



**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>

July 21, 2026, 5:30 P.M.

Adria Buchanan, Ahndrea Blue, Doris Smith, Elaine Tuisila, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Jonah Kinchy, Lacey Barker, Landon Jones, Laura Mullen, Lori Wada, Marcella Taylor, Rosey Zhou, Sara Delano, Sean McKenna, 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. June 16, 2026, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from June 16, 2026, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of June 16, 2026, Advisory Board meeting](#)

IV. SSHA³P STAFF UPDATE

V. PRESENTATIONS AND DISCUSSION

A. 2027 Legislative Agenda Update

Purpose: Jason Gauthier, SSHA³P Program Manager, will continue discussion on the development of the 2027 State Legislative Agenda. This presentation will review the Advisory Board input from last month's meeting and staff will seek further input for priority recommendations

Action: Presentation

ATTACHMENTS: [Agenda Memorandum: 2027 Legislative Agenda](#)

[Presentation: 2027 Legislative Agenda](#)

B. Feasibility Support Program

Purpose: SSHA³P staff will provide an overview and request feedback on the proposed feasibility fund for member governments, supporting site feasibility and evaluations of publicly owned property for affordable housing.

Action: Presentation

ATTACHMENTS: [Agenda Memorandum: Feasibility Support Program](#)

[Presentation: Feasibility Support Program](#)

C. Universal Design Recommendation

Purpose: Alyssa Torrez, SSHA³P Program Specialist II, will present feedback and updates to the Pierce County Universal Design tool. Staff will seek recommendation to move the proposed Universal Design Tool to the Executive Board.

Action: Discussion

ATTACHMENTS: [Agenda Memorandum: Universal Design Tool Recommendation](#)

[Presentation: Universal Design Tool Recommendation](#)

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 939 0747 6275 or through Zoom at <https://piercecountywa.zoom.us/j/93907476275>. 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

June 16, 2026

Members Present: Adria Buchannon, Ahndrea Blue, Doris Smith (Vice Chair), Elaine Tuisila, Faaluaina Pritchard, Isabella Rivera Kjaer, Jay Worley, Jonah Kinchy, Lacey Barker, Laura Mullen, Lori Wada, Marcella Taylor, Rosey Zhou, Sara Delano, Sean McKenna, Tim Fairley (Chair)

Members Excused: Zac Baker

Members Absent: Landon Jones

Staff: Alyssa Torrez, Jason Gauthier

Call to Order

Chair Fairley called the meeting to order at 5:32 PM.

Roll Call

Alyssa Torrez called roll; a quorum was present.

Land Acknowledgement

Chair Fairley read the land acknowledgement.

Housekeeping

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Consent Agenda

Motion was made by Jay Worley to adopt consent agenda. Second by Doris Smith. Motion passed.

SSHA³P Staff Update

SSHA³P staff shared updates from the Executive Board, including the adoption of the SSH³P 2027 budget and the schedule of meetings including no August meeting and the next in-person meeting in October. Staff also shared an update on the land projects.

Presentations and Discussion

Homestead Community Land Trust

Kathleen Hosfeld, Homestead Community Land Trust CEO/Executive Director, gave an overview of the community land trust model and how it provides affordable homeownership opportunities. The presentation covered the needs for affordable homeownership throughout the region, qualifications for owning a home through this model and an overview of the Hilltop project, including site history and potential development scenarios.

Craft Contracting and Consulting

Josh Schaaf and Jodi Lario from Craft Contracting and Consulting shared information on their work in offsite manufacturing to expedite the construction of housing and reduce construction costs. Presenters shared the benefits of the model, current and completed projects and future plans for additional rental and homeownership builds.

Legislative Agenda Discussion

Jason Gauthier, SSHA3P Program Manager, gave an overview of the 2026 state legislative session and sought input priorities for the 2027 legislative agenda recommendation. Initial discussion included feedback on the Washington State Department of Commerce Housing Task Force work and the starter home production plan.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

SSHA3P shared the confirmed date for the tour of the Tacoma Rescue Mission Good Neighbor Village for Thursday, June 25th at 4pm.

Adjourn

Sara Delano moved to adjourn the meeting. Doris Smith seconded the motion. The motion passed. The meeting adjourned at 7:29 PM.



SSHA³P Advisory Board

AGENDA BILL

July 21, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2027 Legislative Agenda

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

This will be the 2nd presentation for Board input on the development of the 2027 State Legislative Agenda and potential Advisory Board priority recommendations. This presentation will review the Advisory Board input received at the June 16, 2026 meeting and staff will seek further input.

ATTACHMENTS:

- Presentation: 2027 Legislative Agenda
- SSHA³P 2026 State Legislative Agenda

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

2027 LEGISLATIVE AGENDA

SSHA³P ADVISORY BOARD REGULAR MEETING

JULY 21, 2026

Jason Gauthier, SSHA³P Manager

EARLY 2027 ITEMS OF INTEREST

- Capital Budget
 - Fully fund the Housing Trust Fund (HTF)
 - Increase investments in the Connecting Housing to Infrastructure Program (CHIP)
 - Support revolving loan funding
 - Workforce Housing Accelerator Program (\$50 million)
 - Mixed-income homeownership (\$TBD)
 - Land Banking Acquisition Funding (\$TBD)
- Local Revenue Options
 - REET
 - Short-term rental tax
- Infrastructure Support
 - CHIP eligibility and activity expansion
- Operating and maintenance support
- Local Funding Flexibility
 - Clarify eligibility for offsite infrastructure improvements
 - Align housing and service income levels across programs
- Pause in new land use and housing legislation
- Monitor efforts to amend the Residential-Landlord Tenant Act (RLTA)

MAJOR THEMES

- Support elements of the Starter Home Production Plan
- Department of Housing

NEXT STEPS

- Executive Board
 - September 4 – Draft 2027 State Legislative Agenda Presentation
 - October 2 – Adoption of the 2027 State Legislative Agenda
- Advisory Board
 - August 18 – Date for potential Advisory Board action/recommendation

QUESTIONS?

Jason Gauthier, SSHA³P Manager



SSHA³P Advisory Board

AGENDA BILL

July 21, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: Feasibility Support Program

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

SSHA³P's 2026 work plan called for the agency to create a menu of options to support predevelopment services. SSHA³P's recommended FY27 budget includes \$25,000 for special projects, which allows for flexible expenditure authority to allow for creation of site feasibility support program for member governments. This program can fund property evaluations to provide necessary back to evaluate the feasibility of utilizing publicly owned property, or property being considered for acquisition, for future use as affordable housing.

Staff are seeking Advisory Board input on a number of items as the agency seeks to begin this program in Q1, 2027.

ATTACHMENTS:

- Presentation: Feasibility Support Program

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

FEASIBILITY ANALYSIS AND SITE TESTING (FAST)

SSHA³P ADVISORY BOARD MEETING

JULY 21, 2026

Jason Gauthier, SSHA³P Manager

BACKGROUND

- SSHA³P's 2026 work plan called for the agency to create a menu of options to support predevelopment services
- SSHA³P's recommended FY27 budget includes \$25,000 for special projects, which includes FAST.
- Creates flexible expenditure authority to allow for creation of site feasibility support program for member governments
 - Funding for property evaluations (Phase 1 Environmental, Geotechnical, Critical Areas, etc.)
 - Funding for initial massing and architectural reports
 - This work would provide necessary background to evaluate feasibility of utilizing publicly owned property, or property being considered for acquisition, for future use as affordable housing.
- SSHA³P Executive Board anticipates a proposal for its evaluation to be presented before end of 2026, and a feasibility support program to go live in Q1 2027.

APPLICATION/REQUEST TIMING

When should FAST application/request period be?

- Option 1: Annually
- Option 2: Bi-annually
- Option 3: Quarterly
- Option 4: Ongoing until funds are committed

PAYBACK

When should FAST funds be repaid?

- Option 1: No payback
- Option 2: Payback upon transfer of property
- Option 3: Payback within a certain period
- Option 4: No payback if property is transferred for housing development
- Option 5: Other

COMMITMENT

What is an awarded jurisdiction committing to when receiving funds?

- Option 1: Commit to, “intent to transfer...for affordable or mixed-income housing development”
- Option 2: Commit to, “considering affordable or mixed-income housing as primary use of the property”
- Option 3: Commit to intent, “to actively evaluate and pursue feasibility of utilizing property for affordable or mixed-income housing development”

QUESTION: Would the commitment by the jurisdiction need to include commitments for future project support – should the site move forward for affordable/mixed-income housing development (e.g. commitment to applying for CHIP if needed, offering letter of support for funding applications, ensuring staff support for project, etc.)?

EVALUATION

Who should be involved in application/request evaluation?

- Staff workgroup committee
- Should Advisory Board members have a role on an evaluation/review committee?
 - How would the Advisory Board participate?
 - Full membership?
 - Board subgroup?

FEASIBILITY ANALYSIS AND SITE TESTING (FAST)

SSHA³P ADVISORY BOARD MEETING

JULY 21, 2026

Jason Gauthier, SSHA³P Manager



SSHA³P Advisory Board

AGENDA BILL

July 21, 2026

AGENDA CATEGORY Staff Presentation

SUBJECT: **Universal Design Tool Recommendation**

PRESENTED BY: Alyssa Torrez, SSHA³P Program Specialist II

SUMMARY/BACKGROUND:

The Advisory Board's 2024 and 2025 work plan include researching and potentially making a recommendation to the SSHA³P Executive Board regarding policies to incentivize construction of housing with Universal Design principles.

In 2025, the Universal Design Taskforce was created to assist staff in designing a tool to use to incentivize the inclusion of Universal Design elements in housing units.

This presentation will provide an update on changes made to the Universal Design tool to reflect feedback from SSHA³P Advisory Board members at the April 21st meeting and the SSHA³P Staff Work Group meeting on May 29th.

SSH³P staff will seek a recommendation to move the work forward to the Executive Board to consider for final approval.

ATTACHMENTS:

- Presentation: Universal Design Tool Recommendation

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

Instead of recommending the Universal Design Tool as presented, the Advisory Board may choose to:

- Amend the Universal Design Tool; then recommend as amended.
- Table the agenda item until the August meeting.
- Not recommend a Universal Design Tool.

RECOMMENDED MOTION:

- "I move to recommend to the Executive Board adoption of the Pierce County Universal Design Tool".



UNIVERSAL DESIGN TOOL RECOMMENDATION

SSHA³P ADVISORY BOARD REGULAR MEETING
JULY 21, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST

Agenda

- Overview
- Changes made
- Next Steps
- Discussion
- Recommendation

Universal Design Tool Overview

- Adaptation of Kelsey Design Standards
- Categories and elements
 - Based on community need, scope of our work and usability
 - 6 Categories (Design, Site, Building, Interior, Dwelling Units, Operations and Maintenance)
 - 196 Elements
- Calculations and tiers
 - Each element is allocated points based on ease of inclusion and importance
 - Points totaled and put into three tiers
 - Tiers determine the level of incentives available for the development
 - Total points possible 350
- Incentives
 - Focused on timeline review, density, parking, permitting fees, zoning modifications

Proposed Changes

- Remove points for required item
 - Design item required removed, moved Dwelling Units item from L1 to L2
 - Overall points remain the same (350)
- Incentives
 - Reduce review timelines, and specify calendar vs business days
 - Increase permit fee reduction
 - Increase density bonus

Discussion

- Scale of project that this can apply to
 - Applicable to ADUs?
- Remove utility connection fees incentive
- Remove impact fee incentive
- Additional elements
 - Write in element
 - Other suggestions
- What else is needed?

Recommendation

- Move to recommend to the Executive Board adoption of the Pierce County Universal Design Tool.