



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

July 11, 2025
8:30 – 9:47 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) – excused
Councilmember John West, City of Edgewood – excused
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 – excused
Councilmember Brett Wittner, City of Fircrest (alternate) – present
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 – present
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) – present
Deputy Mayor Carla Bowman, City of Sumner – present
City Administrator Jason Wilson, City of Sumner (alternate) - excused
Mayor Victoria Woodards, City of Tacoma – present
Councilmember Sandesh Sadalge, Tacoma (alternate) – present
Councilmember Stan Flemming, City of University Place – present
Councilmember Denise McCluskey, City of University Place (alternate) – excused

Staff: Jason Gauthier, SSHA³P Manager
Alyssa Torrez, SSHA³P Program Specialist
Becki Foutz, Admin Assistant

Guests: Jay Worley, Katie Baker, Ryan Windish, Taylor Jones, Trish Crocker

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order. Roll was called, per above; a quorum was present.	Wel- come, all!

TOPIC/WHO	DISCUSSION	ACTION
Consent Agenda	<p>CM Flemming moved to approve the meeting agenda. Mayor Backus seconded the motion. Vote was taken; none opposed and no abstentions. The motion carried unanimously.</p> <p>CM Flemming moved to approve the consent agenda. Mayor Backus seconded. Vote was taken; none opposed and no abstentions. The motion carried unanimously.</p>	Meeting and Consent agendas were approved.
Public Comment	Chair Ballard opened the floor for public comment. None. No written comments have been received.	None
2026 Draft Work Plan Jason	<p>Jason presented and provided an overview of the 2026 Draft Work Plan. A work plan is required by the SSHA³P intergovernmental agreement, and directs and prioritizes workflow.</p> <p>ADUs and Property Tax Exemption Seminars are considerations in the Work Plan, while the administration focus has been removed and renamed SSHA³P Advisory Board, to better describe it. The seminars are extremely popular, with 70 people signed up for the one coming up in Sumner.</p> <p>CM Brandstetter asked why increasing the number of municipalities isn't in the work plan. SSHA³P staff are still working toward that end, although it's not specifically listed in the Work Plan.</p> <p>SSHA³P is here to serve member governments in their efforts to facilitate and promote affordable housing. A nine-city grant has just been completed. It provides assistance and support in implementing affordable housing actions. A menu of options of what SSHA³P can assist with will be developed in 2026. A website portal will be created for projects, to house compliance documents and government service agreements.</p> <p>CM Flemming asked if there's a monitoring and compliance feedback mechanism. Not at this point, but SSHA³P will be working with and learning from their counterpart up North, ARCH, who monitors hundreds of contracts.</p> <p>Affordable Housing Projects have received direct allocations of nearly \$40M! SSHA³P will continue to advocate for housing at the legislature. SSHA³P will work with member governments on congressionally directed spending projects.</p> <p>HOME – one of our loan federal AH programs, brings in about \$800,000 to support investments in AH.</p> <p>The “Big Beautiful Bill” included a significant portion of the affordable housing credit improvement act, about 80% of the request, which will lead to the creation of an additional 1.2M AH units.</p>	Informational

TOPIC/WHO	DISCUSSION	ACTION
2026 Work Plan continued	<p>A minimum of six property tax seminars will be held in 2026; SSHA³P will have the Assessor-Treasurer's Office take a bigger role in these.</p> <p>How do we help individuals and faith communities who are interested in establishing ADUs?</p> <p>The website will be maintained, including affordable housing mapping, MFTE projects, and SSHA³P staff will work with the CDC to update mapping to include projects that are in progress, and future projects.</p> <p>SSHA³P Advisory Board member recruitment and appointment activity will continue.</p> <p>Mayor Barber would like us to work on some toolkit plans to use for ADUs. In Gig Harbor they're working on affordable housing plans, and it would really help them if they could offer the tools to constituents.</p> <p>CM Flemming asked what next steps are? Based upon feedback this morning, the Work Plan will be revised per Board input and will be brought back to this Board with a Resolution for approval.</p> <p>Mayor Roscoe expressed her support of the idea that property tax seminars be moved more to a supportive role and not a focus. Seminars are more informational than progressing to actually add affordable housing units.</p> <p>CM Witting would like to have a workgroup for SSHA³P to establish model ADUs.</p> <p>Deputy Mayor Bowman agrees with Mayor Roscoe about the seminars and concurs with CM Witting about the standardization of ADUs.</p> <p>CM Ballard noted that one of SSHA³P's missions is to help keep people in the housing that they have, and would like SSHA³P to continue with the seminar effort. He agrees that the Assessor Treasurer's Office should step up with more staffing support for the seminars. Promotion of the disabled military veteran property tax exemption without means testing needs to be promoted moving forward.</p>	Informa- tional
City of Fife Levee Road Property Taylor Jones	<p>Taylor Jones, Senior Planner for the City of Fife, provided details on the Levee Road Property Proposal. To help meet Growth Management Act requirements, Fife needs to add 1784 housing units. The developable area on Levee Road is East of the Park and the future 74th Avenue E. The site was rezoned this year, to medium density residential.</p>	Informa- tional

TOPIC/WHO	DISCUSSION	ACTION
Levee Road Proposal continued	<p>Taylor provided examples of affordable housing public/private collaborations. Transfer options include an RFP for property transfer, or a government agency transfer. They propose using an RFP.</p> <p>Levee Road is proposed to be a project with a mix of residential, residential accessory, and residential supportive uses. The permit allows up to six units, with a potential of up to 12 units with a conditional use permit. They would like to offer a range of square footage and bedroom options. The units MUST contain a variety of sizes/types of affordable units for both rent and ownership, and should include units affordable to various low-income bands, and consider what accessory/supportive uses could benefit the project and neighborhood.</p> <p>The Fife City Council has authorized up to \$100,000 in feasibility studies. Later this year the geotechnical exploration, stormwater analysis, and other feasibility studies will be conducted. The RFP will be done in 2026.</p> <p>CM Flemming shared that in UP they always ask how projects benefit the city or community. Safety, prosperity, and vitality should be considered. Does this project integrate well with the rest of the community? The overall intent of the Levee Road proposal is to benefit the community/city, thus the requirement to provide various sizes and prices that would serve a variety of low-income bands. Community engagement will come later in the process; currently the focus is on feasibility studies.</p> <p>Deputy Mayor Bowman asked what road blocks have been encountered or anticipated. So far it's been smooth as far as consensus moving forward. Road blocks can always come up, especially since Fife is becoming more of a city rather than a rural community. Their soil is always a question mark.</p>	Informa- tional
SSHA³P Support Options for Levee Road Property Transfer Jason	<p>SSHA³P's core mission is to help... it's been working with Fife on this property for a year. SSHA³P co-presented with Fife to the Fife City Council back in February and the SSHA³P Capital Fund Committee has discussed this project.</p> <p>SSHA³P will help Fife with this project in any way they can, including writing the RFP, community and developer engagement, grant support, and proposal review. Infrastructure will be quite expensive. The Connecting-Housing-to-Infrastructure Program (CHIP) has provided the City of Seattle with funding for projects, and SSHA³P is in conversations about applying for that. Providing investment for this member government is in alignment with SSHA³P's mission and purpose.</p> <p>o SSHA³P is discussing entering into a Memorandum of Understanding to leverage resources to procure expedited necessary reports, including the geotechnical report and a cultural resource report.</p>	Informa- tional

TOPIC/WHO	DISCUSSION	ACTION
Levee Road Project Support continued	<p>It will cost \$80,000 - \$100,000 to procure the reports. Staff is working with the City of Fife to establish the MOU. This funding will be paid back by Fife in the future.</p> <p>Potentially, the Board could amend the FY 2025 Operating Budget to help facilitate Fife's Levee Road project.</p> <p>Jason requested discussion and direction from the Board. Would they like a Resolution to come forward? CM Flemming would like a Resolution to consider. Deputy Mayor Bowman, Mayor Backus, Mayor Roscoe, and CM Ballard expressed their support.</p>	A Resolution to support the Levee Road project will come forward at the August meeting.
SSHA³P Manager Report Jason	<p><u>Legislative Update</u> – a draft legislative agenda will be provided at the September meeting.</p> <p><u>Fund Committee Update</u> – the committee adopted its meeting schedule; they'll be meeting every other month regarding future funding rounds and are considering having the Capital Fund an every other year investment.</p> <p><u>Property Tax Exemption Seminar Update</u> – next week they will have a full house at the Parkland-Spanaway Library seminar, and DuPont, Steilacoom, and Eatonville seminars are being planned.</p>	Informational
Updates & Comments from Exec Board Members	None	
Adjournment.	There being no further business, CM Flemming moved to adjourn. CM Denson seconded the motion. Vote was taken; none opposed. The meeting adjourned at 9:47 a.m.	Meeting adjourned.

The next SSHA³P Executive Board meeting is scheduled for Friday, August 1, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant