



**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>

December 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, 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. November 18, 2025, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from the November 18, 2025, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of November 28, 2025, Advisory Board meeting](#)

IV. SSHA³P STAFF UPDATE

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

V. PRESENTATIONS AND DISCUSSION

A. 2026 SSHA³P Advisory Board Work Plan Recommendations

Purpose: Presentation by Alyssa Torrez, SSHA³P Program Specialist II, to continue discussion of policies for the 2026 Advisory Board Workplan.

Action: Feedback and discussion

ATTACHMENTS: [Agenda Memorandum: 2026 Advisory Board Work Plan Recommendations](#)
[Presentation 2026 Advisory Board Work Plan Recommendations](#)
[November 18, 2025 Advisory Board Meeting Brainstorm Items](#)

B. SSHA³P Advisory Board 2026 Preview

Purpose: Presentation by Alyssa Torrez, SSHA³P Program Specialist II on upcoming items for the 2026 year, including new board members and chair/co-chair elections.

Action: Informational

ATTACHMENTS: [Agenda Memorandum: SSHA3P Advisory Board 2026 Preview](#)

[Presentation: SSHA3P Advisory Board 2026 Preview](#)

VI. PUBLIC COMMENT

This is the time set aside for the public to provide comment to the Advisory Board on the business of the Board. To request to speak virtually, please press the Raise Hand button near the bottom of your Zoom window or *9 on your phone; if speaking in person, please sign in on the public comment form in the conference room. Your name or the last four digits of your phone number will be called out when it is your turn to speak.

The Advisory Board meeting can be heard by dialing 253-215-8782 and entering the Meeting ID 982 0661 9590 or through Zoom at <https://piercecountywa.zoom.us/j/98206619590>. Written comments may be submitted to alyssa.torrez@piercecountywa.gov Tuesday before 4:00 p.m. for the Public Comment period. Comments will be compiled and sent to the Advisory Board and posted on the SSHA³P website at: <https://southsoundaffordablehousing.org>.

VII. UPDATES/COMMENTS OF THE ADVISORY BOARD

VIII. ADJOURN

South Sound Housing Affordability Partners (SSHA³P)

Advisory Board

Meeting Norms

1. Challenge ideas, not individuals
2. Assume positive intent; assume responsibility for impact
3. Recognize it is more beneficial to share what you are thinking with the group during the discussion than with an individual afterwards
4. Listen with curiosity to what everyone has to say – we all come with different perspectives and priorities that bring depth to the conversation
5. Be respectful and make space for minority opinions or points of view
6. During discussion, everyone has the opportunity to contribute before members contribute a second time
7. Raise hand to speak and wait for acknowledgement from the chair
8. Be open to new ways of thinking
9. Recognize the best efforts of our staff
10. Make our decisions based on the available information, and in the best interest of the Executive Board goals
11. Board members come prepared for each meeting

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

SSHA³P Regular Advisory Board Meeting

November 16, 2025

Members Present: Adria Buchannon, Alfonso Brown, Corey Orvold, Faaluaina Pritchard, Isabella Rivera Kjaer Jay Worley, Jonah Kinchy, Laura Mullen, Lori Wada, Sara Delano, Tim Fairley,

Members Excused: Desniege Haywood, Rosey Zhou (Vice Chair), Zac Baker (Vice Chair)

Members Absent: Gary Hawkinson

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 by Faaluaina Pritchard to adopt content agenda. Seconded by Tim Fairley.

Motion passed.

SSHA³P Staff Update

Jason provided an update on the Executive Board schedule and upcoming work items, including cancellation of November meeting and upcoming Chair and co-chair elections in December.

Presentations and Discussion

2026 Advisory Board Work Plan

Alyssa continued the discussion and brainstorming session about the 2026 Advisory Board Work Plan to discuss what policies the Board wants to work on in 2026. Board members participated in an activity to share ideas on work to be included in the 2026 Advisory Board Workplan. Ideas were discussed and next steps were discussed.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

Adjourn

Faaluaina Pritchard moved to adjourn the meeting. Adria Buchannon seconded the motion. The motion passed unanimously. The meeting adjourned at 7:30.



SSHA³P Advisory Board

AGENDA BILL

December 16, 2025

AGENDA CATEGORY: Old/Unfinished Business

SUBJECT: 2026 Advisory Board Work Plan Draft Recommendations

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

This continued discussion will focus on identifying recommendations for the 2026 Advisory Board Work Plan based on previous discussions and brainstorming sessions.

ATTACHMENTS:

- 2026 Advisory Board Work Plan Recommendations Presentation
- November 18th Advisory Board Brainstorming document

STAFF RECOMMENDATION:

- Advisory Board feedback and discussion

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

2026 ADVISORY BOARD WORK PLAN

SSHA³P ADVISORY BOARD REGULAR MEETING
DECEMBER 16, 2025

ALYSSA TORREZ, PROGRAM SPECIALIST

Agenda

- 2026 Work Plan Development Process
 - Review brainstorming session
- Categorize into Advisory Board 4 Focus Areas:
 - Advice & Feedback
 - Housing Toolkit Recommendations
 - Education
 - Governance
- Next Steps

Brainstorming Review

- Ideas shared
- Grouped together
- Categorized into our 4 focus areas
- Edit down today
- Pick which we want to recommend for 2026 Advisory Board Work Plan



Focus Area 1: Advice & Feedback

- Review and provide feedback on:
 - 2027 SSHA³P Work Plan and Budget
 - 2027 SSHA³P Legislative Agendas
 - Other housing-related efforts in Pierce County, as requested
 - Including requests from member governments

Focus Area 2: Housing Toolkit Recommendations

- **Research and potentially make a recommendation** on the inclusion of the following policies/programs in the SSHA³P housing toolkit:
 - **Policies to incentivize construction of housing with Universal Design principles (Carry over from 2025)**
 - **Potential topics from brainstorming**
 - **Policies that support special need housing having a separate set aside for funding**
 - **Policies that support the conversion of market-rate apartment buildings into condos for more affordable homeownership opportunities.**
 - **Policies that incentivize selling vacant property to affordable housing developers.**

Focus Area 2: Housing Toolkit Recommendations (Cont.)

- **Begin research** on the following policy area to identify specific policies that may be included in the 2027 Advisory Board work plan for further research and potential recommendation:
 - **Potential topics to include from Brainstorming session:**
 - Removing elevator requirements for four story buildings
 - Potential caps on HOA /Co-op fees
 - Affirmative marketing practices

Focus Area 3: Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers
 - **Potential educational topics from brainstorming:**
 - Homeownership classes
 - Accessibility upgrade grants, maintenance grants or energy efficiency grants for low-income homeowners and overall housing stock as well as seniors
 - Land banking or Community Land Trust models
 - Alternative construction models or prefabrication
 - Pre-approved ADUs and outreach for development

Focus Area 4: Governance

- Elect chair and vice chair(s)

Next Steps

- **Tonight:** Feedback for Recommendations
- **January:** Advisory Board considers recommendation of work plan
- **February:** Executive Board considers adoption of recommended work plan

SSHA3P Advisory Board 2026 Work Plan Brainstorming Session

November 18, 2025

- With the fairly recent changes to comprehensive plan requirements there are specified requirements around jurisdictions reporting accurate housing supply and housing access by income levels. How can we use this information to push for affordable housing in jurisdictions that show that they cannot offer affordable housing for the lower income level groups?
- More homeownership opportunities for underserved communities in Pierce County
- Rental Escrow account- Adria (for dispute resolution purposes) county?
- Train case managers to become property managers to utilize their past training for a new job career
- remove elevator requirements for 4 story buildings
- Taxing marshmallows (must create the food categories) for low-income housing for people with physical disabilities
- Special needs housing, such as DD, homeless, should have a separate set-a-side funding-programs
- Homeownership classes
- Accessibility upgrade grants for low-income homeowners and/or seniors Sara Delano
- Maintenance grants for low-income homeowners Sara Delano
- Maintenance grants for existing affordable housing stock Sara Delano
- Conversion of market-rate apartment buildings into condos for more affordable homeownership opportunities Sara Delano
- More funding for Home Repair and Aging in place programs
- More incentives for energy efficiency upgrades for seniors to reduce utility use and maintenance costs Sara Delano
- Incentives to sell vacant property to affordable housing developers Sara Delano
- On state level, a system has been created to generalize zoning designations across jurisdictions. Is this something we can use to understand better where to increase density?
- I know there is ongoing discussion on Land Banking. Where is that headed and how can we help guide that policy?
- Incentives to remove oil furnaces -- Seniors, low-income homeowners Sara Delano
- Permitting and Affordability
- Classes / outreach for permitting / ADUs Sara Delano

- Changes to zoning for more flexibility with land lease/CLT models. City of Tacoma has a Unit Lot Subdivision type development that is just right for this.
- Explore potential cap on HOA fees/Co-Op Fees
- More incentives for small-scale affordable housing interspersed in existing Residential Zones, I.E. 4-plexes, 3-plexes Sara Delano
- I would like to discuss O&M long/short term strategies.
- Pre-Approved plans for ADUs and other smaller housing types
- Longer tax exemption for affordable developers, especially since permitting/development approvals take so long.
- universal means- bulk buy of simple items for multiple projects
- Lack of multifamily units for larger families, 3+ bd RMS for low/lower income.
- Single occupant homes are few and far between
- Planning Depts. better Understand and integrate "alternative" construction methods, i.e. modular and off-site construction
- As funding sources are becoming more scarcity under current administration, housing developers/ community-based organizations are struggling to develop/ manage affordable housing. Need to find ways to support housing developers
- Affirmative marketing and how to connect folks to available affordable housing - marketing dollars for developers/managers?
- Condo conversion- fully separated
- Methodologies to make construction easier (prefabrication)
- Health insurance paying rent for clients
- Targeted Universal Design



SSHA³P Advisory Board

AGENDA BILL

December 16, 2025

AGENDA CATEGORY: Staff Presentation

SUBJECT: SSHA3P Advisory Board 2026 Preview

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

Presentation by Alyssa Torrez, SSHA³P Program Specialist II on upcoming items for the 2026 year, including new board members and chair/co-chair elections.

ATTACHMENTS:

- SSHA3P Advisory Board 2026 Preview Presentation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

SSHA₃P ADVISORY BOARD 2026 PREVIEW

SSHA³P ADVISORY BOARD REGULAR MEETING
DECEMBER 16, 2025

ALYSSA TORREZ, PROGRAM SPECIALIST II

Agenda

- Things to Expect for 2026
 - New Advisory Board members
 - Chair and Vice Chair Elections
 - Other items for the good of the order

Welcome New Board Members

- Advisor/Advocate
 - Elaine Tuisila- Metropolitan Development Council, outreach, engagement, resources
 - Nicole Sims- Nisqually Tribe, Finance/budgets, boards, Nisqually Tribe
- Developer/Manager
 - Steve McKenna- Pierce County Housing Authority Development, asset management, real estate
- Consumer
 - Marcella Taylor- Trauma informed care
 - Doris Smith- Community engagement

Chair and Vice chair elections

- **Bylaws say...**
- Vote on new chair and vice chair the Board's first regular meeting of the calendar year
 - Will hold election on January 20th
- One chair and at least one but up to 2 vice chairs
- Officers may serve no more than two successive terms in the same office. Officers may serve no more than four successive terms in any office.
- Anyone can nominate themselves or others
- If you are interested, let me know!

Additional Items

- Property Tax Exemption Seminars
- 2025 Year in Review
- Moving Office Space
- In-person vs. virtual meetings schedule
- Others?

