



**South Sound Housing Affordability Partners
Executive Board**

Regular Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

May 2, 2025, 8:30 a.m.

Chair Councilmember Kevin Ballard, Vice Chair Councilmember Robyn Denson, Mayor Nancy Backus, Councilmember John West, Mayor Kim Roscoe
Councilmember Hunter George, Mayor Mary Barber, Councilmember Paul Bocchi, Mayor Shanna Styron Sherrell, Executive Ryan Mello, Councilmember Ned Witting
Councilmember Carla Bowman, Mayor Dick Muri Mayor Victoria Woodards, Councilmember Stan Flemming

Deputy Mayor Mike Winkler (Alternate), Mayor Dave Olson (Alternate), Councilmember Lew Wolfrom (Alternate), Councilmember Brett Wittner (Alternate)
Katrina Knutson (Alternate), Councilmember Mike Brandstetter (Alternate), Councilmember Dave Morell (Alternate), LeighBeth Merrick (Alternate), Jason Wilson (Alternate)
Councilmember Nancy Henderson (Alternate), Councilmember Sandesh Sadalge (Alternate), Councilmember Denise McCluskey (Alternate)

I. CALL TO ORDER

ROLL CALL

INTRODUCTORY QUESTION

Question: It's 75 degrees and sunny and you've got the grill started, what are you putting on it?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: April 4, 2025, Executive Board regular meeting minutes

IV. PUBLIC COMMENT

This is the time set aside for the public to comment on final action of the Executive 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. Public comments are limited to 3 minutes per speaker.

The Executive Board meeting can be heard by dialing 253-215-8782 or through Zoom at <https://piercecountywa.zoom.us/j/98374643754> and entering the Meeting ID 983 7464 3754. Written comments may be submitted to jason.gauthier@piercecountywa.gov.

V. A. 2025 SSHA³P Capital Fund Recommendation Overview

Purpose: Presentation from Jason Gauthier, SSHA³P Manager, to provide an overview of the SSHA³P Fund Committee's 2025 Capital Fund Recommendation of Proposed Resolution No. 2025-01.

ATTACHMENTS: Agenda Memorandum: 2025 Recommendation of the SSHA³P
Housing Capital Fund Committee

2025 SSHA³P Capital Fund Committee Recommendation
Presentation

Frederickson South Project Presentation

Proposed Resolution No. 2025-01

B. 2026 SSHA³P Operating Budget Presentation

Purpose: Presentation from Jason Gauthier, SSHA³P Manager, on the 2026 Recommended SSHA³P Operating Budget for Executive Board direction.

ATTACHMENTS: Agenda Memorandum: 2026 SSHA³P Operating Budget
 2026 SSHA³P Operating Budget Presentation

VI. REPORT BY THE SSHA³P MANAGER

- A. CLIHP Grant Update
- B. Program Specialist II Hiring Update
- C. Legislative Session Update
- E. Advisory Board Update
- F. Property Tax Exemption Seminar Update

ATTACHMENTS: May 2025 SSHA³P Manager Report

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN



**South Sound Housing Affordability Partners
Executive Board Meeting Minutes**

April 4, 2025
8:30 – 9:39 a.m.

Executive Board: Mayor Nancy Backus, City of Auburn – present
Chair, Councilmember Kevin Ballard, City of DuPont – present
Deputy Mayor Mike Winkler, City of DuPont (alternate) – present
Councilmember John West, City of Edgewood – present
Mayor Dave Olson, City of Edgewood – (alternate) - present
Chair, Mayor Kim Roscoe, City of Fife – present
Councilmember Lew Wolfrom, City of Fife (alternate) – excused
Councilmember Hunter George, City of Fircrest – present
Councilmember Brett Wittner, City of Fircrest (alternate) – excused
Mayor Mary Barber, City of Gig Harbor – present
Councilmember Katrina Knutson, City of Gig Harbor (alternate) - excused
Councilmember Paul Bocchi, City of Lakewood – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Mayor Shanna Styron Sherrell, City of Milton – excused
County Executive Ryan Mello, Pierce County – excused
Strategic Advisor LeighBeth Merrick, Pierce County Exec’s Office (alternate) – present
Vice Chair Robyn Denson, Pierce County Council – present
Councilmember Dave Morell, Pierce County Council (alternate) - excused
Councilmember Ned Witting, City of Puyallup – present
Mayor Dick Muri, Town of Steilacoom – excused
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – absent?
Councilmember Carla Bowman, City of Sumner – present
City Administrator Jason Wilson, City of Sumner (alternate) - excused
Mayor Victoria Woodards, City of Tacoma – excused
Councilmember Sandesh Sadalge, Tacoma (alternate) – present
Councilmember Stan Flemming, City of University Place – present
Councilmember Denise McCluskey, City of University Place (alternate) – excused

Staff: Mary Connolly, Pierce County Council Policy Analyst
Becki Foutz, Admin Assistant

Guests: Community Services, Keri Waterland, Mike Slama, Ryan Windish, Taylor Jones, Tiffany Speir

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order at <u>8:31</u> a.m. Mary Connolly called roll, per above; a quorum was present. Chair Ballard thanked Mary for coming back to reprise her role this morning. He gave her Kudos for her many, many accomplishments with SSHA ³ P, and the group gave her a round of applause.	Wel- come, all; thank you, Mary!

TOPIC/WHO	DISCUSSION	ACTION
Consent Agenda	CM Flemming moved to approve the consent agenda. Mayor Barber seconded the motion. Vote was taken; none opposed and no abstentions. The motion carried unanimously.	Consent agenda approved.
Public Comment	Chair Ballard opened the floor for public comment. None. No written comments have been received.	
Draft Universal Design Outreach Report Mary	<p>Universal Design is design and composition of an environment so that it can be accessed, understood, and used to the greatest extent possible by all people, regardless of their age, size, ability, or disability. In late 2024, SSHA³P staff conducted community engagement, including a survey, interviews, and focus groups, with Pierce County residents to inform the Advisory Board's study of universal design. The Advisory Board recommended to the Executive Board, and they approved, for SSHA³P member governments to include universal design principles in their comprehensive plans.</p> <p>Mary shared community engagement data. About half had a disability; almost half are age 60 and over. Over half of the respondents have trouble using steps, walking, or maintaining their balance. Nearly half have trouble getting into their bathtubs. About half of respondents using wheelchairs have trouble getting on and off the toilet, and they are far more likely to need more bathroom space.</p> <p>Needs communicated through community engagement include: more wheelchair-accessible units; a no-step entry or modification to make it easier to enter home; a one-story home, or modification to get to other floors more easily; grab bars in the bathroom ;walk-in or roll-in shower; wider entries, doorways, and hallways; accessible external paths on the property; smooth flooring; wheelchair-accessible bedrooms; more space in the bedroom for medical equipment; open concept homes; walk-in or shallow tub; non-slip flooring and reducing trip hazards like thresholds; accessible storage; proximity to public transit. Needs specific to people with intellectual and developmental disabilities include the above and soundproofing. Needs specific to those with reduced eyesight include having light switches in predictable places; carpets and counters that are one shade; avoiding low ceilings; and an intercom or docking station for intercom near the front door.</p> <p>The Advisory Board will develop two sets of recommendations for local governments: one for single-family homes and middle housing, and one for multifamily housing. Recommendations will be forwarded to the Executive Board for consideration of adoption.</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
Universal Design continued	<p>CM Saldage asked if this universal design is similar to ADA accessibility/"ADA Light?" Yes, it's related. There are different accessibility requirements in Code for different housing types. Visitability features include no-step items, doorways, hallways, and bathrooms wide enough for someone with a wheelchair to enter and use. A "Type C unit" includes those features plus some others. CM Saldage asked if the point is to eventually have a toolkit for consideration? Yes, we have a housing toolkit. Universal Design will be the first big policy consideration put forward by the Advisory Board.</p> <p>CM George shared that his park district is working on a study specific to their aging population and presenting to JMAC next week. They have a chart displaying that eventually we'll have more people in Pierce County over 65 than under 18, and we need to prepare for that.</p> <p>CM Bowman asked what type of incentives will be provided for builders to incorporate universal design. Incentives considered include permitting fee reductions; expedited permitting; density bonuses; and possibly an MFTE-type incentive, that would need to come from the State.</p> <p>Mayor Roscoe asked Mary if she could quantify how long, in terms of staff time, this report took to put together, including community engagement.</p>	<p>Mary will get back to Mayor Roscoe on that.</p>
2026 Budget & Work Plan Development Process & Timeline Mary	<p>Mary provided an overview of the proposed 2026 Work Plan and Budget timeline. The Work Plan is a requirement of the IGA. The Executive Board is to recommend an operating budget for 2026 on or before July 1.</p> <p><u>Budget priorities:</u></p> <ol style="list-style-type: none"> 1. Reducing member government annual fees; 2. Supporting member governments' capacity-building and TA; and 3. Supporting pre-development services for affordable housing. <p>2025 budget – Revenue \$357,440.83, Expenditures \$357,010 2026 proposed budget – Rev \$364,940.83, Exp \$364,568.00</p> <p>The increase is primarily due to PS2 expenses and increasing that position from 36 to 40 hours a week. The position is budgeted for 36 hours/week for the remainder of 2025, with the option to increase to 40 if needed.</p> <p><u>2026 Proposed Work Plan</u> The 2026 Plan will be informed by the 2025 Plan, align with the 2024 Comprehensive Plan periodic updates, and developed per Executive & Advisory board feedback, member government staff feedback, and community representatives, including builders and private funders.</p>	<p>Informational</p>

TOPIC/WHO	DISCUSSION	ACTION
Budget & Work Plan Timeline continued	<p>There is no deadline stipulated in the IGA for the Executive Board to approve the Work Plan. Staff proposes having a final draft to the Executive Board in July, and adoption by August.</p> <p>CM Witting noted that MFTE monitoring by SSHA³P has been discussed previously. Are other jurisdictions interested in this? Puyallup definitely is. This year's Work Plan includes potentially developing what that monitoring and compliance program might look like. Jason and Mary met with King County to see how their program works, and Mary put together a memo summarizing this information. The Executive Board should be receiving a presentation on this and opportunity to provide feedback in the near future.</p> <p>Chair Ballard pointed out that the 2026 budget does not include an increase for member government annual fees!</p>	<p>Informa- tional</p> <p>Discus- sion</p>
Amending the 2025 Executive Board Meeting Schedule Mary?	<p>Chair Ballard would like to bring forward a motion to cancel the June 6 Executive Board meeting and hold a special meeting on May 30. June 6 is the same day as the Master Builders Association's 2025 Building Tour, which historically has been well-attended by SSHA³P Exec Board members. Also, meeting on May 30 will give member governments more time to review the proposed budget prior to the approval deadline of July 1.</p> <p>Vice-Chair Denson moved, and Mayor Barber seconded cancelling the June 6 meeting and holding a special meeting on May 30. Vote was taken, none opposed.</p>	The June 6 meeting will be cancelled, and a special meeting will be held on May 30.
SSHA³P Manager Report Mary	<p><u>CLIHP Grant Update</u> – last month the consultant completed the first deliverable, a model ordinance regarding co-living housing. They're now working on the final deliverables, due May 15.</p> <p><u>Program Specialist 2 Hiring Process</u> – 15 phone interviews were conducted this week, and six candidates are moving forward to have panel interviews the week of April 14. A hiring update is anticipated by the May 2 meeting.</p>	Informa- tional

TOPIC/WHO	DISCUSSION	ACTION
<p>Manager Report continued</p>	<p><u>Legislative Session Update</u> –The proposed House capital budget includes three project investments for Tacoma totaling 140 to 190 units, including redevelopment of Mason United Methodist Church; \$460M into the Housing Trust Fund; \$100M to the CHIP program; \$20M to support manufactured homes; and \$10M to support infrastructure improvement. The proposed Senate capital budget also includes \$2M to support the Montgomery Senior Housing project in Tacoma’s hilltop (65 units); \$2M to support the acquisition of a hotel in South Tacoma for Thrive International, a refugee assistance agency; and \$500,000 for Pierce County to design and engineer a site in Fredrickson, a total of nearly \$12M and 400 units; \$530M to the Housing Trust Fund; \$65M to CHIP; \$75M for affordable housing; and \$5.5M to support acquisition.</p> <p><u>SSHA³P Housing Capital Fund Update</u> – the Fund Committee adopted a motion to recommend the pre-commitment of the 2025 SSHA³P housing capital fund, as part of the CDC’s request for a land transfer for affordable housing in Fredrickson – more to come at the May meeting.</p> <p><u>Advisory Board Update</u> – this month the Board will have a presentation on the 2026 Work Plan and operating budget and will provide input on draft priorities again; a presentation from the Tacoma-Pierce County Affordable Housing Consortium on affordable housing basics; and Bryan Schmid will provide education on affordable housing financing options.</p> <p><u>Property Tax Exemption Seminar Update</u> Seminars are scheduled for June 11 on the Key Peninsula and July 17 in Parkland-Spanaway. Additional locations have been selected for the rest of 2025, dates to be scheduled. At the March 11 seminar in Sumner there were 110 attendees, the most-attended event so far! The 110 represented 59 households, 58 with a senior, 10 disabled, 12 veterans, and four disabled veterans.</p>	<p>Informa- tional</p>
<p>Updates & Comments from Exec Board Members</p>	<p>Mayor Roscoe feels like we’re moving the needle! Sumner communicates very well with their residents.</p> <p>CM George noted that Jason has done an amazing job advocating in Olympia. CM George serves on the Steering Committee for the Mason United Methodist Church project, and it’s exciting to see it moving along; he credits Jason!</p> <p>Chair Ballard would like to see more legislation approved in the future that protects the vulnerable, specifically moving forward the property tax exemption.</p>	

TOPIC/WHO	DISCUSSION	ACTION
Adjourn- ment.	There being no further business, the meeting adjourned at 9:39 a.m.	Meeting ad journe d.

The next SSHA³P Executive Board meeting is scheduled for Friday, May 2, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant



SSHA³P Executive Board

AGENDA MEMODRANDUM

May 2, 2025

AGENDA CATEGORY Staff Presentation

SUBJECT: Recommendation of the SSHA³P Housing Capital Fund Committee

PRESENTED BY: Jason Gauthier

FISCAL IMPACT
(Operating): N/A

ESTIMATED COST: \$966,000 – Housing Capital Fund

SUMMARY/BACKGROUND:

The briefing at the May 2, 2025 regular meeting of the Executive Board is to provide an review of the SSHA³P Housing Capital Fund Committee's recommend use of the 2025 SSHA³P capital Fund and the associated project.

Resolution No. 2023-08 created the SSHA³P Housing Capital Fund account (the Fund) and Rules and Procedures for the Fund. The Rules and Procedures created a committee (the Committee) of contributing parties to the Fund and provided the committee the authority to "create priorities for the expenditure of moneys from the Fund and provide recommendations to the Executive Board for expenditures from the Fund." Award and expenditures from the Fund must be authorized by action of the Executive Board.

The contributing parties to the Fund are the Cities of Auburn, Fife, and Sumner, and Pierce County. The parties agreed to contribute the funding amounts listed in Table 1 that were collected under RCW 82.14.540 in fiscal years 2024 and 2025. The funds collected under RCW 82.14.540 may be used for:

- Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW [71.24.385](#);
- Funding the operations and maintenance costs of new units of affordable or supportive housing; or
- For providing rental assistance to tenants.

Housing and services may only be provided to persons whose income is at or below 60 percent of the median income of the county or city imposing the tax, or at or below 80 percent of the median income of the county or city imposing the tax if used for the development of affordable housing intended for owner occupancy, as defined in RCW [84.14.010](#).

Table 1: SSHA³P Capital Fund Account - Funding Assumptions

	City of Auburn	City of Fife	City of Sumner	Pierce County	Total
2024	\$ 15,000	\$ 153,000	\$ 125,000	\$ 293,000	\$ 586,000
2025	\$ 15,000	\$ 110,000	\$ 65,000	\$ 167,000	\$ 357,000
Total FY 24-25	\$ 30,000	\$ 263,000	\$ 190,000	\$ 483,000	\$ 966,000*

*Up to 10% of these funds are eligible to be used for administrative costs by Pierce County, the Fund's administering agency.

ATTACHMENTS:

- 2025 SSHA³P Capital Fund Committee Recommendation
- Frederickson South Project Presentation

- Proposed Resolution No. 2025-01

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



2025 SSHA³P CAPITAL FUND COMMITTEE RECOMMENDATION

SSHA³P EXECUTIVE BOARD MEETING

MAY 2, 2025

AGENDA

- SSHA³P Capital Fund Background
- Review of Fund Committee Process and Considerations
- Recommendation of Proposed Resolution No. 2025-01
- Project Overview

SSHA³P CAPITAL FUND BACKGROUND

- Resolution No. 2023-08, Creating the SSHA³P Capital Fund Account
- Funders: cities of Auburn, Fife, Sumner and Pierce County
- Funding Source: Affordable and Supportive Housing Sales and Use Tax Credit
- 2024 SSHA³P Capital Fund Notice-of-Funding Availability (NOFA)

MEMBER GOVERNMENT CONTRIBUTIONS

The Fund's Rules and Procedures allow for member governments to allocate funds on an annual or biannual basis. Below are contributing members' allocations in 2024 and 2025.

Table 1: SSHA ³ P Capital Fund Account - Funding Assumptions					
	City of Auburn	City of Fife	City of Sumner	Pierce County	Total
2024*	\$ 15,000	\$ 153,000	\$ 125,000	\$ 293,000	\$ 586,000
2025	\$ 15,000	\$ 110,000	\$ 65,000	\$ 167,000	\$ 357,000
Total FY 24-25	\$ 30,000	\$ 263,000	\$ 190,000	\$ 483,000	\$ 966,000**

* No awards were recommended in the 2024 SSHA³P Housing Capital Fund NOFA due to insufficient scores.

** Under RCW 82.14.540, a maximum of 10% of these funds may be used for administrative purposes by the administering agency, Pierce County.

FUND SOURCE

- All fund allocated to the SSHA³P Capital Fund are generated via the Affordable and Supportive Housing Sales and Use Tax Credit under RCW 82.14.540 (aka 1406 Funds)
- Funds can only be used to serve households whose income is at or below 60% of the area median income (AMI) or at or below 80% AMI if used for the development of affordable housing intended for owner occupancy
- Funds are can used for the following activities:
 - Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services
 - Funding the operations and maintenance costs of new units of affordable or supportive housing; or
 - For providing rental assistance to tenants.

PIERCE COUNTY AREA MEDIAN INCOME

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Tacoma, WA HUD Metro FMR Area	\$120,800	Very Low (50%) Income Limits (\$) Click for More Detail	42,300	48,350	54,400	60,400	65,250	70,100	74,900	79,750
		Extremely Low Income Limits (\$)*) Click for More Detail	25,400	29,000	32,650	36,250	39,150	43,150	48,650	54,150
		Low (80%) Income Limits (\$) Click for More Detail	67,700	77,350	87,000	96,650	104,400	112,150	119,850	127,600

COMMITTEE PROCESS

- The Fund Committee met 7 times between September 2024 and April 2025
- Consideration of funding priorities
- Catalyst funding vs “last money in”
- Consideration of process for funding [NOFA vs Request-for-Proposal (RFP)]
- Review of opportunities to support development of publicly owned land for affordable housing development
- Discussion and review of example of RFP including surplus property and funding precommitment
- Adoption of Funding Usage Statement and Principles

POLICY STATEMENT

Committee adopted a policy statement to guide decision making for Fund usage, which included 3 principles:

Principle 1

Funder Priority

In effort to ensure each contributor to the Fund realizes progress toward local housing targets, the Fund shall be prioritized for award within the boundaries of the governments that contributed to the Fund. The Fund Committee may choose to limit eligible projects to those within boundaries of contributing members.

Principle 2

Government Owned Properties

The Fund shall prioritize the funding of projects on properties owned by contributing members and secondarily prioritize projects that leverage other publicly owned lands (example: Sound Transit, Department of Transportation, etc.). Through this priority, the Fund encourages the use of publicly owned assets for affordable housing development.

Principle 3

Geographic Funding

Over the 20-year Comprehensive Planning horizon, the Fund shall seek to fund an equitable distribution of projects across contributing members.

RECOMMENDATION

- The Fund Committee adopted a recommendation at its March 28, 2025, meeting for the Executive Board to adopt proposed Resolution No. 2025-01
- Proposed Resolution No. 2025-01 would authorize the pre-commitment of up to \$966,000 of the 2025 SSHA³P Housing Capital Fund as part of an upcoming RFP to be issued by the Pierce County Community Development Corporation (PCCDC) for the transfer of land for affordable housing development in the Frederickson community.
- The proposed Resolution includes the following requirements for use of the funds:
 - SSHA³P Capital Fund moneys are restricted to funding capital construction and are not eligible for property acquisition.
 - The project must include the construction of a minimum of 20 affordable housing units
 - The project must meet the funding guidelines of Pierce County
 - The Pierce County Community Development Corporation must encourage and prioritize RFP responses that propose the construction of housing units that incorporate universal design principles.
 - The RFP shall require the awarded RFP respondent to market housing opportunities to residents of the cities of Fife and Sumner.



2025 SSHA³P CAPITAL FUND COMMITTEE RECOMMENDATION

SSHA³P EXECUTIVE BOARD MEETING

MAY 2, 2025

SSHA³P EXECUTIVE BOARD

Pierce County Community Development Corporation – Frederickson South Project

Bryan Schmid, Social Services Supervisor – Affordable Housing | Bryan.Schmid@piercecountywa.gov

Champagne Lewis, Social Service Program Specialist III | champagne.lewis@piercecountywa.gov

Pierce County Community Development Corporation (PCCDC)



- Chartered by Pierce County in 1985 as a public non-profit corporation.
- Governing Board of eight members appointed by Pierce County Executive, confirmed by resolution of Pierce County Council.
- Staffed by Pierce County Human Services employees.
- PCCDC provides loans for affordable housing and has a \$40 million dollar loan portfolio.
- PCCDC charter allows for the acquisition and disposition of real property for public purposes.

Background – DNR Public-to-Public Property Transfer

- The Frederickson South site was acquired from the Washington State Department of Natural Resources (DNR) through a public-to-public sale to support the development of affordable housing. This partnership reflects broader strategies at both the state and county levels to utilize public lands for housing, particularly for households most in need.
- This project aligns with the County's Housing Action Strategy by facilitating the use of public land for affordable housing and expanding the role of the PCCDC in the acquisition of land for affordable housing development.

Sustaining Community Through Affordable Homeownership

- Frederickson's population has grown from 7,000 to over 29,000, but housing supply has not kept pace—especially for households earning below 80% of AMI.
- Affordable homeownership is not just about housing—it's about keeping families rooted, preserving community connections, and expanding opportunity.
- This funding request supports that vision and helps ensure Frederickson remains a place where all families can live, grow, and thrive.

Frederickson South Property

The PCCDC is advancing an affordable homeownership project in unincorporated Pierce County. This effort transforms publicly held land into an equitable residential community through strategic use of County affordable housing incentives and public funding. The project is designed to increase homeownership opportunities for income-qualified households, with a focus on density, equity, and long-term affordable stability.

Scope Summary:

- **Site Area:** 4+ acres (parcel #0418063042)
- **Zoning:** Moderate Density Single-Family (MSF)
- **Planned Units:** Approximately 28 units, including single-family homes and duplexes with affordable housing code incentives
- **Affordability Target:** Households earning less than 80% of Area Median Income (AMI) = \$92,650 family of four
- **Home Type:** One- to two-story, with garages and driveways, homes may be detached or attached.
- **Development Strategy:** PCCDC-led predevelopment and RFP to select developer
- **Project Goals:** Promote equity, expand homeownership access, and maximize site yield
- **Public Benefit:** Reduces displacement, builds wealth for lower-income households, and preserves community continuity

Frederickson South Property



The site is undeveloped and consists of natural vegetation, brush, weeds, and scattered trees.

We've taken early steps to understand what can be built here.

- Checking for any environmental concerns like flood zones or steep slopes.
- Confirming that water, sewer, and power are available nearby.
- Reviewing the land to make sure the soil is suitable for building.
- Looking at existing trees to help guide future site planning.
- Making sure there are no known historic or archaeological concerns on the property.

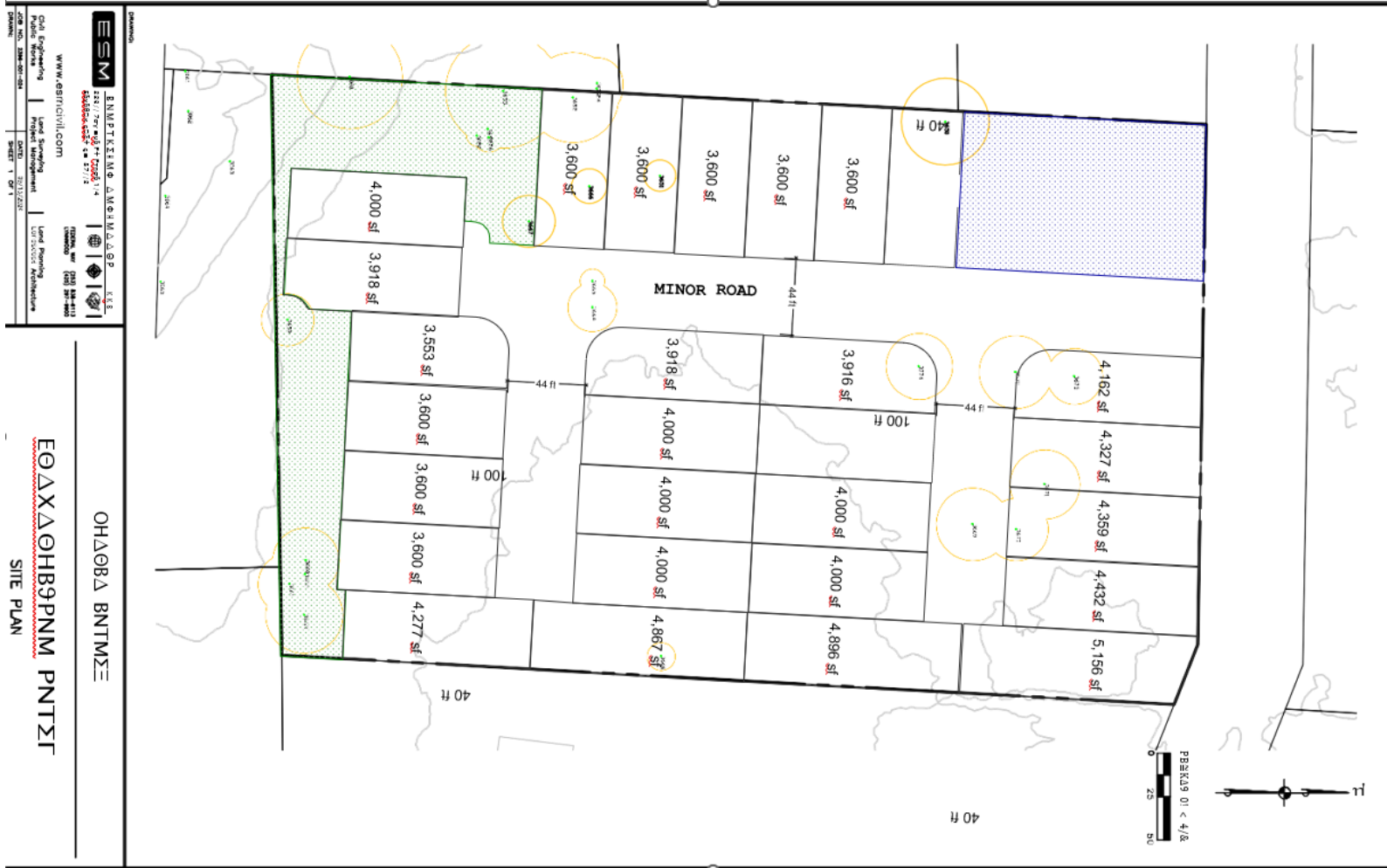
Frederickson South Property



The current site plan reflects a preliminary concept, developed to explore density potential and feasibility within the site's physical constraints. It is not the final design.

Key Points:

- This is a preliminary site plan, not a final or approved design.
- The layout was created to maximize density using County affordable housing incentives.
- Site constraints such as tree retention and open space have shaped the configuration.
- Developers have confirmed that viable housing products exist for this type of layout.
- The focus here is on demonstrating potential, not on final design details.
- The final site layout will be refined with the selected developer.



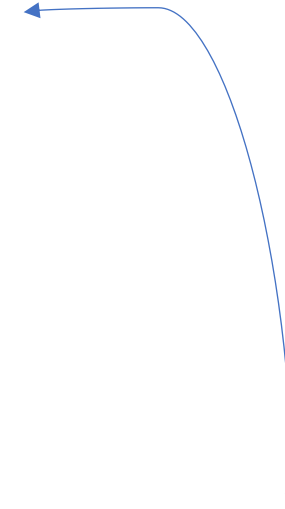
Completed Project Timeline

Phase 1: Due Diligence - August 2024 - Complete

This foundational phase confirmed the site's feasibility for residential development, incorporating density incentives and critical site assessments. The work addressed zoning, buildability, and environmental constraints.

Phase 2: Acquisition - October 2024 - Complete

In partnership with DNR, PCCDC finalized a public-to-public sale for \$998,000. The acquisition was funded through PCCDC's rapid acquisition loan program and aligned with RCW 39.33.015 for public benefit.




Preliminary feasibility completed:


- Critical areas
- Utilities (water/sewer/power)
- Title
- Wetlands/Soils
- Arborist
- Cultural Resources
- Appraisal

In Progress Project Timeline



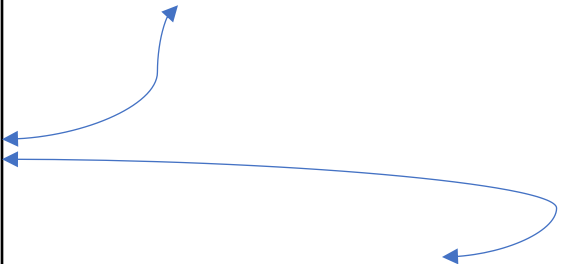
Phase 3: Site Planning - Late 2024 – present - Progress 

Site planning aligns with Frederickson’s Community Plan and Pierce County’s Comprehensive Plan, laying the groundwork for the upcoming Request for Proposals (RFP) to developers. To complete this phase, we are requesting \$500,000 from the Legislature to support key site planning activities.

Phase 4: Development Preparation - Fall 2025 Progress 

An RFP will be released to select a developer for affordable homeownership serving households earning at or below 80% of AMI. Internal coordination is underway to confirm and finalize RFP materials, scoring criteria, and the community engagement approach.

- Key Objectives:**
- Finalize RFP language, submission requirements, scoring criteria
 - Coordinate SSHA3P Fund committee + PCCDC review panel for transparent selection
 - Align RFP design guidelines with site feasibility
 - Clarify post-selection steps: contracting, permitting, and funding drawdown



- The RFP will include:**
- Clear affordability targets (≤80% AMI)
 - SSHA3P Capital Fund commitment of \$900k in construction-only funding
 - A required minimum of 20 affordable units
 - County funding rules and policies
 - A priority on universal design in housing

Upcoming Project Timeline

Phase 5: Grant & Funding Applications - Fall 2025 - 2026 🕒

This phase focuses on securing layered public funding to support site development and construction. This includes aligning sources with infrastructure needs and homeownership outcomes.

Phase 6: Construction - 2026–2027 - Pending 🕒

This phase marks the start of construction, beginning with infrastructure installation followed by vertical home construction.

Desired outcomes:

- Deliver up to 28 homes to maximize site density outcome
- Serve income-qualified households earning $\leq 80\%$ AMI
- Comply with site-specific tree retention, open space, and infrastructure requirements
- Coordinate inspections, closeout, and occupancy timeline

Key activities:

- Apply for CHIP infrastructure grant
- Application to State Housing Trust Fund for homeownership development funds
- Coordinate development contract execution and fund disbursement planning

Frederickson Financing Structure

Project Budget Overview:

- **Total Development Cost: \$17,000,000**
 - Predevelopment costs
 - Infrastructure – Off site and onsite
 - Construction
 - Sales costs
 - Development fees
- **Projected Sale Revenue: \$9,000,000**
 - Based on 28 homes sold at around \$320,000 - through a community land trust or land lease model
- **Funding Gap: \$8,000,000**

Total Public Investment Needed: \$8,000,000

- **Anticipated Public Funds:**
 - State Legislature Predevelopment: \$500,000
 - SSHA³P Capital Fund: -\$900,000
 - Connecting Housing to Infrastructure Program (CHIP): \$2,000,000
 - Washington State Housing Trust (HTF): \$3,000,000
 - Pierce County: \$1,600,000 – Source TBD

Next Steps

- I. **Release Developer RFP (Fall 2025):** Include the pre-committed funding from the SSHA³P Capital Fund for capital construction to attract strong proposals aligned with affordability goals.
- II. **Apply for CHIP Grant (Fall 2025):** Submit an application to the **Connecting Housing to Infrastructure Program** to fund sewer and utility installation.
- III. **Finalize Developer Agreement (Late 2025–Early 2026):** Structure the agreement to reflect funding conditions, delivery schedule, and affordability requirements.
- IV. **Application to the State Housing Trust Fund/Pierce County (2026):** The selected developer will apply for public homeownership funding to support vertical construction of the project.
- V. **Close of Financing and Construction Start (Fall 2026 – 2027):** Close on financing and construction start.
- VI. **Home Sales (Fall 2027 – 2028):** Sale of home to eligible homebuyers.

SSHAP EXECUTIVE BOARD

Pierce County Community Development Corporation – Frederickson South Project

Bryan Schmid, Social Services Supervisor – Affordable Housing | Bryan.Schmid@piercecountywa.gov

Champagne Lewis, Social Service Program Specialist III | champagne.lewis@piercecountywa.gov

PRESENTATION REVIEW

- The Fund Committee adopted a recommendation at its March 28, 2025, meeting for the Executive Board to adopt proposed Resolution No. 2025-01
 - Proposed Resolution No. 2025-01 would authorize the pre-commitment of up to \$966,000 of the 2025 SSHAP³ Housing Capital Fund as part of an upcoming RFP to be issued by the Pierce County Community Development Corporation (PCCDC) for the transfer of land for affordable housing development in the Frederickson community and require
 - SSHAP³ Capital Fund moneys are restricted to funding capital construction and are not eligible for property acquisition.
 - The project must include the construction of a minimum of 20 affordable housing units
 - The project must meet the funding guidelines of Pierce County
 - The Pierce County Community Development Corporation must encourage and prioritize RFP responses that propose the construction of housing units that incorporate universal design principles.
 - The RFP shall require the awarded RFP respondent to market housing opportunities to residents of the cities of Fife and Sumner.
- The Frederickson South Project RFP will be released in Fall 2025
- Construction to begin in 2026 with homes being completed and sold in 2027-2028.
- Total project cost estimated at \$17,000,000
 - \$8,000,000 will be provided by public subsidy



RESOLUTION NO. 2025-01

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA³P) ADOPTING THE 2025 FUNDING RECOMMENDATION OF THE SSHA³P CAPITAL FUND COMMITTEE.

WHEREAS, the SSHA³P Executive Board adopted Resolution No. 2023-08, creating the SSHA³P Housing Capital Fund account (the Fund); and

WHEREAS, the Rules and Procedures of the SSHA³P Capital Fund established the SSHA³P Housing Capital Fund Committee (the Fund Committee) to “create priorities for expenditures of moneys from the Fund and provide recommendations to the Executive Board for expenditures from the Fund”; and

WHEREAS, the Cities of Auburn, Fife, and Sumner and Pierce County have allocated a total of \$966,000 collected via RCW 82.14.540 to the Fund; and

WHEREAS, the Fund Committee met five times between September 27, 2024 and March 28, 2025 to review priorities and options for the Fund’s usage; and

WHEREAS, on March 14, 2025, the Fund Committee adopted a Housing Capital Fund Usage Prioritization Policy that established three principles to guide Fund usage; and

WHEREAS, the first principle establishes that the Fund shall be prioritized for award within the boundaries of the governments that contributed to the Fund; and

WHEREAS, the second principle prioritizes projects on properties owned by contributing members and secondarily prioritizes projects that leverage other publicly owned lands to encourage the use of publicly owned assets for affordable housing



development; and

WHEREAS, the third priority seeks an equitable distribution of projects across contributing members over the 20-year Comprehensive Planning horizon; and

WHEREAS, the Fund Committee met on March 28, 2025 and recommended adoption of Proposed Resolution No. 2025-01.

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board authorizes the pre-commitment of up to \$966,000 of the SSHA³P Housing Capital Fund as part of the Pierce County Community Development Corporation's land transfer and affordable housing development request-for-proposal (RFP) in the Frederickson community of unincorporated Pierce County. Additional information about this pre-commitment can be found in Exhibit A.

Section 2. This pre-commitment requires the following project eligibility conditions be met:

- a. SSHA³P Capital Fund moneys shall be restricted to funding capital construction and shall not be used for property acquisition.
- b. The project shall include of a minimum of 20 affordable housing units.
- c. The awarded RFP respondent shall meet the affordable housing funding guidelines of Pierce County.
- d. The RFP shall encourage and prioritize responses that propose the construction of housing units that incorporate universal design principles.
- e. The RFP shall require the awarded RFP respondent to market housing opportunities to residents of the cities of Fife and Sumner.

Section 3. This Resolution will take effect and be in full force upon passage and signature.

Adopted this _____ day of _____, 2025.

SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

Kevin Ballard, CHAIR

ATTEST:

2025 South Sound Housing Affordability Partners (SSHA³P) Housing Capital Fund Summary of 2025 Fund Committee Recommendation

Background

Resolution No. 2023-08, adopted by the SSHA³P Executive Board on December 1, 2023, created the SSHA³P Housing Capital Fund account (the Fund) and Rules and Procedures for the Fund. The Rules and Procedures created a committee (the Committee) of representatives of contributing parties to the Fund and provided the Committee the authority to “*create priorities for the expenditure of moneys from the Fund and provide recommendations to the Executive Board for expenditures from the Fund.*”

At the March 28, 2025, meeting of the Committee, it recommended the Executive Board adopt Proposed Resolution No. 2025-01. Proposed Resolution No. 2025-01 would authorize the pre-commitment of up to \$966,000 of the 2025 SSHA³P Housing Capital Fund to the Pierce County Community Development Corporation’s land transfer and affordable housing development request-for-proposal (RFP) in the Frederickson community of unincorporated Pierce County. This attachment to the resolution provides additional background on the Committee’s recommendation.

Fund Committee Review Process

In 2024, the Committee issued a Notice of Funding Availability (NOFA) for the Fund. No awards were made due to insufficient scores. After this process, the Committee met regularly to consider how to use funds in the future. The Committee adopted a policy statement to guide its decision making. In addition to considering the release of another NOFA with updates to release timeline, eligibility requirements, and funding priorities, the Committee reviewed opportunities for the development of affordable housing using publicly owned real estate and the pre-commitment of SSHA³P Capital Fund moneys to serve as a project catalyst and leverage for future public and private investment.

Through this review, the Committee focused discussion on properties owned by public entities inside the boundaries of funding members, including the property in the Frederickson community of unincorporated Pierce County acquired by the Pierce County Community Development Corporation (PCCDC).

Policy Statement for Fund Usage

At their March 14, 2025, meeting, the Committee adopted a policy statement for Fund usage to guide future decision making. The policy statement included three principles in alignment with the shared regional goal of expanding affordable housing opportunities while maintaining local flexibility and ensuring that each contributing government benefits from its investment in the Fund.

Principle 1

Funder Priority

In effort to ensure each contributor to the Fund realizes progress toward local housing targets, the Fund shall be prioritized for award within the boundaries of the governments that contributed to the Fund. The Fund Committee may choose to limit eligible projects to those within boundaries of contributing members.

Principle 2

Government Owned Properties

The Fund shall prioritize the funding of projects on properties owned by contributing members, and secondarily prioritize projects that leverage other publicly owned lands (example: Sound Transit, Department of Transportation, etc.). Through this priority, the Fund encourages the use of publicly owned assets for affordable housing development.

Principle 3

Geographic Funding

Over the 20-year Comprehensive Planning horizon, the Fund shall seek to fund an equitable distribution of projects across contributing members.

Member Government Contributions

The Fund's Rules and Procedures allow for member governments to allocate funds on an annual or biannual basis. Below are contributing members' allocations in 2024 and 2025.

Table 1: SSHA ³ P Capital Fund Account - Funding Assumptions					
	City of Auburn	City of Fife	City of Sumner	Pierce County	Total
2024*	\$ 15,000	\$ 153,000	\$ 125,000	\$ 293,000	\$ 586,000
2025	\$ 15,000	\$ 110,000	\$ 65,000	\$ 167,000	\$ 357,000
Total FY 24-25	\$ 30,000	\$ 263,000	\$ 190,000	\$ 483,000	\$ 966,000**

* No awards were recommended in the 2024 SSHA³P Housing Capital Fund NOFA due to insufficient scores.

** Under RCW 82.14.540, a maximum of 10% of these funds may be used for administrative purposes by the administering agency, Pierce County.

Affordable and Supportive Housing Sales and Use Tax Credit

All funds allocated by member governments were generated via the Affordable and Supportive Housing Sales and Use Tax Credit, authorized under RCW 82.14.540. The housing and services collected under this statute may only serve persons whose income is at or below 60 percent of the median income of the county or city imposing the tax, or at or below 80 percent of the median income of the county or city imposing the tax if used for the development of affordable housing intended for owner occupancy, as defined in RCW 84.14.010.

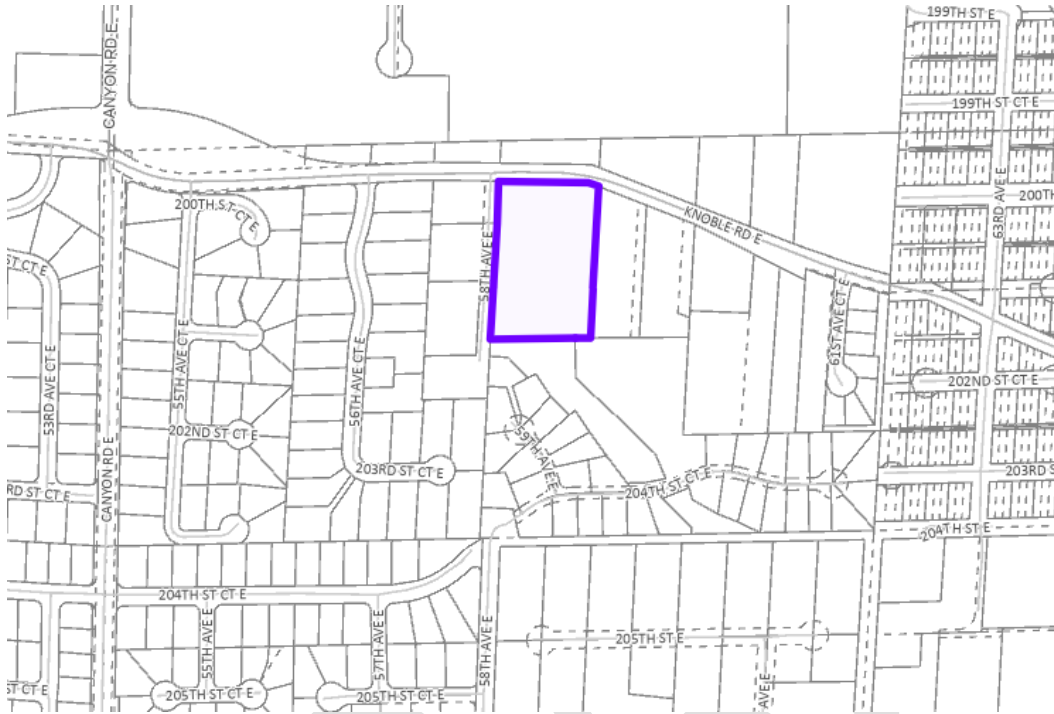
Funds collected under RCW 82.14.540 are eligible to be used for the following:

- Acquiring, rehabilitating, or constructing affordable housing, which may include new units of affordable housing within an existing structure or facilities providing supportive housing services under RCW 71.24.385;
- Funding the operations and maintenance costs of new units of affordable or supportive housing; or
- For providing rental assistance to tenants.

Frederickson Property

The Pierce County Community Development Corporation (PCCDC), a public nonprofit entity, plans to develop a 4.22-acre site located at 200th Street East and Knoble Road East in unincorporated Pierce County. This site is zoned for moderate density single-family (MSF). By utilizing affordable housing bonus densities allowed under Pierce County Code 18A.65, the site has the potential to accommodate up to 28 units of housing, with a mixture of single-family homes and duplexes.

PCCDC acquired the property from the Department of Natural Resources (DNR) for \$998,000 using funds from Pierce County's rapid acquisition fund for affordable housing, established under the 2024-2025 Biennial Budget. The project aligns with the Frederickson Community Plan and Pierce County's Comprehensive Plan to meet local housing needs.



Due to the site's zoned capacity, the PCCDC views the site as most suitable for a affordable homeownership project for households earning less than 80% of the Area Median Income (AMI). The PCCDC anticipates a project total development cost of approximately \$17 million and anticipates the project requiring a total public funding investment of approximately \$8 million. The project's proposed development time line is outlined below:

Phase 1: Due Diligence (Completed August 2024)

- Conducted critical analyses, including cultural resources, environmental evaluations, and property appraisal, to ensure feasibility.

Phase 2: Acquisition (Completed October 2024)

- Secured the property from the Department of Natural Resources for \$998,000.

Phase 3: Site Planning (Completed Late 2024 – Early 2025)

- Ongoing planning activities include site evaluation, preliminary design, and tree retention and open space design.

Phase 4: Development Preparation (Spring/Summer 2025)

- Environmental studies, engineering designs, site development permits, submission of plan/PDD and critical infrastructure preparation.

Phase 5: Infrastructure Funding (2025/Winter 2026)

- Apply for a Connecting Housing to Infrastructure grant from the Washington Department of Commerce to connect the existing sewer line to the property. Application will be submitted in Fall 2025 and award announcements are expected in January 2026.

Phase 6: RFP and Developer Selection (Fall 2025)

- Issue a Request for Proposal to seek a qualified development partner for site construction, select developer, begin property transfer.

Phase 7: Funding and Construction (2026 – 2027)

- It is expected that the selected developer would apply for construction capital funding in 2026 from the Pierce County affordable housing fund and the Washington Housing Trust Fund, with construction starting in 2027.

Recommendation

At the March 28, 2025, Committee meeting, it recommended the Executive Board adopt Proposed Resolution No. 2025-01 to authorize the pre-commitment of up to \$966,000 of the 2025 SSHA³P Housing Capital Fund as part of the Pierce County Community Development Corporation's land transfer and affordable housing development request-for-proposal (RFP) in the Frederickson community of unincorporated Pierce County.

The proposed resolution includes the following requirements for use of the funds:

1. SSHA³P Capital Fund moneys are restricted to funding capital construction and are not eligible for property acquisition.
2. The project must include the construction of a minimum of 20 affordable housing units
3. The project must meet the funding guidelines of Pierce County
4. The Pierce County Community Development Corporation must encourage and prioritize RFP responses that propose the construction of housing units that incorporate universal design principles.
5. The RFP shall require the awarded RFP respondent to market housing opportunities to residents of the cities of Fife and Sumner.



SSHA³P Executive Board

AGENDA MEMODRANDUM

May 2, 2025

AGENDA CATEGORY Staff Presentation

SUBJECT: 2026 SSHA³P Operating Budget Presentation

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST: \$366,368

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement (IGA) requires the Executive Board to adopt a recommended operating budget for the following fiscal year on or before July 1st of each year. Following adoption of the recommended operating budget, the resolution and budget are required to be transmitted to member governments for their budget consideration.

This presentation is to receive Executive Board input and direction to finalize the 2026 Recommended SSHA³P Operating Budget.

ATTACHMENTS:

- 2026 SSHA³P Operating Budget Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



2026 DRAFT OPERATING BUDGET

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MAY 2, 2025

BUDGET CONSIDERATIONS

- Alignment current and anticipated workflow, including affordable housing monitoring and compliance
- Direction on Fund Balance Usage Strategy
- Member Government Feedback
- Local Government Revenue Concerns
- Program Specialist II (PS2) staffing change
- Advisory Board input

CURRENT FY25 BUDGET

- Utilizes \$50,000 of Operating Fund Balance in FY25
- FY25 member contribution was a 0% increase over FY24

South Sound Housing Affordability Partners	
Fiscal Year 2025 Operating Budget	
Estimated Operating Fund Balance - January 1, 2025	\$ 154,014.00
Estimated Operating Fund Balance - December 31, 2025	\$ 104,094.83
SSHA3P Fund	2025 BUDGET
OPERATING REVENUES	
City of Auburn	\$ 5,601.94
City of DuPont	\$ 5,601.94
City of Edgewood	\$ 5,601.94
City of Fife	\$ 5,601.94
City of Fircrest	\$ 3,361.16
City of Gig Harbor	\$ 5,601.94
City of Lakewood	\$ 22,407.75
City of Milton	\$ 3,361.16
Pierce County	\$ 140,725.00
Puyallup Tribe of Indians	\$ 3,361.16
City of Puyallup	\$ 13,444.65
Town of Steilacoom	\$ 3,361.16
City of Sumner	\$ 5,601.94
City of Tacoma	\$ 70,362.50
City of University Place	\$ 13,444.65
SSHA3P Operating Fund Balance	\$ 50,000.00
TOTAL Revenue	\$ 357,440.83
EXPENDITURES	
Salaries and Benefits - Manager	\$ 192,490.00
Salaries and Benefits - Program Specialist II	\$ 122,170.00
Travel and Training	\$ 3,000.00
Phone	\$ 1,320.00
Communication (Printing, Translation, Advertising, etc.)	\$ 1,000.00
Supplies and Miscellaneous	\$ 500.00
Advisory Board Support	\$ 4,950.00
Cost Pool Allocation/10% Admin Fee	\$ 31,580.00
TOTAL Expenditures	\$ 357,010.00
WA Dept of Commerce - CLIHP Grant	
GRANT REVENUE	
FY 2024 CLIHP Grant Revenue	\$ 25,000.00
FY 2025 CLIHP Grant Revenue	\$ 25,000.00
TOTAL Grant Revenue	\$ 50,000.00
Expenditures	
Contracted Services	\$ 50,000.00
TOTAL Grant Expenditures	\$ 50,000.00

FUND BALANCE

- Anticipated Fund Balance on January 1, 2026: **\$166,359.53**
- Why is our Fund Balance so large?
 - Delay in staff hiring in 2021 and 2022
 - Middle Housing grant funding (2022-2023) to offset staff costs
 - Cost pool allocation underspent

Draft FY26 Operating Budget

- Budget increase for salary and benefits for Program Specialist II (36 to 40 hours per week)
- Communication budget increase to due to web hosting change and translation needs
- Lower cost pool allocation to reflect historical trends
- 2.59% increase in expenses over 2025 budget
- Member fees would require a 20% increase if no Fund Balance is used in 2026

South Sound Housing Affordability Partners	
DRAFT Fiscal Year 2026 Operating Budget	
Estimated Operating Fund Balance - January 1, 2026	\$ 166,359.53
SSHA3P Fund	0% Increase
OPERATING REVENUES	
City of Auburn	\$ 5,601.94
City of DuPont	\$ 5,601.94
City of Edgewood	\$ 5,601.94
City of Fife	\$ 5,601.94
City of Fircrest	\$ 3,361.16
City of Gig Harbor	\$ 5,601.94
City of Lakewood	\$ 22,407.75
City of Milton	\$ 3,361.16
Pierce County	\$ 140,725.00
Puyallup Tribe of Indians	\$ 3,361.16
City of Puyallup	\$ 13,444.65
Town of Steilacoom	\$ 3,361.16
City of Sumner	\$ 5,601.94
City of Tacoma	\$ 70,362.50
City of University Place	\$ 13,444.65
SSHA3P Operating Fund Balance	\$ 59,000.00
TOTAL Revenue	\$ 366,440.83
EXPENDITURES	
Salaries and Benefits - Manager	\$ 198,220.00
Salaries and Benefits - Program Specialist II	\$ 144,098.00
Travel and Training	\$ 3,500.00
Phone	\$ 1,300.00
Communication (Printing, Translation, Advertising, etc.)	\$ 3,800.00
Supplies, Space Rental and Miscellaneous	\$ 500.00
Advisory Board Stipends	\$ 4,950.00
Cost Pool Allocation	\$ 10,000.00
TOTAL Expenditures	\$ 366,368.00

BUDGET BACKGROUND

The SSHA³P Intergovernmental Agreement (the IGA) provides the Executive Board with the power to develop and recommend an annual budget.

- Section 13 of the ILA outlines the following pertinent items:
 1. *“...on or before July 1st of each year, a recommended operating budget for SSHA³P for the following budget year will be prepared, reviewed and recommended by the Executive Board and transmitted to each Party.”*
 2. *“No recommended budget will become effective until approved by the legislative body of each Party and adopted by the Executive Board.”*
 3. *“If a Party does not approve the budget in a timely manner, the Executive Board may adopt the annual budget and work plan with a two-thirds majority vote.”*

BUDGET NEXT STEPS

May 2	Presentation of 2026 Draft Operating Budget for Executive Board discussion and direction
May 30	Consideration of Resolution 2025-02 to recommend a 2026 Operating Budget to member governments
June 30	Deadline for Parties of the IGA to issue written notice to withdraw from the IGA prior to next fiscal year
July – November	Legislative body of each Party approves its contribution to SSHA³P either separately or through its budget process <i>SSHA³P staff available for 2026 Budget and Work Plan presentation(s) to member government Councils and/or committees</i>
December 5	Executive Board Resolution to adopt FY 2026 Operating Budget <i>The Executive Board may adopt the annual Budget with a two-thirds majority vote</i>



2026 DRAFT OPERATING BUDGET

SSHA³P EXECUTIVE BOARD REGULAR MEETING

MAY 2, 2025

TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: May 2025 Manager Report
DATE: May 2, 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

At the March 28, 2025 meeting of the Fund Committee adopted a motion to recommend the Executive Board's adoption of proposed Resolution No. 2025-01, a recommendation for the pre-commitment of the 2025 SSHA³P Housing Capital Fund as part of the Pierce County Community Development Corporation's future Request-for-Proposal for a land transfer for affordable housing development in the Frederickson community. This recommendation will be presented to the Executive Board at its May 2, 2025, regular meeting.

City of Fife Levee Pond Property

On February 7, 2025, SSHA³P staff joined the Fife City Council at its annual retreat for a joint presentation with city staff on the future use of city-owned property near Levee Pond Park. The presentation focused on the potential for the property to be used for residential purposes, with a focus on the production of affordable housing. SSHA³P and city staff provided the Council with an overview of potential ways to explore this opportunity and how SSHA³P can provide support – staffing, procurement of certain development report, and future capital investment – to advance Council priorities. Staff expects to brief the Executive Board in late 2025 with an update on planned use for this property.

Affordable Housing Preservation Report

Staff met with the Pierce County Community Development Corporation (CDC) to discuss collaboration on this report. The CDC will be performing work to identify all title-restricted affordable housing in Pierce County in Q2-Q3 2025. SSHA³P staff will use this as a significant portion of the final report due in December 2025.

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

Makers Architecture and Urban Design completed their first deliverable, a model ordinance for implementation of [HB 1998](#) (2024) regarding co-living housing. The model ordinance is informed by one-on-one and group discussions with staff from 9 member jurisdictions participating in the CLIHP grant. Makers has begun work on final grant deliverables, due May 15, 2025: guidance for model ordinance

implementation, GIS maps indicating where HB 1998 requires co-living housing be allowed, and coordination with SSHA³P staff to update co-living communication materials.

Affordable Housing Monitoring Program

Over the past few months, SSHA³P staff met with A Regional Coalition for Housing (ARCH) staff and staff from SSHA³P members that have affordable housing incentive programs to collect background information on potential development of a SSHA³P affordable housing monitoring program. Staff completed a memo summarizing findings and will present this information to the Executive Board at a future meeting to receive feedback and direction.

ADU Communication Materials

Staff has begun review of ADU communication materials developed by the cities of Bellingham, Tacoma, Seattle, Spokane and Kitsap County to establish baseline and with staff from the cities of Gig Harbor, Edgewood, and Pierce County on February 19, 2025 to receive feedback regarding the preferred format of materials and informational that would be best to communicate to members of the public.

Staff have started drafting content and layout for materials. Staff plan to have draft communication materials reviewed by staff workgroup in summer 2025 for input, comments, and edits, and final work product to be produced and disseminated in fall 2025.

Pierce County Collaborative Planners Meetings

In 2025, SSHA³P staff will continue supporting staff workgroup members in hosting bi-monthly meetings for planners in Pierce County to collaborate and share ideas on housing-related topics. At the meeting on March 14th, planners discussed the impact of allowing middle housing on subdivision processes. At the next meeting on May 9th, staff from the City of Tacoma will provide a presentation on their new pre-approved detached accessory dwelling unit (DADU) program. Additionally, planners will discuss regulations for cottage housing.

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

There are two upcoming property tax exemption seminar scheduled:

- Key Peninsula: Wednesday, June 11 at 2 PM
- Parkland/Spanaway: Thursday, July 17 at 2 PM

On March 4, SSHA³P staff met with the Assessor-Treasurer's Office to discuss event scheduling for the rest of the year. Using requests from member governments and geographic considerations, SSHA³P and the Assessor-Treasurer's Office identified the following locations for event scheduling in 2025 (approximately one per month between June and December):

- Parkland/Spanaway

-
- Eatonville
 - Bonney Lake, Buckley, or Orting
 - Steilacoom
 - DuPont
 - Graham

Developer Series

SSHA³P's 2025 annual work plan calls for the development of a "Developer Series" to include information on comprehensive plan updates for the development community. On March 20, 2025, staff met with a group of for profit and non-profit builders to discuss the developer series concept and what information should be included in this series and how it would be best delivered. Staff will use this feedback in a future discussion with the staff workgroup to refine the concept.

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

Staff will be providing a full session recap in a document in May and has scheduled a session review with Carl Schroeder, Deputy Director of Government Affairs at the May 30th Executive Board special meeting.

Congressional Meeting

On April 24th SSHA³P staff were invited to a roundtable meeting with Congresswoman Emily Randall to discuss housing issues with representatives from Pierce County, City of Tacoma, Mi Centro, Tacoma Housing Authority, Metropolitan Development Council, and Southport Financial. SSHA³P advocated for Congresswoman Randall to protect [HOME](#) and [CDBG](#) funding, support the [Affordable Housing Credit Improvement Act](#), and understand the impacts that a softwood lumber tariffs on Canadian timber have on housing developers' costs.

Focus Area 5: Administration

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

SSHA³P Advisory Board

At the Advisory Board meeting on April 15:

- SSHA³P staff will seek input from Advisory Board members on priorities for SSHA³P's 2026 Work Plan and operating budget
- SSHA³P Advisory Board members will learn about affordable housing basics.

At the Advisory Board meeting on May 20:

-
- Advisory Board members will provide input on draft priorities for SSHA³P's 2026 Work Plan and operating budget
 - Bryan Schmid, Affordable Housing Supervisor at Pierce County, will provide an educational presentation on affordable housing financing by looking at some case studies in Pierce County.