



**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: 939 0747 6275

Webinar Link: <https://piercecountywa.zoom.us/j/93907476275>

February 17, 5:30 P.M.

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Adria Buchanan, Doris Smith, Elaine Tuisila, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Jonah Kinchy, Laura Mullen, Lori Wada, Marcella Taylor, Rosey Zhou, Sara Delano, Sean McKenna, Tim Fairley, Zac Baker

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**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**

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

**A. January 20, 2026, SSHA³P Advisory Board Minutes**

**Purpose:** Approval of minutes from the January 20, 2026, SSHA³P Advisory Board meeting.

**ATTACHMENTS:** [Minutes of January 20, 2026, Advisory Board meeting](#)

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**IV. SSHA³P STAFF UPDATE**

- A. Legislative Session Update**
- B. Universal Design Taskforce Update**

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**V. PRESENTATIONS AND DISCUSSION**

**A. SSHA³P Advisory Board Work Plan Recommendations (Cont.)**

**Purpose:** Final discussion on the 2026 Advisory Board Work Plan to finalize items to include in recommendations for consideration by Executive Board.

**Action:** Vote

**ATTACHMENTS:** [Agenda Memorandum: 2026 Advisory Board Work Plan Recommendation Final](#)  
[Presentation: Advisory Board Work Plan Recommendation Final](#)  
[2026 Advisory Board Work Plan Categories UPDATE](#)

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## **B. 2025SSHA<sup>3</sup>P Advisory Board Survey Review**

**Purpose:** Review SSHA<sup>3</sup>P Advisory Board survey and discuss additional feedback on board activities and operations.

**Action:** Discussion

ATTACHMENTS: [Agenda Memorandum: SSHA<sup>3</sup>P Advisory Board Survey Review](#)

[Presentation: SSHA<sup>3</sup>P Advisory Board Survey Review](#)

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## **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 939 0747 6275 or through Zoom at <https://piercecountywa.zoom.us/j/93907476275> . Written comments may be submitted to [alyssa.torrez@piercecountywa.gov](mailto: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 SSHA<sup>3</sup>P website at: <https://southsoundaffordablehousing.org>.

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## **VII. UPDATES/COMMENTS OF THE ADVISORY BOARD**

## **VIII. ADJOURN**

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## **South Sound Housing Affordability Partners (SSHA<sup>3</sup>P)**

### **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).



## SSHA<sup>3</sup>P Advisory Board

### AGENDA BILL

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February 17, 2026

AGENDA CATEGORY: Old/Unfinished Business

SUBJECT: 2026 Advisory Board Work Plan Recommendations Cont.

PRESENTED BY: Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist II

#### SUMMARY/BACKGROUND:

Resolution No. 2023-02, which established the Advisory Board states, "Under the advice and direction of the Executive Board, the Advisory Board shall create a work plan annually that outlines the Advisory Board's work areas. The work plan shall be adopted by the Executive Board."

This presentation is the last discussion on the 2026 Advisory Board Work Plan to finalize items to include in the recommended 2026 SSHA3P Work Plan for consideration by Executive Board.

#### ATTACHMENTS:

- SSHA3P Advisory Board Work Plan Recommendation (Cont.) Presentation
- 2026 Advisory Board Work Plan Categories UPDATE

#### STAFF RECOMMENDATION:

- Recommendation of the 2026 Advisory Board work plan to the Executive Board for adoption.

#### ALTERNATIVES:

N/A

#### RECOMMENDED MOTION:

"I move to recommend to the Executive Board adoption of the 2026 Advisory Board Work Plan."

# 2026 ADVISORY BOARD WORK PLAN RECOMMENDATIONS (CONT. )

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING  
FEBRUARY 17, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST

# Agenda

- Review Advisory Board 4 Focus Areas
  - Advice & Feedback
  - Housing Toolkit Recommendations
  - Education
  - Governance
- Prioritization Activity
- Vote on recommendations

# Review

- Ideas shared
  - UPDATED Excel sheet with brainstorm ideas categorized
- Categorized into 4 focus areas
- Prioritize for inclusion 2026 Advisory Board Work Plan
- Finalize items for inclusion in Work Plan





# Focus Areas

- Focus Area 1: Advice & Feedback
- Focus Area 2: Housing Toolkit Recommendations
  - **Recommendation** on the inclusion of policies/programs
  - **Research** on policy areas
- Focus Area 3: Education
- Focus Area 4: Governance

# Next Steps

- **Tonight:** Final vote for SSHA3P Advisory Work Plan recommendation
- **March:** Executive Board considers adoption of recommended work plan

Focus Area 1: Advice and Feedback

Focus Area 2: Housing Toolkit Recommendations

Focus Area 3: Education

Focus Area 4: Governance

In progress/connect to current work

Legislative

Policy Idea		Notes:
More homeownership opportunities for underserved communities in Pierce County	Focus Area 2: Housing Toolkit Recommendations (research)	Consolidate with other homeownership efforts
Incentives to sell vacant property to affordable housing developers Sara Delano	Focus Area 2: Housing Toolkit Recommendations (research)	Legislative possibility
Permitting and Affordability	Focus Area 2: Housing Toolkit Recommendations (research)	
Explore potential cap on HOA fees/Co-Op Fees	Focus Area 2: Housing Toolkit Recommendations (research)	
More incentives for small-scale affordable housing interspersed in existing Residential Zones, I.E. 4-plexes, 3-plexes Sara Delano	Focus Area 2: Housing Toolkit Recommendations (research)	
I would like to discuss O&M long/short term strategies.	Focus Area 2: Housing Toolkit Recommendations (research)	
universal means- bulk buy of simple items for multiple projects	Focus Area 2: Housing Toolkit Recommendations (research)	
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	Focus Area 2: Housing Toolkit Recommendations (research)	
Affirmative marketing and how to connect folks to available affordable housing - marketing dollars for developers/managers?	Focus Area 2: Housing Toolkit Recommendations (research)	
Incentivize affordable housing for families near schools	Focus Area 2: Housing Toolkit Recommendations (research)	
Conversion of market-rate apartment buildings into condos for more affordable homeownership opportunities Sara Delano	Focus Area 3: Education	

Train case managers to become property managers to utilize their past training for a new job career	Focus Area 3: Education	
Homeownership classes	Focus Area 3: Education	
Accessibility upgrade grants for low-income homeowners and/or seniors Sara	Focus Area 3: Education	For Housing Toolkit in the fu
Maintenance grants for low-income homeowners Sara Delano	Focus Area 3: Education	Combine for learning opportunities
Maintenance grants for existing affordable housing stock Sara Delano	Focus Area 3: Education	
More funding for Home Repair and Aging in place programs	Focus Area 3: Education	Combine for learning opportunities
More incentives for energy efficiency upgrades for seniors to reduce utility use and maintenance costs Sara Delano	Focus Area 3: Education	
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?	Focus Area 3: Education	Eventually for legislation
I know there is ongoing discussion on Land Banking. Where is that headed and how can we help guide that policy?	Focus Area 3: Education	
Incentives to remove oil furnaces -- Seniors, low-income homeowners Sara	Focus Area 3: Education	
Chages 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.	Focus Area 3: Education	
Longer tax exemption for affordable developers, especially since permitting/development approvals take so long.	Focus Area 3: Education	
Planning Depts. better Understand and integrate "alternative" construction methods... i.e. modular and off site construction	Focus Area 3: Education	
Condo conversion- fully separated	Focus Area 3: Education	
Methodoligies to make construction easier (prefabrication)	Focus Area 3: Education	
Health insurance paying rent for clients	Focus Area 3: Education	
Weatherization or flood plain mitigation	Focus Area 3: Education	
Vouchers for different housing (ie ADU, conversions, etc.)	Focus Area 3: Education	
Empowering people bring housing to the area (community based organizations to bring more resources)	Focus Area 3: Education	
Remove elevator requirements for 4 story buildings	Legislative	Additional research
Taxing marshmallows (must create the food categories) for low income housing for people with physical disabilities	Legislative	

Special needs housing, such as IDD, homeless, should have a separate set-aside funding-programs	Legislative	
Rental Escrow account- Adria (for dispute resolution purposes) county?	Legislative	
Classes / outreach for permitting / ADUs Sara Delano	In progress/connect to current	Connect to ADU one-pager
Pre Approved plans for ADUs and other smaller housing types	In progress/connect to current work	Pierce County Planning and Development work
Lack of multifamily units for larger families, 3+ bd RMS for low/lower income.	In progress/connect to current	
Targeted Universal Design	In progress/connect to current	iversal Design Incentives w
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?	Uncategorized	
Single occupant homes are few and far between	Uncategorized	



## SSHA<sup>3</sup>P Advisory Board

### AGENDA BILL

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February 17, 2026

AGENDA CATEGORY: New Business

SUBJECT: SSHA3P Advisory Board Survey

PRESENTED BY: Alyssa Torrez, SSHA3P Program Specialist II

#### SUMMARY/BACKGROUND:

The SSHA3P Advisory Board conducts a survey of board members at the end of each year to receive feedback on their experiences and activities to improve operations for subsequent work.

The presentation will review the responses to the 2025 SSHA3P Advisory Board survey and solicit additional board feedback. Feedback and suggested updates or changes may be implemented for the upcoming year of work.

#### ATTACHMENTS:

- Presentation: SSHA3P Advisory Board Survey

#### STAFF RECOMMENDATION:

- N/A

#### ALTERNATIVES:

- N/A

#### RECOMMENDED MOTION:

- N/A

# SSHA<sup>3</sup>P ADVISORY BOARD SURVEY

SSHA<sup>3</sup>P ADVISORY BOARD REGULAR MEETING  
FEBRUARY 17, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II

# Agenda

- Survey Questions
- Survey responses
- Discussion and Feedback
- Next Steps



# Survey Questions

- I was well prepared to be a member of this Board through onboarding processes.
- I understand the purpose of the Board and my role as a Board member.
- I feel that Board meetings are productive and efficient.
- I feel comfortable sharing my opinion at Board meetings.
- I feel that the work of this Board will make a positive impact on housing affordability, attainability, and accessibility in Pierce County.
- Staff effectively support the Board in performing its work.

Responses on a scale of 1-5 from Strongly Disagree to Strongly Agree

# Survey Questions

- Write in answers
  - Please share any follow-up comments on your answers
  - What about the Board's operations is working well?
  - Where is there opportunity for improvement in the Board's operations?
  - Is there anything else you would like to share?

# Survey Findings

- Question 1- **3.43**
- Question 2- **4.14**
- Question 3- **3.29**
- Question 4- **4.0**
- Question 5- **4.29**
- Question 6- **4.43**

I didn't really get much onboarding, but I know that is improving. But this is an important thing to do and its great to see staff and other board members so engaged.

To encourage members to join meetings in person for full engagement and productivity

# Survey Findings

Strong support staff, a variety of people on the board.

There is good structure to our work. Lots of opportunities to contribute. Supportive dynamic.

Education opportunities for board members should be included in long/short term strategic planning

It took me a while to understand the main mission, process, and deliverables. Hopefully, members are coming to meetings prepared for the agenda.

More interaction with the Elected Officials Board, at least be involved in a full social meeting with everyone.

This Executive Advisory Board has an outstanding mix of professional experience in the subject matter.

# Next Steps

- Any additional thoughts or feedback gathered today
  - Are there any other suggestions to make the Advisory Board more effective?
- Advisory Board Leadership discussion
- Incorporate changes as needed