



**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>

September 16, 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. August 19, 2025, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the August 19, 2025, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of August 19, 2025, Advisory Board meeting](#)

IV. SSHA³P STAFF UPDATE

- A. Executive Board Update**
- B. Universal Design Taskforce Update**

V. PRESENTATIONS AND DISCUSSION

A. 2026 Legislative Agenda Update

Purpose: Presentation by Jason Gauthier, SSHA³P Manager on updates to the 2026 Legislative Agenda.

Action: None

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

B. Accessory Dwelling Unit Communication Materials

Purpose: Presentation by Alyssa Torrez, SSHA³P Program Specialist II, on the creation on ADU communications materials for member governments.

Action: Feedback and discussion

ATTACHMENTS: [Agenda Memorandum: ADU Communications](#)
 [ADU Communications Materials Presentation](#)
 [ADU One Pager DRAFT document](#)

C. Advisory Board Recruitment

Purpose: Presentation by Alyssa Torrez, SSHA³P Program Specialist II on the Advisory Board membership and beginning recruitment process for 2026.

Action: Feedback and discussion

ATTACHMENTS: [Agenda Memorandum: Advisory Board Recruitment](#)
 [Advisory Board Recruitment 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

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

August 19, 2025

Members Present: Adria Buchannon, Alfonso Brown, Desniege Haywood, Gary Hawkinson, Jonah Kinchy, Laura Kerr, Lori Wada, Rosey Zhou (Vice Chair), Tim Fairley, Zac Baker (Vice Chair)

Members Excused: Corey Orvold, Faaluaina Pritchard, Jay Worley (Chair), Riley Guerrero, Sara Delano

Members Absent: None

Staff: Jason Gauthier, Alyssa Torrez

Call to Order

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

Roll Call

Alyssa Torrez called roll; a quorum was present.

Land Acknowledgement

Vice Chair Zhou read the land acknowledgement.

Housekeeping

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Motion was made by Laura Kerr to adopt content agenda. Seconded by Jonah Kinchy. Motion passed.

SSHA³P Staff Update

Jason provided an update on the following:

- Review of the July 18, 2025, Executive Board meeting
- Update on adoption of 2026 Work Plan
- Shared Memorandum of Understanding with City of Fife

Presentations and Discussion

Universal Design Incomprehensive Plans

Alyssa gave a presentation on how Universal Design shows up in partner governments' comprehensive plans. Overall, most governments have included some mention of universal design in comprehensive planning documents, including goals around incentives. Language used is general and lacks specificity but illustrates the support for this work.

Universal Design Task Force

Alyssa led a discussion on the creation of a Universal Design taskforce to support the incentive development work. Board discussed pros and cons of creating a taskforce to support this work, as well as provided input on how the taskforce should be formed.

Motion to create the Universal Design taskforce was made by Adria Buchannon and seconded by Laura Kerr. Motion passed unanimously.

2026 SSHA³P State Legislative Agenda Priority Recommendations

Jason gave a presentation on the potential priorities for Advisory Board to recommend to Executive Board for inclusion in final 2026 Legislative agenda. Priorities included are:

- Create an Enforcement Mechanism for Source-of-Income Discrimination in Rental Housing
- Expand Funding and Policy Flexibility to Support Mixed-Income Housing
- Ensure Operating Support for Permanent Supportive Housing

Presentation was followed by discussion and a vote to include these three priority recommendations for Executive Board to consider. Motion to include priority recommendations made by Gary Hawkinson and seconded by Adria Buchannon. Motion passed unanimously.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Adjourn

Gary Hawkinson moved to adjourn the meeting. Jonah Kinchy seconded the motion. The motion passed unanimously. The meeting adjourned.



SSHA³P Advisory Board

AGENDA BILL

September 16, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Draft 2026 State Legislative Agenda Presentation

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

This presentation will review the proposed draft 2026 state legislative agenda that is currently under review by the Executive Board.

ATTACHMENTS:

- Draft 2026 State Legislative Agenda Presentation

STAFF RECOMMENDATION:

ALTERNATIVES:

RECOMMENDED MOTION:

DRAFT 2026 STATE LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 16, 2025



2025 LEGISLATIVE PRIORITIES



FACILITATING HOUSING SUPPLY

Support Construction Trade industry Workforce Development Efforts.

HB 1414

Improving Access to Career Opportunism for Students



CREATING HOUSING STABILITY

Remove the Income Qualification for the Disabled Veteran Property Tax Exemption.

HB 1106

Phasing Down Disability Rating Requirements

HB 1165

Increasing Exemption Qualification Income Threshold

SB 5398

Removes Income Qualification for Disabled Veterans and Modifies Exemption



AFFORDABLE HOUSING SUBSIDY

Fund Capital Budget Requests for Pierce County Affordable Housing Projects.

Fund the Acquisition of Residential Properties for Affordable Housing.

Expand Eligibility for the Connecting Housing to Infrastructure Program.

SB 5195

7 Projects Funded

Approximately **500 units**

Pre-development | 2 Projects | **\$824,000**

Construction | 3 Projects | **\$9,150,000**

Acquisition | 2 Projects | **\$3,800,000**

\$17,500,000 for the **acquisition** of manufactured home communities (MHC)

\$10,000,000 for MHC **capital improvements**

No CHIP Eligibility Expansion

2026 STATE AGENDA

- Priorities
- Active Engagement
- Monitoring/Tracking Items
- Advisory Board Recommendations

WHAT ARE PRIORITIES?

- Proactive Engagement
- Issues that SSHA³P will take a leading role on and/or dedicate appropriate staff time to advance or oppose

WHAT IS ACTIVE ENGAGEMENT?

- Reactive or Supportive Engagement
- Issues that are not lead priorities but could have significant impact.
- SSHA³P may provide testimony, communicate with legislators, or join coalitions (*as needed*)

WHAT ARE MONITORING & TRACKING ITEMS?

- Informational Only
- Issue and bills that SSHA³P will track and provide regular updates on as part of weekly hot sheets and monthly Executive Board meetings.
- Not issues that SSHA³P will actively advocate for or against, unless they shift in scope or potential impact.

WHAT ARE ADVISORY BOARD RECOMMENDATIONS?

- Issues of significance that the SSHA³P Advisory Board recommends be considered for inclusion in the legislative agenda

PRIORITIES

- Workforce Housing Accelerator Program
- Fund Pierce County Affordable Housing Projects
- Reduce Affordable Housing Construction Costs

ACTIVE ENGAGEMENT (POLICY)

- Construction Industry Workforce Development
- Siting of STEP Housing
- Expand the Senior and Disabled Household Property Tax Exemption Program Eligibility
- Recreational Vehicles as Permanent Housing

ACTIVE ENGAGEMENT (BUDGET & FUNDING)

- Investments in Rental Assistance and Eviction Prevention
- Capital Budget Housing Investments
- Funding for Pre-Approved ADU Designs
- Local Affordable Housing Funding

MONITORING & TRACKING

- Updates to the Washington Uniform Common Interest Act
- Legislation Regarding Land Banking
- Storage Unit Tax to Fund Affordable Housing
- Updates to the Residential Landlord-Tenant Act
- Legislation to Mandate Residential Land Use and Permitting Changes

ADVISORY BOARD RECOMMENDATIONS

- Create an Enforcement Mechanism for Source-of-Income Discrimination in Rental Housing
- Expand Funding and Policy Flexibility to Support Mixed-Income Housing
- Ensure Operating Support for Permanent Supportive Housing

DRAFT 2026 STATE LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD
REGULAR MEETING
SEPTEMBER 16, 2025





SSHA³P Advisory Board

AGENDA BILL

September 16, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Accessory Dwelling Units (ADU) Communications Materials

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:

- ADU Communications Materials Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

ACCESSORY DWELLING UNIT (ADU) COMMUNICATIONS

SSHA³P ADVISORY BOARD REGULAR MEETING
SEPTEMBER 16, 2025

ALYSSA TORREZ, PROGRAM SPECIALIST

ADU OVERVIEW

What is an ADU?

A dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome or other housing unit.

Where are they allowed?

HB 1337, passed in 2023 and codified at RCW 36.70A.680, 681 and 696, requires jurisdictions to allow two ADUs per lot within urban growth areas (UGAs) by six months after the next periodic update.



COMMUNICATIONS

- Develop one-pager for member governments to use
- Gives information to community members coming to permit desks asking about ADUs and the development process
- Needs to be effective across all member jurisdictions
 - Some customization with specific information
- Information on next steps for financing, construction, building, other things the jurisdiction staff aren't experts on
- Information to help them understand the cost to build
- Can direct to other resources from state and/or member governments

ONE PAGER

SSHAP

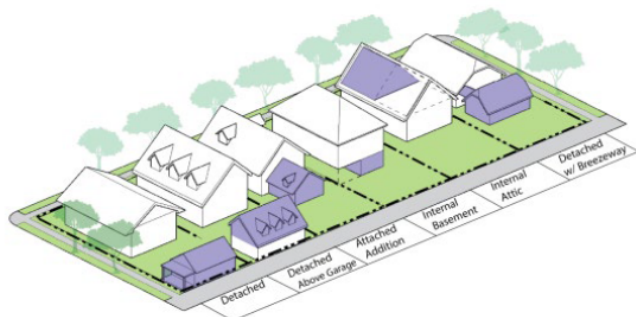
Building an Accessory Dwelling Unit (ADU) in [Name of City/County]

What is an ADU?

An ADU is a separate, self-contained living unit, including separate kitchen, sleeping, and bathroom facilities, attached or detached from the primary residential unit, on a residential lot. ADUs are known variously as: "Mother-in-law apartments," "Accessory apartments," or "Second units." An ADU can be created as: A separate unit within an existing home (such as in an attic or basement), an addition to the home (such as a separate apartment unit with a separate entrance), or in a separate structure on the lot (such as a converted garage).

ADU Requirements at a Glance:

In what areas of the City are ADUs permitted?	
What is the maximum size of an ADU?	ADUs are limited to 1,000 square feet
What is the height limit for ADUs?	
Is parking required for an ADU?	
Are there additional standards for ADU construction?	Setbacks, design standards, lot coverage, tree coverage, environmental
Are there utility service requirements?	



Picture from Spokane document

Diagrams shown above are visual examples of possible ADU configurations. Many configurations are possible. Different building codes may be applicable depending on the design and configuration. Please consult with the _____ to discuss the feasibility of your project.

What is the permitting process for an ADU?

The permitting process for ADUs varies depending on the scope of work as detailed in NAME OF GOVERNMENT Municipal Code (and summarized below)

What are the steps for ADU development?

- Determine Feasibility – To discuss feasibility of siting and permitting your project, visit the _____ to consult with a Planner.
- Understand the Cost to Build – Below is a list of predicted costs for the development of an ADU. Impact fees can vary from year to year. Confirm with current impact fees with [City/County] staff. Design and construction costs vary based on the project and changes in the market.

Predicted Cost	Details	Estimated Amount
Impact Fees	Includes [list of impact fees depending on jurisdiction]	\$X,XXX
Building Permit		
Design*	Hiring a Designer/Architect is optional, but it is highly encouraged.	\$500-\$7,000
Construction Costs*	Building, plumbing, mechanical, electrical, etc. as applicable.	Varies, may range from \$250,000 - \$400,000
Upgraded Water Meter Permit*	Depending on the number of water fixtures added during construction, Public Works may require the water meter to be upsized. In addition to the cost of the new meter, a fee is collected to support the increased demand on water and sewer treatment plants.	\$X,XXX
Property Survey*	A survey of the lot may be required by the Building Official to verify compliance of the structure with approved construction documents.	Varies greatly. It is recommended that you get at least 3 quotes.

Items depicted with an asterisk () are not standard for every project, but may be applicable to your project.

- Explore Financing Options – Despite their small size, ADUs still require all the amenities of the primary residence, which can make construction costs high. Research loan types, such as home equity loans, home equity line of credit, cash-out refinance, homestyle renovation, construction loan, or rental based financing.
- Consider Hiring an Architect – Work with a designer or architect to create a plan that meets code requirements and fits your budget. While hiring an architect or designer is not required for the development of your ADU, it will be extremely helpful.
- Hire Contractors or Plan a DIY Build – Hire a licensed contractor and/or determine which parts of the project you can complete yourself.

Where can I find an ADU architects, designers, and builders?

This Tip Sheet does not substitute for codes and regulations. The applicant is responsible for compliance with all codes and regulations, whether or not described in this document. More information: NAME OF GOVERNMENT | DEPARTMENT NAME | WEBSITE | PHONE NUMBER

_____ A link

How long will development take?

The timeline below is an average estimate based on current permit timelines for the [City/County name] permitting office. All ADUs are unique which means the completion time can vary widely.

- Getting started: X – X months
- Permit process: X – X months
- Construction: X – X months

Can I sell an ADU on my property?

Yes! There are two ways you can sell an ADU on your property:

- Information on condos
- Information on unit lot subdivision

I plan to rent out my ADU. What else should I know?

If you plan to rent out the ADU, it is important to understand your responsibilities as a landlord:

- Familiarize yourself with Washington State's Residential Landlord-Tenant Act and [City laws as applicable.]
- [City's rental registration requirements, if applicable]
- [City's short-term rental requirements, if applicable]
- [Ask Adria for one sentence on FHA.]

NAME OF GOVERNMENT Permitting Resources

Draft

NOTES

Feedback from City and Pierce County staff

- Include references to state laws
- Getting community members in contact with builders
 - Outlining the process outside of the permits from the city
- Construction methods - residential on a smaller scale
- Clarify illustrations
- Provide some basic cost estimates for impact fees- can include example costs from Pierce County
- What level of information to include here?

DISCUSSION

- What information does the community need the most in building ADUs?
- What information is missing?
 - What will make understanding this process easier?
- Does the format make sense?



SSHA³P Advisory Board

AGENDA BILL

September 16, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: Advisory Board Recruitment Process

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

In this presentation, Alyssa Torrez will present information on the Advisory Board current make up and upcoming recruitment process to prepare the Advisory Boad for finding new members and ensuring a full board in 2026.

ATTACHMENTS:

- Advisory Board Recruitment Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



ADVISORY BOARD RECRUITMENT

SSHA³P ADVISORY BOARD REGULAR MEETING
SEPTEMBER 16, 2025

ALYSSA TORREZ, PROGRAM SPECIALIST



ADVISORY BOARD MEMBERSHIP

- 15-20 members
- Members should represent the geographic and demographic diversity of Pierce County
- Members will reflect
 - One-third consumers of affordable/attainable housing, both rental and ownership
 - One-third developers, designers, planners, and managers of affordable/attainable housing
 - One-third advocates and advisors who work on land use and housing issues
- All term lengths are for 3 years.
- No limit on the number of terms a member can serve.

CURRENT MEMBERSHIP

Full Name	Term Expiration Date	Seat
Adria Buchanan	12/31/2025	Advisor/Advocate
Alfonso Brown	12/31/2027	Consumer
Corey Orvold	12/31/2025	Advisor/Advocate
Desniege Haywood	12/31/2025	Consumer
Faaluaina Pritchard	12/31/2026	Developer/Manager
Gary Hawkinson	12/31/2026	Advisor/Advocate
Isabella Rivera Kjaer	12/31/2026	Advisor/Advocate
Jay Worley	12/31/2025	Consumer
Laura Kerr	12/31/2027	Consumer
Jonah Kinchy	12/31/2027	Developer/Manager
Lori Wada	12/31/2027	Advisor/Advocate
Riley Guerrero	12/31/2025	Developer/Manager
Rosey Zhou	12/31/2027	Advisor/Advocate
Sara Delano	12/31/2026	Consumer
Tim Fairley	12/31/2026	Consumer
Zac Baker	12/31/2026	Developer/Manager

# Advisor/Advocate	6
# Developer/Manager	4
# Consumers	6
Total	16

RECRUITMENT PROCESS

- Promotion
- Phone interview by Program Specialist
- Interview panel
 - Subcommittee of SSHAP staff and staff workgroup members
- Recommendation to Executive Board
- Executive Board vote

South Sound Housing Affordability Partners Advisory Board

Board Members Needed

Are you...

- Someone with experience participating in or applying to an affordable housing program?
- A builder, designer, or manager of housing developments?
- An advocate or advisor on housing issues?

The South Sound Housing Affordability Partners (SSHA³P) is an intergovernmental collaboration working together to create and preserve affordable, attainable, and accessible housing throughout our Pierce County communities.

The Advisory Board advises and provides recommendations to the SSHA³P Executive Board on the annual SSHA³P work plan and budget, federal and state legislative priorities, and housing policies and programs.

Apply online by Nov. 3!

bit.ly/SSHA3P Mary.Connolly@piercecountywa.gov 253-625-4153

Pierce County HUMAN SERVICES SSHAP

South Sound Housing Affordability Partners Advisory Board

Board Members Needed

who have experience participating in or applying to an **affordable housing program**

The South Sound Housing Affordability Partners (SSHA³P) is an intergovernmental collaboration working together to create and preserve affordable, attainable, and accessible housing throughout our Pierce County communities.

The Advisory Board advises and provides recommendations to the SSHA³P Executive Board on the annual SSHA³P work plan and budget, federal and state legislative priorities, and housing policies and programs.

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Pierce County HUMAN SERVICES SSHAP

QUESTIONS AND FEEDBACK

- Where should we promote?
- Who are we missing?
- Reflections or feedback on process or board experience.