



**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>

August 19, 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. July 15, 2025, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the July 15, 2025, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of July 15, 2025, Advisory Board meeting](#)

IV. SSHA³P STAFF UPDATE

A. Executive Board Update

B. 2026 Work Plan

C. Memorandum of Agreement with the City of Fife

ATTACHMENTS: [Resolution No. 2025-03](#)

[Resolution No. 2025-04](#)

V. PRESENTATIONS AND DISCUSSION

A. Presentation on Universal Design in Comprehensive Plans

Purpose: Presentation by Alyssa Torrez, SSHA³P Program Specialist II on universal design policies in member government's Comprehensive Plans to support incentive program work.

Action: Feedback and discussion

ATTACHMENTS: [Agenda Memorandum: Universal Design in Comprehensive Plans](#)
[Universal Design in Comprehensive Plans Presentation](#)

B. Universal Design Task Force

Purpose: Discussion led by Alyssa Torrez, SSHA³P Program Specialist II, on the creation of a universal design task force to facilitate the development of Universal Design incentive recommendations.

Action: Motion to create a universal design task force.

ATTACHMENTS: [Agenda Memorandum: Universal Design Task Force Discussion](#)

C. 2026 SSHA³P Legislative Agenda Priority Recommendations

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, on the 2026 SSHA³P Legislative Agenda to review possible priority recommendations.

Action: Motion to make legislative agenda priority recommendations.

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

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 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

A. Tacoma Rainiers Game

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

July 15, 2025

Members Present: Alfonso Brown, Corey Orvold, Desniege Haywood, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley (Chair), Jonah Kinchy, Lori Wada, Riley Guerrero, Rosey Zhou (Vice Chair), Sara Delano, Tim Fairley

Members Excused: Adria Buchannon, Gary Hawkinson, Laura Kerr, Zac Baker (Vice Chair)

Members Absent: None

Staff: Jason Gauthier, Alyssa Torrez

Call to Order

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

Roll Call

Alyssa Torrez 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

Motion was made to adopt content agenda.

SSHA³P Staff Update

Jason provided an update on the following:

- Review of the June 20, 2025, Executive Board meeting

Presentations and Discussion

Update on Universal Design Incentives

Alyssa led a discussion on the creation of a subcommittee for the Universal Design incentive program. Board discussed pros and cons and requested additional information to inform the decision.

2026 SSHA³P State Legislative Agenda Presentation

Jason gave a second presentation on the updated 2026 legislative agenda to the Board and asked for input on identifying priorities to move forward to the Executive Board. Presentation was followed by Board discussion and input.

2026 SSHA³P Workplan Review

Jason presented priorities and details in the draft 2026 workplan and received feedback.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Adjourn

Riley moved to adjourn the meeting. Tim seconded the motion. The motion unanimously. The meeting adjourned.



SSHA³P Advisory Board

AGENDA BILL

August 19, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Universal Design in Comprehensive Plans

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

In this presentation, Alyssa Torrez will present Universal Design goals and policies included in member government's Comprehensive Plans to support creation of the Universal Design incentive program.

ATTACHMENTS:

- Universal Design in Comprehensive Plan Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

UNIVERSAL DESIGN IN COMPREHENSIVE PLANS

SSHA³P ADVISORY BOARD REGULAR MEETING
AUGUST 19, 2025

ALYSSA TORREZ, PROGRAM SPECIALIST

COMPREHENSIVE PLAN OVERVIEW

What is a Comprehensive Plan?

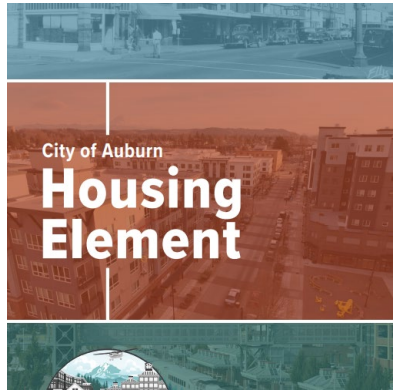
- 20-year plan to articulate a community vision through a series of goals, objectives, policies, and actions that guide the day-to-day decisions of elected officials and local government staff. - MSRC
- Guides a community's development over the long term and describes how the community's vision for the future will be achieved.
- The Growth Management Act (GMA) requires that the fastest-growing cities and counties complete comprehensive plans and development regulations to guide future growth and, if necessary, revise their plans every ten years to ensure they remain up-to-date



UNIVERSAL DESIGN BACKGROUND

- SSHA3P Executive Board Resolution No. 2024-07
 - October 4, 2024
 - What it says:
 - Recommendation that member governments incorporate into the Comprehensive Plan periodic update the following goal/policy or one similar: “Increase the supply of housing accessible for people of all ages, sizes, abilities, and disabilities by incentivizing the construction of housing designed with universal design principles.”
 - Also includes narrative pieces to include in the Comprehensive Plan to provide context for the goal/policy
 - The purpose of this recommendation is to increase the supply of housing that is accessible to people of a wide range of ages, sizes, abilities, and disabilities.

COMPREHENSIVE PLANS



AUBURN

Promote universal design principles to ensure housing is designed to be compatible with surrounding neighborhoods.



DUPONT

Still in progress



EDGEWOOD

Implement barrier-free access to housing consistent with the Americans with Disabilities Act (ADA). Increase access by actions such as implementing visitability and universal design features, considering details in individual units, on-site plans, and more broadly at the neighborhood scale.



FIFE

Increase the supply of housing accessible for people of all ages, sizes, abilities, and disabilities by identifying ways to encourage or incentivize the construction of housing designed with universal design principles.

COMPREHENSIVE PLANS



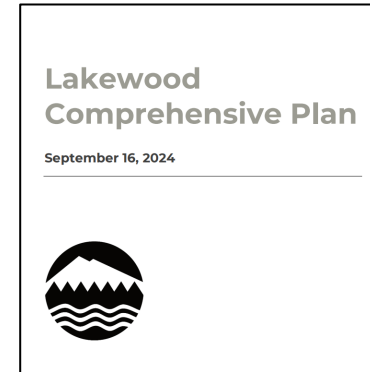
FIRCREST

Increase the supply of housing accessible for people of all ages, sizes, abilities, and disabilities by incentivizing the construction of housing designed with universal design principles.



GIG HARBOR

None



LAKEWOOD

Collaborate with state or regional organizations to develop materials that encourage implementation of Universal Design standards for housing accessibility.

Moderate timeline



MILTON

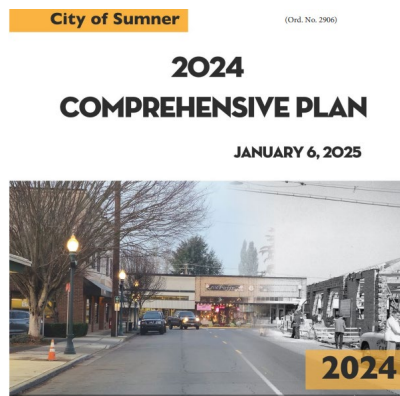
No goals/policies
Definition included in glossary

COMPREHENSIVE PLANS



PUYALLUP

Promote the use of Universal Design methods that increase housing accessibility



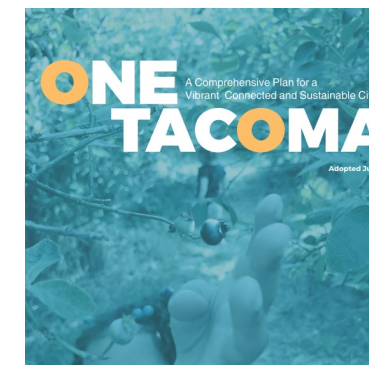
SUMNER

Encourage design elements in housing that support transit access, pedestrian connections, and universal access features for populations with special needs, older adults, populations with lower incomes, and residents with limited access to an automobile.



STEILACOOM

None



TACOMA

Implement barrier-free access to housing consistent with the Americans with Disabilities Act (ADA). Increase access by actions such as implementing visitability and universal design features, considering details in individual units, on-site plans, and more broadly at the neighborhood scale.

COMPREHENSIVE PLANS



UNIVERSITY PLACE

Promote the use of Universal Design standards or visitability standards that reduces barriers to access for people of all ages, sizes, abilities, and disabilities consistent with the Americans with Disabilities Act

Includes definition



PIERCE COUNTY

Urban Design- Apply universal design principles to create safe and accessible neighborhoods for all ages and abilities.

Housing- Encourage the development of housing built to universal design standards to support housing for people of different abilities.



PUYALLUP TRIBE

No goals/policies

Statistics on aging population in community profile.

OVERVIEW

- 10 of 15 include specific policies on Universal Design
- Mostly in housing elements with some urban design
- Some documents include definitions of Universal Design and/or visitability
- Broad goals to include universal design or incentives
- Connections to other goals i.e.) promoting housing options for people with special needs and equity
- Community profiles and existing conditions sections provide additional details on aging populations



SSHA³P Advisory Board

AGENDA BILL

August 19, 2025

AGENDA CATEGORY: Old/Unfinished Business

SUBJECT: Update on Universal Design Taskforce Discussion

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

Second discussion led by Alyssa Torrez on creating a taskforce/subcommittee to support the creation of the Universal Design incentive program.

ATTACHMENTS:

N/A

STAFF RECOMMENDATION:

- Motion to create a Universal Design taskforce/subcommittee to help design incentive program for member jurisdictions

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

"I move to create a taskforce to support SSHA³P staff in the creation of a Universal Design incentive program."



SSHA³P Advisory Board

AGENDA BILL

August 19, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2026 Legislative Priorities

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

This will be the 3rd presentation for Advisory Board input on the development of the 2026 State Legislative Agenda. This presentation will review the Advisory Board input received at the June 17, 2025 and July 15, 2025 meeting, and three items that the Advisory Board identified as potential priorities for the SSHA³P 2026 State Legislative Agenda. The Advisory Board may consider action to recommend the Executive Board include certain priorities in the 2026 State Legislative Agenda.

ATTACHMENTS:

- 2026 Legislative Priorities Presentation

STAFF RECOMMENDATION:

Motion to recommend 1 or 2 priorities be included in the 2026 SSHA³P State Legislative Agenda.

ALTERNATIVES:

1. Motion to amend and adopt 1-2 priorities
2. Motion to add a new priority for consideration

RECOMMENDED MOTION:

"I move to recommend the Executive Board include draft priority ____ in the 2026 SSHA³P State Legislative Agenda."

2026 STATE LEGISLATIVE AGENDA PRIORITIES

SSHA³P ADVISORY BOARD REGULAR MEETING
AUGUST 19, 2025

SSHA³P



MAJOR THEMES: JUNE 17

- 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

MAJOR THEMES: JULY 15

- Mixed-income housing and public funding
- Income discrimination for those on fixed incomes / disability
- On-going funding for permanent supportive housing

DRAFT PRIORITY 1

PRIORITY: Expand Funding and Policy Flexibility to Support Mixed-Income Housing

Problem: Current state and local affordable housing funding sources and policies are often restricted to serving only households below certain income thresholds, limiting their use in mixed-income developments that can foster economic integration and project viability.

Proposed Legislative Priority: Modify statutory and administrative requirements for public affordable housing funds, such as the Housing Trust Fund and local sales tax for affordable housing, to allow a portion of units to serve moderate-income households (e.g., households earning 80-120% AMI) and/or households of any income level, when included in mixed-income developments that also serve low-income households.

Impact: This change seeks to encourage financially sustainable housing developments and allow public dollars to better leverage private and philanthropic investment while maintaining a strong commitment to deeply affordable units.

DRAFT PRIORITY 2

PRIORITY: Create a Statewide Enforcement Mechanism for Source-of-Income Discrimination in Rental Housing

Problem: Although Washington law (RCW 59.18.255) prohibits landlords from discriminating against tenants based on lawful sources of income, such as housing vouchers, disability benefits, or child support, there is no dedicated state enforcement mechanism. As a result, violations often go unreported, uninvestigated, and unaddressed, leaving renters, especially low-income and disabled households, vulnerable to undue housing instability.

Proposed Legislative Priority: Create an enforcement system to ensure meaningful implementation of source-of-income discrimination protections. The system may include:

- Designating the Attorney General's Office with authority to investigate complaints and bring court action.
- Funding for local fair housing organizations to assist with complaint intake, investigations, education, and legal advocacy.
- Annual reporting and data tracking to monitor complaint and enforcement trends

Impact: A coordinated enforcement framework seeks to deter unlawful behavior by housing providers, and ensure that Washington's Source-of-Income anti-discrimination law is adequately enforced.

DRAFT PRIORITY 3

PRIORITY: Ensuring Operating Support for Permanent Supportive Housing (PSH)

Problem: PSH is a critical component of the housing continuum, serving our most vulnerable, lowest income community members and because of this service to our most vulnerable, PSH developments lack the ability to respond to unanticipated increases operating and maintenance costs. These developments need long-term funding commitments for operating and maintenance, and service funding to support vulnerable tenants. Without these commitments, the viability of the developments is at risk.

Proposed Legislative Priority: Ensure operating support for permanent supportive housing.

Impact: Ensuring long-term operating and maintenance investments ensures the long-term success of PSH projects, prevents housing loss for the most vulnerable.

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
 - September 16 - Review draft 2026 State Legislative Agenda

2026 STATE LEGISLATIVE AGENDA PRIORITIES

SSHA³P ADVISORY BOARD REGULAR MEETING
AUGUST 19, 2025

SSHA³P

