

NOTICE

Special Meeting

South Sound Housing Affordability Partners

Executive Board

Please be advised that a Special Meeting of the South Sound Housing Affordability Partners (“SSHA³P”) Executive Board will be held on July 11, 2025, at 8:30 a.m.

The meeting will be conducted in a hybrid format and can be attended remotely through Zoom at <https://piercecountywa.zoom.us/j/98374643754> or by dialing 253-215-8782 and entering Meeting ID: 983 7464 3754. The public can view the meeting in-person in the Muckleshoot Conference Room at 3602 Pacific Avenue Tacoma, WA 98418.

The Special Meeting agenda items are:

- Presentation: 2026 Draft Work Plan
- Presentation: City of Fife Levee Road Property
- Presentation: SSHA³P Support for Levee Road Property Transfer

Agenda and minutes of the SSHA³P Executive Board can be found at <https://southsoundaffordablehousing.org/meetings/>



**South Sound Housing Affordability Partners
Executive Board**

Special 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>

July 11, 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: If you could add a fictional character to your Council, who would it be and why?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: May 30, 2025, Executive Board special 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. 2026 Draft Work Plan

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, of the draft 2026 Work Plan for Executive Board review and input.

ATTACHMENTS: Agenda Memorandum: Draft 2026 Work Plan
Draft 2026 Work Plan Presentation
Draft 2026 Work Plan

B. City of Fife Levee Road Property

Purpose: Presentation from City of Fife staff on the City of Fife's Levee Road Property.

ATTACHMENTS: Agenda Memorandum: Levee Road Property
Levee Road Property Presentation

C. SSHA³P Support for Levee Road Property Transfer

Purpose: Presentation of options for SSHA³P to support the transfer and future use of the Levee Road property for affordable housing.

ATTACHMENTS: Agenda Memorandum: SSHA³P Support Options for Levee Road Property Transfer

SSHA³P Options to Support Levee Road Property Transfer Presentation

VI. REPORT BY THE SSHA³P MANAGER

A. 2026 Work Plan and State Legislative Agenda Update

B. Advisory Board Update

C. Fund Committee Update

D. Property Tax Exemption Seminar Update

ATTACHMENTS: July 2025 SSHA³P Manager Report

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN



South Sound Housing Affordability Partners
Executive Board Meeting Minutes

May 30, 2025

8:30 – 9:54 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 – excused
Mayor Dave Olson, City of Edgewood – (alternate) – excused?
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 – excused
Councilmember Mike Brandstetter, (alternate) City of Lakewood – present
Mayor Shanna Styron Sherrell, City of Milton – present
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) – excused?
Deputy Mayor 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: Jason Gauthier, SSHA³P Manager
Becki Foutz, Admin Assistant

Guests: Carl Schroeder, Felicia Medlen, Kenneth George, Mary Connolly, Ryan Windish, Taylor Jones, Trish Crocker

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order at 8:33 a.m. Roll was called, per above; a quorum was present.	Wel- come, all!

TOPIC/WHO	DISCUSSION	ACTION
Consent Agenda	CM Flemming moved to approve the consent agenda. Mayor Backus 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.	
Resolution #2025-01 SSHA³P Capital Fund Jason	<p>Resolution 2025-01 would authorize the pre-commitment of up to \$966,000 of the 2025 SSHA³P Capital Fund as part of an upcoming RFP to be issued by the Pierce County Community Development Corporation (CDC) for the transfer of affordable housing development in the Frederickson community. Requirements: restricted to funding capital construction, not eligible for property acquisition; must include constructing a minimum of 20 affordable housing units; meeting the funding guidelines of Pierce County; RFP responses proposing the construction of units incorporating universal design principles will be prioritized; and the awarded respondent shall market these housing opportunities to Fife and Sumner residents. Funds may be used to serve households whose income is at or below 60% of the AMI, or below 80%, if used for development of affordable housing intended for ownership occupancy. Funds may be used for acquiring, rehabilitating, or constructing affordable housing, operations and maintenance costs, and rental assistance.</p> <p>The Release Developer RFP will be published this Fall. The Frederickson project is currently in the site planning phase; development preparation will begin this Fall, and construction is anticipated to begin in 2026. Layered public funding will be used to fund the \$17M project: \$9M from sales and \$8M to be funded via State Legislature, SSHA³P Capital Fund, CHIP grant; WA State Housing Trust, and Pierce County.</p> <p>CM George noted that this project marks a significant milestone for SSHA³P – Kudos to all!</p> <p>CM Flemming moved to adopt Resolution 2025-01 and CM Denson seconded the motion. Vote was taken; none opposed.</p>	<p>Informational</p> <p>Resolution 2025-01 was adopted.</p>
Resolution #2025-02 SSHA³P Operating Budget Jason	Resolution 2025-02 would approve the 2026 SSHA ³ P Operating Budget. Fund balance at the beginning of 2026 is anticipated to be \$166,359.53, due in part to the delay in staff hiring in 2021 and 2022, the Middle Housing grant funding in 2022-2023 to offset staff costs, and underspending of the cost pool allocation. The existing fund balance allows member contributions to remain the same as last year.	Informational

TOPIC/WHO	DISCUSSION	ACTION
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<p>2026 Budget continued</p>	<p>South Sound Housing Affordability Partners Fiscal Year 2026 Operating Budget</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Estimated Operating Fund Balance - January 1, 2026</td> <td style="text-align: right;">\$ 166,359.53</td> </tr> <tr> <td colspan="3">SSHA³P Fund</td> </tr> <tr> <td colspan="3">OPERATING REVENUES</td> </tr> <tr> <td>City of Auburn</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of DuPont</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Edgewood</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Fife</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Fircrest</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Gig Harbor</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Lakewood</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">22,407.75</td> </tr> <tr> <td>City of Milton</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>Pierce County</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">140,725.00</td> </tr> <tr> <td>Puyallup Tribe of Indians</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Puyallup</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">13,444.65</td> </tr> <tr> <td>Town of Steilacoom</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,361.16</td> </tr> <tr> <td>City of Sumner</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,601.94</td> </tr> <tr> <td>City of Tacoma</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">70,362.50</td> </tr> <tr> <td>City of University Place</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">13,444.65</td> </tr> <tr> <td>SSHA³P Operating Fund Balance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">59,000.00</td> </tr> <tr> <td>TOTAL Revenue</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">366,440.83</td> </tr> <tr> <td colspan="3">EXPENDITURES</td> </tr> <tr> <td>Salaries and Benefits - Manager</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">198,220.00</td> </tr> <tr> <td>Salaries and Benefits - Program Specialist II</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">144,098.00</td> </tr> <tr> <td>Travel and Training</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,500.00</td> </tr> <tr> <td>Phone</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,300.00</td> </tr> <tr> <td>Communication (Printing, Translation, Advertising, etc.)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,800.00</td> </tr> <tr> <td>Supplies, Space Rental and Miscellaneous</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">500.00</td> </tr> <tr> <td>Advisory Board Stipends</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">4,950.00</td> </tr> <tr> <td>Cost Pool Allocation</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">10,000.00</td> </tr> <tr> <td>TOTAL Expenditures</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">366,368.00</td> </tr> </table>	Estimated Operating Fund Balance - January 1, 2026		\$ 166,359.53	SSHA³P Fund			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	SSHA ³ P 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	<p>Informational</p>
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	<p>Legislative bodies of member governments will approve their contributions between July and November. Deadline for member governments to withdraw is June 30. The final budget will be formally considered at the December meeting.</p> <p>CM George appreciates the membership contribution freeze this year; he's concerned about a possible spike in the future.</p>	<p>Discussion</p>																																																																																										

TOPIC/WHO	DISCUSSION	ACTION
SSHA³P Manager Report Jason	<p><u>CLHP Grant Update</u> – Deliverables are all wrapped up! Cities have been delivered a number of different items including mapping of where co-living in their residential areas will need to be authorized.</p> <p><u>Program Specialist 2 Hiring Update</u> – Alyssa Torrez will begin on June 2 as SSHA³P’s new Program Specialist! Alyssa comes to us from the City of Tacoma, where she was a Senior Planner for the past two years.</p> <p>Tacoma-Pierce County Association of Realtors and Master Builders Association Annual Homebuilding Bus Tour – Departs at 8:30 a.m. June 6 from TPCAR, 2550 S Yakima Ave, Suite C, returning by 12:30 p.m.</p> <p><u>2026 Work Plan Update</u> – Next week members will receive an email from Jason to schedule meetings re: putting together the 2026 Work Plan and 2026 legislative priorities.</p> <p><u>Fund Committee Update</u> – the committee continues its endeavors, looking into the future on how to best deploy future capital funds.</p> <p><u>Property Tax Exemption Seminar Update</u> – a seminar is coming up on Key Peninsula in two weeks, and one will be held in Parkland in July.</p>	Informa- tional
Updates & Comments from Exec Board Members	Deputy Mayor Bowman thanked Jason and Carl for all of the information provided today; it’s much appreciated!	Informa- tional
Adjourn- ment.	There being no further business, CM Denson moved to adjourn; Mayor Sherrell seconded the motion. The meeting adjourned at 9:54 a.m.	Meeting ad jour- ned.

The next SSHA³P Executive Board meeting is scheduled for Friday, July 11, at 8:30 a.m. via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant



AGENDA MEMODRANDUM

July 11, 2025

AGENDA CATEGORY Staff Presentation

SUBJECT: Draft 2026 Work Plan

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

SUMMARY/BACKGROUND:

The SSHA³P Intergovernmental Agreement (IGA) requires the Executive Board to adopt an annual work plan. 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 the 2025 SSHA³P Annual Work Plan being considered for action of the Executive Board at its August 1, 2025, regular meeting. The purpose of this presentation is to provide the Executive Board with a draft 2026 Work Plan to receive questions, comments, feedback and direction from the Executive Board.

ATTACHMENTS:

- Draft 2026 Work Plan Presentation
- Draft 2026 Work Plan

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



2026 WORK PLAN

SSHA³P EXECUTIVE BOARD SPECIAL MEETING

JULY 11, 2025

WORK PLAN PURPOSE

- An annual work plan is a requirement of SSHA³P 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

CONSIDERATIONS

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

WORK PLAN AREAS OF FOCUS

- Affordable Housing Development
- Program and Policy
- Advocacy
- Community Engagement
- Administration

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

- **Planning Support**



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 EXECUTIVE BOARD SPECIAL MEETING

JULY 11, 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 projects 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. 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

C. Affordable Housing Monitoring and Compliance Program

Finalize the development, started in 2025, of the SSHAP³ 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

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

2026 Work Plan

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.

AGENDA MEMODRANDUM

July 11, 2025

AGENDA CATEGORY External Presentation

SUBJECT: Levee Road Property

PRESENTED BY: Chris Larson, City of Fife

FISCAL IMPACT: N/A

ESTIMATED COST:

SUMMARY/BACKGROUND:

Presentation by City of Fife staff on planning for the future use of its Levee Road Property.

The history of the property and City of Fife's relationships to it is outlined below:

- 1997 – Annexed, zoned Residential
- 1998 – Rezoned to Community Commercial
- 2001 – Acquired by City of Fife for \$2.7 million
- 2008 – Rezoned to Single Family Residential
- 2009 – Levee Pond and trail constructed
- 2015 – Community Gardens open
- 2025 – Rezoned to Medium Density Residential



Levee Road Property outlined in **RED** and Levee Pond Park property outlined in **PURPLE**.

The Levee Road Property offers 20-25 acres for future development.

Fife City Council met on February 7, 2025 to discuss the future use of the property and a staff proposal to transfer the property for residential development, with a priority on affordable housing unit creation, via public process in 2026.

This presentation will review the property details, the City's desired future use of the property, and a timeline for the transfer process.

ATTACHMENTS:

- Levee Road Property Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



AGENDA MEMODRANDUM

July 11, 2025

AGENDA CATEGORY Staff Presentation

SUBJECT: SSHA³P Support Options for Levee Road Property Transfer

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: Budget amendment needed ESTIMATED COST: \$100,000.00

SUMMARY/BACKGROUND:

Presentation by SSHA³P staff on the agency options to support the City of Fife's goals for the transfer and residential development of the Levee Road Property.

SSHA³P will details options in the following categories:

1. Technical Assistance
2. Capital Fund Investment
3. Predevelopment Assistance

This agenda memorandum includes a potential fiscal impact of \$100,000, which could be incurred as part of a Predevelopment Assistance option. This option would direct SSHA³P staff to work with the City of Fife to enter into a Memorandum of Understanding (MOU). This MOU would obligate SSHA³P to procure certain reports to support site evaluation and feasibility, and provide the reports to the City of Fife. The MOU would require the City of Fife to re-pay the fund used to procure these report by a date to-be-determined, but no later than December 1, 2027.

SSHA³P staff will be seeking feedback and direction from the Executive Board on the level of engagement and support that should be provided for this project.

ATTACHMENTS:

- SSHA³P Support Options for Levee Road Property Transfer Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

SSHĀ³P

SSHA³P
SUPPORT OPTIONS
FOR LEVEE ROAD
PROPERTY
TRANSFER

EXECUTIVE BOARD SPECIAL MEETING

JULY 11, 2025

AGENDA

- SSHA³P's Mission
- SSHA³P's Background with the Levee Road Property
- Technical Assistance
- Future Capital Fund Investment
- Predevelopment Assistance
- Potential Next Steps

SSHA³P's MISSION

SSHA³P is an intergovernmental collaboration between the Cities and Towns of Auburn, DuPont, Edgewood, Fife, Fircrest, Gig Harbor, Lakewood, Milton, Puyallup, Sumner, Steilacoom, Tacoma, and University Place, Pierce County and the Puyallup Tribe of Indians, **working together to create and preserve affordable, attainable, and accessible housing throughout our communities.**

BACKGROUND

- City of Fife staff made SSHA³P aware of the city owned property in late July 2024 and held continuing conversations regarding the usage of the property.
- Fife and SSHA³P staff co-presented at the Fife Council special meeting retreat on February 7, 2025.
- Capital Fund Committee discussed future property investment at it's March 10, 2025, meeting.



TECHNICAL ASSISTANCE

- Property Transfer
 - Request-for-Proposal Development
- Community Engagement
- Developer Engagement
- Grant Support
 - Connecting-Housing-to-Infrastructure
 - Regional Approaches Program
- Review of Proposals

CAPITAL FUND INVESTMENT

- Planning for Future Investment
 - Catalyst pre-commitment vs targeted RFP
- Alignment with Principles of Capital Fund Usage Statement
 - **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. 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.

PREDEVELOPMENT ASSISTANCE

- Expediated Procurement of Certain Reports
 - Phase 1 Environment Site Assessment
 - Title Report
 - Critical Areas Report
 - Cultural Resource Report
 - Geotechnical Report

POTENTIAL NEXT STEPS

- Enter a Memorandum of Understanding
- Amend FY 2025 Operating Budget
- Procurement Reports
 - Beginning with a Geotechnical Report

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JULY 11, 2025



TO: SSHA³P Executive Board
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: July 2025 Manager Report
DATE: July 11, 2025

Focus Area 1: Affordable Housing Development and Preservation

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

SSHA³P Housing Capital Fund

The Executive Board adopted Resolution No. 2025-01 at its May 30, 2025, special meeting to pre-commit up to \$966,000 of the SSHA³P Capital Fund to the Frederickson South homeownership project in the Frederickson community of unincorporated Pierce County.

The Fund Committee met on June 27, 2025, to receive an update to approve a 2025 meeting calendar and receive an update on the Frederickson South project.

City of Fife Levee Road Property

At the July 11, 2025, special meeting the Executive Board will receive a presentation on the Fife Levee Road property, including options for SSHA³P to support the transfer of the property for market rate and affordable housing development.

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 (LIHP) Grant

All deliverables – listed below - of the LIHP Grant have been fulfilled by the consultant, Makers Architecture and Urban Design, in alignment with their contract. SSHA³P has submitted these deliverables and final invoice to the Department of Commerce.

To support grant participating cities adoption of state land use requires for co-living ([HB 1998](#)) the grant funded the consultant delivery of the following: model co-living ordinance, guidance for model ordinance implementation, GIS maps indicating where HB 1998 requires co-living housing be allowed, and co-living communication materials.

Affordable Housing Monitoring Program

Over the past few months, SSHAP staff met with A Regional Coalition for Housing (ARCH) staff and staff from SSHAP members that have affordable housing incentive programs to collect background information on potential development of a SSHAP 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 at the Executive Board's August 1, 2025 regular meeting.

ADU Communication Materials

Staff continues working to develop communications materials regarding building ADUs in member jurisdictions. As part of this effort, staff has reviewed ADU communication materials developed by the cities of Bellingham, Tacoma, Seattle, Spokane and Kitsap County to begin the creation of these materials and build off best practices. An initial review on format and information to be included was conducted with staff from the cities of Gig Harbor, Edgewood, and Pierce County in February 2025. SSHAP staff have begun drafting content and layout of communications materials to be shared for final feedback.

Staff plan to have draft communication materials to be reviewed by the staff workgroup by the end of July 2025 for input, comments, and edits. The final work product to be produced and disseminated by fall 2025.

Commented [JG1]: ALYSSA: update

Pierce County Collaborative Planners Meetings

In 2025, SSHAP 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 next meeting on July 11th staff from the City of Tacoma will provide a presentation on their new pre-approved detached accessory dwelling unit (DADU) program and at the September 11th meeting staff from the Kitsap Regional coordination Council will discuss their regional per-approved DADU plans program.

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

Next property tax exemption seminar scheduled:

- Parkland/Spanaway: Thursday, July 17 at 2 PM

Staff are working to schedule the remaining three events of 2025, tentatively to take place in DuPont at the end of August and in Eatonville and Steilacoom before December 2025.

Focus Area 4: Advocacy

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

2026 Legislative Session

Staff has begun meeting with Executive Board members, staff work group members, and other stakeholders to develop a draft 2026 Legislative Agenda, which will be presented to the Executive Board at its September 12, 2025, special meeting.

Focus Area 5: Administration

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

SSHAP Advisory Board

At the Advisory Board meeting on July 17:

- SSHAP staff will present the draft 2026 Work Plan and seek input and feedback from Advisory Board members.
- SSHAP staff will discuss feedback received for the 2026 legislative agenda and identify priorities to move forward to Executive Board.
- Advisory Board members will discuss next steps universal design recommendations.

At the Advisory Board meeting on August 19:

- SSHAP staff will finalize 2026 Work Plan and present to Advisory Board members.
- Advisory board members will make final decisions on legislative agenda and vote on priorities.
- SSHAP staff will provide updates on universal design recommendation progress.