



**South Sound Housing Affordability Partners
Advisory Board**

Regular Meeting Agenda

3602 Pacific Ave Tacoma, WA 98418 | Brekke Conference Room

Dial: +1253 215 8782 Meeting ID: 939 0747 6275

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

August 18, 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. July 21, 2026, SSHA³P Advisory Board Minutes

Purpose: Approval of minutes from July 21, 2026, SSHA³P Advisory Board meeting.

ATTACHMENTS: [Minutes of July 21, 2026, Advisory Board meeting](#)

IV. SSHA³P STAFF UPDATE

V. PRESENTATIONS AND DISCUSSION

A. 2027 Legislative Priorities

Purpose: Jason Gauthier will give the final presentation for Advisory Board input on the development of the 2027 State Legislative Agenda. This presentation will review previous Advisory Board input and seek recommendations of three items identified as potential priorities.

Action: Recommendation

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

[Presentation: 2027 Legislative Priorities](#)

B. Universal Design Recommendation

Purpose: Alyssa Torrez, SSHA³P Program Specialist II, will conclude the presentation of feedback and updates to the Pierce County Universal Design tool. Staff will seek recommendations to move the proposed Universal Design tool to the Executive Board.

Action: Recommendation

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

July 21, 2026

Members Present: Adria Buchannon, Ahndrea Blue, Doris Smith (Vice Chair), Elaine Tuisila, Jay Worley, Jonah Kinchy, Lacey Barker, Landon Jones, Lori Wada, Marcella Taylor, Sean McKenna, Tim Fairley (Chair), Zac Baker

Members Excused: Isabella Rivera Kjaer, Laura Mullen, Rosey Zhou, Sara Delano

Members Absent: Faaluaina Pritchard

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 Jonah Kinchy. Motion passed.

SSHA³P Staff Update

SSHA³P staff shared updates from the Executive Board, including an update on the Fife feasibility project and noted that a full report on the feasibility studies would be provided at the end of the study period. Staff also reviewed the Executive Board meeting schedule for the rest of the year, with the last in-person meeting in October in Auburn and provided an update on the timeline for the creation of the Legislative Agenda.

Presentations and Discussion

2027 Legislative Agenda Update

Jason Gauthier, SSHA³P Program Manager, gave the second presentation on the creation of 2027 legislative agenda and sought input on Advisory Board priorities. Jason recapped the initial feedback received at the June 16, 2026, meeting and asked for additional feedback and thoughts.

Board members shared ideas for priorities to be included in the 2027 Legislative Agenda, including ideas on operations and maintenance support, CHIP funding availability and flexibility, increased focus on low-income housing and affordable housing and nonprofit supports.

Feasibility Support Program

Jason Gauthier, SSHA3P Program Manager, shared background on the creation of a program to support predevelopment services, funding property evaluations and evaluating the feasibility of utilizing publicly owned property, or property being considered for acquisition, for future use as affordable housing. Board members were asked questions about the creation of the program and sought input on items including frequency of funding, jurisdiction commitment and committee review as the agency seeks to begin this program in Q1, 2027.

Universal Design

Alyssa Torrez, SSHA3P Program Specialist, began the overview of the updated universal design incentives, covering 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. This presentation and discussion were not completed due to time, even after a board vote to extend the meeting by 10 minutes and will be brought back to the August 18 board meeting for final discussion and recommendation.

Public Comment

There were no public comments.

Updates/Comments of the Advisory Board

No updates

Adjourn

Zac Baker moved to adjourn the meeting. Jay Worley seconded the motion. The motion passed. The meeting adjourned at 7:40 PM.



SSHA³P Advisory Board

AGENDA BILL

August 18, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2027 Legislative Priorities

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

This will be the 3rd presentation for Advisory Board input on the development of the 2027 State Legislative Agenda. This presentation will review the Advisory Board input received at the June 16, 2026, and July 21, 2026 meetings, and three items that the Advisory Board identified as potential priorities for the SSHA³P 2026 State Legislative Agenda.

The Advisory Board may consider action to recommend the Executive Board include certain priorities in the 2027 SSHA³P State Legislative Agenda.

ATTACHMENTS:

- 2027 Legislative Priorities Presentation

STAFF RECOMMENDATION:

Motion to recommend drafted priorities be included in the 2027 SSHA³P State Legislative Agenda.

ALTERNATIVES:

1. Motion to amend and adopt priorities
2. Motion to add a new priority for consideration

RECOMMENDED MOTION:

"I move to recommend the Executive Board include draft priority ____ in the 2027 SSHA³P State Legislative Agenda."

2027 LEGISLATIVE AGENDA RECOMMENDATIONS

SSHA³P ADVISORY BOARD REGULAR MEETING

AUGUST 18, 2026

Jason Gauthier, SSHA³P Manager

BACKGROUND

- 2025 was first year the Advisory Board made formal recommendations for inclusion in the SSHA³P legislative agenda
 1. **Expand Funding and Policy Flexibility to Support Mixed-Income Housing**
 - HB 1859
 - SB 6028
 2. **Create a Statewide Enforcement Mechanism for Source-of-Income Discrimination in Rental Housing**
 3. **Ensuring Operating Support for Permanent Supportive Housing**
 - SB 6027 / HB2442
 - Operating budget funding to backfill document recording fee
 - Capital budget funding for repairs to offset operating and maintenance expenses.
- The Executive Board included recommendation 3 as a Priority item
 - Recommendations 1 and 3 were included as Support items

MAJOR THEMES: JUNE 16

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

MAJOR THEMES: JULY 21

- Landlord-Tenant Advisory Board + Better Data Around Policy Impacts regarding landlord-tenant issues
- Focusing funding for development, preservation, and operating & maintenance for housing serving those with extremely low and no income.
- Funding for the Workforce Housing Accelerator Program

DRAFT PRIORITY 1

PRIORITY: Establish a Landlord-Tenant Advisory Board and Improve Policy Data

Problem: Washington lacks a standing, balanced forum for landlords, tenants, housing providers, local governments, and researchers to evaluate landlord-tenant issues. Policymakers also lack consistent data on how proposed and enacted policies affect rents, evictions, housing stability, operating costs, and rental-housing supply.

Legislative action: Establish a statewide Landlord-Tenant Advisory Board within the Department of Commerce and fund a standardized rental-housing data program. Require the board to review major policy proposals, identify unintended consequences, recommend solutions, and publish regular impact reports and statewide data.

Potential impact: Better information and earlier stakeholder engagement would support more balanced legislation, reduce unintended consequences, improve housing stability, and strengthen confidence in Washington's rental-housing market.

DRAFT PRIORITY 2

PRIORITY: Prioritize Housing for People with the Greatest Needs

Problem: Washington's housing investments do not consistently reach people with the lowest incomes and the greatest barriers to securing and maintaining stable housing.

Legislative action: Prioritize state policies and funding that support the development, preservation, and long-term operation of housing serving people with extremely low or no income.

Potential impact: A clearer focus on the state's greatest housing needs would expand access to deeply affordable housing, reduce homelessness and displacement, and create more stable communities.

DRAFT PRIORITY 3

PRIORITY: Fund the Workforce Housing Accelerator Program

Problem: Many workforce-housing projects serving households earning 50%–80% of area median income cannot secure affordable financing, even when they are permitted and ready to begin construction. These projects often do not qualify for traditional affordable-housing subsidies but cannot be supported by market rents alone.

Legislative action: Provide a significant capital appropriation to activate the Workforce Housing Accelerator Revolving Loan Fund created under Chapter 43.185D RCW. Direct funding toward construction-ready, cost-efficient projects that leverage private capital and expand geographic access to workforce housing.

Potential impact: The program would move stalled projects into construction, leverage public dollars with private investment, create a self-replenishing financing resource, and increase housing options for workers near jobs and essential services

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
 - September 15 - Review draft 2027 State Legislative Agenda



SSHA³P Advisory Board

AGENDA BILL

August 18, 2026

AGENDA CATEGORY Old/Unfinished Business

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 and is a continuation of the presentation and discussion that was started with the Advisory Board at the July 21st meeting.

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:

Recommendation of the Pierce County Universal Design Tool to the Executive Board for adoption.

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 September 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
AUGUST 18, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST

Agenda

- Overview
- Changes made
- Next Steps
- 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)
- Write in option for elements
- Incentives
 - Reduce review timelines 150, 120, 90 → 120, 90, 60 days
 - Specify calendar days
 - Increase permit fee reduction 0% 5% 10% → 10% 20% 30%
 - Increase density bonus 0% 5% 10% → 10% 20% 30%
 - Removed utility connections and impact fee reduction incentive

Incentives

Incentive	Silver	Incentive	Gold	Incentive	Platinum
Review Timeline		Review Timeline		Review Timeline	
Guaranteed Review	150 days	Guaranteed Review	120 days	Guaranteed Review	90 days
Density Bonus		Density Bonus		Density Bonus	
Density Bonus Allotted	No reduction	Density Bonus Allotted	5% bonus	Density Bonus Allotted	10% bonus
Parking Allotment		Parking Allotment		Parking Allotment	
Reduction in No. of Parking Spaces Required	None	Reduction in No. of Parking Spaces Required	10%	Reduction in No. of Parking Spaces Required	20%
Increase in No. of Compact Spaces Allowed	None	Increase in No. of Compact Spaces Allowed	5%	Increase in No. of Compact Spaces Allowed	10%
Fees		Fees		Fees	
Planning*	Reduced by 5%	Planning*	Reduced by 10%	Planning*	Reduced by 15%
Permitting*	Reduced by 5%	Permitting*	Reduced by 10%	Permitting*	Reduced by 15%
Impact fees	No Reduction	Impact fees	Reduced by 5%	Impact fees	Reduced by 10%
Utility connections*	No Reduction	Utility connections*	Reduced by 5%	Utility connections*	Reduced by 10%
Building Fees	No Reduction	Building Fees	No reduction	Building Fees	Reduced by 5%
Traffic Impact Fees	No Reduction	Traffic Impact Fees	No reduction	Traffic Impact Fees	Reduced by 5%
School Impact fees	No Reduction	School Impact fees	No reduction	School Impact fees	Reduced by 5%
Park Impact Fees	No Reduction	Park Impact Fees	No reduction	Park Impact Fees	Reduced by 5%
Sanitary Sewer System/ Facilities Charge Waiver	No Reduction	Sanitary Sewer System/ Facilities Charge Waiver	No reduction	Sanitary Sewer System/ Facilities Charge Waiver	Reduced by 5%
Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	No Reduction	Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	No reduction	Preliminary Plat/Formal Plat/Short Plat Application Fee Waiver	Reduced by 5%
Zoning Modification (jurisdictions chose at LEAST 1 from this list)		Zoning Modification (jurisdictions chose at LEAST 1 from this list)		Zoning Modification (jurisdictions chose at LEAST 2 from this list)	
Lot Coverage		Lot Coverage		Lot Coverage	
Building Height (maximum height may be increased up to X feet)		Building Height (maximum height may be increased up to X feet)		Building Height (maximum height may be increased up to X feet)	
Lot Area		Lot Area		Lot Area	
Open Space/Landscaping		Open Space/Landscaping		Open Space/Landscaping	

Next Steps

- Review current Universal Design tool
- Incorporate feedback
 - Advisory Board, Staff Work Group, ADR Advisory Board
- Advisory Board recommendation (August)
- Initial presentation to Executive Board (September/October)
- Resolution for Executive Board Adoption(November/December)

Recommendation

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



Pierce County
Human Services



Pierce County
OFFICE OF ASSESSOR-TREASURER

Learn how to save money on
property taxes at a

Property Tax Exemption Seminar

Tuesday, September 15th | 11 a.m.

Evergreen Church on the Hill
10118 249th St E in Graham



Scan here
to sign up!



Event Information

Join us for a property tax exemption seminar on September 15th, 2026, at 11 a.m. at the Evergreen Church on the Hill in Graham. The Pierce County Assessor's Office will be here to answer your questions and provide valuable information at this free event.

You may qualify for this exemption if you:

- Are over 61 years old or fully disabled (80% VA) and
- Have gross household income at or below \$64,000



Application Overview

Learn how to accurately complete and return your application. Find out what defines your 'residence' and other occupancy requirements.



Taxable Income and Veterans

Learn the differences between taxable and non-taxable income. SS5256 will be explained for veterans. If you're receiving certain military benefits, find out if they will be deducted from your disposable income.



Allowable Deductions

Learn what you, your spouse, co-tenant, or domestic partner can and cannot deduct.



RSVP by scanning the QR code, or visiting our website:
PierceCountyWA.gov/PTES

Questions? Contact lindsay.hotchkiss@piercecountywa.gov

Additional information from Pierce County's Energy Assistance, Home Repair, Aging and Disability Resources, and Veterans programs will be available at this event.