



**South Sound Housing Affordability Partners
Executive Board**

Regular Meeting Agenda

1700 Civic Dr. DuPont, WA 98327 | DuPont City Hall

Dial: 253-215-8782 Meeting ID: 983 7464 3754

Webinar Link: <https://piercecountywa.zoom.us/j/98374643754>

October 3, 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
Deputy Mayor 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

WELCOME REMARKS BY CHAIR BALLARD

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: September 12, 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 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. Resolution No. 2025-06

Purpose: Consideration of Resolution No. 2025-06, adopting the 2026 SSHA³P State Legislative Agenda.

ATTACHMENTS: Agenda Memorandum: Resolution No. 2025-06
Resolution No. 2025-06 Presentation
Resolution No. 2025-06

B. Committee on Advisory Board Appointment

Purpose: Opportunity for additional Executive Board members to serve on the Committee on Advisory Board Appointment which will meet once in November to develop recommendations on the appointment or reappointment of advisory board members to three-year terms starting January 2026.

ATTACHMENTS: Agenda Memorandum: Committee on Advisory Board Appointment

C. Presentation: Old Fort Lake Subarea Plan

Purpose: Presentation Murray Hutchins, Partner, GCH Planning and Landscape Architecture of the Old Fort Lake Subarea Plan.

ATTACHMENTS: Agenda Memorandum: Old Fort Lake Subarea Plan Presentation

D. Presentation: Affinity at DuPont

Purpose: Presentation by Joey Launceford, Development Manager, at the Inland Group of their Affinity at DuPont senior housing project.

ATTACHMENTS: Agenda Memorandum: Affinity at DuPont Presentation

E. Presentation: Fairway at DuPont

Purpose: Presentation by Zac Baker, Development Manager, at Southport Financial of their Fairway at DuPont affordable workforce housing project.

ATTACHMENTS: Agenda Memorandum: Fairway at DuPont Presentation

VI. REPORT BY THE SSHA³P MANAGER

ATTACHMENTS: October 2025 SSHA³P Manager Report

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN



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

September 12, 2025

8:30 – 9:29 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 – present
Mayor Dave Olson, City of Edgewood – (alternate) – present
Mayor Kim Roscoe, City of Fife – present
Councilmember Lew Wolfrom, City of Fife (alternate) – excused
Councilmember Hunter George, City of Fircrest – excused
Councilmember Brett Wittner, City of Fircrest (alternate) – present
Mayor Mary Barber, City of Gig Harbor – excused
City Administrator Katrina Knutson, City of Gig Harbor (alternate) – present
Councilmember Paul Bocchi, City of Lakewood – present
Councilmember Mike Brandstetter, (alternate) City of Lakewood – excused
Mayor Shanna Styron Sherrell, City of Milton – absent?
County Executive Ryan Mello, Pierce County – excused
Strategic Advisor LeighBeth Merrick, Pierce County Exec's Office (alternate) – present
Vice Chair Robyn Denson, Pierce County Council – present
Councilmember Dave Morell, Pierce County Council (alternate) - excused
Councilmember Ned Witting, City of Puyallup – present
Mayor Dick Muri, Town of Steilacoom – excused
Councilmember Nancy Henderson, Town of Steilacoom, (alternate) – present
Deputy Mayor Carla Bowman, City of Sumner – present
City Administrator Jason Wilson, City of Sumner (alternate) - excused
Mayor Victoria Woodards, City of Tacoma – present
Councilmember Sandesh Sadalge, Tacoma (alternate) – excused
Councilmember Stan Flemming, City of University Place – present
Councilmember Denise McCluskey, City of University Place (alternate) – excused

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

Guests: Claire Goodwin, Jay Worley, Jeff Southard, Katie Baker, Kennith George, Mary Connolly,
Suzanne Sailto, Taylor Jones, Tiffany Speir, Trish Crocker

MINUTES

TOPIC/ WHO	DISCUSSION	ACTION
Call to Order	Chair Ballard called the meeting to order at 8:30 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 Roscoe seconded the motion. Vote was taken; none opposed, and no abstentions. The motion carried unanimously.	The consent agenda was approved.
Public Comment	Chair Ballard opened the floor for public comment. None. No written comments have been received.	None
2026 State Legislative Agenda Presentation Jason & SSHA ³ P Advisory Board Chair Jay Worley	Jason presented and provided a detailed overview of the 2026 State Legislative Agenda: <i>Facilitating Housing Supply</i> - HB 1414 (early construction industry access for high school students) <i>Creating Housing Stability</i> - HB 1106 (ensure more disabled veterans are eligible for property tax relief) HB 1165 & SB 5398 did not pass. <i>Affordable Housing Subsidies</i> - SB 5195 – The capital budget allocated funding (a bit less than \$14M) for seven County affordable housing projects, approximately 500 units. SSHA³P's 2026 legislative agenda will be structured differently, clearly highlighting priorities. The weekly hot sheets will also be reformatted, grouping issues to align with the agenda. <u>Priorities (SSHA³P will proactively engage, take the lead and dedicate staff time towards):</u> Workforce Housing Accelerator Program; Fund PC AH Projects (Evergreen!); Reduce Affordable Housing Construction Costs. <u>Active Engagement (SSHA³P will be more reactive or supportive towards):</u> Construction Industry Workforce Development; Siting of STEP Housing; Expand Senior & Disabled Household Property Tax Exemption Program Eligibility; RVs as Permanent Housing; Investments in RA & EP; Capital Budget Housing Investments; Funding for Pre-Approved ADU Designs; Local Affordable Housing Funding. <u>Monitoring & Tracking (SSHA³P will track and provide updates on):</u> Updates to WA Uniform Common Interest Act; Legislation Regarding Land Banking; Storage Unit Tax to Fund AH; Updates to the Residential Landlord-Tenant Act; Legislation to Mandate Residential Land Use & Permitting Changes. <u>Advisory Board Recommendations:</u> • Create an Enforcement Mechanism for Source-of Income Discrimination in Rental Housing • Expand Funding & Policy Flexibility to Support Mixed-Income Housing • Ensure Operating Support for Permanent Supportive Housing	Informational

TOPIC/WHO	DISCUSSION	ACTION
2026 Legislative Agenda continued	SSHA³P Advisory Board Chair Worley thanked the Executive Board for actively listening to the Advisory Board, which is composed of consumers, most of whom live in affordable housing, advisors, and developers/managers. They're all in agreement that it's crucial to put the best interests of lowest income individuals first, before homelessness worsens. Those on fixed incomes most often don't have their voices heard. Jay currently lives in 30% AMI housing which is at risk of losing subsidies; some developers feel they are a waste of money. These units are being lost at the rate of two to three every six months in Pierce County. We must build, sustain, and support accessible, affordable housing, and eliminate income discrimination. Chair Ballard thanked Chair Worley and asked that his gratitude be shared with the full Advisory Board. Chair Ballard asked the Executive Board to review the legislative agenda and provide Jason with input. Chair Ballard opened for questions. Mayor Woodards asked if there's a plan to get the legislative agenda, once approved, to all jurisdictions. Yes, the goal is to have the agenda adopted in October; then it will be shared with the staff work group and Government Affairs. Most cities don't adopt their legislative agendas until November, so this allows time for them to include SSHA³P's priorities.	The legislative agenda will be voted upon at the October meeting .
SSHA³P Manager Report Jason	<u>Advisory Board Update</u> – Recruiting for expiring positions will start in the next couple of weeks. Alyssa will brief the Executive Board at the October meeting. <u>Frederickson South Project Update</u>: \$966,000 of SSHA³P Capital funds has been dedicate tot his – they're currently reviewing the land transfer RFP. The goal is to have it signed off by the end of the month. <u>Property Tax Exemption Seminar Update</u>: Alyssa's coordinating two more seminars this year, in Eatonville and Steilacoom. <u>Levee Road Property Update</u>: SSHA³P staff are working with County procurement to piggyback on a current contract. <u>October In-Person Executive Board Meeting Update & Preview</u>: Next Executive Board meeting will be held at DuPont City Hall on October 3 at 8:30 a.m. In-person attendance is highly encouraged. A tour of future DuPont housing development projects will be provided after the meeting. <u>Q2 Budget Report</u>: no anomalies; staffing costs are lower as SSHA³P was down a staff member for a good while.	Informa-tional

TOPIC/WHO	DISCUSSION	ACTION
SSHA³P Manager Report Jason	Chair Ballard opened for questions. Pierce County Assessor-Treasurer, Marty Campbell, requested some information from Chair Ballard regarding the disabled veterans property tax exemption. Chair Ballard requested Jason's assistance with follow-up.	Informa- tional
Updates & Comments from Exec Board Members	Chair Ballard opened for updates and comments from Board members. None.	
Adjourn- ment.	There being no further business, Vice Chair Denson moved to adjourn. The motion was seconded. Vote was taken; none opposed. The motion carried unanimously. The meeting adjourned at 9:29 a.m.	Meeting ad journed.

The next SSHA³P Executive Board meeting is scheduled for Friday, October 3, at 8:30 a.m. at DuPont City Hall, 1700 Civic Drive, DuPont, WA 98327, or via Zoom.

Respectfully submitted,

Becki Foutz
Administrative Assistant



SSHA³P Executive Board

AGENDA MEMODRANUM

October 3, 2025

AGENDA CATEGORY: Resolution No. 2025-06

SUBJECT: Resolution No 2025-06, to adopt a 2026 State Legislative Agenda

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

The 2025 SSHA³P work plan calls for the development of a state legislative agenda for the 2026 legislative session. The annual legislative agenda is adopted by the SSHA³P Executive Board adopts and directs SSHA³P's advocacy efforts. The Executive Board received a presentation at the special meeting of September 13, 2025 to provide feedback and direction on a draft 2026 state legislative agenda.

Resolution No. 2025-06 adopts a 2026 state legislative agenda.

ATTACHMENTS:

- Resolution No. 2025-06 Presentation
- Resolution No. 2025-06

STAFF RECOMMENDATION:

Adopt Resolution No. 2025-06

ALTERNATIVES:

- Amend items of the agenda,
- Motion to reconsider Resolution No. 2025-06 at the regular meeting of November 7, 2025, and provide staff with further direction

RECOMMENDED MOTION:

"I move to adopt Resolution No. 2025-06"

RESOLUTION NO. 2025-06

SSHA³P EXECUTIVE BOARD
REGULAR MEETING
OCTOBER 3, 2025

SSHA³P



2026 STATE AGENDA

- Priorities
- Active Engagement
- Monitoring/Tracking Items

PRIORITIES

- Workforce Housing Accelerator Program
- Fund Pierce County Affordable Housing Projects
- Reduce Affordable Housing Costs
- Support for Permanent Supportive Housing*

ACTIVE ENGAGEMENT (POLICY)

- Siting of STEP Housing
- Property Tax Exemption Program Eligibility
- Recreational Vehicles as Permanent Housing
- Mixed-Income Housing*
- Source-of-Income Discrimination*

ACTIVE ENGAGEMENT (BUDGET & FUNDING)

- Investments in Rental Assistance
- Capital Budget Housing Investments
- Local Affordable Housing Funding Options

MONITORING & TRACKING

- Updates to the Washington Uniform Common Interest Act
- Land Banking Legislation
- Dedicated Revenue Fund Affordable Housing
- Updates to the Residential Landlord-Tenant Act
- Legislation to Mandate Residential Land Use and Permitting Changes
- Construction Industry Workforce Development

RESOLUTION NO. 2025-06

SSHA³P EXECUTIVE BOARD
REGULAR MEETING
OCTOBER 3, 2025

SSHA³P



**RESOLUTION NO. 2025-06**

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (“SSHA³P”) ADOPTING A STATE LEGISLATIVE AGENDA FOR 2026.

WHEREAS, SSHA³P's legislative agenda for the 2026 Washington State legislative session was developed through engagement with Executive Board members, Advisory Board members, member government staff, policymakers, and other interested parties; and

WHEREAS, adopting a state legislative agenda fosters efficient and effective communication with state policymakers and provides transparency to the public about SSHA³P's policy and budgetary priorities; and

WHEREAS, the actions of the Washington State Legislature impact SSHA³P's ability to pursue its mission and each member government's ability to provide services to its residents.

NOW, THEREFORE, THE SSHA³P EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board adopts a legislative agenda for the 2026 Washington State legislative session as shown in Exhibit A.

Section 2. This Resolution will take effect and be in full force upon passage and signature.

Adopted this _____ day of _____, 2025.



SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

KEVIN BALLARD, CHAIR

ATTEST:

Priorities (Proactive Engagement)

These are issues that SSHA³P will lead on or dedicate staff time to advance or oppose.

Workforce Housing Accelerator Program

SSHA³P supports fully funding the Workforce Housing Accelerator Program. This revolving loan program is designed to provide a new avenue to facilitate the financing of affordable housing for households earning at or below 80% of the area median income.

Fund Pierce County Affordable Housing Projects

SSHA³P seeks to ensure affordable housing projects throughout our communities are adequately funded and will actively support capital budget funding requests to further the creation and preservation of affordable housing in Pierce County.

Reduce Affordable Housing Costs

SSHA³P will advocate for policy options that seek to reduce the cost to construct and operate affordable housing. These options may include changes to the prevailing wage calculations, tax relief, and other options to make the development and preservation of affordable housing more achievable.

Support for Permanent Supportive Housing

SSHA³P supports ongoing operating and maintenance funding for permanent supportive housing (PSH) to keep these homes stable and sustainable over the long term. PSH units serve our most vulnerable and lowest income community members and advocating for reliable funding is essential to maintaining these units in the face of rising costs.

Active Engagement (Reactive or Supportive Engagement)

These items are not lead priorities but could have significant impact. SSHA³P may provide testimony, communicate with legislators, or join coalitions as needed.

Capital Budget Housing Investments

SSHA³P encourages the legislature to make significant capital budget investments in programs that fund the creation and preservation of affordable housing, including in the Housing Trust Fund, the Connecting Housing to Infrastructure Program, and SSHA³P will advocate for a funding backfill should federal HOME Investment Partnership Program funding be cut or reduced.

Local Affordable Housing Funding Options

SSHA³P supports the creation of local affordable housing funding options to give jurisdictions the tools they need to meet community housing needs. Creating and/or expanding local revenue sources ensures sustained investment in building and preserving homes affordable to low-income households.

Siting of STEP Housing

In its current form, House Bill 1195 would prohibit cities and towns from prohibiting transitional or permanent supportive housing (e.g. STEP housing) in any zone where residential units or hotels are allowed. SSHA³P oppose this approach and encourages the Legislature to – at a minimum – allow cities to require STEP housing to be sited in zones that allow at least seven multifamily residential units. This approach would be better suited to the siting these types of needed developments in areas more aligned average number of units produced by STEP housing projects.

Property Tax Exemption Program Eligibility

SSHA³P supports the expansion of eligibility criteria for homeowners to access the Senior and Disabled Household Property Tax Exemption Program.

Recreational Vehicles as Permanent Housing Units

SSHA³P opposes legislation to allow the siting of recreational vehicles as permanent housing units. Recreational vehicles (RVs) are not constructed as permanent housing units and relying on RVs for permanent housing risks creating substandard living conditions and diverts attention and resources away from developing safe, durable, and affordable homes that truly meet community needs.

Mixed-Income Housing

SSHA³P supports modifying project funding requirements and adding greater policy flexibility to encourage the development of mixed-income housing. Expanding these tools helps create more viable project proposals, access private investment, and create a diverse range of affordable and attainable housing options for households across incomes.

Source-of-Income Discrimination in Rental Housing

SSHA³P supports a Department of Commerce recommendation that the Legislature enact legislation to place source-of-income protections under Washington's Law Against Discrimination, RCW 49.60. While the Legislature did add source-of-income protections to the Residential-Landlord Tenant Act in 2018, that still requires the resident to file a lawsuit rather than putting it under RCW 49.60 which would allow it to be filed directly as a fair housing complaint.

Investments in Rental Assistance

SSHA³P supports continued investments in rental assistance to keep individual and families stably housed during times of financial hardship. These programs are critical tools for preventing avoidable evictions, reducing displacement, and protecting vulnerable households.



Monitoring/Tracking Items (Informational Only)

SSHA³P will track these bills and provide regular updates as part of weekly tracking but will not actively advocate for or against, unless they shift in scope or potential impact.

Updates to the Washington Uniform Common Interest Act

Land Banking Legislation

Dedicated Revenue to Fund Affordable Housing

Updates to the Residential Landlord-Tenant Act

Legislation to Mandate Residential Land Use and Permitting Changes

Construction Industry Workforce Development



SSHA³P Executive Board

AGENDA MEMODRANUM

October 3, 2025

AGENDA CATEGORY: New Business

SUBJECT: Committee on Advisory Board Appointment

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

Background

At the Executive Board's regular meeting on March 1, 2024, the SSHA³P Executive Board established an ad-hoc committee, the 2024 Committee on Advisory Board Appointment, with the following purpose:

- Review Advisory Board applicants and staff recommendations; and
- Make recommendations to the Executive Board on appointments to the Advisory Board.

The committee may have no more than 7 Executive Board members or alternate members as committee members. Members may be either primary or alternate representatives from the Executive Board. There should not be two members on the Committee from the same member government.

Three members joined the committee: Councilmember Ballard, Councilmember Flemming, and Councilmember Mello. The committee met once in March 2024 and once in December 2024 to make a recommendation on appointing and reappointing members to the Advisory Board.

Creation of 2025 Committee on Advisory Board Appointment

The Board may establish an ad-hoc committee whose purpose shall be to:

- Review Advisory Board applicants and staff recommendations; and
- Make recommendations to the Executive Board on appointments to the Advisory Board

Opportunity to Join the Committee

Five current Advisory Board members have terms that expire at the end of 2025. Staff are conducting recruitment for new and/or returning Advisory Board members for three-year terms starting on January 1, 2026. Staff anticipate that at least 4 and up to 9 new applicants and/or current members will be appointed at the December regular Executive Board meeting. The 2025 Committee on Advisory Board Appointment will meet once in November 2025 to make a recommendation on these appointments.

ATTACHMENTS:

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STAFF RECOMMENDATION:

Create a 2025 Committee on Advisory Board Appointment and seek volunteers from the Executive Board to serve on the committee.

ALTERNATIVES:

• Do not establish a committee. In this case, staff would bring their appointment recommendations directly to the full Executive Board December 2025.

RECOMMENDED MOTION:

“I move to establish the 2025 Committee on Advisory Board Appointment”
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SSHA³P Executive Board

AGENDA MEMODRANUM

October 3, 2025

AGENDA CATEGORY: External Presentation

SUBJECT: Old Fort Lake Subarea Plan Presentation

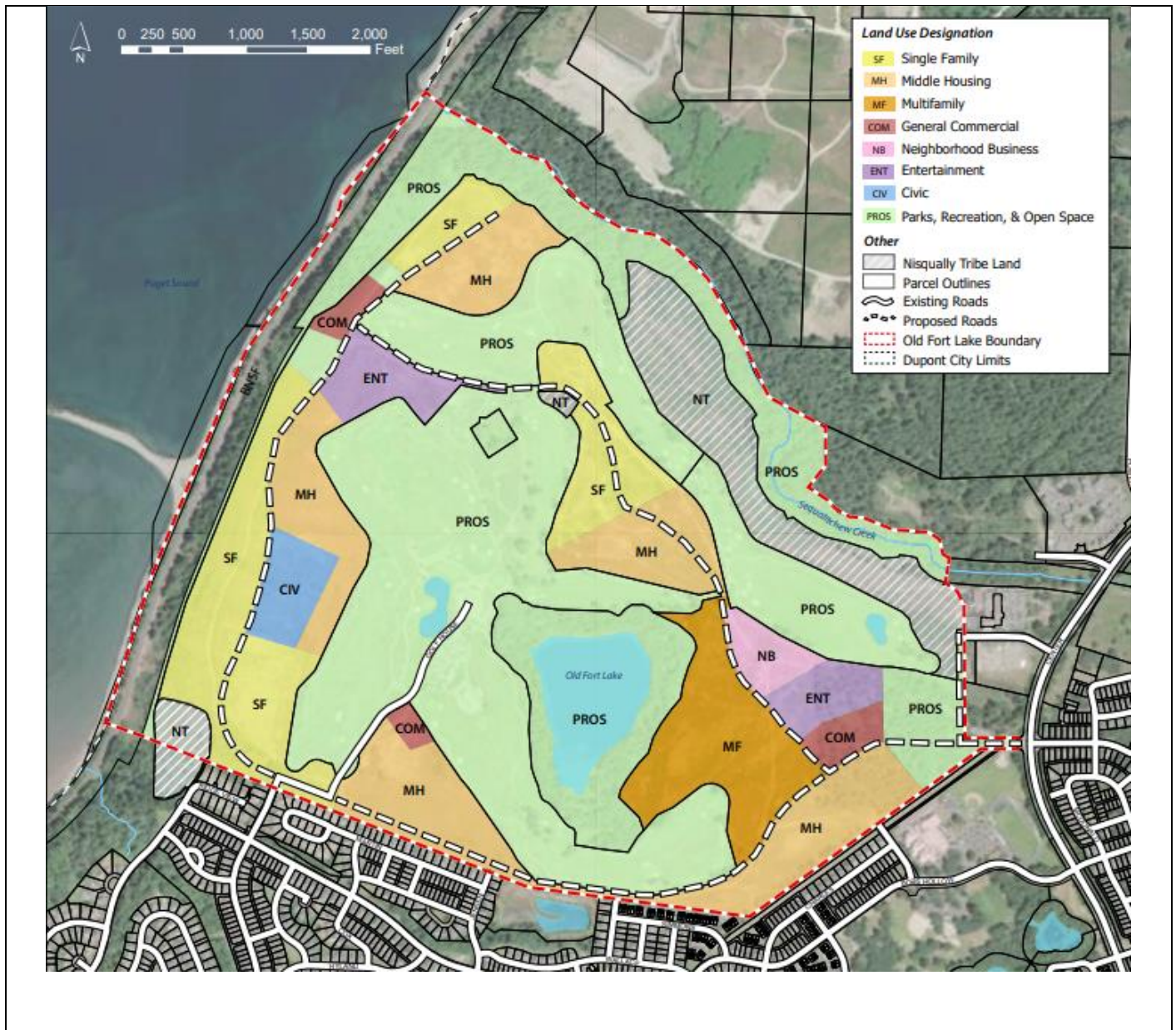
PRESENTED BY: Murray Hutchins, Partner, GCH Planning and Landscape Architecture

SUMMARY/BACKGROUND:

This presentation will review the Old Fort Lake Subarea plan and conceptual development potential of the site.

The Old Fort Lake Subarea was adopted in 2018 and encompasses approximately 655-acres of land. The existing (adopted) Subarea Plan zoning is for a mixed-use village with an emphasis on office, research, light manufacturing and commercial uses. With the exception of the Home Course Golf Course, the land is undeveloped. In February 2022, the City Council adopted a land use moratorium on development in the Subarea and directed staff and the Planning Commission to update the Plan with a focus on residential use and to develop design standards and DuPont City Council adopted the subarea plan in 2025





ATTACHMENTS:

- Old Fort Lake Subarea Plan Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



SSHA³P Executive Board

AGENDA MEMODRANUM

October 3, 2025

AGENDA CATEGORY: External Presentation

SUBJECT: Affinity at DuPont Presentation

PRESENTED BY: Joey Launceford, Development Manager, Inland Group

SUMMARY/BACKGROUND:

This presentation will review the 170-unit senior housing project, Affinity at DuPont.

This project will offer studio, 1-bedroom, and 2-bedroom apartment units ranging in size from approximately 488 ft to 1,135 ft for occupancy 55+ residents. All apartment homes will include full appliances, built-in microwaves, washer/dryer, balcony or patio, walk-in closets and ceiling fans. Common area amenities will include secured building entry, resident lounge, internet café, movie theater, pub, library, game room, craft room, fitness center, dog wash, and indoor pool. Affinity at Dupont is specifically designed to foster resident-driven engagement through an active social scene, while providing the comforts of home. The Affinity brand of active adult communities has grown to 28 properties throughout 7 states – including three existing Affinity properties in the south sound region (Affinity at Olympia, Affinity at Lacey, Affinity at Puyallup).

ATTACHMENTS:

- Affinity at DuPont Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A



SSHA³P Executive Board

AGENDA MEMODRANUM

October 3, 2025

AGENDA CATEGORY: External Presentation

SUBJECT: Fairway at DuPont Presentation

PRESENTED BY: Zac Baker, Development Manager, Southport Financial

SUMMARY/BACKGROUND:

This presentation will review the 170-unit senior housing project, Affinity at DuPont.

This project of 113 new affordable housing units serving 60% AMI, ranging from 2 to 4-bedroom units. 4% tax credit project located in a Qualified Census Tract area of Dupont near Joint Base Lewis-McChord. 10% of units dedicated to persons with disabilities and 20% dedicated to large households. Construction will include multiple garden style buildings with low flow plumbing fixtures, LED lighting, energy star appliances, and low U-value windows. The project will have a covered playground, movie room, computer lab, electric vehicle charging stations, as well as other community amenities.

ATTACHMENTS:

- Fairway at DuPont Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

TO: SSHA³P Executive Board
CC: Alyssa Torrez, SSHA³P Program Specialist II
FROM: Jason Gauthier, SSHA³P Manager
SUBJECT: October 2025 Manager Report
DATE: October 3, 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

SSHA³P staff has been coordinating with staff from the Pierce County Community Development Corporation to review and provide feedback on the upcoming Frederickson South property request-for-proposal (RFP) that will include the SSHA³P Capital Fund's pre-commitment of \$966,000. The RFP was shared with the Fund Committee on September 24, 2025 for member review and input

City of Fife Levee Road Property

The Executive Board approved Resolution No. 2025-04 at its August 1st meeting. Resolution No. 2025-04 authorized the SSHA³P Manager to enter into a Memorandum of Agreement (MOA) with the City of Fife to procure certain feasibility studies to support the future transfer for the Levee Road Property for affordable or mixed-income housing development. This MOA was finalized on August 4, 2025.

SSHA³P has identified a preferred procurement and contact to utilize to procure a geotechnical report for the Levee Road property and will be meeting with the consultant and City of Fife staff in October to review scope of work.

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.

Affordable Housing Monitoring Program

Over the past few months, SSHA³P staff met with A Regional Coalition for Housing (ARCH) staff and staff from SSHA³P members that have affordable housing incentive programs to collect background information on potential development of a SSHA³P 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 from the Executive Board.

ADU Communication Materials

Communications materials Accessory Dwelling Units for member governments are being finalized with feedback from member government staff and SSHA³P Advisory Board members incorporated onto existing drafts. The final work product is on track to be finalized and disseminated fall 2025.

In addition, SSHA³P is collaborating with Pierce County Planning & Public Works Department on a regional convening to discuss potential collaboration and partnership on pre-approved ADU designs on October 22nd.

Pierce County Collaborative Planners Meetings

In 2025, SSHA³P 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 November 14th staff from the City of Poulsbo will provide a presentation on their new regional pre-approved accessory dwelling unit (ADU) program in collaboration with the Kitsap Regional Coordinating Council.

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

SSHA³P staff and the Assessor Treasurer's Office hosted the Property Tax Exemption Seminar in Steilacoom on Tuesday, September 16th. The event was another success, with 32 in attendance representing 28 senior, 10 disabled, 5 veteran and 2 disabled veteran households. The seminar was also attended by elected officials, including Steilacoom Mayor Dick Muri and Council Member Nancy Henderson as well as Assessor-treasurer Marty Campbell.

The last event of 2025 is planned for October 1st in Eatonville. This is in partnership with the Eatonville Family Agency and is planned to take place after the food bank times to attract seniors and other community members that may qualify for the exemption program.

Event information:

- Eatonville: Wednesday, October 1st at 12:30 PM

Focus Area 4: Advocacy

Utilize a variety of communications at the state and federal level in support of affordable housing development in SSHA³P communities.

2026 Legislative Session

A final 2026 Legislative Agenda will be presented to the Executive Board at its October 3, 2025, regular meeting for action.

Focus Area 5: Administration

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

SSHA³P Advisory Board

At the last Advisory Board meeting on September 16th:

- Staff presented draft ADU communications materials and received feedback from Advisory Board members.
- Staff presented the draft legislative agenda with updates on the Advisory Board policy recommendations.
- Advisory board will discussed upcoming board recruitment period and promotions.

Upcoming meeting topics include:

- Final Legislative Agenda review
- Universal Design Taskforce updates