

**RESOLUTION 2022-TT**

**A RESOLUTION OF THE TOWN OF EATONVILLE, WASHINGTON,  
AUTHORIZING THE MAYOR TO SIGN A CONTRACT AGREEMENT  
WITH THE WASHINGTON STATE DEPARTMENT OF COMMERCE  
TO OBTAIN GRANT FUNDING FROM THE MIDDLE HOUSING PROGRAM**

**WHEREAS**, the Town of Eatonville applied for and was awarded \$60,000 in grant funds to conduct activities that promote the consideration of rezoning 30% of parcels presently zoned as single family residential to multifamily housing, with an additional \$15,000 in grant funds awarded to subcontract with community-based organizations by Growth Management Services for a total of \$75,000.00; and

**WHEREAS**, the grant agreement will be between the Town of Eatonville and the Washington State Department of Commerce; and

**WHEREAS**, the Eatonville Town Council authorizes the Mayor to sign a contract agreement with the Washington State Department of Commerce to obtain grant funding from the Washington State Department of Commerce, Local Government Division, Growth Management Services, Middle Housing Grant Program; now therefore,

**THE TOWN COUNCIL OF THE TOWN OF EATONVILLE, WASHINGTON,  
HEREBY RESOLVES AS FOLLOWS:**

**THAT:** The Town Council hereby approves and authorizes the Mayor to sign a contract with the Department of Commerce to obtain grant funding from the Middle Housing program, as outlined in the Grant Application Form, attached hereto as Exhibit A.

**PASSED** by the Town Council of Town of Eatonville and attested by the Town Clerk in authentication of such passage this 12<sup>th</sup> day of September 2022.

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David Baublits, Mayor

ATTEST:

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Miranda Doll, Town Clerk

RESOLUTION 2022-TT



# Middle Housing

## Grant Application Form

### Summary Page

Jurisdiction	Town of Eatonville, Washington
Total funding request	\$60,000.00
Population of jurisdiction as of 2022	3,000
Are you also requesting tech team assistance?	Yes
Approximate time frame for assistance	One year (August 2022-June 2023)

Provide the proposed change in lots that only allow single family residential development and the change of lots zoned for middle housing. Please note, this question requires the submittal of a current zoning map with additional details, see grant guidelines for more information:

Current percentage of lots that only allow single family development:	82%	Current percentage of lots that allow middle housing development:	18%
Proposed percentage of lots that will only allow single family development at the conclusion of this grant:	52%	Proposed percentage of lots that will allow middle housing development at the conclusion of this grant:	48%
Percent change:	30%	Percent change:	30%

Community-based organizations you will subcontract with:		Vulnerable population served:
1.	To be determined	Seniors
2.	To be determined	Households with disabilities

Community-based organizations you will subcontract with:		Vulnerable population served:
3.	To be determined	First Nations, Black, Latinx/e, AAPI

## 1. Jurisdiction Information

Applying Jurisdiction	Town of Eatonville		
Project Manager	<i>This is the designated lead person who is responsible for grant communications between Commerce and the city. For joint applicants this is project manager from the designated lead city.</i>		
Name (Lead Contact)	Zack Shields		
Title	Town Planner		
Department	Planning Department		
Mailing Address	PO Box 309		
City	Eatonville		
State	WA	Zip Code	98328
Telephone Number	360-832-3361 ext. 116		
Email	planner@eatonville-wa.gov		
Financial Contact	<i>Please provide name and contact information for the person who will be responsible for receiving and accounting for the grant funds.</i>		
Name	Miranda Doll		
Title	Town Clerk		
Department	Mayor's Office		
Telephone Number	360-832-3361 ext. 103		
E-mail	townclerk@eatonville-wa.gov		
Unified Business Identifier (UBI) Number	272-000-002		
Statewide Vendor (SWV) Number	0019726-00		
Authorized Official	<i>The name and title of the office authorized to sign the grant agreement on behalf of the city.</i>		

Name	David Baublits
Title	Mayor
Email	mayor@eatonville-wa.gov

## 2. Scope of Work and Project Schedule

Provide a proposed scope of work, detailing the grant objective (project), actions, steps and deliverables. Instructions are in the Grant Application Instructions.

All grant deliverables must be submitted by June 15, 2023.

If you propose multiple grant objectives, actions, steps or deliverables, please copy and paste the appropriate rows below. The example scopes of work from the grant instructions are included at the end of this document if a community wishes to copy portions or all of that material into this table.

<b><i>Grant Objective: Evaluate authorization of middle housing types on at least 30% of lots currently zoned as single family residential. Through evaluation develop potential policies and goals for comprehensive plan update and engage with the citizens of Eatonville.</i></b>			
Steps/ Deliverables	Description	Start Date	End Date
<b>Action 1</b>	<b>Public Engagement Activities</b>	<b>July 2022</b>	<b>June 2023</b>
Step 1.1	Develop community engagement plan	July 2022	August 2022
Step 1.2	Subcontract with community-based organizations	October 2022	December 2022
Step 1.3	Inform and solicit feedback from developers, renters, and households in residential neighborhoods.	October 2022	May 2023
Step 1.4	Developing informational packet for the public	October 2022	May 2023
<b>Deliverable 1.1</b>	<b>Public Engagement Plan</b>		October 31, 2022
<b>Deliverable 1.2</b>	<b>Results of Public Engagement Activities</b>		May 30, 2023
<b>Action 2</b>	<b>Racial Equity Analysis Activities</b>	<b>September 2022</b>	<b>April 2023</b>

Step 2.1	Research and attempt to identify local regulations that result in disparate and exclusionary impacts in housing, such as discriminatory zoning policies and infrastructure availability	September 2022	March 2023
Step 2.2	Research and attempt to identify areas at higher risk of displacement from market forces related to changes in zoning development regulations.	September 2022	March 2023
Step 2.3	Evaluation of displacement risk of very-low, low, and moderate-income households	September 2022	March 2023
Step 2.4	Evaluation of displacement risk of individuals from racial, ethnic, and religious communities subjected to a history of discriminatory housing policies	September 2022	March 2023
Step 2.5	Evaluation of displacement risk of locally owned businesses.	September 2022	March 2023
Step 2.6	Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing. This is consistent with Pierce County CPPs and Vision 2050.	September 2022	March 2023
Step 2.7	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.	September 2022	March 2023
Step 2.8	Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.	September 2022	March 2023
<b>Deliverable 2.1</b>	<b>Racial Equity Analysis</b>		<b>April 30, 2023</b>
<b>Deliverable 2.2</b>	<b>Proposed anti-displacement policies</b>		<b>April 30, 2023</b>
<b>Action 3</b>	<b>Policy and Program Development</b>	<b>November 2022</b>	<b>June 2023</b>

Step 3.1	Review and evaluate the current housing elements of the comprehensive plans and their alignment with middle housing type development.	November 2022	February 2023
Step 3.2	Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted or residential to mixed-use development.	November 2022	February 2023
Step 3.3	Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of middle housing types. Develop policies around dispossession of surplus land.	November 2022	February 2023
Step 3.4	Consider bonus densities and incentives for affordable housing to accompany any changes in zoning that increase density to accommodate middle housing types.	December 2022	February 2023
Step 3.5	Gather data, analyze and review to understand the realistic potential of the various changes to support and/or encourage the development of middle housing types, and conduct financial feasibility analysis of developing new various housing typologies in various zones.	January 2023	March 2023
<b>Deliverable 3.1</b>	<b>Summary Assessment lots suitable to re-zoned to allow middle housing types with priority on areas adjacent to station areas, along transit corridors, and in amenity rich and high opportunity areas</b>		<b>May 30, 2023</b>
<b>Deliverable 3.2</b>	<b>Middle housing staff report on changes needed to support middle housing including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.</b>		<b>May 30, 2023</b>

<b>Deliverable 3.3</b>	<b>Develop a menu of strategies (policies, regulations, fee structures, incentives, and permitting procedures) to increase the supply of middle housing types for city consideration within the periodic update.</b>		<b>May 30, 2023</b>
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### 3. Proposed Budget / Financial Information

Propose a project budget to reflect your expected level of effort for each of the deliverables provided above. This is a performance-based contract, therefore cities will be paid upon satisfactory completion of deliverables rather than hours spent working on the project. The final deliverable of each grant objective must be at least 20% of the total grant amount for that grant objective.

Grant Objective: Policy assessments and actions related to the consideration of changes to zoning district regulations to allow middle housing types on a minimum of 30% of the lots presently zoned for single-family residential use.	Commerce Funds
Deliverable 1.1	\$2,000.00
Deliverable 1.2	\$2,000.00
Deliverable 2. 1	\$18,000.00
Deliverable 2.2	\$6,000.00
Deliverable 3.1	\$14,000.00
Deliverable 3.2	\$5,000.00
Deliverable 3.3	\$7,000.00
Total:	\$60,000.00
Community Based Organization	\$15,000.00
<b>Budget Narrative:</b> For each grant objective, please support the funding request with estimates of staff hours (may be per action, step, or deliverable), staff hourly rates, and other expenses.	

Action / Deliverables	Dept of Commerce Funds	Non-inclusive Commerce CBO Funds
<b>1. Public Engagement Activities</b>	<b>\$ 4,000</b>	
Deliverable 1.1	\$ 2,000 ** / *	
Deliverable 1.2	\$ 2,000 ** / *	
<b>2. Racial Equity Report</b>	<b>\$ 24,000</b>	
Deliverable 2.1	\$ 12,000 *** / \$ 6,000 *	
Deliverable 2.2	\$ 3,000 *** / \$ 3,000 *	
<b>3. Policy and Program Amendments</b>	<b>\$ 32,000</b>	
Deliverable 3.1	\$ 20,000 ***/	\$ 15,000 **CBO
Deliverable 3.2	\$ 5,000 *	
Deliverable 3.3	\$ 7,000 *	
<b>Total</b>	<b>\$ 60,000</b>	
* City staff allocations ** Community Based Organizations allocation ***Consultant		

## 4. Grant Application Questions and Scoring Method

Please answer each of the below questions. Final grant funds will be proportionate to the level of effort proposed by a city, the percent change of lots authorized for middle housing through zoning changes, and factor in the number of community-based organizations the city plans to subcontract with. Please refer to the Grant Application Instructions for more detail regarding scoring and ranking.

**4a. Readiness to Proceed: (0-20 points)** Please describe your plan to initiate and complete this project by June 15, 2023. See grant instructions for additional detail on what to include in this section.

The Town of Eatonville is seeking help from South Sound Housing Affordability Partners, a voluntary collaboration of member governments working together to create and preserve affordable, attainable, and accessible housing in Pierce County. If approved by the council, the Town will enter into an agreement with SSHAP to help the Town adopt policies and bring more affordable housing to Eatonville. Furthermore, the Town is working towards making connections with Community Based Organizations to help facilitate community engagement efforts related to this project. Eatonville is prepared to coordinate with consultants and return deliverables on time.

The Town, under the new administration, has engaged in efforts to increase middle housing availability within Eatonville. The Town employs a full-time planner who will be the internal project manager on middle housing issues, acting as a liaison between the council and the administration. Presently, Eatonville has approved permits for constructing two new 8-unit apartment buildings with plans for more middle housing creation in the coming months.

The Town has identified a parcel of town-owned property that the administration intends to convert into middle housing. With the guidance of South Sound Housing Affordability Partners, the Town is working



towards adopting a surplus land dispossession policy into its municipal code. At this point, the administration intends to transfer that property to SSHAP to be developed into affordable housing.

**4b. Local Commitment to the project: (0-20 points)** See grant instructions for additional detail on what to include in this section.

The Town of Eatonville's administration is committed to exploring middle housing options for the citizens of Eatonville. Regardless of whether the Town receives this grant, the Town is moving forward by establishing a surplus land dispossession policy to facilitate the transfer of a parcel to be developed into middle housing; furthermore, the Town is working to create more apartments in Eatonville.

The Town, with and upon Council approval, plans to enter into an agreement with South Sound Housing Affordability Partners to assist the Town in establishing more middle housing in Eatonville. This objective relies upon the adoption of middle housing as an approved use on lots presently zoned single-family due to the imbalance between single and multi-family housing in Eatonville.

As the Town works toward its Comprehensive Plan update, growth management provisions mandate the Town to consider ways to grow our housing options for all citizens. This grant will be an essential but not critical component of the plan we are pursuing in Eatonville as it relates to housing our citizens into the future.

#### **4c. Racial Equity Analysis: (0-30 points)**

The Town of Eatonville is committed to seeking out consultant assistance to develop Eatonville's racial equity analysis. Eatonville staff are unaware of previous efforts undertaken by the Town to initiate research or projects centered on remediating past discriminatory zoning practices leading to displacement and a lack of affordable middle housing in Eatonville today. Eatonville recognizes that it is not an ethnically diverse community and that historically, single-family zoning policies have led to a lack of affordable housing options and perpetuated a lack of diversity. To date, Eatonville's Comprehensive Plan utilizes 2010 U.S. Census data and estimates from the American Community Survey (2006-2010). Including a racial equity, analysis is of paramount importance as Eatonville develops its regulatory provisions and zoning policies as we advance and seek to correct the structural discrimination in zoning codes.

#### **4d. Middle Housing Opportunities: (0-30 points)**

Eatonville does not have any high capacity transit stations. However, Eatonville is committed to exploring adopting housing policies in its downtown corridor which favor multi-family development, and it further commits to exploring the revision of municipal code to allow for 30% multifamily development on lots presently zoned, and limited to, single-family residential. With ongoing middle housing projects within the Town, the proposed changes to the municipal code would further open the opportunities for housing of all types in Eatonville.

## CHECKLIST

Applications and supporting documentation must be emailed [gmsgrants@commerce.wa.gov](mailto:gmsgrants@commerce.wa.gov) by 5:00 p.m. on Thursday, June 9, 2022.

- ☐ Letter of commitment from the mayor or authorized official.
- ☐ Letters of commitment from community-based organizations.

- ☐ Zoning, transit and other maps as needed to allow reviewers to understand the potential to meet the objectives of the grant program.
- ☐ Buildable lands report
- ☐ Submit application (12 pages or less), and zoning, transit and other maps to [gmsgrants@commerce.wa.gov](mailto:gmsgrants@commerce.wa.gov) by Thursday, June 9, 5:00 p.m.

Thank you for completing this application. You may delete from this paragraph to the end of the document before submitting.

## Example Scope of Work

Items in *Italics* are directly from the budget proviso, RCW 36.70A.070 and 70A.02.010 and must be included in the SOW. Other items in this SOW are suggestions. We encourage cities to incorporate work to support their Period Update when possible.

<b>Grant Objective: Develop and adopt an ordinance that authorizes middle housing types on at least 30% of lots currently zoned as single family residential.</b>			
<b>Steps/ Deliverables</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>
<b>Action 1</b>	<b>Public Engagement Activities</b>	<b>July 2022</b>	<b>June 2023</b>
Step 1.1	Develop community engagement plan	July 2022	August 2022
Step 1.2	Subcontract with community-based organizations	July 2022	Sept 2022
Step 1.3	Inform and solicit feedback from a representative group of for-profit and nonprofit residential developers, renters and owner-occupied households in residential neighborhoods.	August 2022	May 2023
<b>Deliverable 1a</b>	<b>Public Engagement Plan</b>	<b>July 2022</b>	<b>Sept 30, 2022</b>
<b>Deliverable 1b</b>	<b>Public Engagement Results</b>	<b>July 2022</b>	<b>May 31, 2023</b>
<b>Action 2</b>	<b>Racial Equity Report</b>	<b>July 2022</b>	<b>Jan 31, 2023</b>
Step 2.1	Access supports from Commerce technical assistance staff.		Sept 2022
Step 2.2	<i>Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.</i>	July 2022	Sept 2022
Step 2.3	<i>Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.</i>	July 2022	Sept 2022
Step 2.4	Evaluate displacement risk of very low, low, and moderate income households.	Sept 2022	Nov 2022
Step 2.5	Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.	Sept 2022	Nov 2022
Step 2.6	Evaluate displacement risk of locally owned businesses.	Sept 2022	Nov 2022
Step 2.7	<i>Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.</i>	July 2022	Dec 2022
Step 2.8	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.	July 2022	Dec 2022
Step 2.9	Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.	Nov 2022	Dec 2022
<b>Deliverable 2a</b>	<b>Racial equity analysis report</b>		<b>Dec 30, 2022</b>

<b>Deliverable 2b</b>	<b>Proposed policies to address anti-displacement</b>		<b>Jan 31, 2023</b>
<b>Action 3</b>	<b>Zoning amendments</b>	<b>Nov 2022</b>	<b>June 2023</b>
Step 3.1	Review and evaluate the current housing element and other policies to support middle housing.	Nov 2022	Jan 2023
Step 3.2	Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted or residential or mixed use development.	Nov 2022	Jan 2023
Step 3.3	Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing.	Nov 2022	Jan 2023
Step 3.4	Consider bonus densities and incentives for affordable housing to accompany any changes in zoning that increase density.	Jan 2023	Feb 2023
Step 3.5	Gather data, analyze and review to understand the realistic potential of the various changes. Conduct financial feasibility analysis of developing new various housing typologies in various zones.	Jan 2023	Feb 2023
<b>Deliverable 3a</b>	<b>Middle housing staff report on changes needed to support middle housing including recommended changes to policies, regulations, fee structures, incentives and permitting procedures for consideration with periodic update.</b>		<b>June 15, 2023</b>
<b>Deliverable 3b</b>	<b>Draft ordinance that authorizes middle housing types on lots currently zoned as single family.</b>		<b>June 15, 2023</b>