SSHA³P

South Sound Housing Affordability Partners
Executive Board
Regular Meeting Agenda

1501 Market Street, Suite 112, Tacoma, WA 98402 | Puget Sound Conference Room
Dial: 253-215-8782 Meeting ID: 937 3861 1095
Webinar Link: https://piercecountywa.zoom.us/j/93738611095
September 4, 2026, 8:30 a.m.

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, Councilmember Edward Wood

Deputy Mayor Mike Winkler (Alternate), Councilmember Jason Rasmus (Alternate), Councilmember Summer Andriyuk (Alternate), Mayor Pro Tem Brett Wittner (Alternate) Councilmember Julie Martin (Alternate), Councilmember Philip Lindholm (Alternate), Councilmember Dave Morell (Alternate), LeighBeth Merrick (Alternate) Ryan Windish (Alternate), Councilmember Latasha Palmer (Alternate), Mayor Pro Tem Denise McCluskey (Alternate)

I. CALL TO ORDER

ROLL CALL

INTRODUCTORY QUESTION: What is something you aren't good at, no matter how hard you try?

II. REVIEW AGENDA/AGENDA MODIFICATIONS

III. CONSENT AGENDA

ATTACHMENTS: June 5, 2026, Executive Board regular meeting minutes
August 7, 2026, Executive Board regular meeting minutes

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 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.

V. RESOLUTIONS AND PRESENTATIONS

A. 2027 Draft State Legislative Agenda Presentation

Purpose: Presentation by Jason Gauthier, SSHA³P Manager, to review a draft 2027 State Legislative Agenda.

ATTACHMENTS: Agenda Memorandum: Draft 2027 State Legislative Agenda
Presentation Presentation: Draft 2027 State Legislative Agenda
Advisory Board Legislative Agenda Letter
DRAFT 2027 State Legislative Agenda

B. Universal Design Recommendation Overview

Purpose: Presentation by Alyssa Torrez, Program Specialist II, to review the Universal Design tool recommended by the SSHA³P Advisory Board to incentivize the construction of housing designed with universal design principles.

ATTACHMENTS: Agenda Memorandum: Universal Design Recommendation Overview
Presentation: Universal Design Recommendation Overview
Advisory Board Universal Design Recommendation Letter
DRAFT Universal Design Tool (external document)

C. Resolution No. 2026-05

Purpose: Consideration of Resolution No. 2026-05, amending the Executive Board's Rules and Procedures.

ATTACHMENTS: Agenda Memorandum: Resolution No. 2026-05 Resolution No. 2026-05

VI. REPORT BY THE SSHA^{3}P MANAGER

A. Advisory Board Updates

B. 2027 Work Plan Development

C. October Executive Board meeting at the City of Auburn

D. Department of Housing Task Force Joint Recommendation Letter

E. 2026 Q2 Budget Update

ATTACHMENTS: Budget Performance Report 2026 Q2
DRAFT Department of Housing Task Force Joint Recommendation Letter

VII. UPDATES/COMMENTS OF THE EXECUTIVE BOARD

VIII. ADJOURN

SSHA³P Executive Board Meeting

June 5, 2026

Executive Board Members Present: CM Southard (Edgewood), CM Thakor (DuPont), CM George (Fircrest), Mayor Barber (Gig Harbor), CM Brandstetter (Lakewood), Mayor Witting (Puyallup), CM Henderson (Steilacoom), Mayor Bowman (Sumner), Executive Mello (Pierce County-Executive), CM Sadalge (Tacoma) Mayor Bowman (Sumner), CM Wood (University Place) Mayor Roscoe (Fife), Executive Mello (Pierce County-Executive),

Executive Board Members Excused: Mayor Backus (Auburn), CM Denson (Pierce County-Council)

Executive Board Members Absent: Mayor White (Milton)

Executive Board Alternate Members Present: LeighBeth Merrick (Pierce County-Executive), CM Palmer (Tacoma), DM Winkler (DuPont)

Call to Order

Mayor Bowman called the meeting to order at 8:32 AM.

Roll Call

SSHA³P 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 Roscoe to adopt content agenda and seconded by CM Martin. Motion passed via voice vote.

Public Comment

There were no public comments.

Resolutions and Presentations

Resolution No. 2026-04

SSHA³P Manager Jason Gauthier provided a briefing on Resolution No. 2024-04, during which it was noted that the Puyallup Tribe of Indians had transmitted a letter withdrawing from the Interlocal Agreement (ILA), per the terms of the ILA, effective December 31, 2026.

A motion was made by Mayor Roscoe to adopt Resolution No. 2026-05. Motion was seconded by CM George. Motion to amend and adopt Amendment 1 was made by Mayor Bowman and seconded by CM Martin. SSHA³P Manager briefed on Amendment 1 to modify the budget. Motion passed via voice vote.

A motion was made by CM Brandstetter to amend the document titled, “Exhibit A” to retitle it “Exhibit 1”. Motion was seconded by Mayor Roscoe. Motion passed via voice vote.

A motion was made by CM Branstetter to amend expenditures portion of Exhibit 1. Amendment removed the following words, “(Printing, Translation, Advertising, etc.) and “Supplies, Space Rental and”. Motion was seconded by CM Southard, Motion passed via voice vote.

Vote on final passage passed via voice vote.

Cit of Sumner: Housing, Growth, and Development

Ryan Windish, City of Sumner Community Development Director, provided a presentation on growth in the City of Sumner, noting the success of the 12 year MFTE program.

Association of Washington Cities Legislative Update

Carl Schroeder, Deputy Director of Government Affairs at the Association of Washington Cities, provided a briefing on the association’s work during the 2026 session and what plans are underway to advance city priorates during the interim and 2027 legislative session.

Report by the SSHA3p Manager

- SSHA3P Manager provided an update on the tour of Sumner following the meeting,
- Reminded the Executive Board that there is no July meeting
- Noted that there would be a request for volunteers to participate in a legislative agenda development work group.

Updates/Comments of the Executive Board

No updates.

Adjourn

Mayor Roscoe moved to adjourn the meeting. CM Henderson seconded the motion. The motion passed via voice vote. The meeting adjourned at 9:45 a.m.

SSHA³P Executive Board Meeting

August 7, 2026

Executive Board Members Present: CM Thakor (DuPont), Mayor Barber (Gig Harbor), CM Brandstetter (Lakewood), Mayor Witting (Puyallup), Mayor Bowman (Sumner), Executive Mello (Pierce County-Executive), CM Sadalge (Tacoma) Mayor Bowman (Sumner), CM Wood (University Place) Mayor Roscoe (Fife), Executive Mello (Pierce County-Executive), Mayor Backus (Auburn),

Executive Board Members Excused: CM Denson (Pierce County-Council), CM George (Fircrest), CM Henderson (Steilacoom),

Executive Board Members Absent: Mayor White (Milton), CM Southard (Edgewood)

Executive Board Alternate Members Present: DM Winkler (DuPont), CM Lindholm (Lakewood)

Call to Order

Vice Chair Bowman called the meeting to order at 8:31 AM.

Roll Call

SSHA³P Manager called roll; a quorum was present.

Review Agenda/Agenda Modifications

There were no requests for agenda modifications.

Public Comment

There were no public comments.

Resolutions and Presentations

Pierce County Housing Authority Update

Victor Caeser, Executive Director of the Pierce County Housing Authority (now doing business as Housing Pierce County) provide an update on the agency's current and future work, and noted a property acquisition in the City of University Place.

Resolution No. 2026-05

SSHA³P Manager Jason Gauthier provided a briefing on Resolution No. 2024-05 to amended the rules and procedures of the Executive Board. Mayor Witting made a motion to adopt the resolution and Mayor Roscoe seconded the motion. CM Brandstetter spoke in discussion that this motion may not be in order under the "Amendment" section of the Rules & Procedures that require that, *"The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting."* CM Brandstetter noted that this resolution to amend the Rules & Procedures had not previously been presented to the Executive Board.

Discussion included a desire to establish a committee to review the rules and procedures in the future.
Mayor Backus made motion to suspend the rules, Mayor Roscoe seconded.

Mayor Bowman called a voice vote. The voice vote was unclear. A roll call vote was requested.

Mayor Bowman - aye
Mayor Backus - aye
CM Thakor - nay
Mayor Roscoe – aye
Mayor Pro Tem Wittner – aye
Mayor Barber – nay
CM Brandstetter – nay
Mayor Witting – aye
CM Sadalge – aye
CM Wood – nay

Vote was noted to have passed with a vote of 6 yay to 4 nay.

On final passage the resolution passed via voice vote.

Report by the SSHA³p Manager

- Update on the Advisory Board's work on a universal design incentive recommendation.
- Update on the development of a 2027 legislative agenda.

Updates/Comments of the Executive Board

SSHA³P Manager noted that Mayor Barber was recently awarded PRSA's Women of Impact Award in the Public Affairs & Government category.

Adjourn

Mayor Backus moved to adjourn the meeting. CM Thakor seconded the motion. The motion passed via voice vote. The meeting adjourned at 9:25 a.m.

SSHA³P

SSHA³P Executive Board

AGENDA BILL

September 4, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: 2027 State Legislative Agenda Presentation

PRESENTED BY: Jason Gauthier, SSHA³P Manager

SUMMARY/BACKGROUND:

The 2026 SSHA³P work plan calls for the development of a state legislative agenda for the 2026 legislative session. The annual legislative agenda is adopted by the SSHA³P Executive Board adopts and directs SSHA³P's advocacy efforts.

This presentation of the draft 2027 state legislative agenda is designed to provide an overview of the draft agenda and gather feedback and direction for future Executive Board action.

ATTACHMENTS:

- 2027 State Legislative Agenda Presentation
- DRAFT 2027 SSHA³P State Legislative Agenda

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

SSHA³P

2027 DRAFT STATE LEGISLATIVE AGENDA

EXECUTIVE BOARD REGULAR MEETING

SEPTEMBER 4, 2026

Jason Gauthier, SSHA³P Manager

Pierce County
Human Services

BACKGROUND

- SSHA^{3}P's 2026 work plan called for the agency to, "*develop 2–3 targeted legislative policy priorities to support the creation of affordable housing.*"
- In May 2026 SSHA^{3}P surveyed member government staff, affordable housing developers, Advisory Board and Executive Board members.
- In July and August, a group of stakeholders met 3 times to discuss, debate and create a draft 2027 state legislative agenda

SURVEY KEY FINDINGS

- Infrastructure is one of the clearest barriers to housing production
- Capital funding remains the highest shared priority
- Local governments need more flexible revenue authority
- State housing programs should be easier to use and better coordinated
- Implementation burden is a major concern
- Tenant and landlord policy issues are important but divided

RECOMMENDATION TAKEAWAYS

- Make housing-supportive infrastructure funding a top priority
- Support expanded local affordable housing revenue authority
- Advocate for more predictable and flexible state capital funding
- Advocate for state funding to support local government implementation capacity
- Support preservation, operations, and maintenance funding
- Monitor landlord-tenant legislation

MEETING #1 RECAP

- Connecting Housing to Infrastructure
  - Dedicated Funding, Add flexibility to what it can fund, allow developers to directly apply w/ some local government support element, make Dept of Commerce responsible for monitoring/compliance.
- Local affordable housing revenue flexibility
  - Clarify 1406 activity usage to include off-site infrastructure activities:
    - Utility improvements for the installation or upgrades to water, sewer, and utility lines;
    - Paving, construction or improvements of streets, curbs, and sidewalks; and
    - Development or upgrades for necessary stormwater management.
  - Consider adding flexibility to 1590 to serve households up to 80% for owner-occupancy
    - Add this flexibility to section (2)(c) of the statute
- Capital Budget
  - Support large investments in HTF and CHIP
  - Support funding for Workforce Housing Accelerator Program ($50M is stakeholder ask)
  - Support passage of and funding for revolving loan homeownership program (SB 6028)
  - Land banking/acquisition funding
- Housing/Land Use Legislation
  - Pause in new housing/land use legislation
  - More alignment with comprehensive plan timelines for implementation
  - Jurisdictional funding commensurate with implementation expectations

MEETING #2 RECAP

- Advisory body for Residential-Landlord Isses (Fair Housing Center)
- Better data for Residential-Landlord policy making (Fair Housing Center)
- Additional funding for Owner-Occupied Home Repair (Habitat for Humanity)
- Funding for the Workforce Housing Accelerator Program (Southport)
- GMA clarity on housing element + credit for regional efforts (ARCH)
- HTF preservation funds eligible for non-HTF funded projects (Housing Pierce County)
- Property Tax Exemptions (Mercy Housing and Habitat/Homestead Community Land Trust)
  - SB 6256
  - RCW 84.36.049

MEETING #3 RECAP

- Additional focus in capital budget on preservation funding

ADVISORY BOARD RECOMMENDATIONS

- Establish a Landlord-Tenant Advisory Board and Improve Policy Data
- Prioritize Housing for People with the Greatest Needs
- Fund the Workforce Housing Accelerator Program

PRIORITY ISSUES

1. Strengthen the Connecting Housing to Infrastructure Program (CHIP)

Fund and expand CHIP eligibility so infrastructure costs do not delay or prevent otherwise viable affordable housing developments.

Staff action(s): Advocate for $150 million of CHIP funding; broaden eligible expenses to include the infrastructure improvements required to make a site development-ready; allow qualified housing developers to apply directly with documented local government support; and assign the Department of Commerce responsibility for project affordability monitoring and compliance.

2. Make major investments in housing production and preservation*

Support a budget package that addresses the housing continuum and provides local governments and developers with predictable state tools to move projects from concept to completion.

Staff action(s): Seek an investment in the Housing Trust Fund of at least $400 million, ensuring preservation is funded at a substantial level; fund CHIP at $150 million; fund the Workforce Housing Accelerator Program at $50 million; advance and fund a revolving-loan affordable homeownership program based on the concept previously proposed in SB 6028; create a land banking acquisition fund ($10 million); support efforts to secure direct investments in Pierce County affordable housing projects; and provide funding for feasibility and predevelopment investments via the Homes & Hope program.

SUPPORT ISSUES

1. Extend and improve affordable housing property tax exemptions

Create and maintain property tax tools that lower holding and operating costs for affordable rental and homeownership housing.

Staff action(s): Support reintroduction and passage of the concepts previously contained in SB 6256, including a longer exemption period and eligibility for co-located service providers, and extending the sunset for the property-tax exemption (RCW 84.36.049) available to land owned by qualified organizations for affordable homeownership development

2. Provide local funding flexibility

Enable local affordable housing funding sources to support a broader array of expenses to support affordable and attainable housing production.

Staff action(s): Support jurisdiction led efforts to allow revenues generated via RCW 82.14.530 to be used to support owned-occupied housing for households earning less than 80% AMI; advocate for additional uses for revenues generated via RCW 82.14.540 to better support and expedite housing production.

3. Center implementation, regional collaboration, and local capacity in housing policy

Ensure state housing and land-use policy recognizes the implementation work already underway and equips local governments to meet adopted housing targets.

Staff action(s): Advocate for a pause in major new mandates; align effective dates and deliverables with comprehensive-plan update timelines; provide funding and technical assistance commensurate with state expectations and consider adding additional clarity to the Growth Management Act planning requirements under RCW 36.70A.070(2).

ISSUES TO WATCH

1. Residential Landlord-Tenant Act advisory body and housing data proposals*

Monitor proposals to create an advisory body, data system, or reporting structure related to the Residential Landlord-Tenant Act.

Staff action(s): Evaluate membership, authority, data standards, privacy, administrative burden, costs, and whether the proposal would produce reliable information that improves housing policy. Recommend a support, oppose, or amend position once sufficient detail is available.

2. Improve resources for owner-occupied housing preservation

Help lower-income homeowners remain safely housed by maximizing public resource investments.

Staff action(s): Support a reexamination of how prevailing wage requirements are determined, while maintaining appropriate worker wager protections and expanding contractor participation and allowing available funding to preserve more homes.

3. Department of Housing

Monitor legislative and budget proposals to establish a Department of Housing, transfer existing housing programs or responsibilities, and define the department's authority, staffing, funding, and relationship with other state agencies.

Staff action(s): Monitor transition plans and budget decisions closely to ensure that creating a new department does not disrupt existing programs, delay funding awards, duplicate responsibilities, or divert resources away from housing production, preservation, and operations.

HOW SSHA³P WILL ENGAGE

- **Priority Issues**
  - SSHA³P will lead or co-lead advocacy. Staff will develop policy language, coordinate coalitions, engage legislators and agencies, prepare testimony and letters, and provide regular updates to the Executive Board.
- **Support Issues**
  - SSHA³P will actively support aligned proposals, generally in partnership with another lead organization. Staff may support bills, sign coalition letters, provide technical input, and testify when the agency's regional perspective adds value.
- **Issues to Watch**
  - SSHA³P will monitor and analyze proposals for jurisdictional impacts. Staff will brief members, recommend amendments or a change in position when warranted, and seek Executive Board direction before undertaking substantial advocacy.

QUESTIONS?

EXECUTIVE BOARD REGULAR MEETING

SEPTEMBER 4, 2026

Jason Gauthier, SSHA³P Manager

September 4, 2026

RE: 2027 State Legislative Agenda

Chair Denson and members of the Executive Board:

At the regular meeting of the SSHA³P Advisory Board on August 18, 2026, the Advisory Board voted to recommend the following legislative priorities for inclusion in the 2027 SSHA³P Legislative Agenda:

- Establish a Landlord-Tenant Advisory Board and Improve Policy Data
- Prioritize Housing for People with the Greatest Needs
- Fund the Workforce Housing Accelerator Program

On behalf of the SSHA³P Advisory Board, we are grateful for the opportunity to share this input. The Advisory Board discussed these priorities over the course of several board meetings and based this recommendation on our expertise and experience in affordable housing as developers, advocates and consumers of affordable housing.

Thank you for considering these items as you adopt the final 2027 SSHA³P Legislative Agenda. We look forward to the continued legislative efforts and are excited about the ongoing work to improve housing affordability, attainability, and accessibility in Pierce County.

Sincerely,

Tim Fairley
Chair, SSHA³P Advisory Board

Cc: Jason Gauthier, SSHA³P Manager
Alyssa Torrez, SSHA³P Program Specialist II

SSHA³P

2027 Washington State Legislative Agenda

Agenda Framework

SSHA³P will focus its advocacy on a limited number of regional priorities while remaining an active partner on complementary housing measures and monitoring emerging proposals that could affect member governments.

PRIORITY ISSUES	SSHA³P will lead or co-lead advocacy. Staff will develop policy language, coordinate coalitions, engage legislators and agencies, prepare testimony and letters, and provide regular updates to the Executive Board.
SUPPORT ISSUES	SSHA³P will actively support aligned proposals, generally in partnership with another lead organization. Staff may support bills, sign coalition letters, provide technical input, and testify when the agency's regional perspective adds value.
ISSUES TO WATCH	SSHA³P will monitor and analyze proposals for jurisdictional impacts. Staff will brief members, recommend amendments or a change in position when warranted, and seek Executive Board direction before undertaking substantial advocacy.

DRAFT

Priority Issues

These are SSHA³P's principal 2027 state advocacy commitments and will receive sustained staff time throughout the session.

1. Strengthen the Connecting Housing to Infrastructure Program (CHIP)

Fund and expand eligibly for CHIP so infrastructure costs do not delay or prevent otherwise viable affordable housing developments.

Staff action(s): Advocate for $150 million of CHIP funding; broaden eligible expenses to include the infrastructure improvements required to make a site development-ready; allow qualified housing developers to apply directly with documented local government support; and assign the Department of Commerce responsibility for project affordability monitoring and compliance.

2. Make major investments in housing production and preservation

Support a budget package that addresses the housing continuum and provides local governments and developers with predictable state tools to move projects from concept to completion.

Staff action(s): Seek an investment in the Housing Trust Fund of at least $400 million, ensuring preservation is funded at a substantial level; fund CHIP at $150 million; fund the Workforce Housing Accelerator Program at $50 million; advance and fund a revolving-loan affordable homeownership program based on the concept previously proposed in SB 6028; create a land banking acquisition fund ($10 million); support efforts to secure direct investments in Pierce County affordable housing projects; and provide funding for feasibility and predevelopment investments via the Homes & Hope program.

Support Issues

These measures advance SSHA³P goals but are expected to be led primarily by legislative sponsors and stakeholders.

1. Extend and improve affordable housing property tax exemptions

Create and maintain property tax tools that lower holding and operating costs for affordable rental and homeownership housing.

Staff action(s): Support reintroduction and passage of the concepts previously contained in SB 6256, including a longer exemption period and eligibility for co-located service providers, and extending the sunset for the property-tax exemption (RCW 84.36.049) available to land owned by qualified organizations for affordable homeownership development

2. Provide local funding flexibility

Enable local affordable housing funding sources to support a broader array of expenses to support affordable and attainable housing production.

Staff direction(s): Support jurisdiction led efforts to allow revenues generated via RCW 82.14.530 to be used to support owned-occupied housing for households earning less than 80% AMI; advocate for additional uses for revenues generated via RCW 82.14.540 to better support and expedite housing production.

DRAFT

3. Center implementation, regional collaboration, and local capacity in housing policy

Ensure state housing and land-use policy recognizes the implementation work already underway and equips local governments to meet adopted housing targets.

Staff action(s): Advocate for a pause in major new mandates; align effective dates and deliverables with comprehensive-plan update timelines; provide funding and technical assistance commensurate with state expectations and consider adding additional clarity to the Growth Management Act planning requirements under RCW 36.70A.070(2).

Issues to Watch

Staff will track these developing issues, assess their effect on member governments and regional housing outcomes, and return for direction if active engagement is warranted.

1. Residential Landlord-Tenant Act advisory body and housing data proposals

Monitor proposals to create an advisory body, data system, or reporting structure related to the Residential Landlord-Tenant Act.

Staff action(s): Evaluate membership, authority, data standards, privacy, administrative burden, costs, and whether the proposal would produce reliable information that improves housing policy. Recommend a support, oppose, or amend position once sufficient detail is available.

2. Improve resources for owner-occupied housing preservation

Help lower-income homeowners remain safely housed by maximizing public resource investments.

Staff action(s): Support a reexamination of how prevailing wage requirements are determined, while maintaining appropriate worker wager protections and expanding contractor participation and allowing available funding to preserve more homes.

3. Department of Housing

Monitor legislative and budget proposals to establish a Department of Housing, transfer existing housing programs or responsibilities, and define the department's authority, staffing, funding, and relationship with other state agencies.

Staff action(s): Monitor transition plans and budget decisions closely to ensure that creating a new department does not disrupt existing programs, delay funding awards, duplicate responsibilities, or divert resources away from housing production, preservation, and operations.

Advocacy Approach

Staff may respond to time-sensitive legislative developments consistent with the positions above. When a proposal falls outside the agenda, materially changes during the session, or would require SSHA³P to take a substantially different position, staff will seek direction from the Executive Board or its authorized member representatives.

DRAFT

SSHĀ³P

SSHA³P Executive Board

AGENDA BILL

September 4, 2026

AGENDA CATEGORY: Staff Presentation

SUBJECT: Universal Design Tool Overview

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 2024, the Advisory Board directed staff to conduct outreach to understand the need for accessible housing features in Pierce County and inform the Advisory Board's recommendations regarding universal design. Staff developed an outreach plan with Advisory Board input and conducted surveys, interviews, and small group discussions in late 2024.

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. In August 2026, the SSHA³P Advisory Board recommended the Universal Design tool to move to the Executive Board for adoption.

This presentation will provide an overview of the Advisory Board Universal Design Tool recommendation which includes incentives that were developed.

ATTACHMENTS:

- Universal Design Tool Overview Presentation
- SSHA³P Advisory Board Universal Design Recommendation Letter
- DRAFT Universal Design Tool

STAFF RECOMMENDATION:

N/A

ALTERNATIVES:

N/A

RECOMMENDED MOTION:

N/A

UNIVERSAL DESIGN RECOMMENDATION OVERVIEW



SSHA³P EXECUTIVE BOARD REGULAR MEETING

SEPTEMBER 4, 2026

ALYSSA TORREZ, PROGRAM SPECIALIST II

SSHĀ³P Pierce County Human Services

Agenda

- What Is Universal Design?
- Background and Research
- The Kelsey Design Standards Overview
- Universal Design Tool Overview and Walkthrough
- Feedback
- Next Steps
- Discussion

What is Universal Design?

- “The design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.”
- Universal Design policies can apply to all kinds of residential homes

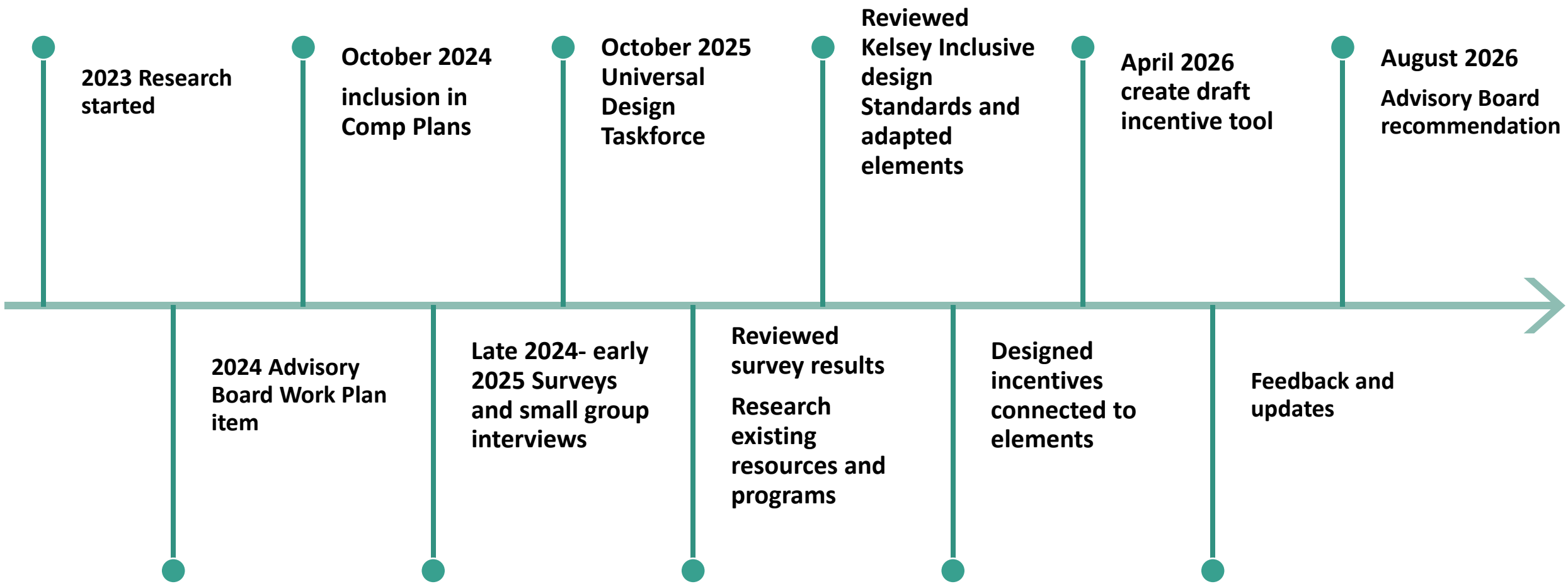






SSHĀP Pierce County Human Services

BACKGROUND



SSHĀP Pierce County Human Services

RESEARCH

- What we found
- Policies in various jurisdictions
  - Various work being done at city, county and state levels
  - Awareness/certificate programs, builder/consumer incentive programs
  - Local work being done in Redmond
- Researched tools being used
  - Kelsey tool introduction

KELSEY TOOL

- **Also known as the Inclusive Design Standards- provide comprehensive guidelines for creating accessible and inclusive housing for individuals with disabilities.**
  - Set of multifamily housing design and operations strategies
  - 300 elements- reflect development strategies, building features & operational policies that support accessibility and inclusion
  - Support wide range of needs, making environments usable for everyone
  - Included in projects in San Francisco, Birmingham Alabama, Omaha Nebraska and more

- **Categories**
  - Design Process
  - Site
  - Building Components
  - Interior Spaces
  - Dwelling Units
  - Operations and Amenities
- Points system
- Self certification

The Kelsey in partnership with ***Mikiten Architecture*** and the ***Inclusive Design Council***

Inclusive Design Standards

SSHĀP Pierce County Human Services

PIERCE COUNTY UNIVERSAL DESIGN TOOL

Overview How it works

- Categories and elements
  - Kept the same categories
  - Reviewed elements and scaled down the number
    - Based on community need, scope of our work and usability
    - From over 300 elements to just under 200
- 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

L1= 1 Point Total Potential Points	**78**
L2= 2 Points Total Potential Points	**82**
L3= 3 points Total Potential Points	**36**

>60 Points	None
60-89 Points	Gold
90-124 Points	Silver
125+ Points	Platinum

SSHĀP Pierce County Human Services

DESIGN

Number of elements: 6

Total points available: 9

Required element: At least one member of design team trained in disability accessibility

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Focus Group	similar populations in focus groups/sharing feedback before design begins. - People with disabilities are part of the project visioning and development - Document the comments and requests and incorporate into the project's list of Universal Design goals - Possible methods: Confidential survey, design workshop, focus group, open meeting	L1	1	
Universal Design Expertise	*REQUIRED* At least one member of the design team has been trained in disability accessibility and/or Universal Design.	L1	1	
Universal Design Workshop	Universal Design expert conducts at least one UD Workshop at the beginning of Schematic Design. - Orients the design team to UD possibilities for the project and at least one team review workshop before 50% Schematic Design Phase drawings are complete	L1	1	
People with Disabilities Represented on the Project Team	People with disabilities are part of advisory groups / focus groups shaping the project with documented ability to shape and define the project. - Advisory or focus groups are people with lived experience assembled by the project team	L1	1	
People with Disabilities Represented on the Project Team	People with disabilities are paid consultants on the project team.	L2	2	
Local Accessibility Advocacy	accessibility. - Advocacy for increased accessible amenities in the surrounding area - Inclusive housing advocacy - Other disability-forward development advocacy	L3	3	
	TOTAL		9	0

SSHĀP Pierce County Human Services

SITE

Number of elements: 45

Total points possible: 75

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Protected Porch	Include covered pedestrian arrival spaces. - Covered entry doors protect users, staff, and visitors from inclement weather - Benefits people with mobility aids who may take longer to enter a building - Prominent covered entrances are architectural cues for where people should enter a building, reducing stress on visitors and users - Provide cover at main building entries as well as dwelling unit entries that open directly to the outside - Shared porches at entrance lobbies act as a clear and understandable central pick-up/drop-off point - Provide a shelf, planter edge, or similar surface for residents to put down things they may be carrying while waiting for a ride or when talking to someone, to reduce fatigue - Assists in marking entries for familiarity and wayfinding clarity - Offers opportunities for project community interaction - Prevents water infiltration into the building	L1	1	
Protected Porch	Include covered vehicular arrival spaces. - Additional benefits for people with mobility aids who may take longer to enter and exit a car, van with a lift, or similar - Provide 118 inch clearance (ADA 98" + 20") to allow for paratransit van use	L2	2	
Weather Infiltration Protection	All primary entrances and exits have protection against the direction of prevailing wind. - Screen walls, vestibules, air curtains, etc. - Reduce infiltration of rain, blowing snow, etc., creating safer entry lobby floors. - Reduces energy loss, increases efficiency, and creates a more controllable and comfortable indoor environment	L3	3	
Automatic Entry Doors	- Vertical push bar activator or motion sensor - No in-ground operators at exterior doors (not reliable) - If only one leaf of a pair of doors is automated, select which door, and place the push bar activator, based on the anticipated direction of traffic flow	L1	1	
Automatic Entry Doors	Automatic doors at every exterior entrance used by residents or visitors. - Vertical push bar activator or motion sensor - No in-ground operators at exterior doors (not reliable)	L2	2	
	TOTAL		75	0

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BUILDING

Number of elements: 46

Total points possible: 80

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Wayfinding - Flooring	- Texture changes should be cane-detectable by individual with vision-related access needs. - Select colors for visibility to people with different sorts of color blindness; minimum luminance contrast of 50 percent as well - Baseboard or floor material border color changes in corridors can help with navigating the building's orientation. - A varied and thoughtful flooring palette creates more clarity and a more interesting environment for everyone	L2	2	
Wayfinding - Lighting	Use distinctive decorative lighting fixtures as landmarks. - Corridor ends and crossings to reduce disorientation - At unit entries to differentiate from other doors - A number of wall sconces indicating the floor you are on outside an elevator (for buildings with fewer floors) - Use downlighting, uplighting, and wall sconces strategically in different parts of a corridor	L2	2	
Multilingual Communication	Multi Language Sign Communication. - Signage includes multiple languages based on highly used local languages	L1	1	
Multilingual Communication	American Sign Language (ASL) Hand Signs. - Signage includes illustrations of key words and places in ASL	L2	2	
Mailbox Shelter	Provide weather protection at outdoor mailbox areas. - Protects everyone getting their mail from a central location, especially if they are moving more slowly - Protects packages that might be left - Protects management notice areas that often occur at mailboxes	L2	2	
Mailbox Counter	Provide a counter at mailboxes. - Easier use for people with less dexterity - More convenient for everyone - Provide clear knee space under counter	L3	3	
	TOTAL		80	0

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INTERIOR

Number of elements: 39

Total possible points: 76

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Mirrors	Provide mirror options. - Bring mirrors behind sinks down as low as possible to allow seated or shorter people to see more of themselves than a code-implying mirror with the bottom at 40 inches AFF - Provide at least one full-length mirror per restroom - Allows everyone to check themselves fully - especially seated or shorter people who are served less well than standing people at sink mirrors - Allows people with low vision to approach the mirror closely (locate well outside of the door swing area)	L1	1	
Paper Towel Dispenser	Include touch-free dispenser (gravity or electric, no cranks, levers, etc.) with a fully- or semi-recessed waste bin next to the restroom main door. - Allows people to open the door with a paper towel and dispose of it in the same place - Without this, building maintenance will place a freestanding trash can at the door, blocking the required strike-side clearance - Even if air hand dryers are provided, people may still need paper towels	L1	1	
Air Hand Dryers	- Use dryers that do not require a shorter or seated person to reach into them - Specify quieter ones, since some people can be overwhelmed by the noise - Locate dryers close to sinks to avoid wet floors, and so that someone can reach them without repositioning their mobility aid with wet hands - Use dryers integrated into faucets if possible, which keeps floors dryer and safer (verify that manufacturer-supplied signage is clear and accessible, as operation is not always obvious) - Provide recessed paper towel dispenser/disposal near door for people to use for opening the door	L2	2	
	TOTAL		76	0

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DWELLING UNITS

Number of elements: 55

Total points: 100

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Toilet Location	Position toilets in a corner. - Allows side and rear fixed grab bars can be installed rather than flip-down grab bars when toilets are between a vanity and a tub or shower	L2	2	
Grab Bars	In addition to L1, install toilet side grab bars in all dwelling unit bathrooms and all grab bars in 25% of all units. - Toilet side grab bar is needed by more people than rear grab bars - Additional grab bars elsewhere increase convenience and safety for all	L2	2	
Bathroom Storage	Include a full-height linen cabinet or closet in the bathroom.	L2	2	
Bathroom Vanities	Vanities should be broadly usable. - Countertops are max. 34 inches high - Sinks should be undermount with the drain outlet as far to the rear as possible to provide additional knee clearance - P-trap should be plumbed to be as short as possible, or be bottle traps - Mirrors should be positioned with the bottom directly on the countertop backsplash - the resulting lower position vs. the ADA 40 inches provides a seated or shorter user much more visibility	L1	1	
Bathroom Lighting	Provide safe and useful bathroom lighting. - Bathroom ambient lighting should cover all areas equally to avoid problematic shadows for people with visual impairments - A light (can be integrated in an exhaust fan) should be provided above the shower or tub to provide direct illumination and a safer environment - Lighting should provide non-glare, non-shadow illumination on people's faces when at the vanity mirror. Multi-source lights or light bars can work well	L1	1	
	TOTAL		100	0

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OPERATIONS AND MAINTENANCE

Number of elements: 5

Total points: 11

Element Name (and level where applicable)	Details	Level	Possible Points	Proposed Points
Deep Affordability 2-bedroom	Provide deed-restricted 2-bedroom apartments affordable to a single individual reliant on SSI. - Supports individuals who are extremely low income to have an additional bedroom for support staff, family, or other members of their household - Consider affordability income limits to support cases when residents have other earners (family or roommates) living in the unit who are not a caretaker; support providers/caretakers do not impact maximum earning - Define rents and income qualifications that people are able to qualify to pay with SSI-level income	L3	3	
Acceptance of Vouchers	Properties allow residents to utilize housing vouchers. - For example, Federal Vouchers (Housing Choice and Mainstream Vouchers) or City/State Provided Vouchers	L2	2	
Deep Affirmative Marketing	Reach out to people at all AMI levels of all races, and people with and without disabilities who may not already be aware of the affordable housing lottery process. - Use plain language and visualizations to encourage new populations to sign up for the affordable housing lottery - Marketing is not limited to those involved in the project development process - Identify community-based organizations who run programming related to preparing people with and without disabilities to be ready for housing lottery and application processes and ensure that the marketing materials are provided to such CBOs	L1	1	
Deep Affirmative Marketing	Deeper affirmative marketing efforts. - All of L1 above and: - Affirmative marketing plan is created 6 months prior to lease up - Affirmative marketing efforts is documented and tracked against metrics defined in planning process	L2	2	
	TOTAL		11	0

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Incentive Calculator

Incentives Calculator		Project Name	
	Total Possible	Total Proposed	Percent Applied
Design Elements	9	0	0
L2		0	
L3		0	
Site Elements	75	0	0
L2		0	
L3		0	
Building Elements	80	0	0
L2		0	
L3		0	
Interior Elements	76	0	0
L2		0	
L3		0	
Dwelling Unit Elements	99	0	0
L2		0	
L3		0	
Operations and Maintenance Elements	11	0	0
L2		0	
L3		0	
Project Total:	**350**		**0**
Status			
Nothing			
Silver			
Gold			
Platinum			
			Required
Total L2 Elements		0	2
Total L3 Elements		0	1

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Incentive	Silver	Incentive	Gold	Incentive	Platinum
Review Timeline		**Review Timeline**		**Review Timeline**	
Guaranteed Review	**120 days***	Guaranteed Review	**90 days**	Guaranteed Review	**60 days**
*Calendar days					
Density Bonus		**Density Bonus**		**Density Bonus**	
Density Bonus Allotted	**10%**	Density Bonus Allotted	**20% bonus**	Density Bonus Allotted	**30% 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 10%**	Planning*	**Reduced by 20%**	Planning*	**Reduced by 30%**
Permitting*	**Reduced by 10%**	Permitting*	**Reduced by 20%**	Permitting*	**Reduced by 30%**
Impact fees	**TBD**	Impact fees	**TBD**	Impact fees	**TBD**
Utility connections*	**TBD**	Utility connections*	**TBD**	Utility connections*	**TBD**
Building Fees	**TBD**	Building Fees	**TBD**	Building Fees	**TBD**
Traffic Impact Fees	**TBD**	Traffic Impact Fees	**TBD**	Traffic Impact Fees	**TBD**
School Impact fees	**TBD**	School Impact fees	**TBD**	School Impact fees	**TBD**
Park Impact Fees	**TBD**	Park Impact Fees	**TBD**	Park Impact Fees	**TBD**
Sanitary Sewer System/ Facilities Charge Waiver	**No Reduction**	Sanitary Sewer System/ Facilities Charge Waiver	**No reduction**	Sanitary Sewer System/ Facilities Charge Waiver	**Reduced by 10%**
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 10%**

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	**TBD**	Lot Coverage	**TBD**	Lot Coverage	**TBD**
Building Height (maximum height may be increased up to X feet)	**TBD**	Building Height (maximum height may be increased up to X feet)	**TBD**	Building Height (maximum height may be increased up to X feet)	**TBD**
Lot Area	**TBD**	Lot Area	**TBD**	Lot Area	**TBD**
Open Space/Landscaping	**TBD**	Open Space/Landscaping	**TBD**	Open Space/Landscaping	**TBD**
Frontage	**TBD**	Frontage	**TBD**	Frontage	**TBD**
Setbacks	**TBD**	Setbacks	**TBD**	Setbacks	**TBD**

FEEDBACK

- Introduced to Advisory Board- April
- Presented to Staff Work Group- May/August
- ADR presentation- July
- Ongoing UD Taskforce meetings

NEXT STEPS

- Feedback and discussion with Advisory Board
- Advisory Board recommendation
- Review current Universal Design tool
- Initial presentation to Executive Board (Today)
- Adoption by Executive Board (end of year)

DISCUSSION

- Initial Feedback
- Questions
- Implementation

September 4, 2026

RE: Universal Design Tool Recommendation

Chair Denson and members of the Executive Board:

At the regular meeting of the SSHA³P Advisory Board on August 18, 2026, the Advisory Board voted to recommend a Universal Design tool to help encourage developers in SSHA3P member jurisdictions to create more accessible spaces for aging and disabled community members.

This recommendation aims to incentivize the construction of housing designed with universal design principles like increased hallway widths, single lever faucets or added grab bars.

The SSHA³P Advisory Board is excited to share this recommendation after several years of research, community engagement, stakeholder meetings and internal coordination. Board members have worked diligently to incorporate feedback based on professional expertise and experience and are looking forward to the implementation of these tools.

Thank you for considering this recommendation for inclusion in the SSHA³P Housing Toolkit to support member governments in facilitating the creation and preservation of affordable, attainable, and accessible housing.

Sincerely,

Tim Fairley
Chair, SSHA³P Advisory Board

Cc: Jason Gauthier, SSHA³P Manager
Alyssa Torrez, SSHA³P Program Specialist II

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SSHA³P Executive Board

AGENDA MEMODRANDUM

September 4, 2026

AGENDA CATEGORY Resolution No. 2026-05

SUBJECT: Resolution No. 2026-05

PRESENTED BY: Jason Gauthier

FISCAL IMPACT: N/A ESTIMATED COST: N/A

SUMMARY/BACKGROUND:

This resolution amends the SSHA3P Executive Board's Rules and Procedures Intergovernmental Agreement (IGA) to establish a physical meeting location for Executive Board meetings and change the timeline required for the adoption of an annual meeting calendar from the first regular meeting of a calendar year to the final meeting of a calendar year. The physical meeting location, which may be changed within at least 72 hours of notice, will be established at 1501 Market St. Tacoma, WA 98402 in Suite 112, the Puget Sound Conference Room.

This physical meeting location change is made to ensure alignment with the Washington State Open Public Meetings Act (OPMA), which requires most governing bodies to provide a physical location for public attendance to ensure government transparency and oversight.

This Resolution was presented to the Executive Board on August 7, 2026, and was adopted following a suspension of the rules & procedures that require resolutions to amend the Executive Board's rules and procedures to be presented at a previous meeting. The suspension of the rules vote did not receive a 2/3^{rds} majority, meaning the rules were not properly suspended and the vote to pass the resolution was impermissible and the rules and procedures were not amended at the August 4th meeting.

ATTACHMENTS:

- Resolution No. 2026-05

STAFF RECOMMENDATION:

Adopt Resolution No. 2026-05

ALTERNATIVES:

- Amend Resolution No. 2026-05
- Postpone consideration of Resolution No. 2026-05

RECOMMENDED MOTION:

"I move to adopt Resolution No. 2026-05"

SSHA³P

RESOLUTION NO. 2026-05

A RESOLUTION OF THE EXECUTIVE BOARD OF THE SOUTH SOUND HOUSING AFFORDABILITY PARTNERS ("SSHA³P") AMENDING THE EXECUTIVE BOARD'S RULES AND PROCEDURES.

WHEREAS, Section 5(d)(ii) of the SSHA³P Intergovernmental Agreement ("IGA") authorizes the Executive Board to, "adopt procedures for the administration of SSHA³P … and for the conduct of meetings."

NOW, THEREFORE, THE EXECUTIVE BOARD RESOLVES as follows:

Section 1. The Executive Board amends and adopts the Executive Board's Rules and Procedures in substantially the same form as in Exhibit A.

Section 2. This Resolution will take effect and be in full force upon passage and signature.

Adopted this_____day of_____, 2026.

SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

_____

ROBYN DENSON, CHAIR

ATTEST:

_____

_____

SSHĀ³P

SOUTH SOUND HOUSING AFFORDABILITY PARTNERS

RULES AND PROCEDURES

ADOPTED February 4, 2022
AMENDED September 8, 2023
AMENDED September 4, 2026

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SSHA³P

AUTHORITY:

The authority to adopt and amend Rules and Procedures for the operations of the South Sound Housing Affordability Partners ("SSHA³P") is derived from the Intergovernmental Agreement ("IGA") providing for the formation of SSHA³P executed by the Parties.

Unless otherwise specifically provided for in these Rules, these Rules apply to the Executive Board ("the Board") provided for in the IGA.
In the event of conflict between these Rules and Procedures and the guidance provided in the IGA, the IGA will take precedence.

MEETINGS:

1. The Executive Board shall conduct regular~~Regular~~ meetings at 8:30 a.m. on the first Friday of each month ~~shall be held at the time(s) and place(s) established by the Board. The time and~~at 1501 Market Street in Suite 112, the Puget Sound Conference Room and via Zoom, unless otherwise ordered by the Executive Board.

~~1.~~2. The physical location of a meeting ~~location of a meeting~~ may be changed with at least 72~~24~~ hours' notice.

~~2.~~3. At the ~~first~~ final regular meeting of each calendar year the Board shall adopt a meeting calendar for the following calendar year.

~~3.~~4. The Board may amend the annual meeting calendar during the calendar year.

~~4.~~5. Special meetings of the Board may be called by the Chair. Special meetings of the Board may also be called by a majority of the Board. A minimum notice of 72 hours shall be provided for special meetings in accordance with State law.

~~5.~~6. If no matters over which the Board has jurisdiction are pending upon its calendar, a meeting may be canceled at the notice of the SSHA³P Chair or Manager provided at least 24 hours in advance.

~~6.~~7. Per the terms of the IGA, meetings of the Board shall be conducted in conformity with the requirements of the Washington State Open Public Meetings Act, Chapter 42.30 of the Revised Code of Washington (RCW). Executive sessions can only be held in accordance with the provisions of Section 42.30.110 RCW.

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~~7.~~8. The Board may conduct business in closed session as allowed in conformity with Section 42.30.140 RCW.

~~8.~~9. An agenda shall be prepared in advance of every regular and special meeting of the Board. Meeting agendas and materials regarding items on an agenda for a regular meeting shall be provided to members of the Board not less than five working (5) days in advance of the regular meeting. Meeting agendas and materials regarding items on an agenda for a special meeting shall be provided to members of the Board as promptly in advance of the meeting as can reasonably be accomplished.

~~9.~~10. For purposes of providing adequate and broad public notification of meeting details, discussion topics, and decisions of the Board, the Administering Agency will include representatives of each member of the SSHA³P partnership in its public notice distribution list.

ELECTION OF OFFICERS:

1. Per the terms of the IGA, the officers of the Board shall consist of a Chair and Vice Chair elected from the appointed members of the Board and such other officers as the Board may, by the majority vote, approve and appoint.

2. The election of officers shall take place once each year at the Board's final regular meeting of each calendar year. The term of office of each officer shall run until the subsequent election. Officers may serve no more than two years in each position.

3. If the Chair or Vice Chair vacates their position mid-term, the Board will re-elect officers at their next scheduled meeting and as their first order of business. If it is the Chair position that has been vacated, the Vice Chair will administer the election proceedings.

CHAIR:

1. The Chair shall preside over the meetings of the Board and may exercise all the powers usually incident of the office. The Chair is a member of the Board and has the full right to have their own vote recorded in all deliberations of the Board.

2. The Chair shall have power to create ad hoc committees of one or more members. Standing committees of the Board shall be created at the direction of the Board and

appointed by the Chair. Standing or ad hoc committees may be charged with such duties, examinations, investigations and inquiries relative to one or more subjects of interest to the Board. No standing or ad hoc committee shall have the power to commit the Board to the endorsement of any plan or program without the approval at the regular or special meeting of the Board.

3. The Vice Chair shall, in the absence of the Chair, perform all the duties incumbent upon the Chair.

4. In the event of the absence of the Chair and Vice Chair, the Chair shall delegate the responsibility to another member.

QUORUM:

Per the terms of the IGA, a simple majority of the appointed members or alternates shall constitute a quorum for the transaction of business. If at any time during the meeting, a quorum is no longer present, the meeting may only continue for the time and duration necessary to fix a time for adjournment, adjourn, recess or take measures to obtain a quorum. Members may participate by phone or video conferencing for all purposes, including voting and establishing a quorum.

VOTING:

1. Per the terms of the IGA, a simple majority of the Board members present at a meeting where a quorum exists is required to approve any action, except that a 2/3rds majority of all board members is required to appoint the Administrative Agency, or to modify the contribution methodology for dues and assessments.

2. The Chair, or on request from a Board member, may take a roll call vote.

3. It is the responsibility of each member of the Board to vote when requested on a matter before the full Board. However, a member may abstain from discussion and voting on a motion because of a stated conflict of interest. Any member, including the Chair, not voting or not voting in an audible voice shall be recorded as abstaining on the motion.

4. If any member of the Board wishes to abstain, or has disclosed a conflict of interest and must abstain from a vote on the motion, that member shall so advise the Chair and, if there is no objection to the abstention, shall not participate in any deliberations, and considerations of the motion, and shall have no further participation in the matter.

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5. If the intended abstention can be anticipated in advance, the member should notify the Board Chair as soon as practicable.

6. If a tie vote exists, after recording the Chair's vote, the motion fails. However, a motion for denial that fails on a tie vote shall not be considered an approval.

7. The IGA offers flexibility in the method used by the Executive Board to take action. At a minimum, in order to ensure an efficient, clear and organized record of Executive Board decision making, the following types of actions shall be taken under Resolution:

   a. Annual budget

   b. Annual work plan

   c. Adoption and amendments to Rules and Procedures

   d. Establishment of ~~the frequency, day and time of~~ the Executive Board's annual meeting calendar.~~meeting schedule in order to ensure meetings are categorized as a general meeting~~

   e. Amendments to the Intergovernmental Agreement

   f. Determination of Administering Agency

   g. Adding new member jurisdictions

RULES OF ORDER:

Except as modified by these Rules and Procedures, all meetings of the Executive Board shall be conducted in accordance with the latest edition or revision of Robert's Rules of Order.

AMENDMENT:

The Rules and Procedures may be amended at any regular meeting of the Board by a majority vote of a quorum. The proposed amendment shall be presented in writing at a preceding regular meeting.

South Sound Housing Affordability Partners

Budget Performance Report

2026 Quarter 2 Update

South Sound Housing Affordability Partners

Fiscal Year 2026 Operating Budget

SSHA3P Fund	2026 BUDGET	Q2 2026 ACTUAL
OPERATING REVENUES		
City of Auburn	$ 5,601.94	$ 5,601.94
City of DuPont	$ 5,601.94	$ 5,601.94
City of Edgewood	$ 5,601.94	$ 5,601.94
City of Fife	$ 5,601.94	$ 5,601.94
City of Fircrest	$ 3,361.16	$ 3,361.16
City of Gig Harbor	$ 5,601.94	$ 5,601.94
City of Lakewood	$ 22,407.75	
City of Milton	$ 3,361.16	$ 3,361.16
City of Puyallup	$ 13,444.65	$ 13,444.65
Puyallup Tribe of Indians	$ 3,361.16	
Town of Steilacoom	$ 3,361.16	$ 3,361.16
Ciyt of Sumner	$ 5,601.94	$ 5,601.94
City of Tacoma	$ 70,362.50	
Cityo f University Place	$ 13,444.65	$ 13,444.65
Pierce County	$ 140,735.00	$ 70,366.00
SSHA3P Fund Balance	$ 159,000.00	$ 159,000.00
TOTAL REVENUE	**$ 466,450.83**	**$ 299,950.42**
EXPENDITURES		
Salaries and Benefits - Manager	$ 198,220.00	$ 91,561.16
Salaries and Benefits -Program Specialist II	$ 144,098.00	$ 62,666.21
Travel and Training	$ 3,500.00	$ -
Phone	$ 1,300.00	$ 307.14
Communications (Printing/Translation/Advertising, etc.)	$ 3,800.00	$ 9,277.07
Supplies, Space, and Miscellaneous	$ 5,250.00	$ 430.64
Contracted Services - City of Fife MOA	$ 100,000.00	$ 36,504.48
Advisory Board Support	$ 4,950.00	$ 2,925.00
Cost Pool Allocation	$ 37,130.00	$ 10,786.85
TOTAL EXPENDITURES	**$ 466,368.00**	**$ 214,458.55**

MONTH DAY, 2026

Subject: Feedback for EO 25-12 Department of Housing Task Force

Dear Members of the Department of Housing Task Force:

On behalf of the interlocal regional housing agencies serving communities across King, Pierce, and Thurston counties, thank you for the opportunity to provide input on the proposed creation of a statewide Department of Housing.

Our agencies collectively represent 43 cities and towns and 3 counties, and we work daily with local elected officials, planning and housing staff, nonprofit and for-profit developers, housing authorities, service providers, and community partners to respond to Washington's housing affordability crisis. Our perspective is grounded in practical experience: analyzing policy, administering local and regional housing resources, supporting project development, and implementing state housing priorities in communities that vary widely by size, market conditions, infrastructure capacity, geography, and fiscal resources.

Core Mission Focus on Supporting Affordable Housing Development and Operations

The state has made significant investments in affordable and supportive housing development and operations. However, the effectiveness of those investments is limited when programs operate on different timelines, with different requirements, insufficient support, changing points of contact, and inconsistent decision-making processes. A new department should solve that fragmentation.

We recommend that the Department of Housing serve first and foremost as a central coordinating agency for the deployment of housing capital and related infrastructure resources, and operating funds. This role should complement the core functions of the Washington State Housing Finance Commission, while working to identify clearer lanes for areas where the Commission overlaps with the state (e.g., downpayment assistance programs). Better alignment across funding programs and more consistency in funding priorities helps public funders, local governments, and project sponsors move viable projects from concept to construction more efficiently, maximize leverage, and reduce avoidable delays.

In recent years, the state has moved away from more predictable and coordinated funding processes. Funding rounds, award timelines, program guidance, and administrative expectations have shifted across several programs, often because of legislative direction or program-specific changes. Those challenges have been compounded by staffing transitions and inconsistent administration across key funding streams, including Housing Trust Fund (HTF) multifamily and homeownership funds, the Connecting Housing to Infrastructure Program (CHIP), preservation resources, and Apple Health and Homes.

For local governments and project sponsors, these inconsistencies have real consequences. They make it harder to assemble capital stacks, align local and state resources, maintain project momentum, and provide clear direction to elected officials and community partners. They can also increase predevelopment costs, create uncertainty for development teams, and slow the production and preservation of affordable homes.

A Department of Housing should therefore be structured around the following priority objectives:

- Coordinate affordable housing investments (capital, operations and services) so that programs work together rather than in parallel.
- Provide predictable funding calendars, clear program guidance, consistent points of contact, and transparent decision-making processes.
- Measure outcomes, identify barriers, and improve program performance.

State Policy Evaluation

In addition to a core focus on funding affordable housing, we believe a department of housing could help the state focus on more strategic policy moves that will have the greatest impact over a longer term. In recent years, the state has taken on an increasingly large role in mandating land use and housing policies for local governments to implement. While several state actions have helped to accelerate necessary land use changes that unlock more housing opportunities, there are also inevitable unintended consequences from the patchwork of laws that have been enacted at a rapid pace, and few systems in place to evaluate the effectiveness or tradeoffs of these policies.

Before continuing to add more complexity to the policy and regulatory environment for local governments, the state could benefit from a department that is tasked with in-depth and ongoing evaluation of recently adopted laws so that legislators can understand their impact and consider future policy choices based on data and analysis. This should leverage existing institutional expertise within Growth Management Services as well as outside research partners like the University of Washington, with a focus on the state's role in supporting a robust and equitable housing market.

Integration of Homeless Response Services

The Task Force must recognize that integrating homeless response programs into a Department of Housing is critical to the success of capital investments in housing. For many of the most vulnerable in our communities and those working to find permanent housing, the services required to obtain and maintain housing is integrated into that housing. The Department of Housing should not limit itself to only serving a segment of the population based on income-level but must address the housing and shelter needs for all Washingtonians, regardless of income or current housing status.

Reducing barriers and increasing pathways to housing requires coordination and alignment between housing and homeless services and the capital programs that help create that housing. A Department of Housing can only be successful if it is able to achieve this alignment and fully embraces homeless response programs as part of its mission and not as a secondary or lesser purpose.

Partnership with Local Governments

We also urge the Task Force to recognize that local governments are essential implementation partners. Cities and counties are responsible for land use, permitting, infrastructure planning, local revenue tools, community engagement, and, in many cases, direct funding of affordable housing. A successful Department of Housing should help local governments implement state policy, not simply enforce mandates. It should be a partner that can troubleshoot, align resources, and help communities turn policy goals into built housing.

In that spirit, we support a department focused on problem-solving rather than punitive enforcement. Washington does not need another layer of disconnected oversight. It needs a housing agency with expertise and service orientation to align state resources, support local action, and accelerate the delivery of affordable homes.

The creation of a Department of Housing is an opportunity to bring greater coherence to a complex system. If designed well, the department can improve the state's ability to deploy resources strategically, support local partners, and deliver measurable housing outcomes for Washington residents.

Thank you for considering our perspective. We look forward to continuing to work with the Task Force, the Governor's Office, the Legislature, and state agency partners as this proposal is developed.

Sincerely,