

Lacey-Olympia-Tumwater Housing Action Plan  
 Combined Scope and Due Dates  
 Relates to contracts, but is the overall project scope  
 February 24, 2020

**Scope of Work**

<b>Action: Develop a Housing Action Plan</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Task 1</b>	<b>Project Management</b> a. Execute interlocal agreement with project partners	12/1/2019	6/15/2021
Deliverable 1.1	• Interlocal agreement		2/1/2020
<b>Task 2</b>	<b>Project Coordination and Outreach</b> a. Convene monthly project staff meetings b. Develop and manage project website c. Convene stakeholder committee <b>(Required element (f))</b> d. Brief policymakers and planning commissions at local jurisdictions.	1/1/2020	5/31/2021
Deliverable 2.1	• Project staff meeting agendas		6/15/2021
Deliverable 2.2	• Project website		2/1/2020
Deliverable 2.3	• Staff reports to stakeholder committee		6/15/2021
<b>Task 3</b>	<b>Plan Development</b>		
<b>Task 3-1</b>	<b>Regional Housing Needs Assessment</b>		
Step 3.a	a. Data Development and Analysis i. Develop and administer a rental housing landlord survey to determine what residents are paying for housing (not a vacant unit cost survey). Take care to coordinate with the Runstad Center for Real Estate Studies to ensure minimum duplication. Create the survey to be streamlined so that it can be administered on a quarterly or semi-annual basis to provide up-to-date information on the cost of rental housing in various areas (including major centers) within the Lacey-Olympia-Tumwater urban area. ii. Document existing housing stock, including location (including major centers), age, value, and size where possible. <b>(Required element (a))</b> . For single-family units, duplexes, triplexes, and condominium units, the source of data will be Thurston County Assessor records. For four or more rental units, the source of data will be the rental housing landlord survey. iii. Document trends in housing affordability, comparing Thurston County to adjacent counties where possible. <b>(Required element (a))</b> .	12/1/2019	1/15/2021

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	<ul style="list-style-type: none"> <li>iv. Document trends in recent housing growth, examining the location, types, and value (affordability) of new housing stock at the zoning district level. Compare this to Comprehensive Plan zoning. (Required for evaluation in <b>Required element (e)</b>).</li> <li>v. Summarize the Comprehensive Housing Affordability Strategy (CHAS) data set to document trends in housing affordability. (<b>Required element (a)</b>). (This data set, based on the American Community Survey (ACS) data from the US Census, provides information on cost burdened and severely cost burdened households, and is available for several time frames starting with 2006 at the county level.</li> <li>vi. Develop a projection of housing needs by income levels (30%, 50%, 80%, 100%, 120%, and above of Area Median Income) at the countywide level. (<b>Required element (a)</b>).</li> <li>vii. Analyze the average wages for each employment sector in the regional employment forecast (20 year) to gain a better understanding of how wages will change over time given the type of employment forecast. Compare that to income and housing affordability. Develop an income forecast. (<b>Required element (c)</b>).</li> <li>viii. Identify selected new housing development and redevelopment sites and assess suitability for types of housing, supporting infrastructure, market constraints (ratio of development/construction costs to local market rent/sale capacity) (Lead Cities; Partner TRPC)</li> </ul>		
Step 3.b	<ul style="list-style-type: none"> <li>b. Policy Development                             <ul style="list-style-type: none"> <li>i. Develop a menu of strategies to increase the supply of housing and variety of housing types needed to serve the housing needs identified through the Data Analysis. (<b>Required element (b)</b>). Consider strategies to minimize displacement of low-income residents resulting from redevelopment. (<b>Required element (d)</b>).</li> </ul> </li> </ul>	3/1/2020	1/15/2021
Task 3-2	Individual City Housing Action Plans		

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Step 3.c	c. Comprehensive Plan Housing Element Review (Cities) i. Review and evaluate the current housing elements in the Lacey, Olympia, and Tumwater comprehensive plans. Align this review with data developed through the Buildable Lands program for Thurston County and the Data Analysis. ii. Review the effectiveness of existing code provisions related to housing	3/1/2020	1/15/2021
Step 3.d	d. For each city, develop a List of Actions from the broader regional menu	9/1/2020	1/15/2021
Step 3.e	e. Plan Assembly i. Develop a draft Housing Action Plan for the Cities of Lacey, Olympia, and Tumwater, Washington. The Plan will contain separate chapters or appendixes listing city-specific actions for adoption.	1/1/2021	1/31/2021
Deliverable 3.1	<ul style="list-style-type: none"> <li>Housing Needs Assessment and Analysis for Lacey, Olympia, and Tumwater</li> </ul>		1/15/2021
Deliverable 3.2	<ul style="list-style-type: none"> <li>Rental housing survey</li> </ul>		1/31/2021
Deliverable 3.3	<ul style="list-style-type: none"> <li>Housing needs projection for various household income levels</li> </ul>		1/31/2021
Deliverable 3.4	<ul style="list-style-type: none"> <li>Review of housing elements (cities)</li> </ul>		1/15/2021
Deliverable 3.5	<ul style="list-style-type: none"> <li>Draft Housing Action Plan for each city</li> </ul>		1/31/2021
<b>Task 4</b>	<b>Plan Adoption</b> a. Develop final Housing Plans for the Cities of Lacey, Olympia, and Tumwater, Washington.	1/31/2021	6/15/2021
Deliverable 4.1	<ul style="list-style-type: none"> <li>Final Housing Action Plans adopted by each City</li> </ul>		6/15/2021