



**South Sound Housing Affordability Partners
Advisory Board
Regular Meeting 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>

July 15, 2025, 5:30 P.M.

Adria Buchanan, 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, Tim Fairley, Zac Baker

I. CALL TO ORDER

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.

HOUSEKEEPING

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

A. May 20, 2025, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the May 20, 2025, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of May 20, 2025, Advisory Board meeting](#)

B. June 17, 2025, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the June 17, 2025, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of May 20, 2025, Advisory Board meeting](#)

Recommended Motion: Motion to approve the consent agenda.

IV. SSHA³P STAFF UPDATE

A. Executive Board Update

V. PRESENTATIONS AND DISCUSSION

A. Discussion on Universal Design Incentives Subcommittee

Purpose: Follow up discussion on the creation of a subcommittee to move forward with Universal Design incentive work led by Alyssa Torrez, SSHA³P Program Specialist II.

Action: Motion needed to start subcommittee.

ATTACHMENTS: [Agenda Memorandum: Universal Design Incentive Subcommittee Discussion](#)

B. 2026 SSHA³P Legislative Agenda

Purpose: Second presentation by Jason Gauthier, SSHA³P Manager, on the 2026 SSHA³P Legislative Agenda, to review input from the June 17th, 2025, board meeting and seek additional feedback.

Action: Motion to make formal legislative agenda recommendations.

ATTACHMENTS: [Agenda Memorandum: 2026 Legislative Agenda](#)
[2026 SSHA³P Legislative Agenda Presentation](#)

C. 2026 SSHA³P Workplan Review

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, to receive feedback on the draft 2026 Work Plan.

Action: Discussion and feedback

ATTACHMENTS: [Agenda Memorandum: 2026 Work Plan](#)
[Draft 2026 Work Plan Presentation](#)
[Draft 2026 Workplan](#)

VI. PUBLIC COMMENT

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 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 alyssa.torrez@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>.

VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

VIII. ADJOURN

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

May 20, 2025

Members Present: Zac Baker (Vice Chair), Adria Buchanan, Alfonso Brown, Desniege Haywood, Isabella Rivera Kjaer, Lori Wada, Tim Fairley, Corey Orvold, Riley Guerrero, Rosey Zhou (Vice Chair), Jay Worley (Chair), Laura Kerr, Jonah Kinchy, Sara Delano,

Members Excused: Faaluaina Pritchard

Members Absent: Steve Decker, Gary Hawkinson

Staff: Jason Gauthier

Guests: Bryan Schmid

Call to Order

Chair Worley called the meeting to order at 5:30 PM.

Roll Call

Jason Gauthier called roll; a quorum was present.

Land Acknowledgement

Chair Worley read the land acknowledgement.

Housekeeping

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Riley moved to approve the consent agenda. Adria seconded the motion. The motion carried with 14 in favor, 0 against, and 2 abstentions.

SSHA³P Staff Update

Jason provided an update on the following:

- Review of the May 2, 2025, Executive Board meeting
- SSHA³P Fund Committee recommendation
- Update on hiring of the SSHA³P Program Specialist II

Presentations and Discussion

2026 Work Plan Presentation

Jason presented on the 2026 Work Plan. Discussion and input followed.

[Affordable Housing Finance presentation from Bryan Schmid](#)

Bryan Schmid, Affordable Housing Supervisor from Pierce County provided an educational presentation and overview of the financing of affordable housing. Questions and discussed followed.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Adjourn

Riley moved to adjourn the meeting. Adria seconded the motion. The motion carried with 16 in favor, 0 against, and 0 abstentions. The meeting adjourned at 7:23 PM.

SSHA³P Regular Advisory Board Meeting

June 17, 2025

Members Present: Zac Baker (Vice Chair), Adria Buchanan, Alfonso Brown, Isabella Rivera Kjaer, Lori Wada, Tim Fairley, Corey Orvold, Rosey Zhou (Vice Chair), Jay Worley (Chair), Laura Kerr, Sara Delano, Faaluaina Pritchard, Gary Hawkinson, Jonah Kinchy

Members Excused: Desniege Haywood

Members Absent: Riley Guerrero

Staff: Jason Gauthier, Alyssa Torrez

Call to Order

Chair Worley called the meeting to order at 5:30 PM.

Roll Call

Jason Gauthier called roll; a quorum was present.

Land Acknowledgement

Chair Worley read the land acknowledgement.

Housekeeping

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

No motion was made to adopt content agenda.

SSHA³P Staff Update

Jason provided an update on the following:

- Review of the May 30, 2025, Executive Board meeting
- Update on hiring of the SSHA³P Program Specialist II

Presentations and Discussion

Advisory Board Participation

Chair Worley discussed purpose of buddy assignments and encourage board members to meet outside of meetings to develop rapport.

2026 SSHA³P State Legislative Agenda Presentation

Jason briefed the Board on the 2026 legislative agenda and asked for input on priorities. Discussion and input followed.

Update on Universal Design Incentives

Alyssa brief on the board on plans to finalized recommendations regarding incentives for universal design. Discussion and input from the Board followed.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Adjourn

Sara moved to adjourn the meeting. Zac seconded the motion. The motion unanimously. The meeting adjourned.



SSHA³P Advisory Board

AGENDA BILL

July 15, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2026 Legislative Agenda

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

This will be the 2nd presentation for Board input on the development of the 2026 State Legislative Agenda. This presentation will review the Advisory Board input receive at the June 17, 2025 meeting and staff will seek further input. The Board will also give input on how the Advisory Board would like to communicate it’s priorities to the Executive Board.

ATTACHMENTS:

- 2026 Legislative Agenda Presentation
-

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

2026 LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD REGULAR MEETING
JULY 15, 2025

SSHA³P



EARLY 2026 ITEMS OF INTEREST

- Capital Budget
 - Funding for the Workforce Housing Accelerator Program (\$50 million)
 - Support for resident acquisition of manufactured home communities
- HB 1717, sales and use tax remittance program
- HB 1859, modifying density bonus program for affordable housing built on property owned/controlled by a religious organization
- HB 1443, mobile dwelling units
- HB 1195, STEP housing
- HB 1907, sales and B&O tax loopholes on self-storage units
- SB 5576, Short-term rental tax option
- HB 1974, land banking

MAJOR THEMES

- Ownership opportunities with focus on barriers for households with disabilities
- Mixed-income housing and public funding (e.g. social housing)
- Income discrimination for those on fixed incomes/ disability
- Tenant screening and credit scores
- Alignment between funders
- Encouraging condominium construction

NEXT STEPS

- Executive Board
 - September 12 – Draft 2026 State Legislative Agenda Presentation
 - October 3 – Adoption of the 2026 State Legislative Agenda
- Advisory Board
 - August 19 – Date for potential Advisory Board action/recommendation

2026 LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD REGULAR MEETING
JULY 15, 2025

SSHA³P





SSHA³P Advisory Board

AGENDA BILL

July 15, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2026 Work Plan

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement requires the Executive Board to adopt an annual work plan and annual operating budget.

The annual work plan is designed to direct and prioritize workflow for SSHA³P staff and set expectations for the Executive Board, Advisory Board, member governments, and the public.

SSHA³P staff anticipate that the Executive Board will adopt the 2026 work plan at its regular meeting in August.

The purpose of this presentation is to receive feedback on the draft 2026 Work Plan.

ATTACHMENTS:

- 2026 Draft Work Plan Presentation
- 2026 DRAFT SSHA³P Work Plan

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



2026 WORK PLAN

SSHA³P ADVISORY BOARD REGULAR MEETING

JULY 15, 2025

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHAP Intergovernmental Agreement
- Directs and prioritizes workflow
- Set expectations for Executive Board, Advisory Board, member governments, and public

WORK PLAN DEVELOPMENT

- Informed by 2025 Work Plan
- Moving toward supporting implementation of policies and strategies of 2024 Comprehensive Plan updates
- Input and Feedback
 - Executive Board
 - Advisory Board
 - Member Government Staff
 - External Stakeholders

CONSIDERATIONS

- Accessory Dwelling Units
- **Administration** Focus Area Removed and Replaced
- Property Tax Exemption Seminars

WORK PLAN AREAS OF FOCUS

- Affordable Housing Development
- Program and Policy
- Advocacy
- Community Engagement
- Advisory Board

AFFORDABLE HOUSING DEVELOPMENT

- **Capital Fund**
 - Fund Committee
 - Project Pipeline
 - Account Management
- **Predevelopment Support**

PROGRAM AND POLICY

- **Grant Support**

- Fund Committee
- Project Pipeline
- Account Management

- **Planning Support**

- Policy Evaluation and Implementation

- **Monitoring and Compliance**

- Website/Portal Development
- Agreements
- Guidance Documents

- **Accessory Dwelling Units**

ADVOCACY

- **State**
 - Capital Budget
 - Policy Development
- **Federal**
 - Congressionally Directed Spending
 - Formula Grant Funding
 - Affordable Housing Credit Improvement Act

COMMUNITY ENGAGEMENT

- **Property Tax Exemption Seminars**
- **Faith Communities and Affordable Housing**
- **Website**

ADVISORY BOARD

- **Recruitment and Appointments**
- **Recommendations**
- **Work Plan**





2026 WORK PLAN

SSHA³P ADVISORY BOARD REGULAR MEETING

JULY 15, 2025

2026 Work Plan

Affordable Housing Development

A. Capital Fund

a. Fund Committee

Develop funding and project priorities and evaluation criteria to develop funding recommendations for consideration by the SSHA³P Executive Board.

b. Project Pipeline

Work with member governments and project sponsors to actively evaluate potential projects.

c. Account Management

Enhance procedures to manage contributions, commitments and expenditures of pooled funds. Work with the Department of Commerce to ensure timely and complete reporting in compliance with state requirements related to expedites and commitment of funds generated via RCW 82.14.540

B. Predevelopment Support

Assist member governments with advancing and coordinating affordable housing projects on publicly owned property by providing technical assistance and support to member governments and property owners/developers interested in supporting affordable housing. SSHA³P will develop an option menu for member governments to utilize to support their evaluation and transfer of publicly owned property.

Program and Policy

A. Grant Support

Work with member governments to support grant identification and applications for programs and project that support the development of affordable housing including the following state grants.

- a. Regional Approaches Program
- b. Connecting Housing to Infrastructure
- c. Planning Implementation Grants

B. Accessory Dwelling Units

Support member governments on regional efforts to develop pre-approved accessory dwelling unit (ADU) plans.

C. Planning Support

At the request of member governments, provide assistance and support in the evaluation and implementation of housing related actions, including but not limited to the following:

- a. Multi-family Property Tax Exemption Program
- b. Surplus Property Policies and Procedures
- c. Incentive Programs (density, parking and tax incentives)

2026 Work Plan

D. Affordable Housing Monitoring and Compliance Program

Finalize the development, started in 2025, of the SSHA³P Monitoring and Compliance Program to administer local housing incentive compliance with affordable housing requirements. This development of this program will include the creation and deployment of the following items:

- a. Website/Portal Development
- b. Member Government Service Agreements
- c. Guidance Documents

Member Government	Incentive Programs	Total Number of Current and Upcoming MFTE Projects	Total Number of Current and Upcoming MFTE Affordable Units
City of Fife	MFTE, TOD MFTE	0	0
City of Lakewood	MFTE, 1110 Bonus Density, TOD MFTE	2	64
Pierce County	MFTE, TOD MFTE	0	0
City of Puyallup	MFTE, 1110 Bonus Density, TOD MFTE	1	47
City of Sumner	MFTE, TOD MFTE	1	33
TOTAL		4	144

Advocacy

A. State Agenda

- a. Capital Budget

Work with member governments and development community to coordinate and support capital budget requests for the development of affordable housing.

- b. Policy Development

Develop 2-3 targeted legislative policy priorities to support the creation of affordable housing.

B. Federal Agenda

- a. Congressionally Directed Spending

Work with member government and the development community to coordinate and support Congressional Directed Spending requests to support for affordable housing development

- b. Formula Grant Funding

Advocate for continuing investments in the HOME Investment Partnership (HOME) and Community Development Block Grant (CDBG) programs.

- c. Affordable Housing Credit Improvement Act

2026 Work Plan

Advocate for the passage of the Affordable Housing Credit Improvement Act to strengthen and expand the Low-Income Housing Tax Credit (LIHTC).

Community Engagement

A. Property Tax Exemption Seminars

In collaboration with member governments, the Assessor-Treasurers' Office, and the Pierce County Human Services Department, conduct a minimum of 6 property tax exemption seminars.

B. Faith Communities and Affordable Housing

In collaboration with member governments, Associated Ministries and the Pierce County Human Services Department develop and deploy an outreach and communication plan for faith communities considering the utilize of their property for affordable housing.

C. Website

- a. Developer Portal
Ensure annual update of the Developer Portal is completed.
- b. Affordable Housing Mapping
In collaboration with the Pierce County Community Development Corporation, deploy an updated mapping of current, in-progress, and future affordable housing projects in Pierce County.

Advisory Board

A. Recruitment and Appointments

Ensure Advisory Board recruitment and appointments are completed in alignment with the intergovernmental agreement and direction of the Executive Board.

B. Advisory Board Recommendations

Support the Advisory Board in developing policy and program recommendations in alignment with the Advisory Board's work plan and member government requests.

C. Work Plan

Ensure the Advisory Board's annual work plan is development, recommended, and adopted.



SSHA³P Advisory Board

AGENDA BILL

July 17, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Update on Universal Design Subcommittee Discussion

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

In this presentation, Alyssa Torrez will lead a discussion on creating a subcommittee to continue the Universal Design incentive options.

ATTACHMENTS:

N/A

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

Motion to create Universal Design subcommittee.



SSHA³P Advisory Board Buddy Assignments

July 2025

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