



**South Sound Housing Affordability Partners  
Executive Board**

**Regular Meeting Agenda**

3602 Pacific Ave Tacoma, WA 98418 | Muckleshoot Conference Room

Dial: 253-215-8782 Meeting ID: 937 3861 1095

Webinar Link: <https://piercecountywa.zoom.us/j/93738611095>

March 6, 2026, 8:30 a.m.

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Councilmember Robyn Denson (Chair), Mayor Carla Bowman (Vice Chair), Mayor Nancy Backus, Councilmember Jugal Thakor, Councilmember Jeff Southard, Mayor Kim Roscoe, Councilmember Hunter George, Mayor Mary Barber, Councilmember Mike Brandstetter, Mayor Bruce White, Executive Ryan Mello, Mayor Ned Witting, Councilmember Nancy Henderson, Councilmember Sandesh Sadalage, Mayor Stan Fleming

Deputy Mayor Mike Winkler (Alternate), Councilmember Jason Rasmus (Alternate), Councilmember Summer Andriyuk (Alternate), Councilmember Julie Martin (Alternate), Mayor Pro Tempore Brett Wittner (Alternate), Katrina Knutson (Alternate), Councilmember Philip Lindholm (Alternate) Gary Gant (Alternate), Jason Wilson (Alternate), Councilmember Latasha Palmer (Alternate), Councilmember Denise McCluskey (Alternate)

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**I. CALL TO ORDER**

ROLL CALL

INTRODUCTORY QUESTION: What is your favorite board game?

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**II. REVIEW AGENDA/AGENDA MODIFICATIONS**

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**III. CONSENT AGENDA**

ATTACHMENTS: February 6, 2026, Executive Board regular meeting minutes

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**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 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/93738611095> and entering the Meeting ID 937 3861 1095. Written comments may be submitted to [ssha3p@piercecountywa.gov](mailto:ssha3p@piercecountywa.gov).

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**V. RESOLUTIONS AND PRESENTATIONS**

**A. Resolution No. 2026-02**

**Purpose:** Presentation by Alyssa Torrez, SSHA<sup>3</sup>P Program Specialist II, of Resolution No. 2026-02, adopting a 2026 SSHA<sup>3</sup>P Advisory Board Work Plan

ATTACHMENTS: Agenda Memorandum: Resolution No. 2026-02  
Presentation: 2026 Advisory Board Work Plan  
Resolution No. 2026-02

**B. Fund Balance Usage Policy**

**Purpose:** Presentation from Jason Gauthier, SSHA<sup>3</sup>P Manager, seeking direction on the usage of fund balance.

ATTACHMENTS: Agenda Memorandum: Fund Balance Usage Policy  
Presentation: Fund Balance Usage

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## SSHA<sup>3</sup>P Executive Board Meeting

February 6, 2026

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**Executive Board Members Present:** CM Denson (Pierce County-Council), Mayor Bowman (Sumner), Mayor Backus (Auburn), CM Southard (Edgewood), CM George (Fircrest), Mayor Barber (Gig Harbor), CM Brandstetter (Lakewood), Executive Mello (Pierce County-Executive), Mayor Witting (Puyallup), CM Sadalge (Tacoma), Mayor Flemming (University Place)

**Executive Board Members Excused:** CM Thakor (DuPont), Mayor Roscoe (Fife), CM Henderson (Steilacoom)

**Executive Board Members Absent:** Mayor White (Milton)

**Executive Board Alternate Members Present:** DM Winkler (DuPont), Director Gant (Pierce County-Executive), CM Palmer (Tacoma)

### Call to Order

Chair Denson called the meeting to order at 8:32 AM.

### Roll Call

SSHA<sup>3</sup>P Manager called roll; a quorum was present.

### Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

### Consent Agenda

Motion was made by Mayor Flemming to adopt content agenda. Seconded by Mayor Barber. Motion passed by voice vote.

### Public Comment

There were no public comments.

### Resolutions and Presentations

#### SSHA<sup>3</sup>P Housing Capital Fund Update

SSHA<sup>3</sup>P Manager Jason Gauthier provided the Executive Board with presentation to review background on the SSHA<sup>3</sup>P Housing Capital Fund, projections for future fund balance and usage, and an update on the Fund's funded project, Frederickson South.

#### Resolution No. 2026-01, creating a 2026 Advisory Board Appointments Committee

Program Specialist II Alyssa Torrez provided a presentation on Resolution No. 2026-01 to create a 2026 Advisory Board Appointments Committee. The purpose of the committee will be to review and make recommendations of individuals to appoint to the SSHA<sup>3</sup>P Advisory Board during 2026.

Following the presentation Chair Denson called for volunteers to serve on the Committee. Mayor

# SSHA<sup>3</sup>P

Barber, Mayor Backus, Mayor Bowman, and Mayor Witting volunteers and prior to the meeting Mayor Roscoe indicated her willingness to serve on the committee.

A motion was made by Mayor Barber and seconded by CM George to adopt the resolution. There was a motion to amend by CM George and seconded by Mayor Barber to add the following Executive Board members to the Committee.

- Mayor Bowman
- Mayor Backus
- Mayor Barber
- Mayor Roscoe
- Mayor Witting

The motion to amended passed via a voice vote. The amended resolution then passed via a voice vote.

## Legislative Session Update

SSHA<sup>3</sup>P Manager Jason Gauthier provided the Executive Board with an update on SSHA3P's work during the current legislative session.

## **Report by the SSHA<sup>3</sup>p Manager**

None

## **Updates/Comments of the Executive Board**

None

## **Adjourn**

Mayor Barber moved to adjourn the meeting. CM Southard seconded the motion. The motion passed via voice vote. The meeting adjourned at 9:29 a.m.



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

## AGENDA BILL

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March 6, 2026

AGENDA CATEGORY: Resolution No. 2026-02

SUBJECT: 2026 Advisory Board Work Plan Recommendations

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.”

After several discussion over several meetings, the SSHA<sup>3</sup>P Advisory Board unanimously recommended adoption of the draft 2026 work plan at their February 17<sup>th</sup> meeting, included in Resolution No. 2026-02 as Exhibit A.

This presentation includes an overview of the draft 2026 Advisory Board work plan, developed and recommended by the SSHA<sup>3</sup>P Advisory Board.

### ATTACHMENTS:

- Resolution 2026-02 Presentation
- Resolution 2026-02

### STAFF RECOMMENDATION:

- Adoption of Resolution 2026-02, adopting the 2026 Advisory Board work plan.

### ALTERNATIVES:

Instead of recommending the work plan at the meeting, the Executive Board may choose to:

- Amend Resolution No. 2026-02 and adopt as amended.
- Table Resolution No. 2026-02 for consideration at a future meeting.

### RECOMMENDED MOTION:

“I move to adopt the Resolution No 2026-02, adopting the 2026 Advisory Board Work Plan.”

## RESOLUTION 2026-02 ADOPTING 2026 ADVISORY BOARD WORK PLAN

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EXECUTIVE BOARD REGULAR MEETING

MARCH 6, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II

# Agenda

- 2026 Work Plan Development Process
- Advisory Board Work Plan Focus Areas
- Draft proposals for each focus area
- Discussion
- Vote

# 2026 Work Plan Development Process

- **October 21, 2025-** Work Plan Kick off
- **November 18, 2025-** Brainstorm Ideas
- **December 16, 2025-** Feedback on Draft Work plan
- **January 20, 2026-** Prioritization
- **February 17, 2027-** Finalize and vote on recommendation



# Advisory Board 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

## The SSHA3P Housing Toolkit

is a set of policies and programs recommended by the Executive Board to member governments for them to consider implementing to facilitate the creation and preservation of affordable, attainable, and accessible housing.

# DRAFT 2025 Advisory Board Work Plan

- **Advice and Feedback**

- 2027 SSHA3P Work Plan and Budget
- 2027 SSHA3P Legislative Agenda
- Other housing related efforts in Pierce County, as requested

- **Housing Toolkit**

- Research and potentially make recommendations on the inclusion of the following policies/programs in the SSHA<sup>3</sup>P Housing Toolkit
  - Policies to incentivize construction of housing with Universal Design Principles → **Carryover**

# DRAFT 2025 Advisory Board Work Plan

- **Housing Toolkit**

- Begin research on the following policy areas to identify specific policies that may be included in the 2027 Advisory Board Work Plan for further research and potential recommendation.

- **Recommended Policies to Research**

- Homeownership opportunities for underserved communities
- Incentives for small-scale affordable housing
- Incentives to sell vacant property
- Operations and Maintenance long and short-term strategies

# DRAFT 2025 Advisory Board Work Plan

- **Education**

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers

- **Recommended Policies to research**

- Maintenance grants for low-income and affordable housing
- Conversion of market-rate apartment into condos for affordable home ownership
- Vouchers for different types of housing
- Methodologies for making construction easier (ie prefabrication)

- **Governance**

- Elect chair and vice chair(s)

# Reccomendation

- Feedback from Executive Board
- Executive Board considers adoption of recommended work plan via Resolution 2026-02
- Suggested motion “I move to adopt resolution No. 2026-02, adopting the 2026 SSHA3P Advisory Board Work Plan.”

## RESOLUTION 2026-02 ADOPTING 2026 ADVISORY BOARD WORK PLAN

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EXECUTIVE BOARD REGULAR MEETING

MARCH 6, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II



**RESOLUTION NO. 2026-02**

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A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS (SSHA<sup>3</sup>P), ADOPTING THE 2024 SSHA<sup>3</sup>P ADVISORY BOARD WORK PLAN.

WHEREAS, on April 7, 2023 the SSHA<sup>3</sup>P Executive Board adopted Resolution 2023-02, establishing the SSHA<sup>3</sup>P Advisory Board and providing for the purpose and duties of the board; and

WHEREAS, pursuant to Resolution No. 2023-02, 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; and

WHEREAS, pursuant to Resolution No. 2023-02, possible areas of focus include recommendations on SSHA<sup>3</sup>P’s work plan and budget; the evaluation, development, and recommendation of policies and programs related to housing affordability and attainability; and suggested approaches to federal, state, and regional legislative advocacy; and

WHEREAS, pursuant to Resolution No. 2023-02, the work plan shall be adopted by the Executive Board; and

WHEREAS, at the February 17, 2026, regular meeting of the Advisory Board, the Advisory Board recommended a work plan that was presented for the Executive Board’s consideration at their meeting on March 6, 2026.



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

26 **Section 1. Adoption of 2026 SSHA3P Advisory Board Work Plan**

27 The Executive Board adopts the SSHA<sup>3</sup>P 2026 Advisory Board Work Plan as  
28 shown in Exhibit A.

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30 **Section 2. Effective Date.**

31 This Resolution will take effect and be in full force on passage and signature.

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33 Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

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38 **SOUTH SOUND HOUSING AFFORDABILITY PARTNERS**

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42 Robyn Denson, CHAIR

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44 ATTEST:

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## Exhibit A

### SSHA<sup>3</sup>P Advisory Board 2026 Work Plan

#### Advise and Provide Feedback

- Provide feedback on:
  - 2027 SSHA<sup>3</sup>P Work Plan
  - 2027 SSHA<sup>3</sup>P Budget
  - 2027 SSHA<sup>3</sup>P State and Federal Legislative Priorities
  - Other housing-related efforts in Pierce County, as requested

#### Housing Toolkit Recommendations

- Research and potentially make a recommendation to the SSHA<sup>3</sup>P Executive Board on the inclusion of the following policies/programs in the SSHA<sup>3</sup>P housing toolkit:
  - Policies to incentivize construction of housing with universal design principles (continuing work from 2025 Advisory Board work plan)
- 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:
  - Homeownership opportunities for underserved communities
  - Incentives for small-scale affordable housing
  - Incentives to sell vacant property
  - Operations and Maintenance long and short-term strategies

#### Education

- Learn about relevant and foundational topics related to housing and land use policy through presentations from qualified speakers
  - Maintenance grants for low-income and affordable housing
  - Conversion of market-rate apartment into condos for affordable home ownership
  - Vouchers for different types of housing
  - Methodologies for making construction easier (i.e. prefabrication)

#### Administration

- Elect chair and vice chair(s)



# AGENDA MEMODRANDUM

## Executive Board

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March 6, 2026

AGENDA CATEGORY Staff Presentation

SUBJECT: Fund Balance Usage

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A

ESTIMATED COST:

### SUMMARY/BACKGROUND:

At the June 26, 2023, special meeting of the SSHA<sup>3</sup>P Executive Board, staff was asked to develop a policy or strategy to prioritize the usage of organizational operating fund balance.

At the February 2, 2024, meeting of the SSHA3P Executive Board the board directed staff to prioritize the use of fund balance in the following way:

1. Reduce member fees
2. Support member governments with technical assistance
3. Support predevelopment of affordable housing projects

The purpose of this presentation is to provide background and receive updated direction from the Executive Board on the usage of fund balance in the upcoming FY 2027 budget planning cycle.

### ATTACHMENTS:

Fund Balance Usage Presentation

### STAFF RECOMMENDATION:

### ALTERNATIVES:

### RECOMMENDED MOTION:

N/A



# FUND BALANCE USAGE

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SSHA<sup>3</sup>P EXECUTIVE BOARD REGULAR MEETING

MARCH 6, 2026

# BACKGROUND

## Fund Balance Usage

- 2024 operating budget utilized of \$40,000 from the SSHA<sup>3</sup>P fund balance to reduce member fees
- 2025 operating budget utilized of \$50,000 from the SSHA<sup>3</sup>P fund balance to reduce member fees
- 2026 operating budgeted the use of \$59,000 of the SSHA<sup>3</sup>P fund balance to reduce member fees and \$100,000 to support the SSHA<sup>3</sup>P and City of Fife Memorandum of Agreement (MOA)
  - The funds for the MOA are repayable in 2027.

## Executive Board Direction

- In February 2024, the Executive Board directed staff to prioritize the usage of fund balance in the following way:
  1. Reduction of Member Fee
  2. Supporting Member Government Capacity Building and Technical Assistance
  3. Supporting Pre-Development Services for Affordable Housing

# REASON FOR FUND BALANCE USAGE STRATEGY

- Define SSHA<sup>3</sup>P's resource allocation priorities
- Build transparency and accountability for member governments and public
- Create a framework to adapt to opportunities and challenges

# FUND BALANCE

- Current amount of fund balance: \$185,000
- Where have these funds come from?
  - Savings on staffing and central service costs
  - Grant revenue

# OPPORTUNITIES AND CHALLENGES

- Opportunities

- Predevelopment support (ex: Fife MOA)
- Feasibility analysis (ex: architecture and engineering)

- Challenges

- Use of fund balance to reduce member fees = exhausting fund balance
- Unknown opportunities to deploy predevelopment and feasibility support

# BUDGET PROJECTION

- Fund balance to reduce member fees
  - FY 2027 – 0% fee increase, use of \$73,000
  - FY 2028 – 17.5% fee increase and use of \$34,000
  - FY 2029 – 13.5% increase and no fund balance available
- No fund balance to reduce member fees
  - FY 2027 – 24% fee increase
  - FY 2028 – 3.5% fee increase
  - FY 2029 – 3.5% fee increase

# SUMMARY

- Current fund balance usage strategy prioritizes member fee reduction with ability to deploy funds for member and project support
- SSHA<sup>3</sup>P has not increased member dues since FY 2024
- Continuing usage of fund balance for member fee reduction will exhaust fund balance by end of FY 2028



# FUND BALANCE USAGE

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SSHA<sup>3</sup>P EXECUTIVE BOARD REGULAR MEETING

MARCH 6, 2026



**SSHA<sup>3</sup>P Executive Board**  
**AGENDA MEMODRANUM**

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March 6, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: ADU Communications Project

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

**SUMMARY/BACKGROUND:**

In this presentation, Alyssa Torrez will present an update on the Accessory Dwelling Unit (ADU) communications project, which began in 2025. The communications project includes a one-pager informational document, developed for use by SSHA<sup>3</sup>P member jurisdictions, and a SSHA<sup>3</sup>P webpage. Materials will be distributed to member jurisdictions and will be used to help inform communities about potential ADU development throughout Pierce County.

**ATTACHMENTS:**

- ADU Communications Project Presentation
- ADU One Pager Document Example

**STAFF RECOMMENDATION:**

N/A

**ALTERNATIVES:**

N/A

**RECOMMENDED MOTION:**

N/A

# ACCESSORY DWELLING UNIT (ADU) COMMUNICATIONS PROJECT

EXECUTIVE BOARD REGULAR MEETING  
MARCH 6, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II



# ADU ONE-PAGER GOALS

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

# ONE PAGER

## BUILDING AN ACCESSORY DWELLING UNIT (ADU) IN THE CITY OF LAKEWOOD

**What is an ADU?**

An Accessory Dwelling Unit (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).
- A separate structure on the lot (such as a converted garage).

*Image used with permission from the City of Spokane [Accessory Dwelling Unit Current Allowances](#). Diagram shows visual examples of possible ADU configurations. Different building codes may be applicable depending on the design and configuration. Please consult with City staff to discuss the feasibility of your project.*

**Why build an ADU?**

More housing is needed to accommodate our state's changing demographics, and ADUs provide options for seniors and smaller households to right-size their cost of living while remaining close to community.

- Homeowners with ADUs can use rental income to offset their mortgage or provide a home for their family members.
- ADUs fit well in residential neighborhoods and can sometimes help correct historic economic and racial exclusion by making single-family neighborhoods more affordable.

Developed in collaboration with the  
[South Sound Housing Affordability Partners](#) | Feb 2026

## Can I build an ADU on my property?

If you are considering building an ADU on your property, start with the steps below:

► **Step 1:** Review city municipal code on accessory dwelling units and/or check in with the permitting office to learn about your options for siting and permitting your project.

Requirements to consider include:

<b>How many ADUs are allowed on a property</b>	Two ADUs are allowed on a property
<b>Areas in which constructing ADUs is allowed</b>	R1, R2, R3, R4, MF1, MF1, MF2, TOC
<b>Maximum size and height for an ADU</b>	No more than 1,200 square feet, excluding the garage
<b>Parking and utility service requirements</b>	1 off-street parking space, none required in proximity to transit. 3rd party utilities except for storm water. Transportation mitigation fees required in Downtown Subarea
<b>Additional standards</b>	Design of an attached ADU (the facade, roof pitch and siding) shall be complementary to the principal dwelling unit.

► **Step 2:** Once you have verified the feasibility of building an ADU on your property, consider all the potential costs for permitting, design and construction. Discuss with the permitting office which of these may apply for your project:

- Impact fees
- Design
- Upgraded water meter permit
- Building permit
- Construction
- Property survey

► **Step 3:** Consider what kinds of support, additional permitting, or development time your project will need to be successful. Below are some ideas to get you started.

<b>Financing Options</b>	Research loan types, such as home equity loans, home equity line of credit, cash-out refinance, homestyle renovation, construction loan, or rental based financing to pay for your ADU project.
<b>Hiring an Architect</b>	While hiring an architect or designer is not required, it can be extremely helpful for creating a plan that meets code requirements and fits your budget.
<b>Hire Contractors/ Plan a DIY Build</b>	Hire a licensed contractor and/or determine which parts of the project you can complete yourself.
<b>Development</b>	Development timelines can vary depending on project size, construction materials and developer resources.
<b>Future Use</b>	ADUs can be rented or sold through condominium or unit lot subdivision but may have additional regulations or requirements, including landlord-tenant and fair housing laws. Consider how you want to use your ADU in the future.

**Learn More!**  
[southsoundaffordablehousing.org/accessory-dwelling-unit-development](https://southsoundaffordablehousing.org/accessory-dwelling-unit-development)

Developed in collaboration with the  
[South Sound Housing Affordability Partners](#) | Feb 2026

# NOTES

- Includes general definitions and information
- Chart is customizable for additional information from jurisdictions
  - Can be completed by city or SSHA3P staff
- QR code goes to SSHA3P ADU Development Site
  - Includes links to City webpage(s) for additional information
  - Serves as a hub for ADU development in Pierce County
  - Page can be built out further to include information on financing, contracting, or other resources to build
- Both web and print versions available for each jurisdiction

# WEBPAGE



**What to know about building an ADU on your property**

Building an ADU on your property could provide a unique and right-sized housing option for a family member or others in your community. There are multiple types of ADUs, such as detached ADUs, basement or attic ADUs, or an attached addition to your home, so you can design your project based on what makes sense for your property and lifestyle. You may also choose to rent out your ADU to generate income.



**Where to Start**

If you are considering building an ADU on your property, reviewing your municipal code on accessory dwelling units and/or checking in with your local permitting office is a great place to begin. Click on your city or jurisdiction (below) to learn more about their unique regulations and resources and to get in touch with someone who can help.

 <p><b>City of Auburn</b> <a href="#">Learn More</a></p>	 <p><b>City of DuPont</b> <a href="#">Learn More</a></p>	 <p><b>City of Edgewood</b> <a href="#">Learn More</a></p>	 <p><b>City of Fife</b> <a href="#">Learn More</a></p>	 <p><b>City of Fircrest</b> <a href="#">Learn More</a></p>
 <p><b>City of Gig Harbor</b> <a href="#">Learn More</a></p>	 <p><b>City of Lakewood</b> <a href="#">Learn More</a></p>	 <p><b>City of Milton</b> <a href="#">Learn More</a></p>	 <p><b>Pierce County</b> <a href="#">Learn More</a></p>	 <p><b>City of Puyallup</b> <a href="#">Learn More</a></p>
 <p><b>Town of Steilacoom</b> <a href="#">Learn More</a></p>	 <p><b>City of Sumner</b> <a href="#">Learn More</a></p>	 <p><b>City of Tacoma</b> <a href="#">Learn More</a></p>	 <p><b>City of University Place</b> <a href="#">Learn More</a></p>	 <p><b>Puyallup Tribe</b> <a href="#">Learn More</a></p>

# ACCESSORY DWELLING UNIT (ADU) COMMUNICATIONS PROJECT

EXECUTIVE BOARD REGULAR MEETING  
MARCH 6, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II



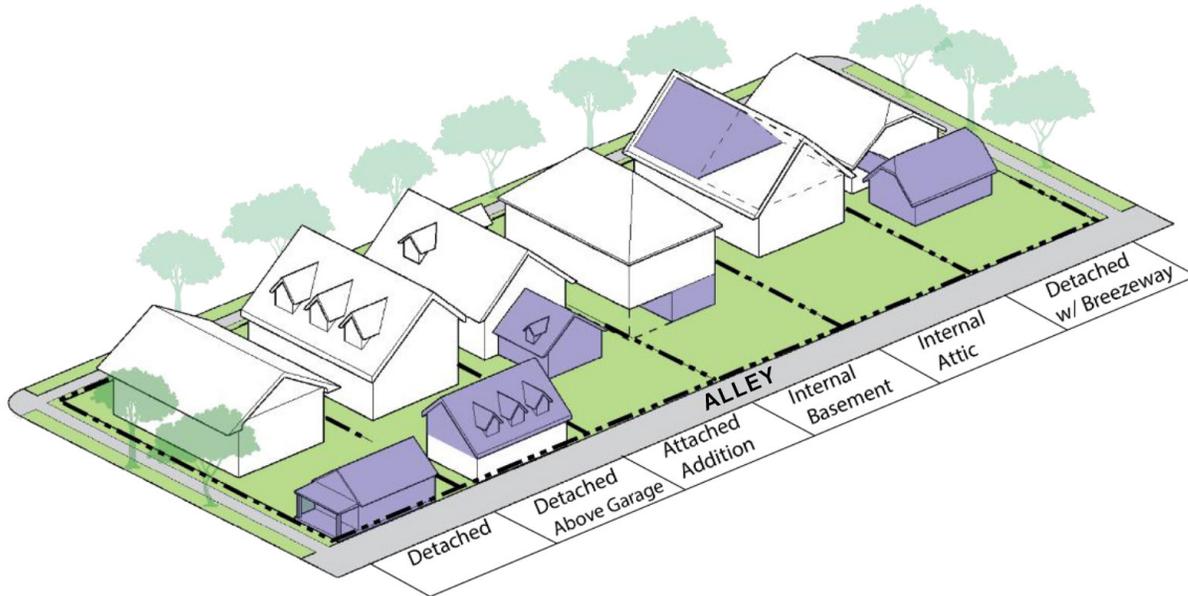


# BUILDING AN ACCESSORY DWELLING UNIT (ADU) IN THE CITY OF LAKEWOOD

## What is an ADU?

An Accessory Dwelling Unit (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).
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## Why build an ADU?

More housing is needed to accommodate our state’s changing demographics, and ADUs provide options for seniors and smaller households to right-size their cost of living while remaining close to community.

- Homeowners with ADUs can use rental income to offset their mortgage or provide a home for their family members.
- ADUs fit well in residential neighborhoods and can sometimes help correct historic economic and racial exclusion by making single-family neighborhoods more affordable.

# Can I build an ADU on my property?

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▶ **Step 2:** Once you have verified the feasibility of building an ADU on your property, consider all the potential costs for permitting, design and construction. Discuss with the permitting office which of these may apply for your project:

- Impact fees
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- Property survey

▶ **Step 3:** Consider what kinds of support, additional permitting, or development time your project will need to be successful. Below are some ideas to get you started.

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<b>Hiring an Architect</b>	While hiring an architect or designer is not required, it can be extremely helpful for creating a plan that meets code requirements and fits your budget.
<b>Hire Contractors/ Plan a DIY Build</b>	Hire a licensed contractor and/or determine which parts of the project you can complete yourself.
<b>Development</b>	Development timelines can vary depending on project size, construction materials and developer resources.
<b>Future Use</b>	ADUs can be rented or sold through condominium or unit lot subdivision but may have additional regulations or requirements, including landlord-tenant and fair housing laws. Consider how you want to use your ADU in the future.



## Learn More!

[southsoundaffordablehousing.org/accessory-dwelling-unit-development](https://southsoundaffordablehousing.org/accessory-dwelling-unit-development)