comment at least forty-five days before final action on the proposal."

1. City of Tukwila, 2021 USA Rugby 7s National Championship (Not to Exceed \$10,000)

Since the Seattle Seawolves began playing at Starfire Sports in 2018 the City of Tukwila has slowly been building its rugby brand. The goal of Economic Development staff is that Tukwila is considered the epicenter of rugby in the Pacific Northwest, similar to how Tukwila is viewed for soccer.

In early 2020 Economic Development staff reached out to the Washington Athletic Club (WAC), the defending rugby 7s national champion, on a possible partnership and developing rugby events to bring to the region. Unfortunately, COVID-19 impacted a partnership moving forward in 2020. The WAC is currently working to bring the 2021 USA Rugby 7s National Championship to Tukwila in August of 2021. This event will bring in teams from across the country, with an estimated attendance of 300 people. A youth event may also be added to the August event.

The goal with the sponsorship is to ensure that Tukwila hotels get the room nights generated from the tournament, estimated to be between 500 to 700. In addition, the sponsorship will provide the opportunity for the City to promote things to do in the City for participants. The event will also help to build the City's rugby brand.

LTAC Recommendation on Application: Do Fund

Staff Recommendation on Application: Do Fund

FINANCIAL IMPACT

The total request for lodging tax funds is not to exceed \$10,000.00. Staff will work to negotiate a scope of service and the final amount for the sponsorship may be below \$10,000. No general fund dollars will be used. The six-year Tourism Financial Plan approved by the City Council in December of 2020 allocated a total of \$150,000 in lodging tax funding for sponsorships in 2020.

2020 Tourism Six-Year Financial Plan Allocation	
Sponsorships:	\$150,000.00
Global to Local Request (Already Approved):	(\$5,000.00)
City of Tukwila, Juneteenth Event (Already Approved)	(\$5,000.00)
City of Tukwila, Seawolves Partnership (Already Approved)	(\$20,000)
City of Tukwila, Rugby 7s (Pending with Council)	(\$10,000)
Remaining Sponsorship Funds:	\$110,000.00

RECOMMENDATION

Staff recommends that the Committee approve the funding request and forward the request to the June 21, 2021 consent agenda.

ATTACHMENTS

1. City of Tukwila, Staff Report to Lodging Tax Committee, Rugby 7s
2. City of Tukwila, Lodging Tax Application, Rugby 7s

Staff Memorandum

Lodging Tax Advisory Committee Funding Request

Name of Applicant:

City of Tukwila

Address:

6200 Southcenter Blvd.
Tukwila, WA 98188

Total Funds Requested:

Not to exceed \$10,000

About the Applicant:

The City of Tukwila is a non-charter City organized under the laws of the State of Washington. Founded in 1908, Tukwila is one of the oldest cities in King County. Since its founding, Tukwila has always been a community at the “crossroads.” Tukwila lies at one of the busiest freeway interchanges in Washington State. The City has a small bedtime population of just under 20,000. During the day the City’s population swells to over 150,000 people, with people coming to the City to work, shop, dine, stay in hotels, and to visit once in a life time experiences, such as the Museum of Flight or iFly.

The City is one of the most diverse cities in the country. Over 70 languages are spoken in the Tukwila School District. Many well-known businesses are based in Tukwila, such as BECU, Westfield Southcenter, Seattle Seawolves, Seattle Sounders FC, Top Pot Donuts, Pop Gourmet, and the Sabey Corporation. The City has over 2,000 hotel rooms and over 100 restaurants

Funds Previously Awarded:

None for this event. The City has previously been provided funds for a variety of activities.

Funding Request Narrative:

The City of Tukwila is requesting lodging tax funds to sponsor the 2021 Men’s and Women’s Rugby 7 National Championships to be held August 14 and 15 at Starfire Sports. The Championships will bring in teams from across the United States and will be the first games held since 2019. The pandemic caused the cancelation of the games in 2020.

Staff Comments:

With the growth of rugby and the commencement of Seawolves games in Tukwila in 2018, the City has an opportunity to grow its rugby brand nationally. The following are the benefits of this event:

- Could generate over 700 room nights in the City over three nights. The sponsorship agreement will allow the City to ensure that the Tukwila hotels can capture these room nights.
- Builds a relationship with USA Rugby and other rugby groups in the Pacific NW to help secure future rugby events in the City.
- Helps with branding the City as a rugby destination.
- Ability to amplify our marketing to participants and promote things to do for participants and their family members.

Consistency with Six Year Financial Model:

For 2021, the Six Year Financial Plan shows the City spending \$150,000 for sponsorship, such as this. There will be sufficient funds remaining in the budget for other 2021 sponsorships.

Sponsorship Funds Provided in Six Year Financial Plan:	\$150,000
Spice Bridge Request (approved)	(\$5,000)
Juneteenth Request (approved)	(\$5,000)
Seawolves (approved)	(\$20,000)
<u>City of Tukwila, Rugby 7 (pending)</u>	<u>(\$10,000)</u>
Remaining Funds:	\$110,000

Note, the total amount of this sponsorship will not exceed \$10,000. The exact amount could be lower as we negotiate the final scope.

City of Tukwila Staff Recommendation to LTAC: Approval

Notes:
None.

Application to the City of Tukwila for Use of 2021 Lodging Tax Funds

Event or Activity Name (if applicable):	2021 National Rugby 7 Sponsorship
Amount of Lodging Tax Requested:	Not to Exceed \$10,000
Applicant Organization:	City of Tukwila
Federal Tax ID Number:	91-6001519
Mailing Address:	Office of the Mayor 6200 Southcenter Blvd Tukwila, WA 98188
Primary Contact Name:	Brandon Miles
Primary Contact Phone:	206-431-3684
Primary Contact Email Address:	Brandon.Miles@Tukwilawa.gov

Check all the service categories that apply to this application:

Tourism promotion or marketing.

Operation of a special event or festival designed to attract tourists.

Operation of a tourism-related facility owned or operated by a non-profit organization.

Operation and/or capital costs of a tourism-related facility owned by a municipality or a public facilities district.

Check which one of the following applies to your agency:

Non-Profit (Note: Attach a copy of your current non-profit corporate registration from the Washington Secretary of State Office)

Municipality

For Profit Corporation

I am an authorized agent of the organization/agency applying for funding. I understand that:

- I am proposing a tourism-related service for 2021. If awarded, my organization intends to enter into a services contract with the City; provide liability insurance for the duration of the contract naming the City as additional insured and in an amount determined by the City; and file for a permit for use of City property, if applicable.
- My agency will be required to submit a report documenting economic impact results in a format determined by the City.

Signature: /s/

Date: May 11, 2021

1) Describe your tourism-related activity or event.

The 2021 USA National Rugby 7s Championship.

The Washington Athletic Club (WAC) and other local rugby groups are working to bring the 2021 USA Men's and Women's National Rugby 7s Championship to the Pacific Northwest in August at Starfire Sports. This event will feature rugby teams from throughout the United States for a weekend of competition and fun. The event is currently an adult only event but may also expand to include a youth tournament as well. It is estimated that over 300 people will be attending for two days and three nights.

Rugby 7s is played on the same size field at a traditional 15 aside rugby match. With fewer player and more space the game is fast paced and high scoring.

1) If an event, list the event name, date(s), and projected overall attendance.

The tournament is scheduled for August 14 and 15.

Over 300 attendees for an adult only tournament. If the youth tournament occurs, the total attendance could be around 500 attendees.

2) Is your event/activity/facility focusing on attracting overnight tourists, day tourists, or both?

Both, with a large number of visitors coming from out of the area and flying in for the tournament.

3) Describe why visitors will travel to Tukwila to attend your event/activity/facility.

This is an established tournament that has been in operation since the mid-1980s. Tukwila is home to one of the few facilities able to host a rugby tournament of this size. USA Rugby will promote the tournament to teams throughout the United States.

4) Describe the geographic target of the visitors you hope to attract (locally, regionally, nationally, and/or internationally).

For team attendance the event will be marketed by USA Rugby nationwide. In 2019, 16 men's teams and 16 women's teams attended the three-day tournament. Due to COVID-19, no event was held in 2020. The number of teams attending this year may be expanded.

The City and the local promoters will promote the event locally to help draw fan attendance, subject to COVID-19 restrictions.

5) Describe the prior success of your event/activity/facility in attracting tourists.

This event has been in operation for nearly 35 years. USA Rugby and WAC have success in organizing large sporting event, such as this. The tournament will bring teams in from throughout the United States.

6) If this your first time holding the event/activity/facility provide background on why you think it will be successful.

N/A

7) Describe the media strategy you employ to promote your event/activity/facility to attract overnight and/or day tourists? Please list any digital or print media (newsletters, e-blasts, social media, etc.) your agency uses or intends to use to promote your event/activity/facility.

USA Rugby will promote the tournament to men and women rugby teams nationwide. The City will promote the tournament in the greater Seattle area to draw fans to the games and to brand the City as the epicenter of rugby in the Pacific NW.

8) Describe how you will promote lodging establishments, restaurants, retailers, and entertainment establishments in the City of Tukwila.

The event organizers will be required to select a Tukwila hotel or hotels to be the official lodging business(es) for the tournament. Through the Experience Tukwila brand the City will promote offerings of things to do, such as restaurants and shopping, to the teams and their family members traveling with them to the tournament.

9) Is the City able to use your digital and print media for collaborative marketing?

Yes.

10) Describe how you will use the name, "Tukwila" in publications, promotions, and for your event?

Nationally, the tournament will be marked as being in Seattle, but will use a Tukwila address.

11) Measurements and Metrics (Note: You will be required to report these metrics as part of the close out of the agreement between your organization and the City.)

As a direct result of your proposed tourism-related service, provide an estimate of:	
a. Overall attendance at your proposed event/activity/facility.	2,000 over two days, includes fans and participants.

b. Number of people who will travel fewer than 50 miles for your event/activity.	1,000 over two days, includes fans and participants.
c. Number of people who will travel more than 50 miles for your event/activity.	300 to 500.
d. Of the people who travel more than 50 miles, the number of people who will travel from another country or state.	300 to 500.
e. Of the people who travel more than 50 miles, the number of people who will stay overnight in Tukwila.	300 to 500.
f. Of the people staying overnight, the number of people who will stay in PAID accommodations (hotel/motel/bed-breakfast) in Tukwila.	300 to 500.
g. Number of paid lodging room nights resulting from your proposed event/ activity/facility (<i>for example: 25 paid rooms on Friday and 50 paid rooms on Saturday = 75 paid lodging room nights</i>)	450 to 750 Assuming two people per room and three nights.

12) What methodologies did you use to calculate the estimates and what methodologies will you use to track outcomes, such as total participants, estimated visitor spending, etc?

The event organizer will be required to contract with a Tukwila hotel or hotels for the event. The city will confirm the final actual room county following the conclusion of the tournament.

The City will also work with the event organizers on a follow up survey to track other outcomes, such as total estimated spend and overall quality of the visit and experience.

13) Are you applying for lodging tax funds from another community? If so, which communities and in what amounts?

No.

14) Are you applying funding from Seattle Southside Regional Tourism Authority (SSRTA)? If so, in what amount?

No.

15) What is the overall budget for your event/activity/facility? What percent of the budget are you requesting from the City of Tukwila?

The estimated budget for the event is \$30,000 to \$40,000. The City is estimating that our sponsorship will be between \$5,000 and \$10,000, depending on a number of factors, such as the total tournament size and whether a youth component is added.

16) What will you cut from your proposal or do differently if full funding for your request is not available or recommended?

The event would likely occur even without a sponsorship; however, the City would not be able to secure an official hotel for the event. In addition, this is a great opportunity for the City to build a relationship with USA Rugby to bring more events to the City in the future.

Applications are considered on a rolling basis. Please contact staff to discuss the process for having the application reviewed by the City's Lodging Tax Advisory Committee.

Completed applications should be submitted to:

Lodging Tax Advisory Committee
c/o Brandon Miles
City of Tukwila
6200 Southcenter Blvd
Tukwila, WA 98188

Or,

Brandon.Miles@Tukwilawa.gov

Questions?

LTAC Contact:

Brandon J. Miles
(206) 431-3684

Brandon.Miles@Tukwilawa.gov.

Updated: January 5, 2021



TO: **Planning and Community Development Committee**

FROM: **Rachel Bianchi, Deputy City Administrator**

CC: **Mayor Ekberg**

DATE: **May 24, 2021**

SUBJECT: **King County’s Health Through Housing Program**

ISSUE

On Monday, February 22, 2021 staff from King County presented to the Council an overview of the Health Through Housing Program (HTH). King County is seeking to purchase existing hotel/motel buildings within cities on a voluntary basis to provide rapid rehousing for chronically homeless individuals. This is the third discussion in Committee. Staff is seeking direction on next steps.

BACKGROUND

The Committee developed a series of questions regarding HTH and staff presented initial responses on April 5, 2021. At that meeting, the Committee directed staff to work with King County to seek clarity and additional answers. The County’s response to the questions is included here as an attachment.

DISCUSSION

In the discussions with King County on the Committee’s questions, County staff clarified that the HTH providers have indicated they are only interested in utilizing hotel properties that do not have outside entrances to individual hotel rooms. To preserve the safety of their clients, providers believe the best services can be given at properties that have only interior entrances to rooms. This significantly limits the potential properties in Tukwila that could be used for the HTH program, and most properties that would fit this requirement are in the Central Business District. While there are one or two properties on TIB, the Committee has so far indicated preference that this neighborhood be excluded from consideration for HTH properties.

At this point, neither City staff nor the County have any idea whether there are properties in Tukwila that fit the HTH requirements. As a reminder, the County is only working with willing sellers and willing cities. To determine whether there is even an opportunity for the City to work with the County on HTH, the next step would be for the County to engage their broker to determine if any properties are for sale. This step would *not* be an indication of the City’s support for HTH in Tukwila, but rather serves as the next information gathering phase. This is the most efficient use of staff and committee time, as if there are no willing sellers of hotel properties fitting the HTH requirements, this issue would be moot.

RECOMMENDATION

Staff recommends allowing the County to engage their broker to determine if there are any qualified properties in Tukwila for sale. The purpose would be for information gathering to determine if future direction is needed, and would not indicate that Tukwila is a willing city.

ATTACHMENTS

Updated HTH Q&A with King County responses.

King County Responses to Questions on Health through Housing Program

(questions compiled from various sources including members of the Council and community)

1. How is it funded?

The State Legislature passed HB 1590 in 2020, which allowed jurisdictions to enact a 0.1% sales tax to finance construction of affordable housing and behavioral health facilities and operations or services of affordable housing.

2. What is the goal?

The County's goal is to house 1600 chronically homeless individuals, while reducing racial-ethnic disproportionality. The original goal of 2000 households was impacted by revenue reduction from other cities implementing HB 1590.

3. What will be the measure(s) of success?

Specific measures will be proposed in the Implementation Plan, due to County Council and the Regional Policy Committee on August 30.

4. How long will the Health through Housing program last?

The program is expected to go in perpetuity and will be governed by the Health through Housing Implementation Plan upon adoption by ordinance. Adoption is expected later this year. In 2028 and every eight years after that, the executive will propose an update to the Health through Housing Implementation Plan.

5. How many cities may/will be involved?

Unknown at this time how many cities will choose to host a Health Through Housing site.

6. How many facilities will be involved?

The County expects approximately 16 buildings will be needed to achieve the goal of housing 1600 individuals.

7. Where could such a facility be located in Tukwila?

This depends on the policy direction from the City Council. King County will only search for potential buildings in neighborhoods Tukwila provides direction to explore. Neighborhoods that are preferred include those with hotels with internal corridors and access to transit or other community services.

8. What zoning designation would the facility use fall under, and would the city consider changing zoning to accommodate this facility?

This depends on the policy direction from the City Council.

9. Is the facility considered a shelter or multifamily housing?

It would be housing.

10. Would the facility be subject to the City's rental housing inspection and licensing program?

Since this is housing and not shelter, it is likely that the rental housing inspection and licensing program would apply, but that could change depending on the policy direction of the Council.

11. Who qualifies for this housing?

All households served with these funds must earn at or below 30% of Area Median Income and meet one or more of the following qualifications, per the authorizing state statute:

- a. Persons with behavioral health disabilities;
- b. Veterans
- c. Senior citizens;
- d. Persons with disabilities;
- e. Domestic violence survivors;
- f. Persons who are homeless or at-risk of being homeless, including families with children or

- g. Unaccompanied homeless youth or young adults.

Per County ordinance, households also must either be chronically homeless or at-risk of being chronically homeless and meet one of the following definitions:

- a. A household experiencing chronic homelessness must include an adult with a disability* and either be currently experiencing homelessness for at least 12 consecutive months or have experienced homelessness for a cumulative 12 months within the prior three years.
- b. A household at-risk of homelessness describes a household that includes an adult with a disability and meets two additional criteria:
 - 1. Currently experiencing homelessness for 10-12 months in the previous three years or previously experiencing homelessness for 12+ months within the last five years; and
 - 2. Include one adult that has been incarcerated within the previous five years, or been detained or involuntarily committed, or identifies as a member of a population that is demographically overrepresented among persons experiencing homelessness.

12. Will there be barriers to becoming a resident?

Ongoing availability of HTH units to chronically homeless individuals is behavior-based. Each resident receives a code of conduct and a program agreement at the time of entry. These cover expectations for things such as visitors, accessing services, interpersonal behavior, etc. If residents are not able to comply with the code of conduct and the terms of the agreement, they may be asked to leave the program. These rules are balanced with the recognition that many people experiencing chronic homelessness will require support as they transition into their housing, and the goal of the program is to provide emergency housing for people who might otherwise live unsheltered.

13. Should Tukwila residents be prioritized?

An amendment to HB 1070, which will give the County authority to use these funds for acquisition of existing buildings, requires that "...a county that acquires a facility under [this statute] must provide an opportunity for 15 percent of the units provided at that facility to be provided to individuals who are living in or near the city in which the facility is located, or have ties to that community. The provisions of this subsection do not apply if the county is unable to identify sufficient individuals within the city in need of services that meet the criteria....This prioritization must not jeopardize United States department of 38 housing and urban development funding for the continuum of care 39 program."

14. How many chronically homeless individuals will be served?

The County's goal is to house 1600 individuals.

15. Are families eligible?

Yes. However, each building will serve a different subset of the population that may or may not serve families. See answer to number 11 above.

16. Are there maximum income limits to qualify?

Yes. See answer to number 11 above.

17. How long will individuals or families stay in the units, on average?

Unknown at this time. However, this response from a County fact sheet applies: "Health Through Housing is a housing program. There is no limit on length of stay. However, when appropriate, housing case managers will work with residents on securing alternate, long term housing while providing services to improve residents' health. This is important so that HTH sites are able to serve new local residents." Because these residents have some type of disability, most will need long-term housing subsidies and services to achieve housing stability.

18. Will there be such demand for the program to necessitate a waiting list?

King County does not expect to create a waiting list separate from the current Coordinated Entry for All process. However, consistent with Question 13, this will be utilized only in combination with identification of local residents eligible for Health Through Housing buildings.

19. Is this long-term or temporary housing? If temporary, what are the next steps for residents to find more permanent housing?

See answer to Number 17 above.

20. If the goal is to help people transition into stability, what is the pathway to this goal?

See answer to Number 17 above. Housing stability is defined by not returning to homelessness. Therefore, if households move from chronic homelessness into Health Through Housing buildings, the program will have achieved success for that household.

21. Is this effort meant to respond to houselessness or homelessness (the latter implies a holistic approach including stability, recovery and healthy relationships)?

The operations, maintenance and services funding provided for Health Through Housing buildings creates connection to full wrap-around case management services to support housing stability, community connection, and health through their housing access.

22. Will the facility have 24/7 staffing including both security and service providers?

All Health through Housing facilities will have 24/7 Building Staffing, as well as:

- a. Housing Case Management
- b. Connection to Medical and Behavioral Health Services
- c. Assistance in enrolling in entitlement programs and employment programs where appropriate

23. What wraparound services will be available onsite?

See the answer to Number 21.

24. Who will provide these services?

Non-profit organizations with expertise in providing permanent supportive housing and serving diverse populations disproportionately experiencing homelessness. The County is using a Request for Qualifications (RFQ) process to identify potential service providers. The County will work with the local jurisdiction to select the service provider from the generated pool of qualified applicants.

25. Are support services budgeted per unit?

At this time, the County is using an estimate of \$20,000/unit/year to budget for operations, maintenance and services of Health Through Housing facilities. We will continue to work with potential service providers to ensure this budget is sufficient to fulfill the commitment in Q 4, 21 and 22.

26. Will those refusing services be asked to leave?

See answer to Number 12. Additionally, while it is the expectation that most residents will need services to retain tenancy, it is not a requirement that residents receive services. For lower acuity residents, the service provider will likely work to transition the tenant to an alternate setting.

27. Will each individual have a case manager, and what will that case management load be?

Yes; case management unknown and likely up to the provider.

28. How will residents be located in the facility (ex. will families be separated from individuals, will genders be separated, will certain areas be off limits to certain other residents)

Specifics are unknown at this time. Families will likely be in separate buildings from individuals and couples, based on types of services needed, but this is subject to program design and service provider expertise.

29. How will safety be ensured for residents both in and near the facility?

There will be 24/7 staffing as well as specialized staff training to support the specific needs of the residents.

30. How will safety be ensured for businesses near the facility?

There will be 24/7 on-site staffing.

31. Will common kitchens be built at the facility?

Unknown at this time. The County is exploring multiple potential options for kitchen access. The priority will be ensuring quick, quality construction that preserves access to the housing units themselves.

32. Will drug and/or alcohol use be permitted in the individual units?

Programs will use a harm reduction approach, within which drug and/or alcohol use will be permitted in individual units. Staff will provide supportive services to promote housing stability, and will work with residents that have substance use disorders in-house and also connect them to resources in the community. Staff working in a harm reduction setting work in partnership with tenants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use.

33. Is it possible that children would be cohoused with people experiencing alcohol or drug use disorder?

Unknown at this time. However, best practice in shelters is to have separate facilities for families with children. Cohousing in the same unit would only exist where best practices on family preservation indicate that children should continue to live with their family of origin.

34. How will a recovery culture be promoted?

Unknown at this time.

35. Will there be drug tests or background checks to screen for criminal behavior including sex offenses?

Unknown at this time.

36. Will residents have restrictions on access to come and go from the facility during certain times of day?

No.

37. Will there be safeguards in place to ensure there is no illegal drug or sex work activity onsite?

There will be 24/7 on-site staffing.

38. What will be enforcement strategies from illegal activities in units or in/on the surrounding premises?

Tenants are asked to comply with the resident agreement, and those that cannot will be asked to leave.

39. Will the facility require increased city services in the form of Police/Fire, and how would such increases be funded?

Unknown at this time.

40. Have the challenges faced by other communities with similar programs been adequately explored?

The County has not yet implemented this program, but in permanent supportive housing site across the county, buildings have minimal impact on the surrounding neighborhood and provide substantial cost savings and improvement to quality of life for tenants.

41. Once a facility is acquired by the County, will the city have the ability to alter how it is operated or ask the County to stop operating and sell the property?

Unknown at this time.

42. Is there an exit strategy for the city if the facility proves to be not a good fit for the community?

Unknown at this time.

43. Are there impacts from losing property tax revenue that would otherwise be collected from the commercial property?

When property goes into public ownership the base assessed value of a jurisdiction does not change. The City would only lose any future increases tied to any improvements made on a property in public ownership, which would likely be a very small amount of revenue in this case.

44. Does the County plan to use future funding for constructing affordable housing or transitional housing?

The funds associated with this program are restricted to the qualifications outlined in the answer to Number 11 above. Construction, as opposed to acquisition, is not expected at this time. The Implementation Plan due to County Council and the Regional Policy Committee, and future iterations as described in Q4, will detail any additional uses outside the acquisition strategy. The Implementation Plan(s) will be adopted by ordinance.

45. Which 10 cities were identified to be approached with the Health through Housing proposal?

The County has approached cities across all regions of the County—Seattle, North, East, and South and aims to acquire buildings in all these sub-regions. Conversations with cities in each of these sub-regions have been going very well, and the County expects to have more official status updates soon.

46. Will there be volunteer opportunities for community members who want to help?

Unknown at this time, but the County expects service providers will be very open to this opportunity.



INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Nora Gierloff, DCD Director

CC: Mayor Ekberg

DATE: June 1, 2021

SUBJECT: HB 1220 Requirements and Next Steps

ISSUE

The legislature has passed a bill pre-empting the ability for local jurisdictions to exclude homeless shelters and indoor emergency housing from any zone that allows dwellings or hotels.

BACKGROUND

HB 1220 goes into effect on July 25, 2021 and effective Sept 30, 2021 cities may not prohibit indoor emergency shelters and indoor emergency housing in any zones where hotels are allowed, except for cities that have an adopted ordinance authorizing indoor emergency shelters and indoor emergency housing in a majority of zones within a 1- mile proximity to transit.

The bill does allow cities to develop reasonable operation and location requirements for these uses to protect public health and safety. Here is the bill as passed by the legislature -

<http://lawfilesexext.leg.wa.gov/biennium/2021-22/Pdf/Bills/House%20Passed%20Legislature/1220-S2.PL.pdf?q=20210510101723>

DISCUSSION

Following is a summary of the bill's provisions and a brief discussion of how Tukwila would be affected.

Sections 1. and 2. Comprehensive Plan Housing Element and Development Regulations

The Growth Management Act (GMA) requires periodic review and updates to Comprehensive Plans. In King County our deadline for this update is June of 2024. The bill sets out some new requirements for the Housing Element that we will need to address including:

- Data analysis on the topic of adequate zoned land capacity for different levels of affordable housing, shelters, and supportive housing;
- Goals for inclusion of moderate density housing such as duplexes, triplexes and townhouses;
- Identify funding and regulatory barriers to housing availability for all economic segments of the community;
- Identify and implement policies and regulations to address and begin to undo racially disparate impacts, displacement, and exclusion in housing;
- Identify areas at higher risk of displacement from market forces and establish anti-displacement policies.

Tukwila will incorporate these new requirements into our Comprehensive Plan update which is targeted to begin in mid 2022.

Sections 3. and 4. Shelters and Transitional and Permanent Supportive Housing

This section prevents cities from prohibiting indoor emergency shelters, transitional housing, or permanent supportive housing in any zones where residential dwelling units or hotels are allowed. This would be nearly every zone in Tukwila, see attached use table.

Tukwila does not define or regulate transitional or permanent supportive housing. Currently shelters are allowed in the low, medium and high density residential zones along with the mixed use office and office zones. However, we narrowly define the populations that may be served by these shelters:

18.06.743 Shelter “Shelter” means a building or use providing residential housing on a short-term basis for victims of abuse and their dependents, or a residential facility for runaway minors (children under the age of 18).

Tukwila would need to allow shelters serving all populations of individuals and families experiencing homelessness. Cities are allowed to impose reasonable occupancy, spacing, and intensity requirements on these uses for public health and safety purposes. However, such requirements may not prevent the siting of a sufficient number of these facilities to meet the city’s need as determined by the Department of Commerce. These regulations take effect beginning September 30, 2021.

Section 5. Moratoriums and Interim Ordinances

Cities may not use moratoriums or interim ordinances to block implementation of the requirements of HB 1220.

Section 6. Definitions

New definitions of emergency shelter, emergency housing, and moderate income household are added to RCW 36.70A.030.

Section 7. Accessory Dwelling Units

The bill states that cities and counties should consider policies encouraging the construction of accessory dwelling units (ADU) as a way to meet affordable housing goals. The bill suggests that policies could include:

- Prohibiting owner-occupancy requirements;
- Prohibiting use of the ADU for short-term rentals;
- Exempting ADU residents from the number of unrelated residents allowed on the lot;
- Removing minimum and maximum floor area requirements;
- Allowing setback encroachments for ADUs similar to the principal unit for roof decks, balconies, and porches;
- Developing an amnesty program for owners with unpermitted ADUs to obtain permits;
- Authorizing detached ADUs, ADUs on lots meeting minimum lot size, and ADUs on lots with nonconforming principal units, if the ADU would not increase the nonconformity;
- Authorizing ADUs to be converted from existing structures even if in violation of current setback or lot coverage requirements;
- Prohibiting public street improvements as a requisite to permitting ADUs; and
- Authorizing new or separate utility connection requirements between the ADU and utility when necessary to be consistent with certain requirements, plans, or policies.

Tukwila had been reviewing its ADU regulations prior to the COVID disruptions. When we have the staffing capacity to restart the project we can incorporate an evaluation of the proposed policies.

ANALYSIS

The City will need to quickly begin work on a Zoning Code update to address these new requirements in order to meet the September 30, 2021 deadline. This would involve development of the ordinance, public outreach, review by the Planning Commission, preparation of a SEPA checklist, and adoption by the City Council. Here is a proposed schedule:

<u>Date</u>	<u>Task</u>
6/14/2021	SEPA Notice of Application
6/28/2021	Public Comments Due
7/6/2021	Issue SEPA Determination
7/20/2021	60 Day notice to Commerce
7/22/2021	PC Hearing
8/16/2021	Ordinance to PCD Committee
9/13/2021	Ordinance to COW for Hearing
9/20/2021	CC Adoption of ordinance

In addition to adding the new uses to our Zoning Code definitions and use table we may also want to consider developing specific operational criteria to proactively address potential concerns and conflicts with these uses. Following are a list of possible topics:

1. Residential Shelters – Require that shelters follow the 24/7 model where once admitted, residents have an assigned space for the duration of their stay rather than the day or night shelter model where people are required to leave the shelter with all of their belongings each day. Require that appropriate services for the shelter population are provided on site and limited to the residents of the shelter.
2. Good Neighbor Agreement – Require that shelter and housing operators work with the City and adjacent residents and businesses to develop a set of standards covering items like noise, smoking areas, parking, and litter. <https://cohomeless.org/agency-tools/good-neighbor-agreement/>
3. Proximity to Transit – Require that shelter and housing facilities be located within a half mile of a bus or rail transit stop so that these transit dependent populations can reach services and employment.
4. Code of Conduct – Require that that shelter and housing operators work with the City to develop a set of standards and expectations that residents must agree to follow, for example <https://www.shorelinewa.gov/home/showpublisheddocument/49500/637375092558330000>
5. Spacing - To avoid a concentration of uses require that shelters be at least a mile from any other shelters, calculated as a radius from the property lines of the site.
6. Maximum Size – Limit the maximum number of residents in a shelter or emergency housing facility to the general capacity of the building and the level of staffing to be provided, but in no case more than 75.
7. Emergency Services – Require coordination plans with the Police and Fire Departments including protocols for response to the shelter and to shelter clients throughout the City. An agreement that if calls for law enforcement service exceed an agreed upon threshold in any given quarter, the shelter operator will work with the City to reduce calls below the threshold level.

8. Communication – Require that shelter and temporary housing operators provide regular reports to the City on how the facility is meeting performance metrics such as placement into permanent housing or addiction treatment programs.

FINANCIAL IMPACT

There are no direct costs expected to process this code update, though it will consume staff and City Attorney time.

RECOMMENDATION

Provide feedback to staff about what should be included in a draft ordinance to be reviewed by the Planning Commission.



INFORMATIONAL MEMORANDUM

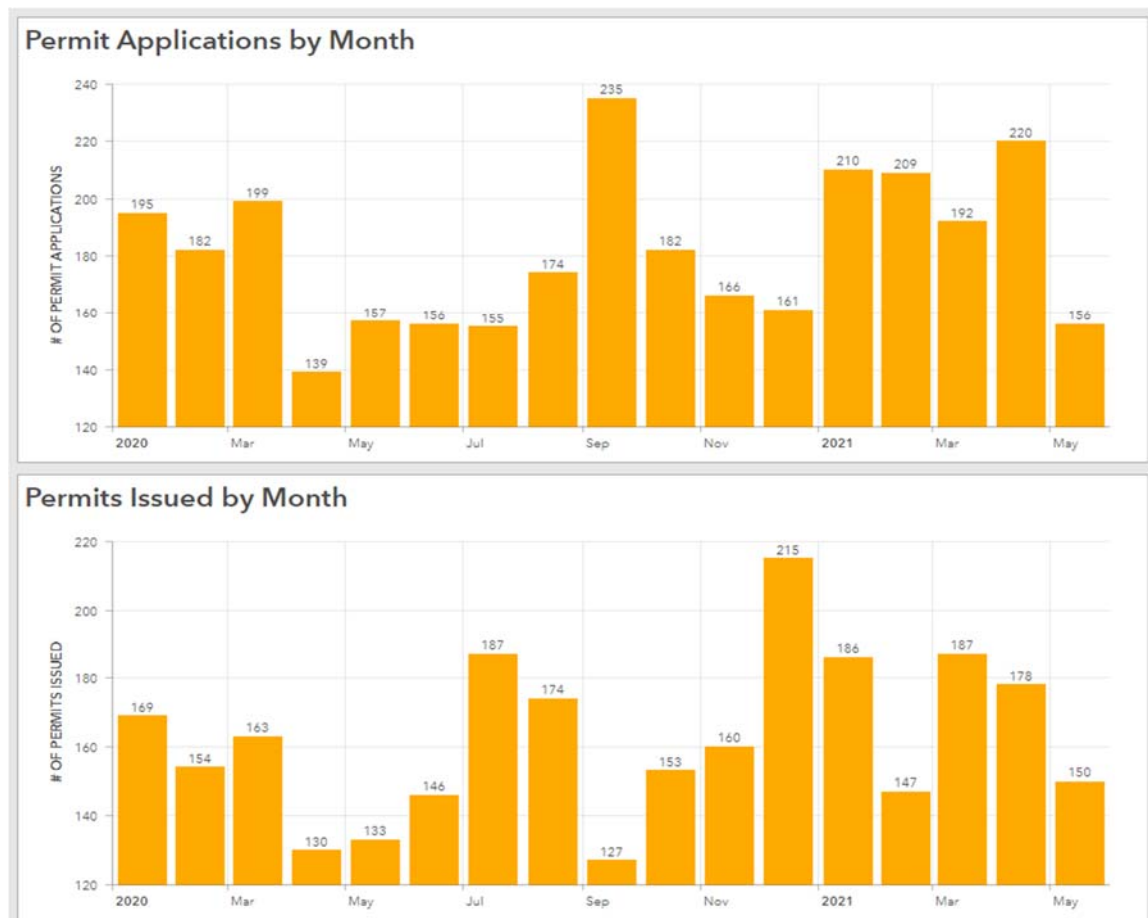
TO: Planning and Community Development Committee
FROM: Nora Gierloff, DCD Director
CC: Mayor Ekberg
DATE: June 1, 2021
SUBJECT: Development and Land Use Permitting Update

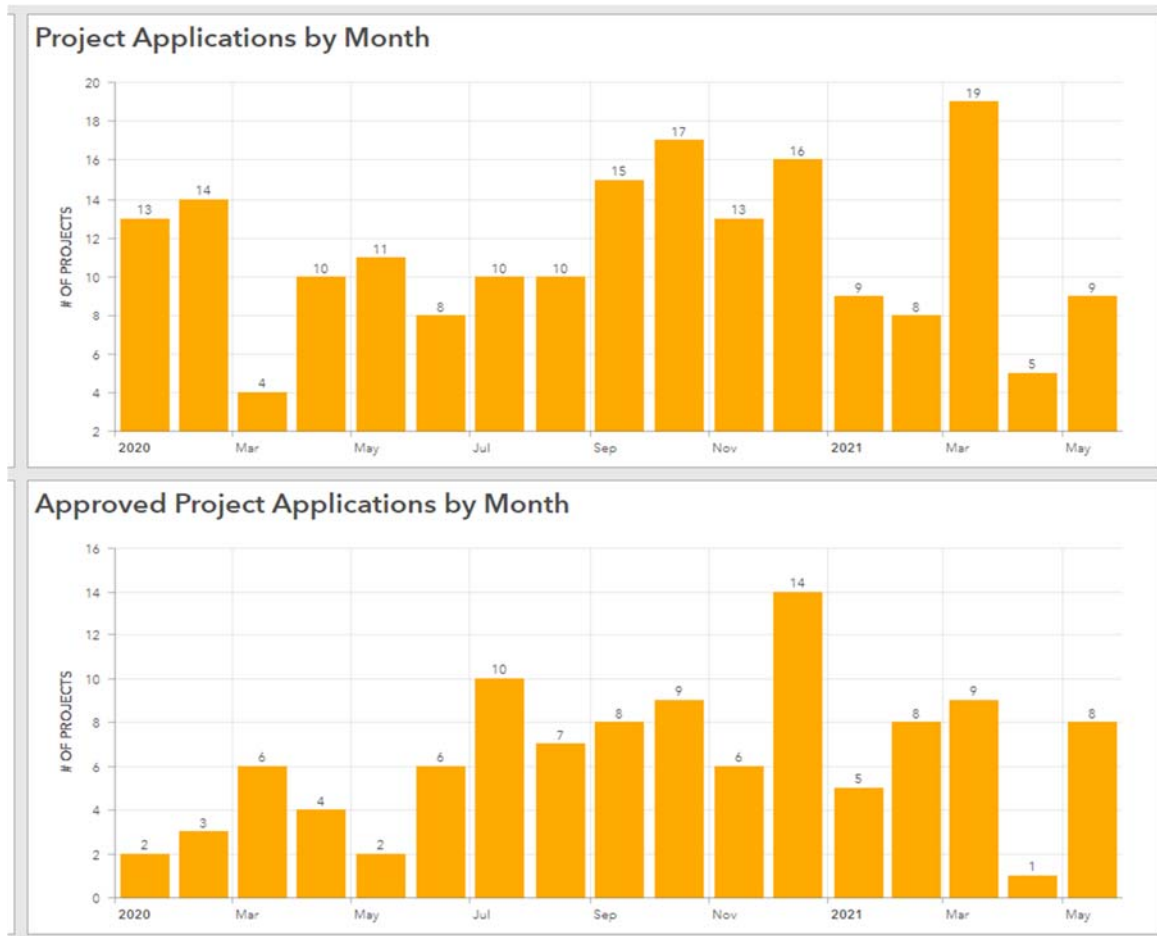
ISSUE

Update on actions to reduce timelines for review and issuance of both construction and land use permits.

BACKGROUND

There are two main categories of permits issued by the Department of Community Development. Permits related to construction include development (building), mechanical, plumbing, electrical, land altering, public works, and fire permits. The Planning Division also processes land use permits, which include conditional use, design review, SEPA environmental review, special permission, and critical areas approvals. The graphics below show the total number of development and land use permits that were submitted and the number that were issued per month over the last year and a half.





DISCUSSION

The Department is still recovering from the disruptions of the pandemic, conversion to online permitting, and staff shortages. With the support of Council we have begun the effort to restaff the Department.

We have six candidates for the Deputy Director position and will be conducting interviews on June 3rd. We only have two qualified candidates for the Development Supervisor which isn't a large pool so we will interview them and then see if we need to readvertise or modify the position. We have 60 plus applicants for the Associate Planner position so a much better pool of candidates. The Development Review Engineer and Code Enforcement positions are still open so we don't have final applicant numbers.

We have made an offer to a building inspector and hope to settle on a start date soon. The Building Official is expected to return to work part-time in June.

If we are successful in recruiting appropriate candidates in this challenging hiring environment we could have positions filled in approximately two months. Onboarding and training would take another two to three months before new staff would reach full productivity. We could expect a reduction in the permit backlog and an improvement in processing times within 4 to 5 months, assuming no additional vacancies.

Other Proposed Solutions to Improve Customer Service

- Continue to cross train staff and document procedures to improve resiliency to unexpected events
- Offer online intake appointments to assist new applicants with the permit system
- Continue to pursue agreements with neighboring cities for inspection back up to handle vacations and illnesses
- Continue working with TIS to improve the online permit submittal experience
- Improve the permit handouts and website to provide better direction to applicants
- Rehire the extra labor Planning Intern position after the planner position is refilled and we have the capacity to oversee the student
- Continue efforts to fill the vacant Building Division Plans Examiner position

The six planning and development staff have the following projects in addition to permit review:

- Tukwila South/Prado District Residential Design Guidelines
- Transit Oriented Development Housing Action Plan review and adoption
- 5G pole standards and review procedure development
- Permanent ordinance to address federal small cell requirements, replacing the current interim ordinance
- Code amendments to address new state requirements for shelters and supportive housing
- Tukwila Village parking plan finalization
- Ongoing discussions with the SRO property owners and Sound Transit about the proposed pedestrian bridge over 518
- Ongoing discussions with Forterra about the Wadijir project code modification requests
- Discussions with King County about reasonable measures that will be required because Tukwila has not met its regional growth targets for housing units or jobs

FINANCIAL IMPACT

The unfreezing of the vacant Associate Planner and Code Enforcement positions require applicable salary and employee related expenses to be added back to the DCD budget. Most of the other changes could be accomplished within the existing 2021 budget.

RECOMMENDATION

Information only. The Finance and Governance Committee held a discussion of service restoration priorities on April 26, 2021.

