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Seattle Social Housing Developer

Resolution 2026-13

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SEATTLE SOCIAL HOUSING DEVELOPER ADOPTING A NEW CONSTRUCTION APPROVAL PROCESS POLICY

The Board of Directors ("Board") of the Seattle Social Housing Developer ("SSHD"), in Public Session, does hereby find and declare:

WHEREAS, the SSHD is a public development authority organized and operating pursuant to the laws of the State of Washington; and

WHEREAS, the purpose of the SSHD is to develop, own, lease, and maintain social housing, pursuant to Article II, Section (1) of the SSHD Charter; and

WHEREAS, the SSHD desires to construct new housing developments to provide more opportunities for members of the public to lease and/or purchase social housing in furtherance of the SSHD Charter-defined purpose of the SSHD; and

WHEREAS, the SSHD Charter mandates that any new housing developments constructed by the SSHD contain a mix of household income ranges; be constructed to green building and Passive Housing Standards; and include amenities such as daycare, communal kitchens, affordable co-op working spaces, and/or common areas, pursuant to the requirements of Article II, Section (2), Subsections 2 and 8, and Section (3), Subsection 6, respectively, of the SSHD Charter; and

WHEREAS, the SSHD desires to adopt a formal policy consistent with the requirements of the SSHD Charter to further clarify and define the processes and considerations to construct new housing developments for social housing; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Seattle Social Housing Developer as follows:

Section 1. New Construction Approval Process Policy Adopted. The Board adopts the New Construction Approval Process Policy attached hereto as Exhibit A.

Section 2. Effective Date. This Resolution, including the New Construction Approval Process Policy attached hereto as Exhibit A, is effective immediately upon its adoption.

ADOPTED by the Board of Directors of the Seattle Social Housing Developer at a regular meeting held on July 28, 2026.

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ChrisTiana ObeySumner, Chair

SSHD Board of Directors

ATTEST:

Olivia Butkowski

Olivia Butkowski, Secretary

SSHD Board of Directors

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EXHIBIT A

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New Construction Approval Process Policy

I. POLICY

It is the policy of the Seattle Social Housing Developer ("SSHD") to develop new construction to advance the SSHD's core mission of providing social housing within the City of Seattle. Accordingly, the Board of Directors ("Board") of SSHD adopts this policy to establish criteria to guide the design and development of New Construction and make such delegations of authority as herein authorized by the Chief Executive Officer ("CEO") to advance such developments.

II. DEFINITIONS

The following definitions will apply to this policy:

A. **Seattle Social Housing Developer ("SSHD")** is a public development authority organized under RCW 35.21.660, RCW 35.21.670, and RCW 35.21.730-.755.

B. **Board** is the Board of Directors of the SSHD.

C. **Committee** is the Real Estate Committee designated by the Board to provide oversight of real estate transactions.

D. **Charter** means the Charter of the SSHD.

E. **Social Housing** is housing removed from the speculative market, available to all incomes, permanently affordable and held as a public good in perpetuity.

F. **Area Median Income ("AMI")** is defined in the context of the Seattle-area income and rent limits by AMI bands established by the Seattle Office of Housing.

G. **Passive House Standards** means buildings shall be designed to, and certified as, meeting the Passive House standard as established by the Passive House Institute (PHI) or the Passive House Institute US (PHIUS).

H. **Chief Executive Officer ("CEO")** means the CEO of the SSHD.

I. **Chief Real Estate Development Officer ("CREDO")** means the staff member designated by the CEO to oversee the acquisition and development of real estate.

J. **Real Estate Team** means the staff reporting to the Chief Real Estate Development Officer including, but not limited to, the Director of Acquisitions, the

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Housing Developers, and/or any other personnel designated by the CEO, or their designee.

K. **New Construction Project** means a development project that requires the acquisition of land and construction of new social housing. New Construction Projects may include demolition of existing structures. New Construction Projects may include non-housing spaces, either in partnership with other organizations or for purposes complimentary to social housing as determined by the CEO, or their designee.

III. NEW CONSTRUCTION VALUES

The following values shall guide the CEO's efforts to develop New Construction social housing. These values should be considered holistically across the Seattle Social Housing Developer's overall portfolio, taking into account project feasibility, financial sustainability, site conditions, development constraints, funding requirements, and opportunities to maximize the creation of social housing. Subject to the requirements in the Charter, these values are aspirational and are not intended to create mandatory requirements applicable to every New Construction Project or to limit the CEO's discretion in identifying, evaluating, negotiating, acquiring, designing, or developing housing opportunities.

A. **Permanence as a public promise:** The Seattle Social Housing Developer is building a housing portfolio that will remain indefinitely as a public good.

B. **Income Diversity:** New Construction Projects should ideally support a mix of housing units that are suitable, and affordable, for households annually earning the following AMI:

a. 10% of units at or below 30% AMI.

b. 30% of units between 31-50% AMI.

c. 30% of units between 51-80% AMI.

d. 30% of units between 80-120% AMI.

Not all New Construction Projects will be able to support this mix. This income diversity should be evaluated and pursued across the entire Seattle Social Housing Developer portfolio, including new construction and acquisitions.

C. **Unit Diversity:** To balance out the lack of diversity in new market rate construction, homes in SSHD's New Construction Projects should strive to offer a diverse mix of unit types and sizes, allowing for a variety of households.

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a. SSHD should strive to target fifty percent of units, or greater, as family-sized homes consisting of two or more bedrooms.

b. SSHD's New Construction Projects should meet universal design standards when feasible so that the housing is adaptable to changing resident needs and accommodates resident visitors with disabilities.

D. New Construction Location Policy: To minimize climate impacts, New Construction Projects should be located in transit-accessible and walkable communities with comfortable access to schools, grocery stores, parks, employment, and community amenities.

a. New Construction Projects should be distributed throughout the city and located in areas with a moderate to high access to opportunity.

b. To improve quality of life and protect residents from air and noise pollution, New Construction Projects should be located on or near frequent transit, while avoiding exposure from major truck routes and highways.

c. SSHD should explore locating housing on traffic-calmed streets near parks and schools.

d. Locations should be prioritized to facilitate car-free and car-light living, where residents have access to frequent transit, community and retail amenities within walking distance, and access to safe and all ages bicycle routes.

E. Development and Open Space Policy: Market rate development in Seattle has failed to prioritize resident quality of life, privacy, and adequate access to daylight and ventilation.

a. To balance resident quality of life and the Seattle Social Housing Developer's investments, New Construction Projects should optimize unit density and open space through building design strategies, including prioritizing Point Access Blocks and single loaded corridor configurations.

b. SSHD should offer high quality open and green spaces, such as courtyards or gardens, for residents' enjoyment.

c. New Construction Projects should prioritize resident privacy, and better access to daylight and ventilation.

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d. New Construction Projects should be balanced with potential future development on neighboring parcels, so that SSHD resident quality of life is not significantly diminished by future development.

F. Building Amenity Space Policy: The quantity and types of building amenity spaces should vary by project size, with larger buildings offering more abundant types and sizes, and smaller buildings offering smaller and fewer amenity spaces.

G. Parking Policy: To maximize housing investment and minimize climate impacts, New Construction should deliver car-light communities in transit accessible and walkable neighborhoods.

a. SSHD should strive to provide one parking space per family-sized unit.

b. In station overlay areas and Frequent Transit Service Areas, parking should be reduced even further or eliminated, as appropriate.

c. SSHD should incorporate accessible, direct, and secure bicycle and stroller rooms. Space for bicycle workshops and gear storage should be provided.

d. Per City of Seattle municipal code, parking rent shall be unbundled from housing rent charges

H. Climate Adaptation and Resiliency Policy: New Construction Projects should protect residents from impacts due to climate change and limit SSHD buildings' contribution to climate degradation by reducing emissions, to the extent feasible. Climate change impacts such as flooding, extreme heat, wildfire smoke, heavy rain, and wind should be taken into consideration when selecting New Construction Project sites.

a. SSHD should reference climate hazard mapping tools and consider climate risks when evaluating potential sites.

b. SSHD should provide cooling where feasible. To reduce overheating, shading and solar exposure should be evaluated. Energy Modeling should take future climate models into account. Additional design strategies allowing for cross ventilation or other strategies for passive cooling to avoid overheating should also be considered.

IV. DELEGATED AUTHORITY

The Board has hired a CEO to operate the SSHD and to implement the mission, goals, objectives, policies, and guidelines established by the Board. Subject to Article VII Sec. 5 of

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the Charter, and SMC 3.110.200, the Board must approve any transfer or conveyance of an interest in real estate. Subject to that limitation, the Board authorizes the CEO, or their designees, to:

a. Identify potential real property that substantially meet the criteria of the New Construction Values.

b. Initiate and conduct all preliminary negotiations and take all necessary steps to advance the development of New Construction Projects for final Board consideration and approval.

c. Make presentations to the Real Estate Committee to provide updates and solicit feedback from members of the Committee.

d. Take all necessary steps, including executing all required agreements, closing documents, deeds, decrees, and other necessary instruments to complete real property transactions authorized by the Board.

e. Ensure compliance with all real property agreement terms and conditions and take necessary measures to cause compliance or to protect the SSHD, including, but not limited to, termination of an agreement, the giving of all notices provided for in an agreement, and filing actions for eviction, unlawful detainer, damages, and injunctive relief. The CEO may also take all necessary actions in connection with surety bonds, letters of credit, cash deposits, or other legal security and insurance coverage required pursuant to any real property agreements.

f. Take all necessary steps to develop social housing in New Construction Projects, including executing all required agreements, to complete property due diligence, design, and construct.

V. NEW CONSTRUCTION PROCESS AND PROCEDURES

The SSHD shall comply with the following processes and procedures when developing New Construction projects:

A. Identify Potential New Construction Sites: The CREDO, CEO, or their designees, shall seek out opportunities for new construction. The Real Estate Team shall evaluate potential New Construction Projects based on:

a. Their compatibility with the New Construction Values.

b. Neighborhood, size and type of project.

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c. Estimated total development costs, SSHD budget capacity, and available capital to complete construction.

d. Potential partnerships to create complimentary uses within SSHD's buildings.

e. Staff capacity to undertake the Project.

B. Real Estate Committee Consideration: The CREDO, or their designee, shall present potential New Construction Projects to the Committee for discussion. If time permits, the Committee presentation should occur before the CEO, or their designee, enters into a Letter of Intent, or similar agreement, with a potential seller. The presentation must include the following elements:

a. The property's suitability for a New Construction Project as demonstrated by its compatibility with the New Construction Values.

b. Reasonableness of the land price and any other conditions of the seller.

c. Zoning review and test fit with an estimated number of units and unit sizes.

d. Preliminary pro forma, with a capital and operating budget, comparing cost to other similar projects for reasonableness.

e. Identify known risks of the development of the site, such as existing buildings, environmental contamination, title encumbrances, and other characteristics that need mitigation or resolution. The presentation should include strategies for managing identified risks.

C. Letter of Intent and/or Purchase and Sale Agreement: The CEO, or their designee, is authorized to identify, evaluate, negotiate, execute, and deliver Letters of Intent or other non-binding or preliminary agreements with potential sellers for the acquisition of real property. The CEO, or their designee, is further authorized to negotiate, execute, amend, and deliver purchase and sale agreements and related documents for the acquisition of real property, including the inclusion of contingencies, feasibility periods, deposit requirements, or other customary terms as the CEO or their designee deems appropriate in their business judgment. The CEO, or their designee, will provide periodic updates to the Committee and the Board regarding the status of the potential transactions, including key terms of any

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proposed acquisition and the anticipated development approach, for informational purposes and to solicit feedback.

D. Predevelopment and Property Purchase: The CREDO, or their designee, is authorized to undertake or cause to be undertaken all activities reasonably necessary to evaluate and advance the feasibility of a New Construction Project, including without limitation environmental assessments, title review, site and design feasibility analysis, financial feasibility analysis, permitting strategy, and other studies, reports, or due diligence activities deemed appropriate.

The CEO, or their designee, is authorized to negotiate, execute, and deliver all agreements and documents and to take such other actions as may be necessary or advisable to acquire real property for a New Construction Project and to advance predevelopment activities, including the payment of deposits, due diligence costs, and other related expenditures, as the CEO or their designee determines to be in the best interests of the organization.

The timing of the acquisition of property for a New Construction Project may occur at any stage of predevelopment as determined by the CEO or their designee based on project conditions and strategic considerations; provided, however, that if a purchase agreement includes a feasibility contingency, Board approval must be obtained prior to any waiver of such continency. The CEO will provide periodic updates to the Board regarding due diligence findings, project feasibility, and acquisition status. SSHD will not commence construction on a New Construction Project until the organization has secured the necessary ownership or site control of the applicable property.

E. Design: The CREDO, or their designee, is authorized to engage and manage architectural, engineering, and other professional consultants reasonably necessary to complete the design of the New Construction Project. The CREDO, or their designee, may direct and approve modifications to the design, scope, schedule, and development approach as reasonably necessary to respond to project conditions, permitting requirements, budget considerations, constructability issues, or other operational considerations. The Real Estate Committee will receive periodic briefings on the progress of design, which may include updates at completion of schematic design, design development, and construction plans and specifications. The Board will receive periodic briefings and informational updates regarding material design and development milestones.

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F. Construction: The CEO, or their designee, is authorized to solicit, negotiate, execute, amend and administer construction contracts and related agreements necessary for the development of a New Construction Project, including agreements with a General Contractor after building permits or such other permits and approvals as are determined necessary by the CEO or their designee have been obtained or are appropriately conditions. The CEO, or their designee, may approve construction pricing, project budgets, contingencies, and related contract terms as the CEO or their designee determines are reasonably consistent with the overall development objectives and financial parameters of the New Construction Project.

G. Construction Close Out and Preparation for Occupancy: In advance of anticipated construction completion, the CREDO, or their designee, will coordinate with the Chief Operating Officer (COO), or their designee, regarding the anticipated occupancy timeline for the New Construction Project. The COO, or their designee, is authorized to undertake operational preparation for occupancy, including development and implementation of management plans, leasing procedures, resident selection and screening processes, staffing, vendor arrangements, policies, and other operational measures necessary or advisable to support occupancy and ongoing operations of the New Construction Project. The CEO, CREDO, and COO may adjust occupancy preparation timelines and operational plans as reasonably necessary based on construction progress, permitting, regulatory requirements, or other project conditions.

AMENDMENT

The Board may amend this policy by resolution.