



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting **AMENDED Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: +1253 215 8782 Meeting ID: 982 0661 9590

Webinar Link: <https://piercecountywa.zoom.us/j/98206619590>

January 21, 2024 5:30 P.M.

Adria Buchanan, Alexandria Nickerson, Alfonso Brown, Corey Orvold, Desniege Haywood, Faaluaina Pritchard, Gary Hawkinson, Isabella Rivera Kjaer, Jay Worley, Jonah Kinchy, Laura Mullen, Lori Wada, Riley Guerrero, Rosey Zhou, Sara Delano, Steve Decker, Tim Fairley, Zac Baker

I. CALL TO ORDER

5:30

ROLL CALL

LAND ACKNOWLEDGEMENT

We acknowledge that we are on the traditional homelands of the Coast Salish people. They have lived on and stewarded these lands since the beginning of time, and continue to do so today. We honor their legacy by:

- Welcoming new ways of thinking about our relationship to the land
- Asking -- not assuming -- tribal preferences and needs
- Identifying opportunities to improve our collective stewardship

This board commits to these objectives.

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

A. December 17, 2024 SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the December 17, 2024 SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of December 17, 2024 Advisory Board meeting](#)

Recommended Motion: Motion to approve the consent agenda.

IV. ACTION, PRESENTATIONS AND DISCUSSION

A. Member Introductions

6:15

Purpose: Opportunity for current and returning members to introduce themselves to one another.

Action: Introductions.

B. 2025 Advisory Board Elections.

6:40

Purpose: Election of chair and one or two vice chairs for the 2025 calendar year.

Action: Nominations and elections.

ATTACHMENTS: [Agenda Memorandum: 2025 Advisory Board Elections](#)
[Advisory Board Bylaws](#)

C. Preliminary Results of Universal Design Outreach

Purpose: Presentation from Mary Connolly, Program Specialist II, on preliminary results of community outreach regarding the need for accessible housing, including survey, focus group, and interview results. Staff will use feedback from this meeting to develop a full report on outreach results.

Action: Questions and feedback.

ATTACHMENTS: [Agenda Memorandum: Preliminary Results of Universal Design Outreach](#)
[Preliminary Results of Universal Design Outreach Presentation](#)

V. PUBLIC COMMENT

7:10

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 982 0661 9590 or through Zoom at <https://piercecountywa.zoom.us/j/98206619590>. Written comments may be submitted to mary.connolly@piercecountywa.gov Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA³P website at: <https://southsoundaffordablehousing.org>.

VI. SSHA³P STAFF UPDATE

7:15

A. January 2025 Manager Report

ATTACHMENTS: [January 2025 Manager Report](#)

B. Adopted Advisory Board Stipend Policy

ATTACHMENTS: [Adopted Stipend Policy](#)

C. 2025 Advisory Board Meeting Calendar

ATTACHMENTS: [2025 Advisory Board Meeting Calendar](#)

D. Letter from Chair Roscoe Transmitting the 2025 Advisory Board Work Plan

ATTACHMENTS: [Letter from Chair Roscoe](#)

VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

7:20

VIII. ADJOURN

7:30

South Sound Housing Affordability Partners (SSHA³P)

Advisory Board

Meeting Norms

1. Challenge ideas, not individuals
2. Assume positive intent; assume responsibility for impact
3. Recognize it is more beneficial to share what you are thinking with the group during the discussion than with an individual afterwards
4. Listen with curiosity to what everyone has to say – we all come with different perspectives and priorities that bring depth to the conversation
5. Be respectful and make space for minority opinions or points of view
6. During discussion, everyone has the opportunity to contribute before members contribute a second time
7. Raise hand to speak and wait for acknowledgement from the chair
8. Be open to new ways of thinking
9. Recognize the best efforts of our staff
10. Make our decisions based on the available information, and in the best interest of the Executive Board goals
11. Board members come prepared for each meeting

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

SSHA³P Regular Advisory Board Meeting

December 17, 2024

Members Present: Alex Harrington (Vice Chair), Ben Ferguson, Corey Orvold, Jay Worley (Vice Chair), Noemi Cagatin-Porter, Riley Guerrero (Chair), Tim Fairley, William Towey, Zac Baker

Members Excused: Adria Buchanan (attended until around 6:00), Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer

Members Absent:

Staff: Jason Gauthier, Mary Connolly

Guests:

Call to Order

Riley called the meeting to order at 5:32 PM.

Roll Call

Mary Connolly called roll; a quorum was present.

Land Acknowledgement

Riley read the land acknowledgement.

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Adria moved to approve the consent agenda. Jay seconded the motion. The motion carried with 9 in favor, 0 against, and 0 abstentions.

Presentations and Discussion

Black Home Initiative Presentation

Corey Orvold, Moussa Samb, and Evelin Martinez presented about the Black Home Initiative and answered questions from Advisory Board members.

State Legislative Preview

Jason Gauthier, SSHA³P Manager, provided an overview of the upcoming 2025 state legislative session and an overview of the legislative process.

Public Comment

There were no public comments.

SSHA³P Staff Update

- If you are interested in being chair or vice chair next year, please let Mary know.
- Please complete the end-of-year advisory board survey by Dec 31, 2024.
- Mary reviewed Resolutions No. 2024-09, 2024-11, and 2024-12 passed by the Executive Board on Dec 6, 2024.
- The 2025 Advisory Board meeting calendar is in the meeting packet.

Updates/Comments of the Advisory Board

There were no updates/comments from the Advisory Board.

Adjourn

Alex moved to adjourn the meeting. Corey seconded the motion. The motion carried with 8 in favor, 0 against, and 0 abstentions. (Adria had already left the meeting.) The meeting adjourned at 6:31 PM.



SSHA³P Advisory Board

AGENDA BILL

January 21, 2025

AGENDA CATEGORY: New Business

SUBJECT: Election of Chair and Vice Chair(s)

PRESENTED BY: Chair Riley Guerrero

SUMMARY/BACKGROUND:

At this meeting the Advisory Board will elect a chair and one or two vice chairs to serve during 2025. The Advisory Board's bylaws state that there shall be one chair and at least one but not more than two vice chairs elected from the appointed members of the Board. The chair and vice chairs must be elected by majority vote. Elections should take place at the Board's first regular meeting of each calendar year.

ATTACHMENTS:

- Advisory Board Bylaws

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



**BYLAWS OF THE
SOUTH SOUND HOUSING AFFORDABILITY PARTNERS
ADVISORY BOARD**

ADOPTED June 20, 2023

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SSHA³P

I. AUTHORITY

The authority to adopt and amend bylaws for the operations of the South Sound Housing Affordability Partners (“SSHA³P”) Advisory Board is derived from Resolution No. 2023-02 by the SSHA³P Executive Board which states in Section 3(A), “Advisory Board members shall work with SSHA³P staff to adopt bylaws and a decision-making structure consistent with the SSHA³P Interlocal Agreement.”

In the event of conflict between these bylaws and the guidance provided in the SSHA³P Intergovernmental Agreement (“IGA”), the IGA will take precedence. In the event of conflict between these Rules and Procedures and Resolution No. 2023-02 by the SSHA³P Executive Board, Resolution No. 2023-02 will take precedence.

II. NAME

The name of this Board shall be the South Sound Housing Affordability Partners (SSHA³P) Advisory Board.

III. PURPOSE

Generally, the purpose the SSHA³P Advisory Board is to:

1. Provide advice and recommendations to the SSHA³P Executive Board on the work of SSHA³P by drawing on a variety of relevant experiences and expertise;
2. Provide connection and advancement of the broader interests of the local community(ies) and/or interests they represent;
3. Strengthen Executive Board, staff workgroup, and other interested parties’ understanding of community needs and interests related to affordable/attainable housing in Pierce County.

IV. ROLE

1. Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board’s work areas. The work plan shall be adopted by the Executive Board. The work plan may be amended after review and adoption by the Executive Board.

SSHA³P

2. The Advisory Board's initial work plan shall include work areas for 2023 and 2024. Each subsequent work plan shall include work areas for one calendar year.
3. The Advisory Board shall work in collaboration with SSHA³P staff, the SSHA³P staff workgroup, and the SSHA³P Executive Board to develop and implement the SSHA³P Interlocal Agreement and SSHA³P's annual work plan priorities. With SSHA³P staff support, possible areas of focus include:
 1. Recommendations on SSHA³P's work plan and budget;
 2. Evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and
 3. Suggested approaches to federal, state, and regional legislative advocacy.

V. MEMBERS

1. Members shall be appointed by the SSHA³P Executive Board.
2. The Advisory Board shall consist of not more than twenty (20) and not less than fifteen (15) community members and/or key stakeholders.
3. Appointed members must have knowledge and understanding of affordable/attainable housing and be committed to the furtherance of improving access to affordable/attainable housing for all in Pierce County.
4. Membership should reflect a geographic diversity of Pierce County cities, towns, tribes and unincorporated areas.
5. Membership shall reflect:
 - a. One-third consumers of affordable/attainable housing (rental and ownership housing), who shall fill "Consumer Seats"
 - b. One-third developers, designers, planners, managers of affordable/attainable housing, who shall fill "Developer/Manager Seats"
 - c. One-third advocates and advisors who work on land use and housing issues, who shall fill "Advisor/Advocate Seats"
6. Advisory Board members may have experiences that align with more than one of the categories listed in section V.5. When appointed, Advisory Board members shall be assigned to a seat for one of the categories that they represent.

VI. TERMS

1. When the Advisory Board is created, the initial terms of members shall be staggered as follows:
 - a. One-third shall be appointed for a one-year term.
 - b. One-third shall be appointed for a two-year term.
 - c. One-third shall be appointed for a three-year term.
 - d. The membership categories of the Advisory Board, described in section V.5, shall be evenly distributed across the three initial terms.
2. Following the completion of initial appointments, appointments shall be for a three-year term unless otherwise indicated.
3. Advisory Board members retain the right to resign from their position at any time for any reason.
4. Vacancies occurring for any reason other than the expiration of a term of office may be filled by appointment for the remainder of the unexpired term.
5. Any member desiring to resign from the Advisory Board shall submit such resignation in writing to the SSHA³P Manager and Advisory Board Chair.

VII. MEETINGS

1. The Advisory Board will meet as often as it deems necessary, but not less often than quarterly.
2. Regular meetings shall be held at the time(s) and place(s) established by the Advisory Board. The time and location of a meeting may be changed with at least 24 hours' notice.
3. If the scheduled meeting date is a legal holiday, the regular meeting shall be held on the next business day.
4. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.

SSHĀ³P

5. A meeting may be canceled by the Chair or by a majority of the Board with at least 24 hours' advance notice.
6. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.
7. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.
8. The Advisory Board shall be staffed by SSHA3P staff who will provide technical assistance in the form of meeting organization and meeting minutes.
9. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas for a regular meeting shall be provided to members of the Board not less than five (5) working days in advance of the regular meeting. Meeting materials regarding items on an agenda shall be provided to members of the Board not less than two (2) working days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.
10. Attendance of regular and special meetings is expected of all Advisory Board members. An absence shall be considered excused if communication of intended absence is delivered to staff in advance of the missed meeting. If a member does not attend a meeting, they should review the agenda packet and minutes from the missed meeting prior to the next meeting.
11. Reasonable accommodations will be provided to any member of the Advisory Board upon request.

VIII. ELECTION OF OFFICERS

1. The officers of the Board shall consist of one Chair and at least one but not more than two Vice Chairs elected from the appointed members of the Board and such other officers as the Advisory Board may, by the majority vote, approve and appoint.
2. The election of officers shall take place once each year at the Board's first regular meeting of each calendar year, or as soon thereafter as possible. The term of office of each officer shall run until the subsequent election. Officers

may serve no more than two successive terms in the same office. Officers may serve no more than four successive terms in any office.

3. If the Chair or a Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, one of the Vice Chairs will administer the election proceedings.

IX. CHAIR

1. The Chair shall preside over the meetings of the Advisory Board and may exercise all the powers usually incident of the office. The Chair is a member of the Advisory Board and has the full right to have their own vote recorded in all deliberations of the Advisory Board.
2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Advisory Board shall be created at the direction of the Advisory Board and appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigation, and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall represent a quorum of the group. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without approval at the regular or special meetings of the Advisory Board.
3. One of the Vice Chairs shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.
4. In the event of the absence of the Chair and both Vice Chairs, the Chair shall delegate the responsibility to another member.

X. QUORUM

A quorum at any meeting of the Advisory Board will consist of the Board members who represent a simple majority of the Board's membership. Advisory Board members may participate in any meeting by phone and/or video conferencing for all purposes, including but not limited to voting and establishing a quorum.

XI. VOTING

1. No action may be taken except at a meeting where a quorum exists. Action by the Advisory Board requires an affirmative vote by a majority of those members attending a Board meeting where a quorum exists. Official action by the Advisory Board may be conducted by motion, resolution, declaration, or other means as determined to be necessary by the Advisory Board. Proxy voting is not allowed.
2. The Chair, or on request from a Board member, may take a roll call vote.
3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.
4. If any member of the Board wishes to abstain or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.
5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.
6. If a tie vote exists, after recording the Chair's vote, the motion fails.
7. At a minimum, in order to ensure an efficient, clear and organized record of Advisory Board decision making, the following types of actions shall be taken under Resolution:
 - a. Adoption and amendments to the Advisory Board's bylaws
 - b. Establishment of the frequency, day, and time of the Advisory Board's meeting schedule in order to ensure meetings are categorized as a general meeting
 - c. Official recommendations for the SSHĀ³P Executive Board

XII. RULES OF ORDER

Except as modified by these bylaws, all meetings of the Advisory Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

XIII. CONFLICT OF INTEREST

1. A potential conflict of interest arises when an Advisory Board member or an Advisory Board member's immediate family member stands to benefit from an action the Advisory Board takes or has another interest that impairs, or could be seen to impair, the independence or objectivity of the Advisory Board. Potential conflicts of interest may include situations in which an Advisory Board member or an Advisory Board member's immediate family member or business:
 - a) Has an ownership or investment interest in any third party that SSHĀ³P is considering dealing with;
 - b) Serves on the board, participates in the management of, or is otherwise employed by or volunteers with any third party that SSHĀ³P deals with or is considering dealing with;
 - c) Receives or may receive compensation or other benefits in connection with a transaction into which SSHĀ³P enters;
 - d) Receives or may receive personal gifts or loans from third parties dealing with SSHĀ³P;
 - e) Has a close personal or business relationship with a participant in a transaction being considered by SSHĀ³P;
 - f) Would like to pursue a transaction being considered by SSHĀ³P for their personal benefit.
2. Whenever an Advisory Board member or any of their immediate family members have a financial interest in or any other personal interest in a matter coming before the Advisory Board, they must:
 - a) Fully disclose the nature of the interest; and
 - b) Recuse themselves from discussing, lobbying, or voting on the matter.
3. Advisory Board members must disclose any actual or potential conflicts of interest regarding any business included in the meeting's agenda at the beginning of each Advisory Board meeting. Any matter in which Advisory Board members have an actual or potential conflict of interest will be decided only by a vote of disinterested individuals. The minutes of any board meeting at which a matter involving an actual or potential conflict of interest was

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discussed or voted upon shall include: the name of the interested party, the nature of the interest, and the decision as to whether the interest presented a conflict of interest.

XIV. REMOVAL FROM ADVISORY BOARD

1. A member may be removed from the Advisory Board by the Executive Board with or without cause on a majority vote of membership of the Executive Board.
2. A member of the Advisory Board may be recommended for removal to the SSHA³P Executive Board for malfeasance, neglect of duty, or inability to perform their official duties.
3. A member who misses 25 percent or more of meetings within a 12 month period without an excused absence or who misses 50% or more of meetings within a 12 month period, whether excused or unexcused, may be recommended for removal to the SSHA³P Executive Board.

XV. AMENDMENT

These bylaws may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.



SSHA³P Advisory Board

AGENDA BILL

January 21, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Universal Design Outreach: Preliminary Results

PRESENTED BY: Mary Connolly, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

The Advisory Board's 2025 work plan includes researching and potentially making a recommendation to the SSHA³P Executive Board regarding policies to incentivize construction of housing with universal design principles. This work plan item builds on work that the Advisory Board completed in 2024. In 2024, the Advisory Board directed staff to conduct outreach to understand the need for accessible housing features in Pierce County and inform the Advisory Board's recommendations regarding universal design. Staff developed an outreach plan with Advisory Board input and conducted surveys, interviews, and small group discussions in late 2024. In this presentation, Mary will give an overview of the information collected during this outreach. Staff will use comments and questions from Advisory Board members to help shape a full report on outreach results.

ATTACHMENTS:

- Preliminary Results of Universal Design Outreach Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



UNIVERSAL DESIGN OUTREACH: PRELIMINARY RESULTS

ADVISORY BOARD REGULAR MEETING

JANUARY 21, 2025

MARY CONNOLLY, PROGRAM SPECIALIST II

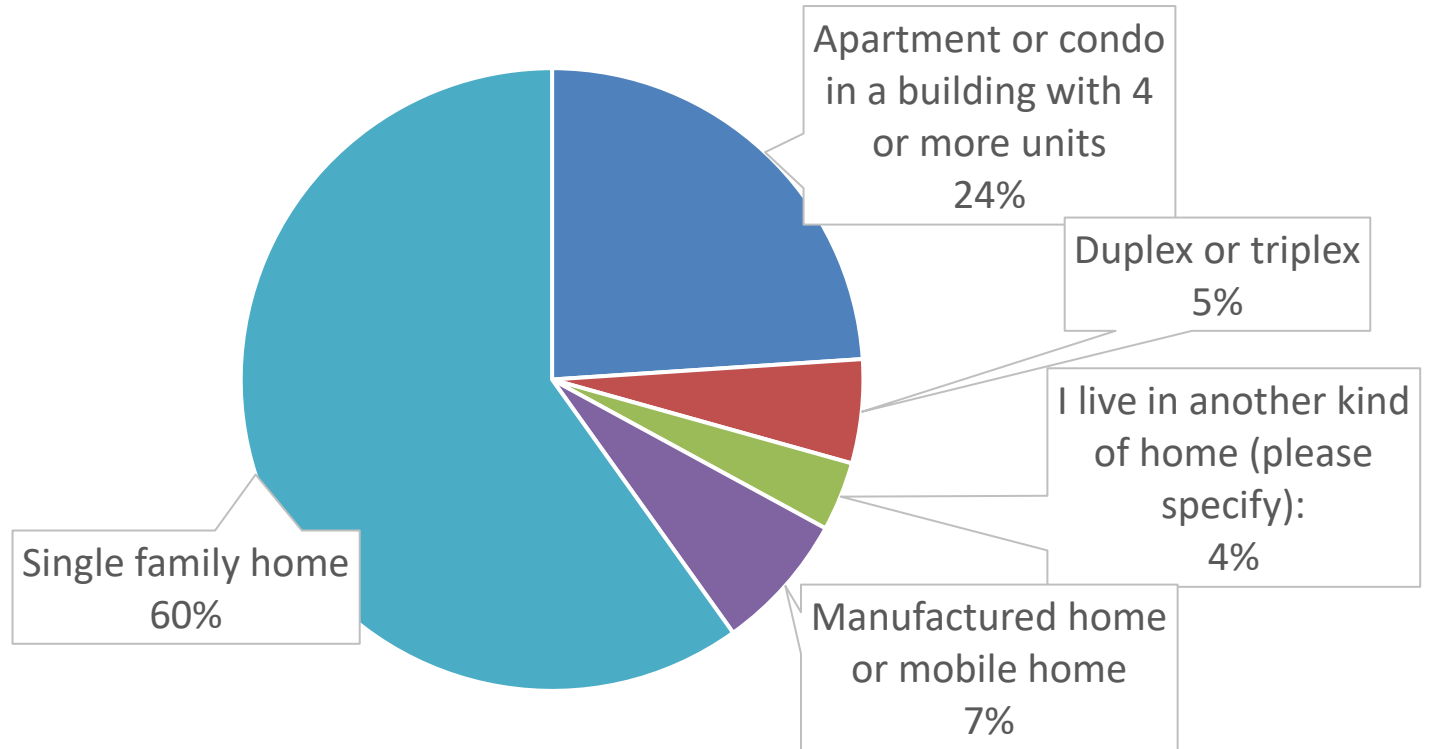
Agenda

- Survey
 - About
 - Demographics
 - Results
- Interviews and Small Group Discussions

About the Survey

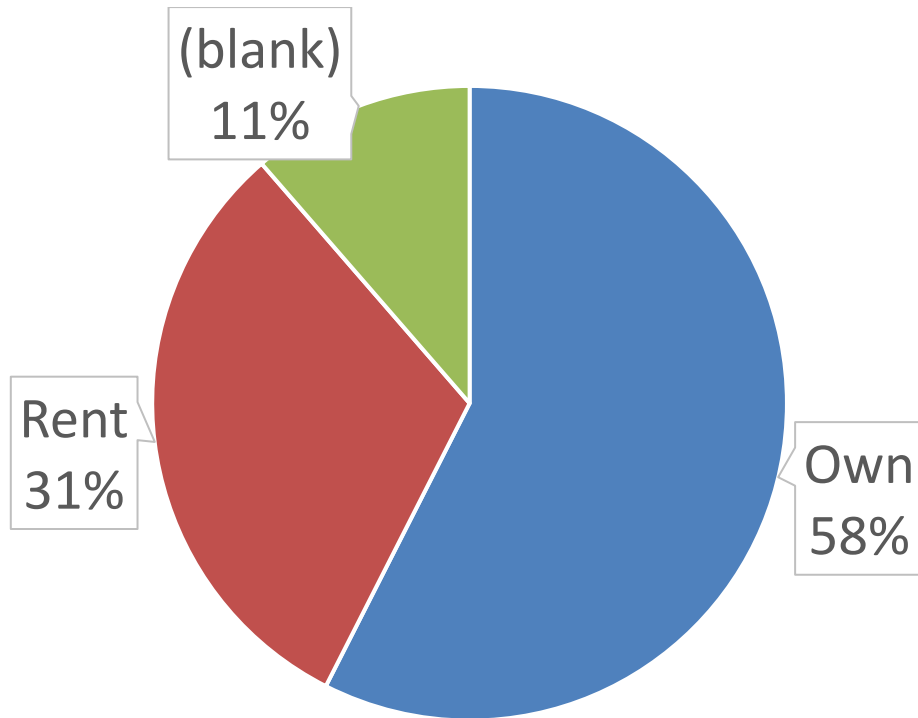
- Distribution
 - Senior centers, organizations that support people with disabilities, community-based organizations, libraries, affordable housing providers
 - SSHA³P member governments
 - Social media advertising
 - Physical copies collected at Eatonville Family Agency
- Translated into 8 languages besides English
- 167 responses received
 - 163 English, 2 Spanish, 1 Korean, 1 Russian
 - 155 virtual, 12 physical

What kind of home do you live in? (If you don't currently live in a home, please answer all questions based on the last home you lived in.)

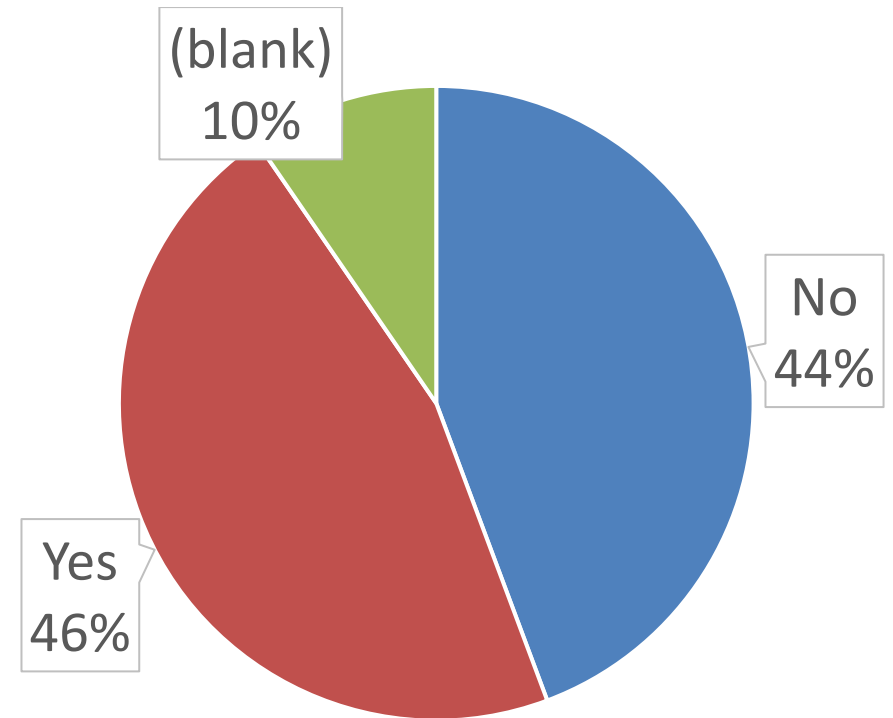


*Other kinds of homes specified included: homeless, living with another person, living on someone else's couch, RV, shared living.

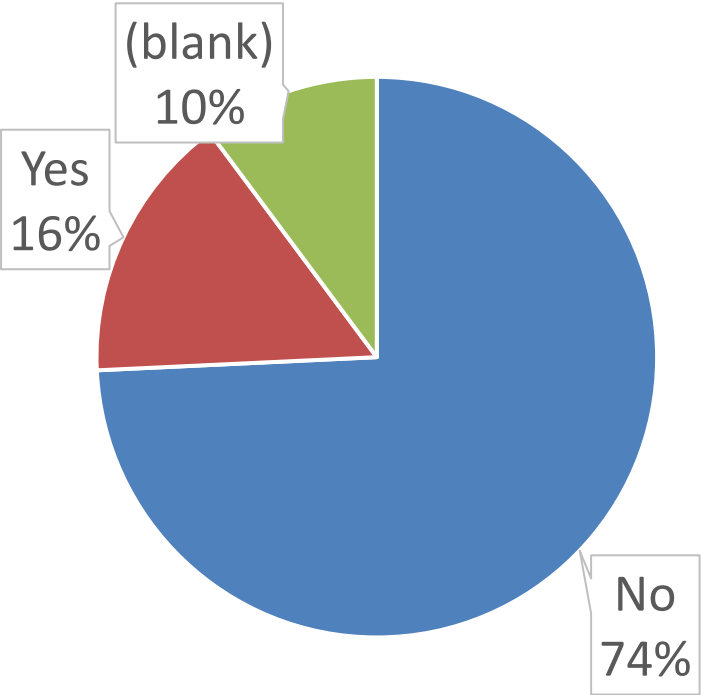
Do you rent or own your home?



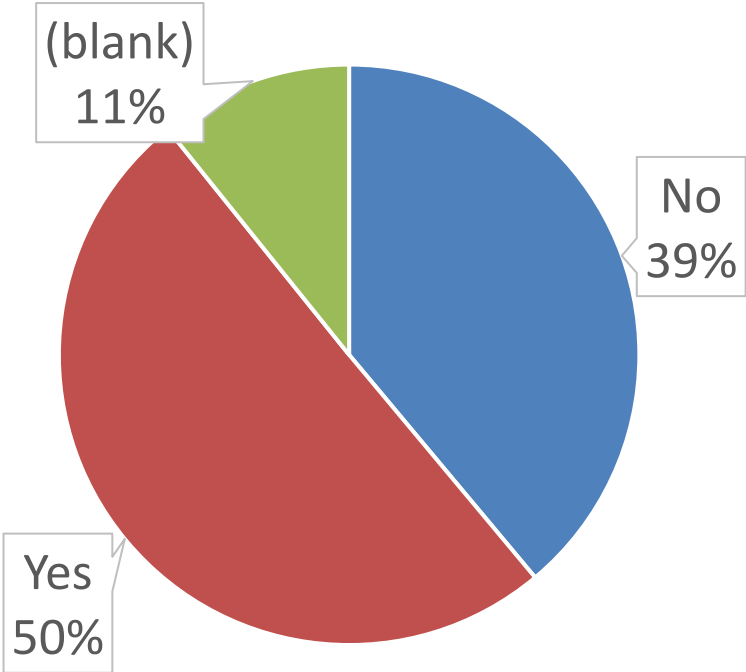
Are you 60 years or older?



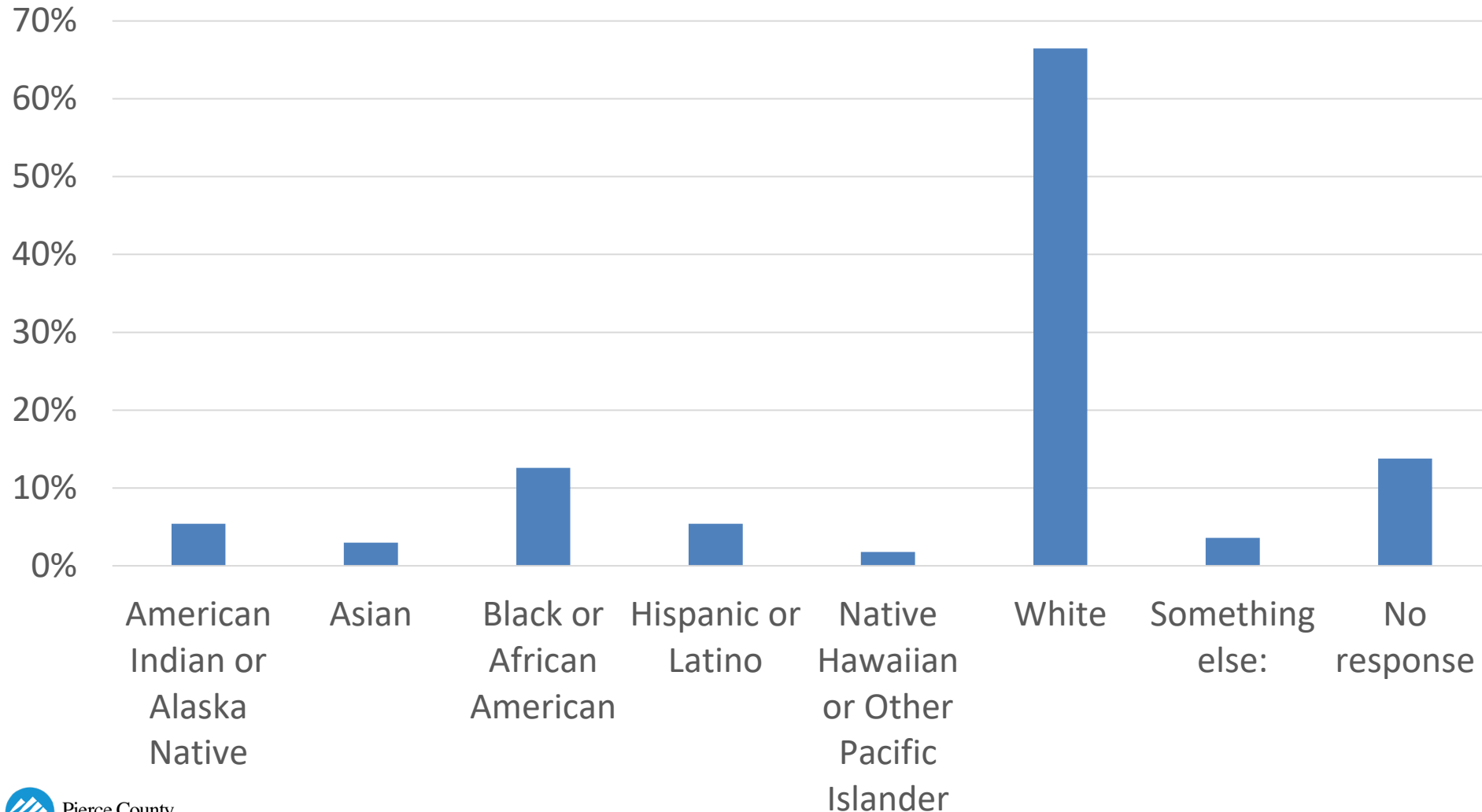
Do you use a wheelchair?



Do you have a disability?



What is your race/ethnicity? (Check all that apply.)



Do you have trouble using steps, walking, or maintaining your balance?

Do you have trouble getting in the bathtub in your home?

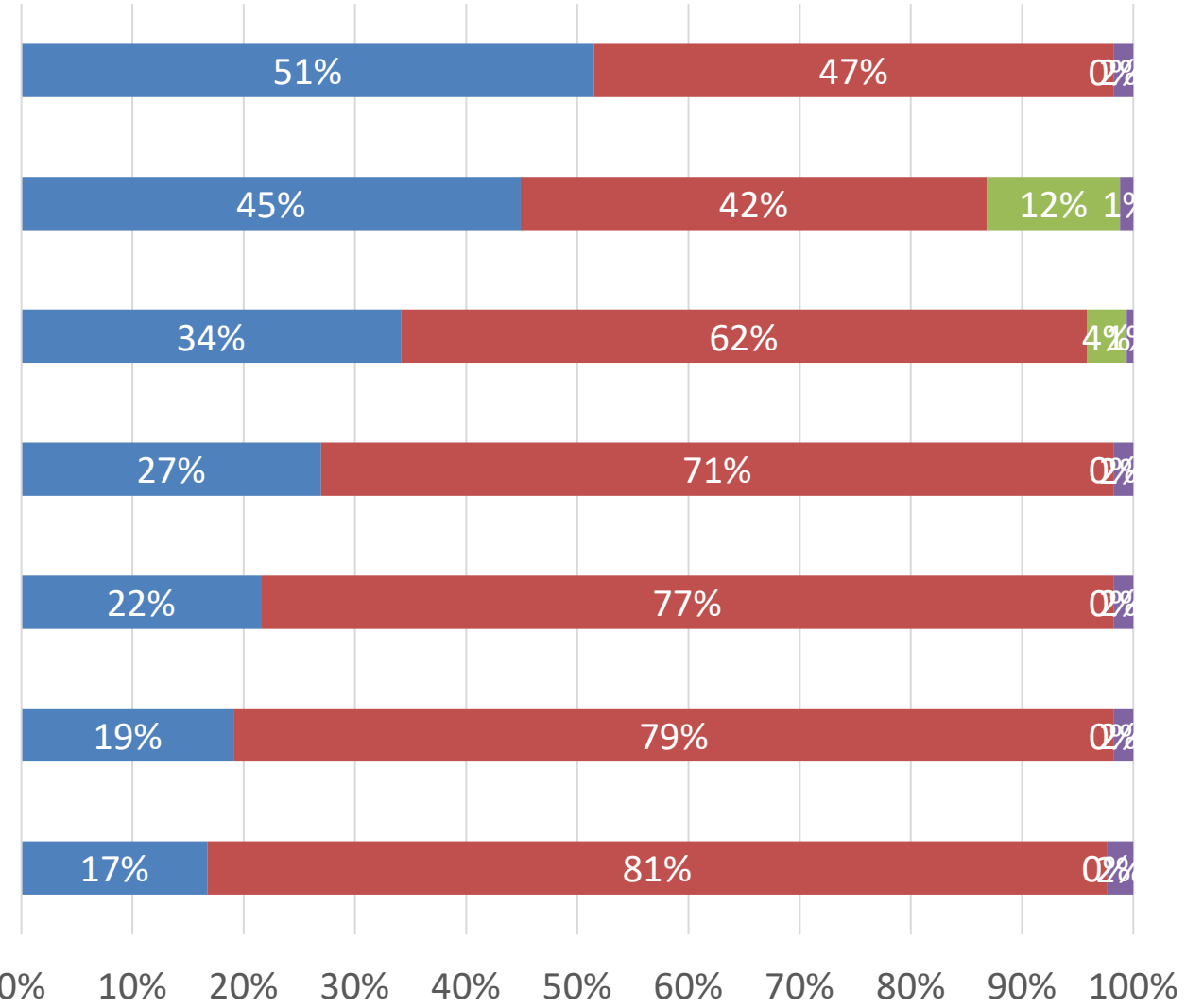
Do you have trouble getting in the shower in your home?

Do you have trouble seeing in your home due to insufficient lighting?

Do you have trouble using your hands to turn on lights or use doorknobs?

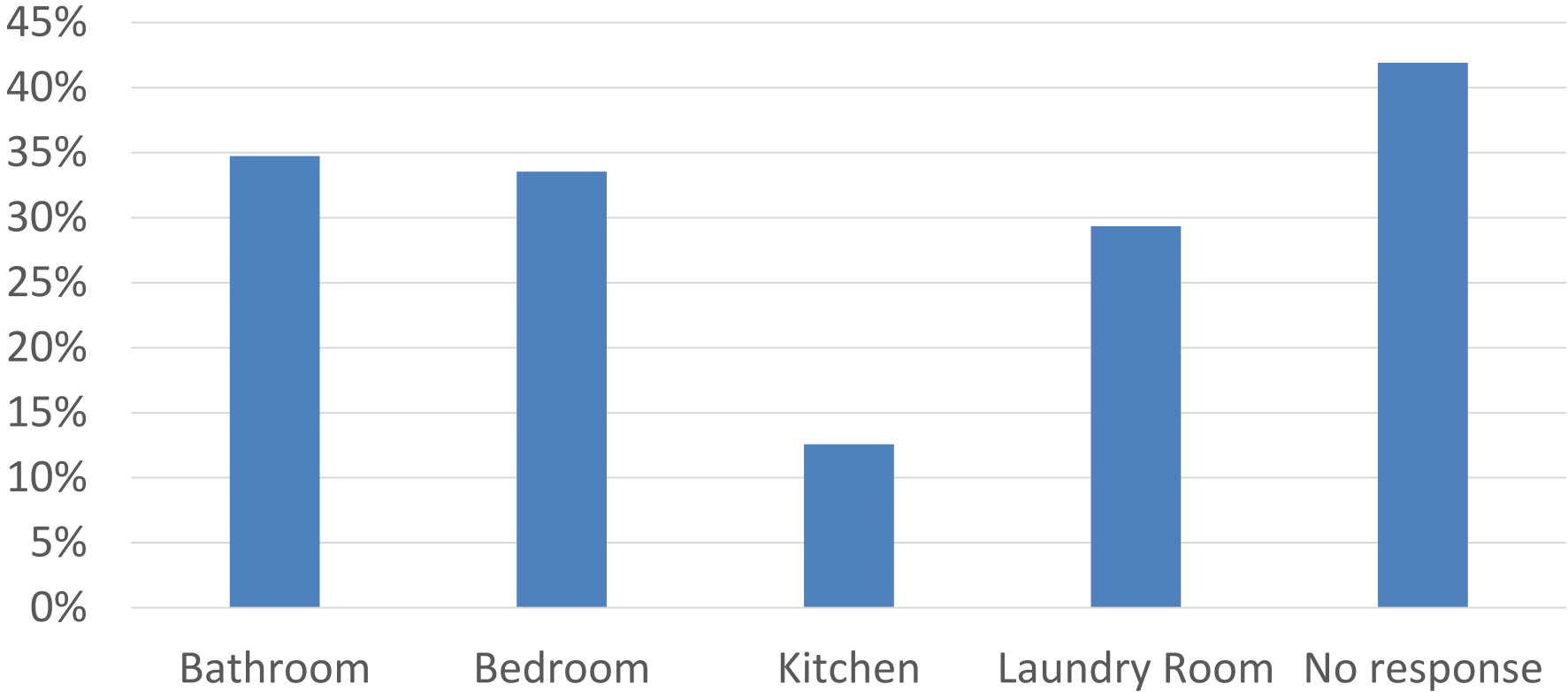
Do you have trouble hearing fire alarms and doorbells in your home?

Do you have trouble getting on and off the toilet in your home?

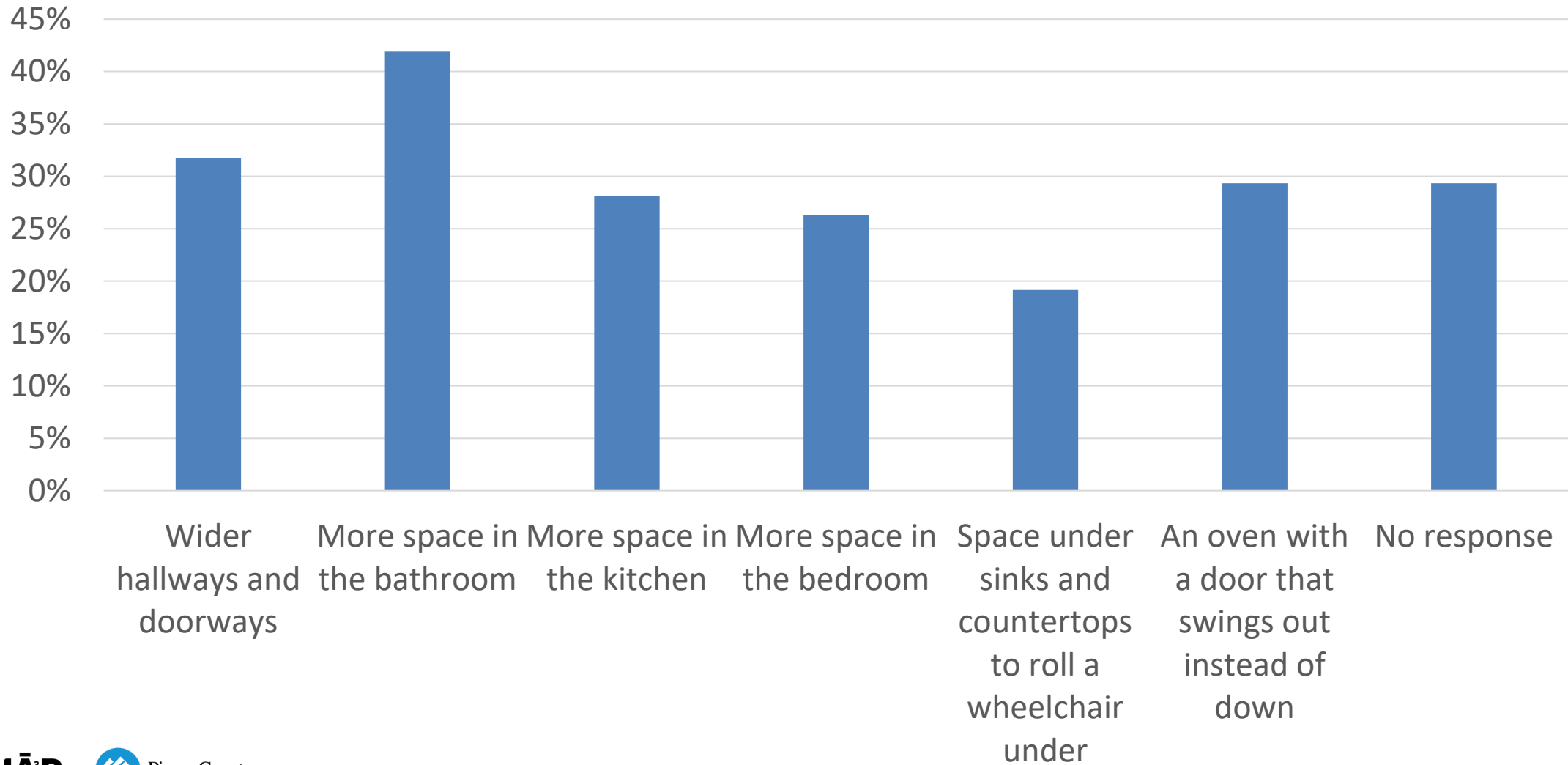


■ Yes ■ No ■ Not applicable ■ No response OR "I prefer not to answer"

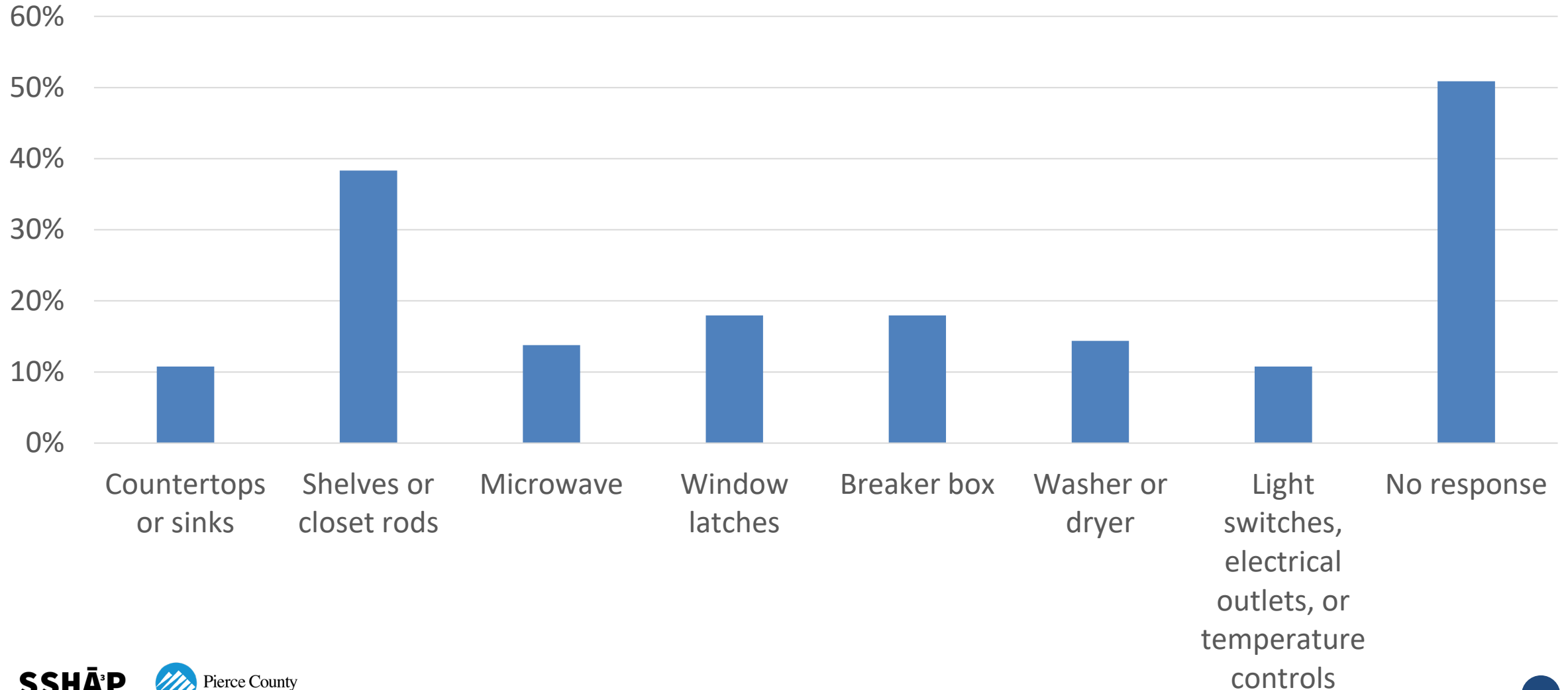
Would it be helpful to have additional rooms on the main floor of your home? If so, check the ones that would be helpful.



Do you need more space to move in your home? If so, check the items below that would be helpful.



Do you have trouble reaching any of the following? If so, select those you have trouble reaching.



Are there other changes to your home that would make it easier to live there comfortably? Is there anything else you want to share?

Topic	Mentions
No-step entry, ramp, hand rail for entry stairs	16%
Grab bars in bathroom	7%
One-story home, chair lift for stairs, hand rails on both sides of stairs	7%
Walk-in or roll-in shower	6%
Smooth flooring surface, no carpet	5%
Paved, wheelchair-accessible external paths	4%
Spacious and/or wheelchair accessible bathroom	4%
Spacious and/or wheelchair accessible bedroom	3%
Adjustable shelving, accessible storage	3%

Interviews and Small Group Discussions

- Pierce County Aging and Disability Resources Advisory Board
- Tacoma Area Coalition for Individuals with Disabilities (TACID)
- Mustard Seed Project
- People with disabilities and/or mobility issues
- People who administer housing programs for people with intellectual and developmental disabilities (IDD)
- Interior designer with focus on universal design



UNIVERSAL DESIGN OUTREACH: PRELIMINARY RESULTS

ADVISORY BOARD REGULAR MEETING

JANUARY 21, 2025

MARY CONNOLLY, PROGRAM SPECIALIST II

TO: SSHA³P Executive Board

FROM: Jason Gauthier, SSHA³P Manager

SUBJECT: January 2025 Manager Report

DATE: January 8, 2025

Focus Area 1: Affordable Housing Development and Preservation

Coordinate public resources and private resources to create and/or preserve affordable housing in the SSHA³P service area.

SSHA³P Housing Capital Fund

The Executive Board will receive a Fund update briefing at its special meeting of January 10, 2025. The Fund Committee has been meeting regularly since September 2024 to discuss funding priorities for 2025, review elements of the scoring 2025 scoring guide, discuss a fund usage policy recommendation for Executive Board consideration in 2025, and review opportunities for targeted Fund investment.

The Committee is exploring the choice between issuing a general Notice of Funding Availability and or including the funding as part of a Request-for-Proposal to for publicly owned land development for affordable housing. We expect a decision on this topic in Q1 2025.

Philanthropy Roundtable

Staff have a meeting scheduled with the Greater Tacoma Community Foundation to begin planning 2025 Philanthropy Roundtable event(s).

Affordable Housing Preservation Report

Staff will be meeting with staff from the Pierce County Community Development Corporation to discuss collaboration on this report.

Focus Area 2: Program, Policy and Grant Support

Support member governments in their development of locally appropriate policies and programs to meet their housing goals.

Coordinating Low-Income Housing Planning (CLIHP) Grant

SSHA³P, in partnership with nine member jurisdictions, was awarded the Washington State Department of Commerce's [Low-Income Housing Planning \(CLIHP\) Grant](#) to support implementation of [HB 1998](#) (2024) regarding co-living housing. Makers Architecture and Urban Design is coordinating with SSHA³P staff and staff workgroup members to complete a model ordinance for participating jurisdictions, due February 28, 2025.

Pathways to Removing to Obstacles (PRO Housing) Grant

SSHA³P, as a co-applicant, and Pierce County submitted a PRO Housing grant application to the U.S. Department of Housing and Urban Development on October 15, 2024. On November 26th the Pierce County Congressional delegation issued a joint letter of support for this application, and grant award notifications are expected in February 2025.

Affordable Housing Monitoring Program

Staff from SSHA³P and the South King County Housing and Homelessness Partners (SKHHP) are meeting with staff from A Regional Coalition for Housing (ARCH) in January to begin to review how a regional agency can best perform monitoring, compliance, and audit work for affordable housing programs. Staff expect to have a preliminary proposal developed by May for Executive Board review and direction.

Focus Area 3: Information & Engagement

Provide information and engagement to support the development of housing and access to housing support programs.

Property Tax Exemption Seminars

SSHA³P staff met with Assessor-Treasurer Campbell to discuss continuation of the property tax exemption seminar series in 2025. SSHA³P staff are working to schedule two events that have been requested by member jurisdictions. If your jurisdiction is interested in hosting an event, please contact Mary Connolly at mary.connolly@piercescountywa.gov.

Joint Planners & Developers Meeting on Universal Design

SSHA³P is collaborating with SKHHP to host a Joint Planners & Developers Meeting on February 26 that will explore the application and challenges of developing affordable housing that incorporates Universal Design principles.

Focus Area 4: Advocacy

Utilize a variety of communications at the state and federal level in support of affordable housing development in SSHA³P communities.

2025 Legislative Session

SSHA³P staff have been engaging members of the Legislature, Governor's office, caucus and agency staff to advance our 2025 priorities. On the capital budget we have been focused on advancing efforts to support infrastructure funding for manufactured home communities. Staff have been heavily engaged on this topic with the Association of Washington Cities, ROC Northwest, the Department of Commerce, and the Washington State Housing Finance Commission and we are encouraged by our early conversations with members of the capital budget committees. Additionally on the capital budget side we have been working with a number of organizations in Pierce County who are requesting capital budget appropriations to strengthen their requests in our efforts to ensure equitable affordable housing funding for Pierce County projects.

On the veteran property tax exemption priority, we are working with the Washington Veteran Legislative Committee to support and advance proposals seeking to expand eligibility for this program. Staff recently met with Representative Barnard to discuss possible amendments for her proposal, HB 1106, to reduce the disability rating threshold necessary to receive the exemption. Staff will meet in January with Representative Shavers to discuss possible amendments to his proposal, HB 1165, to increase the income thresholds for the exemption program.

Finally, at the request of Representative Leavitt, we have convened a series of stakeholder meetings to develop a proposal to reduce costs in the development of affordable housing and support future affordable housing development. Through this series of meetings and work with the Department of Revenue, we have worked to develop the proposal in Exhibit 2. This proposal would create a sale and use tax remittance that would remit a portion of funds expended on qualifying activities to the housing developer and the local jurisdiction. We expect this legislation to be introduced the week of January 13th.

Focus Area 5: Administration

Ensure operational commitments are met and the interlocal collaboration is well governed and administered.

SSHA³P Advisory Board

Accessible Housing Survey

Staff conducted a survey on accessible housing to inform the Advisory Board's work on incentivizing construction of housing with universal design principles. 166 responses were received! SSHA³P staff also conducted interviews and focus groups to gather additional information on the need for accessible housing in Pierce County. Information gathered through surveys and discussions will be summarized in an outreach report.

Meetings

At the Advisory Board meeting on December 17:

- Corey Orvold, Moussa Samb, and Evelin Martinez provided an educational presentation on the Black Home Initiative (BHI).
- Jason Gauthier, SSHA³P manager, provided a preview of the 2025 state legislative season.

At the Advisory Board meeting on January 21:

- The Board will elect a chair and vice chair(s) to serve in 2025.
- SSHA³P staff will present preliminary results from outreach conducted on the need for accessible housing in Pierce County. SSHA³P will use feedback from the Board to produce a report summarizing outreach.

Internship

Staff submitted a request to the Pierce County Human Resources Department for a 3-month internship (June – August 2025) to support SSHA³P work plan items.



SSHA³P ADVISORY BOARD STIPEND POLICY

ESTABLISHED BY THE SSHA³P EXECUTIVE BOARD ON DECEMBER 6, 2024

SSHA³P

I. AUTHORITY

The authority for the South Sound Housing Affordability Partners (SSHA³P) Executive Board to adopt a stipend policy for the SSHA³P Advisory Board is derived from the SSHA³P Intergovernmental Agreement (IGA) which states in Section 8(d), “The Executive Board will adopt procedures for the recruiting, convening and administration of the Advisory Board.”

II. PURPOSE

The purpose of this stipend policy is to encourage membership and reduce barriers to participation for current and recent consumers of affordable housing.

III. DEFINITIONS

- A. “Consumer of affordable housing” means someone who has experience applying to or participating in a publicly funded affordable housing program, including, but not limited to Housing Choice Vouchers, housing owned by a housing authority, low-income rental housing, permanent supportive housing, transitional housing, affordable homeownership programs (e.g. Habitat for Humanity, community land trust), or down payment assistance.
- B. “Recent consumer of affordable housing” means someone who has been a consumer of affordable housing within the last 7 years.
- C. “Median family income” means the median family income adjusted for family size, for a county, city, or metropolitan statistical area, as reported by the United States Department of Housing and Urban Development.
- D. “Stipend” means a fixed sum of money paid periodically to defray expenses. The stipend is presumed to defray the person's incidental expenses involved in participating as a member of the Advisory Board, including, but not limited to meals, transportation, and childcare.

IV. MEMBER ELIGIBILITY

Advisory Board members are eligible to receive a stipend for meeting attendance if they are:

SSHA³P

- A current or recent consumer of affordable housing; and
- A member of a household earning at or below 60% of the Pierce County median family income; and
- Not receiving compensation for attendance by any organization.

V. PARTICIPATION

To receive a stipend for meeting attendance, eligible members must annually complete a form to:

1. Verify that they meet eligibility requirements via self-attestation; and
2. Opt in to receiving a stipend.

If the household income of a member who has opted into receiving a stipend increases above 60% of the Pierce County median family income, they are no longer eligible to receive a stipend and must inform SSHA³P staff.

Members who opt into receiving a stipend may opt out at any time.

VI. STIPEND AMOUNT AND ELIGIBLE MEETINGS

Each member who is eligible and opts into receiving a stipend for meeting attendance will receive \$75 per meeting for up to 18 total meetings per calendar year for attending the following types of meetings:

- a) Advisory Board regular and special meetings;
- b) Advisory Board ad-hoc and standing committee meetings;
- c) Meetings of the Advisory Board Chair, Vice Chair(s), and/or other officers to discuss Advisory Board business if the member is an officer of the Advisory Board; and
- d) Executive Board regular and special meetings if the member is attending to present to or have discussion with the Executive Board on behalf of the Advisory Board.

For meeting types outlined in subsections (a), (b), and (c) of this section, Advisory Board members will be considered present at a meeting if they attend at least 75% of the meeting.

SSHAP³

VII. PAYMENT

Stipends shall be issued via SSHA³P's Administering Agency's payment process.

VIII. AMENDMENT

This policy may be amended at any regular meeting of the Executive Board by a majority vote of a quorum of the Executive Board. The proposed amendment shall be presented in writing at a preceding regular meeting.



**2025 Advisory Board
Regular Meeting Calendar**

January 21, 2025

February 18, 2025

March 18, 2025

April 15, 2025

May 20, 2025

June 17, 2025

July 15, 2025

August 19, 2025

September 16, 2025

October 21, 2025

November 18, 2025

December 16, 2025

December 11, 2024

RE: Resolution No. 2024-11

Chair Guerrero and Members of the SSHĀ³P Advisory Board:

At the regular meeting of the SSHĀ³P Advisory Board on December 6, 2024, the Executive Board adopted Resolution No. 2024-11, adopting the 2025 SSHĀ³P Advisory Board Work Plan as recommended by the Advisory Board. The Executive Board looks forward to your advice and recommendations on increasing housing affordability, attainability, and accessibility in Pierce County.

On behalf of the SSHĀ³P Executive Board, I also want to extend thanks and appreciation for your work in 2024. We are excited about your research and preliminary recommendations on universal design incentives and look forward to recommendations on specific incentive policies. At the City of Fife, staff are working to incorporate the SSHĀ³P Advisory Board's recommendation into the City's Comprehensive Plan periodic update.

Additionally, thank you for your input on SSHĀ³P's 2025 work plan and state legislative agenda. These documents were significantly shaped by your feedback, especially on items related to affordable housing preservation, workforce development efforts, and facilitation of accessory dwelling unit (ADU) development.

Thank you again for your service on the SSHĀ³P Advisory Board in 2024.

Sincerely,



Kim Roscoe, City of Fife
Chair, SSHĀ³P Executive Board

Cc: Jason Gauthier, SSHĀ³P Manager
Mary Connolly, SSHĀ³P Program Specialist 2