

SEATTLE CITY COUNCIL

600 Fourth Ave. 2nd Floor
Seattle, WA 98104



Journal of the Proceedings of the Seattle City Council

Monday, September 27, 2021

2:00 PM

Remote Meeting. Call 253-215-8782; Meeting ID: 586 416 9164; or
Seattle Channel online.

City Council

M. Lorena González, President

Lisa Herbold, Member

Debora Juarez, Member

Andrew J. Lewis, Member

Tammy J. Morales, Member

Teresa Mosqueda, Member

Alex Pedersen, Member

Kshama Sawant, Member

Dan Strauss, Member

Chair Info: 206-684-8809; Lorena.González@seattle.gov

In-person attendance is currently prohibited per Washington State Governor's Proclamation 20-28.15, until the COVID-19 State of Emergency is terminated or Proclamation 20-28 is rescinded by the Governor or State legislature. Meeting participation is limited to access by telephone conference line and online by the Seattle Channel.

A. CALL TO ORDER

The City Council of The City of Seattle met remotely pursuant to Washington State Governor's Proclamation 20-28.15, and guidance provided by the Attorney General's Office, on September 27, 2021, pursuant to the provisions of the City Charter. The meeting was called to order at 2:01 p.m., with Council President González presiding.

B. ROLL CALL

The following Councilmembers were present and participating electronically:

Present: 6 - González , Morales, Mosqueda, Pedersen, Sawant, Strauss

Excused: 1 - Juarez

Late Arrival: 2 - Herbold, Lewis

Motion was made, duly seconded and carried, to excuse Councilmember Juarez from the September 27, 2021 City Council meeting.

Councilmember Herbold joined the meeting at 2:02 p.m.

C. PRESENTATIONS

Shefali Ranganathan, Deputy Mayor, delivered Mayor Durkan's 2022 Budget Message to the City Council, and the written message was added to item 1, Clerk File 314485.

Councilmember Lewis joined the meeting at 2:04 p.m.

Councilmember Herbold presented a Proclamation recognizing Diaper Need Awareness Week. By unanimous consent, the Council Rules were suspended to allow Councilmember Herbold to present the Proclamation, and to allow Toni Sarge, Director of Public Affairs of WestSide Baby, to address the Council.

D. APPROVAL OF THE JOURNAL

There were no Minutes presented for approval.

E. ADOPTION OF INTRODUCTION AND REFERRAL CALENDAR

[IRC 319](#)**September 27, 2021**ACTION 1:

Motion was made and duly seconded to adopt the proposed Introduction and Referral Calendar (IRC).

ACTION 2:

Motion was made by Councilmember Lewis, duly seconded and carried, to amend the proposed Introduction and Referral Calendar by introducing Resolution 32021, and by referring it to the City Council.

Resolution 32021, A RESOLUTION declaring that the investigation, arrest, and prosecution of anyone engaging in entheogen-related activities should be among The City of Seattle's lowest law enforcement priorities and stating the Council's support for full decriminalization of these activities.

ACTION 3:

Motion was made and duly seconded to adopt the proposed Introduction and Referral Calendar as amended.

The Motion carried, and the Introduction & Referral Calendar (IRC) was adopted as amended by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

F. APPROVAL OF THE AGENDA**ACTION 1:**

Motion was made and duly seconded to adopt the proposed Agenda.

ACTION 2:

Motion was made by Councilmember Strauss, duly seconded and carried, to amend the proposed Agenda by moving Agenda item 19, Council Bill 120153, before item 11, Council Bill 119585.

Council Bill 120153, AN ORDINANCE relating to land use and zoning; adding a new Section 23.49.167 to the Seattle Municipal Code to provide alternative development standards for small lots located in Downtown Mixed Residential zones.

ACTION 3:

Motion was made by Councilmember Morales, duly seconded and carried, to amend the proposed Agenda by removing Agenda item 14, Appointment 01619.

Appointment 01619, Appointment of Harmony Leanna Eichsteadt as member, Seattle Women's Commission, for a term to July 1, 2021.

ACTION 4:

Motion was made, duly seconded and carried, to adopt the proposed Agenda as amended.

G. PUBLIC COMMENT

By unanimous consent, the Council Rules were suspended to provide a 60 minute Public Comment period.

The following individuals addressed the Council:

Kate Rubin
Howard Gale
Hannah Swoboda
Blythe Serrano
Jessica Scalzo
Eva Metz
Travonna Thompson-Wiley
Jacob Schear
LeTania Severe
Alice Mar-Abe
Alycia Lewis
Brett Frank-Looney
Liam Easton-Calabria
Charlotte Thistle
Matthew Wylder
David Haines
Daniel Wang
Daniel Swanson
Logan Swan
Stefanie Addy
Josh Smith
Leah Salerno
Margot Stewart
Barbara Phinney
MariLyn Yim
Patrick Gibson
Kevin Vitz-Wong
Greyson Van Arsdale
Aden Nardone
Kurt Ofsthus
Sonja Ponath
Matthew Offenbacher
Julie Bouanna
Heather Steiner
Tamar Wilson
Joey Lopez
Jess Wallach
Joseph Brave Boy

QoQo Weber
Ashley Thirkill
Donald King
Jason Walsh
William Shadbolt
Sheri Druckman
Greg Cerbana
Selene Russo
Addie Smith
Star Willey
Kathryn Dawson
Gabriel Mahan

H. PAYMENT OF BILLS

[CB 120183](#) **AN ORDINANCE appropriating money to pay certain audited claims for the week of September 13, 2021 through September 17 2021 and ordering the payment thereof.**

Motion was made and duly seconded to pass Council Bill 120183.

The Motion carried, the Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

I. COMMITTEE REPORTS

CITY COUNCIL:

1. [CF 314485](#) **Mayor Jenny A. Durkan's Budget Address on the 2022 Budget.**

Motion was made and duly seconded to accept and file Clerk File 314485.

The Motion carried, and the Clerk File was accepted and filed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

2. [CB 120157](#) **AN ORDINANCE relating to affordable housing on properties owned or controlled by religious organizations; modifying affordability requirements adopted in Ordinance 126384; and amending Section 23.42.055 of the Seattle Municipal Code and Section 10 of Ordinance 126384.**

ACTION 1:

Motion was made and duly seconded to pass Council Bill 120157.

ACTION 2:

Motion was made by Councilmember Herbold and duly seconded, to amend Council Bill 120157, by amending Section 1, Seattle Municipal Code Section 23.42.055.C, as shown on Attachment 1 to the Minutes.

The Motion failed by the following vote:

In Favor: 3 - Herbold, Pedersen, Sawant

Opposed: 5 - González, Lewis, Morales, Mosqueda, Strauss

ACTION 3:

Motion was made and duly seconded to pass Council Bill 120157.

The Motion carried, the Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 5 - González, Lewis, Morales, Mosqueda, Strauss

Opposed: 3 - Herbold, Pedersen, Sawant

3. [Appt 02039](#) **Appointment of Lauren Kush as member, Pioneer Square Preservation Board, for a term to March 1, 2022.**

Motion was made and duly seconded to confirm Appointment 02039.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González, Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

4. [Appt 02040](#) **Appointment of Maureen R. Elenga as member, Pioneer Square Preservation Board, for a term to March 1, 2022.**

Motion was made and duly seconded to confirm Appointment 02040.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

5. [Appt 02041](#) **Reappointment of Lynda Collie as member, Pioneer Square Preservation Board, for a term to March 1, 2022.**

Motion was made and duly seconded to confirm Appointment 02041.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

6. [Appt 02042](#) **Reappointment of Alex Rolluda as member, Pioneer Square Preservation Board, for a term to March 1, 2022.**

Motion was made and duly seconded to confirm Appointment 02042.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

7. [Appt 02043](#) **Reappointment of Felicia M. Salcedo as member, Pioneer Square Preservation Board, for the term to March 1, 2022.**

Motion was made and duly seconded to confirm Appointment 02043.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

8. [Appt 02044](#) **Appointment of Lindsey M. Pflugrath as member, Pioneer Square Preservation Board, for a term to March 1, 2023.**

Motion was made and duly seconded to confirm Appointment 02044.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

9. [Appt 02045](#) **Reappointment of Kianoush Naficy Curran as member, Pioneer Square Preservation Board, for a term to March 1, 2023.**

Motion was made and duly seconded to confirm Appointment 02045.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

10. [Appt 02046](#) **Appointment of Jose Lorenzo-Torres as member, Pioneer Square Preservation Board, for a term to March 1, 2024.**

Motion was made and duly seconded to confirm Appointment 02046.

The Motion carried, and the Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

LAND USE AND NEIGHBORHOODS COMMITTEE:

19. [CB 120153](#) **AN ORDINANCE relating to land use and zoning; adding a new Section 23.49.167 to the Seattle Municipal Code to provide alternative development standards for small lots located in Downtown Mixed Residential zones.**

The Committee recommends that City Council pass the Council Bill (CB).

In Favor: 4 - Strauss, Juarez, Lewis, Pedersen

Opposed: None

ACTION 1:

Motion was made by Councilmember Lewis, duly seconded and carried, to amend Council Bill 120153, by amending Section 1, Seattle Municipal Code 23.49.167, as shown on Attachment 2 to the Minutes.

ACTION 2:

Motion was made and duly seconded to pass Council Bill 120153 as amended.

The Motion carried, the Council Bill (CB) was passed as amended by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

SUSTAINABILITY AND RENTERS' RIGHTS COMMITTEE:

11. [CB 119585](#) **AN ORDINANCE relating to residential rental properties; requiring a minimum of 180 days' prior written notice to tenants whenever the housing costs to be charged a tenant are to increase; and amending Sections 7.24.030, 22.202.080, and 22.206.180 of the Seattle Municipal Code.**

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 4 - Sawant, Morales, Juarez, Lewis

Opposed: None

Abstain: 1 - Pedersen

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 7 - González , Herbold, Lewis, Morales, Mosqueda, Sawant, Strauss

Opposed: 1 - Pedersen

12. [CB 120173](#) **AN ORDINANCE relating to relocation assistance for economically displaced tenants; requiring the payment of economic displacement relocation assistance to households that are vacating a housing unit after receiving notice of a rent increase of ten percent or more or of less than ten percent where the cumulative effect for the household's tenancy is ten percent or more; and adding a new Chapter 22.212 to the Seattle Municipal Code.**

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 4 - Sawant, Morales, Lewis, Pedersen

Opposed: None

Abstain: 1 - Juarez

ACTION 1:

Motion was made by Councilmember Sawant, duly seconded and carried, to amend Council Bill 120173, Section 4, as shown on the underlined and strike through language below:

Section 4. Section 2 of this ordinance shall take effect and be in force July 1, 2022 ~~180 days after the effective date of this ordinance.~~

ACTION 2:

Motion was made by Councilmember Sawant and duly seconded, to amend Council Bill 120173, Recitals and Section 2, as shown on Attachment 3 to the Minutes.

The Motion failed by the following vote:

In Favor: 3 - González, Morares, Sawant

Opposed: 5 - Herbold, Lewis, Mosqueda, Pedersen, Strauss

ACTION 3:

Motion was made and duly seconded to pass Council Bill 120173 as amended.

The Motion carried, the Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

COMMUNITY ECONOMIC DEVELOPMENT COMMITTEE:

13. [CB 120162](#) **AN ORDINANCE establishing a new 15th Avenue East Business Improvement Area (BIA); levying special assessments upon owners of commercial property, multi-family residential property, and mixed-use property within the area; providing for the deposit of revenues in a special account and expenditures therefrom; providing for collection of and penalties for delinquencies; providing for the establishment of a BIA Advisory Board; providing for an implementation agreement with a Program Manager; and ratifying and confirming certain prior acts.**

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

14. [Appt 01619](#) **Appointment of Harmony Leanna Eichsteadt as member, Seattle Women's Commission, for a term to July 1, 2021.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

Item 14, Appt. 01619, was removed from the City Council Agenda.

15. [Appt 02035](#) **Reappointment of Diya Khanna as member, Seattle Women's Commission, for a term to July 1, 2022.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

The Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

16. [Appt 02036](#) **Reappointment of Whitney Nakamura as member, Seattle Women's Commission, for a term to July 1, 2022.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

The Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

17. [Appt 02037](#) **Reappointment of Min Pease as member, Seattle Women's Commission, for a term to July 1, 2023.**

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

The Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen, Sawant, Strauss

Opposed: None

18. [Appt 02038](#) Reappointment of Jamilah Williams as member, Seattle Women's Commission, for a term to July 1, 2023.

The Committee recommends that City Council confirm the Appointment (Appt).

In Favor: 5 - Morales, Lewis, Juarez, Pedersen, Sawant

Opposed: None

The Appointment (Appt) was confirmed by the following vote:

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen,
Sawant, Strauss

Opposed: None

FINANCE AND HOUSING COMMITTEE:

20. [CB 120178](#) AN ORDINANCE amending Ordinance 126237, which adopted the 2021 Budget; changing appropriations to various departments and budget control levels, and from various funds in the Budget; and lifting a proviso; all by a 3/4 vote of the City Council.

The Committee recommends that City Council pass as amended the Council Bill (CB).

In Favor: 5 - Mosqueda, Herbold, González , Lewis, Strauss

Opposed: None

The Council Bill (CB) was passed by the following vote, and the President signed the Council Bill (CB):

In Favor: 8 - González , Herbold, Lewis, Morales, Mosqueda, Pedersen,
Sawant, Strauss

Opposed: None

J. ADOPTION OF OTHER RESOLUTIONS

There were none.

K. OTHER BUSINESS

There was none.

L. ADJOURNMENT

There being no further business to come before the Council, the meeting was adjourned at 5:08 p.m.

Jodee Schwinn, Deputy City Clerk

Signed by me in Open Session, upon approval of the Council, on October 11, 2021.

M. Lorena González, Council President of the City Council

Monica Martinez Simmons, City Clerk

Att 1 - Action 2 of CB 120157

Att 2 - Action 1 of CB 120153

Att 3 - Action 2 of CB 120173

Att 1 – Action 2 of CB 120157

Amendment 1
to
Council Bill 120157
Sponsor: Herbold

Amend Section 1 of Council Bill 120157 as shown:

Section 1. Section 23.42.055 of the Seattle Municipal Code, enacted by Ordinance 126384, is amended as follows:

23.42.055 Low-income housing on property owned or controlled by a religious organization

* * *

C. Affordability requirements

1. Eligible households. All dwelling units or congregate residence sleeping rooms permitted pursuant to this Section 23.42.055 shall serve only:

a. For rental units,

1) ~~((households))~~ Households with incomes no greater than 60 percent of median income, adjusted by household size, or

2) In the Rainier Beach Urban Village, Othello Urban Village, Westwood-Highland Park Urban Village, South Park Urban Village, Bitter Lake Urban Village, Columbia City Urban Village, Lake City Urban Village, North Beacon Hill Urban Village, North Rainier Urban Village, 23rd & Jackson Urban Village, University District Urban Center, First Hill/Capitol Hill Urban Center, and Downtown Urban Center, households with incomes no greater than 80 percent of median income, adjusted by household size.

~~((1) In development with a complete Master Use Permit application, if required, or complete building permit application filed by July 1, 2022, households with incomes no greater than 80 percent of median income, adjusted by household size, or~~

~~2) In development with a complete Master Use Permit application, if required, or complete building permit application filed after July 1, 2022, households with incomes no greater than 80 percent of median income, adjusted by household size, and average household income across all units in the project no greater than 60 percent of median income.))~~

b. For ownership units, households with incomes no greater than 80 percent of median income, adjusted by household size.

2. Duration. The obligation to provide dwelling units meeting the requirements of subsection 23.42.055.B shall last for a period of 50 years from the date of the certificate of occupancy or, if a certificate of occupancy is not required, from the date of the final building permit inspection for the development to which this Section 23.42.055 applies.

3. Affordable rent. Monthly rent shall not exceed 30 percent of ~~((80 percent of median income))~~ the applicable income limit established by subsection 23.42.055.C.1. For purposes of this subsection 23.44.055.C.3, "monthly rent" includes a utility allowance for heat, gas, electricity, water, sewer, and refuse collection, to the extent such items are not paid for tenants by the owner, and any recurring fees that are required as a condition of tenancy.

Att 2 – Action 1 of CB 120153

Amendment 1
to
CB 120153 - OPCD Belltown Small Lot Development ORD
Sponsor: CM Lewis

Amend subsections B and C and delete subsection D of proposed Seattle Municipal Code section 23.49.167 as shown on pages 2 and 3 of Council Bill 120153, as follows:

* * *

B. Lot coverage

1. For lots 8,000 square feet or less in size, development must meet one of the following:

a. Portions of structures above 25 feet in height shall not exceed a lot coverage of 80 percent; or

b. Portions of structures above 25 feet in height shall not exceed a lot coverage of 85 percent and the development ~~does~~ shall not exceed a height of 135 feet, excluding rooftop features and any additional height granted by the Living Building Pilot program in Section 23.40.060.

2. For lots greater than 8,000 square feet ~~but~~ and 14,500 square feet or less in size, portions of structures above 45 feet in height shall not exceed a lot coverage of 75 percent and the development shall not exceed a height of 145 feet, excluding rooftop features and any additional height granted by the Living Building Pilot program in Section 23.40.060.

C. Maximum width and depth

1. The maximum width and depth for any portion of a structure above 45 feet in height is ~~100~~ 95 feet on avenues and 120 feet on east/west streets. The maximum applies to the width and depth of portions of structures as measured parallel to any street lot line.

2. Any portion of a structure above 45 feet in height shall be separated horizontally by at least 20 feet at all points from any other portion of a structure on the lot above 45 feet in height.

D. Green street setbacks. If the structure is located on the northern side of the green street on a lot 8,000 square feet or less in size, portions of structures above 25 feet in height shall be set back 10 feet from the street lot line of a green street designated on Downtown Overlay Map 1B. If the structure is located on the southern side of the green street or on a lot greater than 8,000 square feet, the standards of subsection 23.49.166.B shall still apply.

Att 3 – Action 2 of CB 120173

Amendment 2
to
CB 120173 – Economic displacement relocation assistance
Sponsor: CM Sawant

Amend recitals and Section 1 of CB 120173 as shown:

WHEREAS, rent increases may cause many households to move due to their inability to pay the higher rent; and

WHEREAS, rents in Seattle have been increasing rapidly and vacancies in affordable rental housing are at low levels, making it increasingly difficult for many households to locate rental housing; and

WHEREAS, before moving into a rental unit, landlords typically require that households pay some type of security deposit and other move-in fees; and

WHEREAS, these conditions in the rental market have created a relocation crisis because many households do not have sufficient resources to save money to cover moving expenses; and

WHEREAS, providing economic displacement relocation assistance to households who move following a rent increase of ten percent or more will help households obtain replacement housing and mitigate the impact of the rent increase on the relocation crisis; and

WHEREAS, including an income threshold above which households cannot receive benefits will require submission of proof of income; and

WHEREAS, this type of means testing can be a significant barrier to application even for those who are eligible for assistance; and

WHEREAS, the amount of average rent in Seattle is so high that even those that are not considered low income but are making the average income for a household in the city are often rent-burdened; and

WHEREAS, the Council finds that this ordinance will protect and promote the health, safety, and welfare of the general public; NOW, THEREFORE,

* * *

Section 2. A new Chapter 22.212 is added to the Seattle Municipal Code as follows:

* * *

22.212.030 Criteria for economic displacement relocation assistance

A household representative is entitled to economic displacement relocation assistance if:

- A. A tenant of the housing unit has received a required rent-increase notice;
- B. The household representative complies with the deadlines or extensions in Section

22.212.040; and

C. After receiving the required rent-increase notice but before the rent increase takes effect, the household vacates the housing unit or a member of the household has given written notice to the owner of the date the household intends to vacate the housing unit; ~~and~~

~~D. The household is a low income household as defined in Section 23.84A.016.~~

22.212.040 Application for economic displacement relocation assistance

A. Within 180 days after a tenant receives a required rent-increase notice or 60 days after the rent increase goes into effect, whichever date is later, the household representative may apply to the Director for economic displacement relocation assistance by submitting an application to the Director on a form approved by the Director. If the household representative fails to submit an application within either 180 days after a tenant in the household receives the required rent-increase notice or 60 days after the rent increase goes into effect, whichever date is later, the household representative is not entitled to economic displacement relocation assistance unless the household representative requests, and the Director approves the request for, an extension of time to submit the application. The extension request must explain why the household representative is unable to apply before the expiration of the applicable period. The Director shall approve the extension request if the Director receives it before the

expiration of the applicable period and determines that the household representative has good cause for being unable to apply within the applicable period. The Director shall notify the household representative and the owner in writing whether the extension has been approved or rejected. If the Director approves the extension, the household representative will have an additional 60 days after the expiration of the original 180-day or 60-day period, whichever expires later, in which to submit the application.

B. The application shall include:

1. An affidavit identifying the date the household representative's household vacated the housing unit or a copy of the notice the household gave to the owner identifying the date the household intends to vacate the housing unit;

2. A copy of the current rental agreement or, if the tenancy is not subject to a written agreement or the household does not have a copy of it, proof of housing costs for the 12 months prior to the effective date of the required rent-increase notice or for the household's tenancy in the housing unit, whichever period is shorter;

3. Documentation establishing that that rent increase is for ten percent or more or, in combination with all other rent increases taking effect within 12 months prior to the effective date of that rent increase or the household's tenancy in the housing unit, whichever period is shorter, will result or resulted in a cumulative rent increase of ten percent or more; and

4. The number of family and non-family households occupying the housing unit and the names of all members of each household; ~~and~~

~~5. For the household applying for assistance, the total combined annual income for the previous calendar year, and the total combined income for the current calendar year.~~