



The city is conducting this public meeting using a hybrid model. The public is welcome to attend tonight's meeting in-person at City Hall (Council Chambers), or virtually by using the meeting access link below.

CALL TO ORDER

1. **Join Zoom Meeting:**
<https://sumnerwa-gov.zoom.us/j/84922454873>
Meeting ID: 849 2245 4873 Or call in by phone: 1 253 215 8782 (Tacoma)

MEMBERS OF THE PUBLIC: PLEASE REMEMBER TO MUTE YOUR DEVICE

ROLL CALL

Andy Elfers, Sharon Fochtman, Mark Isaacs, Kelly Locke, Bill Moody, Vincent Stoneking, Barry Walden

PUBLIC COMMENT

The public may comment on topics that are not on the meeting agenda, virtually or in person. The public is strongly encouraged to submit comments via email to anssi@sumnerwa.gov no later than 5:00pm on the day prior to the meeting. Your comments will be read into the record and limited to 3 minutes.

UNFINISHED BUSINESS

1. Small Subdivisions and Pipestem Lots - Code Update

NEW BUSINESS

1. 2024 Sumner Comprehensive Plan Update – Docket Approval
2. 2024 Comprehensive Plan Update – Approval of Public Participation Plan

COMMISSION COMMENTS

STAFF COMMENTS

ADJOURNMENT

SUBJECT: Small Subdivisions and Pipestem Lots - Code Update**CATEGORY:** Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Small Subdivisions & Pipestem Lots Ordinance Draft 022223
2. Small Subdivisions & Pipestem Lots Staff Report 022223

STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

The Planning Commission held the required public hearing on this item on February 2, 2023. Following the public hearing, the Commission discussed concerns, asked staff to collect more information, and tabled the discussion to the March 2023 meeting. Since then, staff has updated the proposed code to address concerns regarding the lack of on-street parking in pipestem lots for visitors.

The Commission also asked staff to provide additional information regarding: What makes pipestem lots more cost-effective if at all? Do they provide another housing option or do they provide affordable housing options? How many potential pipestem lots would Sumner get with the new code? Can staff provide more pipestem subdivision examples? Answers to these questions will be presented at the March Commission meeting.

Actions required:

There are three main components of the proposal that need Commission action:

- 1) Raise the allowed number of lots in short subdivisions and update standards. The Commission voted unanimously on 2/2/23 to recommend approval to the Council.
- 2) Establish a maximum lot size for single family homes in multifamily zones.
- 3) Raise the allowed number of pipestem lots and update standards.

Summary of proposal:

- Raise the threshold for short subdivisions from 4 to 9 lots. This will allow more lots to be created through a less costly and more streamlined process.
- Raise the number of allowed pipestem (flag) lots to 4 lots. This makes it easier to create lots in underutilized areas around the city. Allow a 1-lot “bonus” for saving an existing home, to help preserve affordable older homes.
- No change in the density already allowed in each zone; the code just makes it easier to create housing.
- Allow narrower access for small subdivisions. Up to 4 lots may use a 15-foot wide shared driveway; 5-9 lots must use a private drive aisle (25-30 feet wide). This will greatly reduce land and construction costs.
- Allow narrower access for pipestem lots. For 1-2 pipestem lots, allow a 15-foot wide shared driveway; for 3 or more lots, require a private drive aisle (25-foot wide). This will consolidate access, reduce impervious surfaces and curb cuts, and reduce costs.
- For pipestem lots, make building height and lot sizes the same as regular single-family lots in the zone; require a 15-foot perimeter setback to increase privacy.
- For pipestem lots, require on-site parking for visitors. Also require that each lot have a driveway with a minimum depth of 18 feet (keeps cars from encroaching on the access road). These measures will help address lack of on-street parking.
- Set a maximum lot size for single-family homes built in multifamily zones. This will reserve land in Medium-Density and High-Density Residential zones for more dense single-family infill and multifamily development, consistent with the original purpose of the zones.

More details on the proposal can be found in the staff report and ordinance included in the separate public hearing materials.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Discuss the proposal and make recommendations to City Council.

ORDINANCE NO. XXXX
CITY OF SUMNER, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, UPDATING REGULATIONS FOR SHORT SUBDIVISIONS AND PIPESTEM LOTS IN TITLE 17, AMENDING SECTION 17.04.40 SCOPE; DEFINITIONS AT SECTION 17.04.060 FOR LOT FRONTAGE, PIPESTEM LOT, PRIVATE STREET, FULL SUBDIVISION AND SHORT SUBDIVISION; SECTION 17.12.030 SCOPE RELATED TO SHORT SUBDIVISIONS; SECTION 17.28.195 PIPESTEM LOTS; SECTION 17.28.200 PRIVATE STREETS; AND SECTION 17.28.205 PRIVATE DRIVE AISLES; AND AMENDING TITLE 18 DEFINITIONS AT 18.04.0595 FRONT LOT LINE AND 18.04.0610 PIPESTEM LOT; SECTIONS 18.12.070, 18. 12.075 AND 18.14.070 RELATED TO PROPERTY DEVELOPMENT STANDARDS; SECTION 18.30.110 PRIVATE STREETS, AND AMENDING SECTION 18.56.030 LAND USE PERMITS REQUIRED.

WHEREAS, the City Council finds that increasing the number of single-family lots that can be created through a short subdivision and pipestem lot subdivision can increase housing capacity in Sumner; and

WHEREAS, the City Council finds that streamlining the permit process and reducing infrastructure costs for short subdivisions can reduce barriers to creating infill development; and

WHEREAS, the City Council finds that it is in the public interest to establish standards for short subdivision and pipestem lot developments in order to encourage single-family infill while maintaining neighborhood character, reducing unnecessary access roads, and providing adequate setbacks from adjacent uses; and

WHEREAS, on December 1, 2022 the Planning Commission held study session on the proposed amendments, a duly-advertised public hearing on February 2, 2023, and another study session on March 2, 2023; and

WHEREAS, on _____ the Planning Commission voted by a _____ vote to recommend adoption by the City Council of the proposed regulations updates as set forth in this ordinance; and

WHEREAS, this proposal was forwarded to the Washington State Department of Commerce for the Expedited 15-day State review per the Growth Management Act on February 1, 2023; and

WHEREAS, the City Council finds the proposed amendments to be consistent with the Sumner Comprehensive Plan and the Sumner Municipal Code criteria for Zoning Code amendments;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON
DO ORDAIN AS FOLLOWS:**

Section 1. That Sumner Municipal Code Section 17.04.040 Scope is hereby amended to read as follows:

17.04.40 Scope.

- A. This title applies to the division of land of up to ~~four~~nine parcels for short subdivisions, and of ~~five~~ten or more for full subdivisions.
 - B. Property boundary lines separating two or more lots of record may be adjusted only under the specific provisions as set forth in this title.
- [...]

Section 2. That Sumner Municipal Code Section 17.04.060 Definitions, is hereby amended to read as follows:

17.04.060 Definitions.

For the purpose of this title, certain words and terms used in this title are defined as follows:
[...]

“Frontage” means the measurement of the length of the property line or building front located along a dedicated public street, as defined in SMC 18.04.0397.

[...]

~~“Lot frontage”~~“Front lot line” means the boundary of a lot which is along a public street, or where no public street exists, along a private road, as defined in SMC 18.04.0585 ~~street, easement or accessway, and parallel to the front lot line. On an interior lot, it is the lot line abutting a street; or, on a pipestem (flag) lot, it is the interior lot line most parallel to and nearest the public street from which access is obtained; On a corner lot the front yard shall be determined by the director to be the yard which best conforms to the pattern of the adjacent block faces. On a “through lot”, both street lines shall be deemed front lot lines.~~

[...]

“Parent lot” means the entire property comprising the site that contains the individual condominium units, or individual zero lot line units in the development, or, in the case of single family dwellings, the original lot that has been subdivided to create the individual building lots.

[...]

“Pipestem lot” means an interior lot in which the buildable area is not bounded laterally by a public street or private road, as defined in SMC 18.04.0610.

[...]

“Private drive aisle” means a road that is not dedicated to the city but is owned in common by all the property owners within, and used as access to, a zero lot line subdivision or zero lot line short subdivision or a short subdivision.

“Private ~~street~~road” means a street or road that is not ~~deeded-dedicated~~ to the city and is used for access to lots which do not border on a public street. ~~This includes, but is not limited to, access easements, pipestems, and panhandles accessing short subdivisions. This includes shared driveways, private drive aisles, or other private accessways designed for vehicle access to the public street.~~

[...]

“Street, public” means an approved street, whether improved or unimproved, held in public ownership and intended to be open as a matter of right to public vehicular travel.

[...]

“Subdivision, full” means the division or redivision of land into ~~five~~ten or more lots, tracts, parcels, sites or divisions for the purpose of sale, lease, or transfer of ownership.

“Subdivision, short” means the division or redivision of land into ~~four~~nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership.

Section 3. That Sumner Municipal Code Section 17.12.030 Scope, is hereby amended to read as follows:

17.12.030 Scope.

Any land being divided into ~~four~~nine or fewer parcels, lots, tracts, or sites, any one of which is less than 20 acres in size, and which land has not been divided in short subdivision within the previous five years, shall meet the requirement of this chapter; provided, that the land in the short subdivision may not be further divided in any manner within a period of five years without the filing of a final plat, except that when the short plat contains fewer than ~~four~~nine parcels, the owner of the short plat may file an alteration within a five-year period to create up to ~~four~~nine lots within the boundaries of the original short plat and the parcel is not held in common ownership with a contiguous parcel which has been subdivided within the preceding five years.

Section 4. That Sumner Municipal Code Section 17.28.195 Pipestem lots, is hereby amended to read as follows:

17.28.195 Pipestem lots.

~~A. “Pipestem lot (flag lot)” means an interior lot in which the buildable area is not bounded laterally by a public or private road, and which gains road access by means of a lot extension, a driveway easement, or the terminus of a private or public road.~~

A. Pipestem lot subdivisions are allowed the following number of contiguous pipestem lots:

1. Up to two lots are allowed behind an existing lot provided the existing lot retains a minimum street frontage of 15 feet; or
2. Up to four lots are allowed to be subdivided from a parent lot, or are allowed behind an existing lot provided the existing lot retains a minimum street frontage of 30 feet; or

3. Up to five lots are allowed if an existing dwelling unit is included in and preserved as part of the subdivision.
- B. Pipestem lots shall be served by a strip of land not less than 15 feet wide and the minimum width to accommodate the required private road for access, as such access is described in SMC 17.28.200 and shall be designed for the purpose of providing access to one lot, tract, or parcel the buildable area of the lot or tract.
- C. Pipestem lots may access the street network by way of shared driveways or private drive aisles as provided in SMC 17.28.200 and SMC 17.28.205.

Section 5. That Sumner Municipal Code Section 17.28.200 Private streets, is hereby amended to read as follows:

17.

17.28.200 Private ~~streets~~roads.

- ~~A. Private streets shall serve no more than one lot; provided, that the private street shall have a minimum width of 30 feet. In no case shall the front lot line of a pipestem or panhandle lot be separated from a public street by more than one lot.~~
- A. Short subdivisions, except for pipestem lots, may be served by a private road as follows:
 1. Access for up to four lots may be via a shared driveway with a minimum width of 15 feet, with an 11-foot-wide paved travel surface and two 2-foot-wide shoulders.
 2. Access for five to nine lots may be via a private drive aisle in conformance with the standards in SMC 17.28.130 and 17.28.205, unless a public street is required pursuant to SMC 17.28.130(B).
- B. Pipestem lot short subdivisions may be served by a private road as follows:
 1. Access for up to two pipestem lots may be via a shared driveway with a minimum width of 15 feet, with an 11-foot-wide paved travel surface and two 2-foot-wide shoulders.
 2. Access for three to four pipestem lots shall require a private drive aisle subject to the provisions of SMC 17.28.205, except that the private aisle shall provide at a minimum a 20-foot-wide paved travel surface and one five-foot-wide designated pedestrian corridor to the public street.
- ~~B. C.~~ C. Private ~~streets~~roads shall be improved or guaranteed to the standards considered appropriate to the situation by the city engineer and fire marshal, but in all cases and shall meet the minimum-applicable requirements of the fire marshal and city's Development Specifications and Standard Details.

Section 6. Sumner Municipal Code Section 17.28.205 Private drive aisles, is hereby amended to read as follows:

17.28.205 Private drive aisles.

- A. Applicability. The provisions of this section apply exclusively to the zero lot line

subdivision and zero lot line short subdivision of land for attached single-family dwellings, For the purposes of this section, the term subdivision includes zero lot line subdivision and zero lot line short subdivision.

- B. Access to individual dwelling units within a zero lot line subdivision may be provided by a private ~~street road~~ or private drive aisle, except that a public street shall be required whenever the city engineer or his or her designee finds that any of the conditions listed in SMC 17.28.130(B) Access for Short Subdivisions apply.
[...]

Section 7. That Sumner Municipal Code Section 18.04.0397 Definitions, Frontage, is hereby amended to read as follows:

18.04.0397 Frontage

“Frontage” or “street frontage” means the measurement of the length of the ~~front~~ property line, or length of the building front, located along a public street.

Section 8. That Sumner Municipal Code Section 18.04.0585 Definitions, Lot line front, is hereby amended to read as follows:

18.04.0585 Lot line, front.

“Front lot line” means that boundary of a lot which is along an existing or dedicated public street, or where no public street exists, along a private road, shared driveway easement or ~~accessway~~ drive aisle. On an interior lot, it is the lot line abutting a street; ~~or, On a pipestem~~ (flag) lot, it is either the interior lot line most parallel to and nearest the public street from which access is obtained or the interior lot line most parallel to the private road by which the lot accesses the public street. On a corner lot, the front yard shall be determined by the director, to be the yard which best conforms to the pattern of the adjacent block faces. On a “through lot,” both street lines shall be deemed front lot lines.

Section 9. That Sumner Municipal Code Section 18.04.0610 Definitions, Lot pipestem, is hereby amended to read as follows:

18.04.0610 Lot, pipestem.

~~“Pipestem lot~~ “Lot, pipestem (flag lot)” means an interior lot in which the buildable area is not bounded laterally by a public street or private road, and which gains ~~road~~ vehicle access by means of a lot extension, a shared driveway ~~easement~~, a private drive aisle, or the terminus of a private road or public ~~road~~ street.

Section 10. That Sumner Municipal Code Section 18.12.070 Property development standards for LDR-6, LDR-7.2, LDR-8.5, and LDR-12, is hereby amended to read as follows:

18.12.070 Property development standards for LDR-6, LDR-7.2, LDR-8.5, and LDR-12.

- A. Lot area.
1. Minimum lot area per building site in square feet:

LDR-6:	6,000
LDR-7.2:	7,200
LDR-8.5:	8,500
LDR-12:	12,000

2. At least 80 percent of the lots in a subdivision shall meet the ~~above~~-minimum lot sizes of the applicable district in Subsection A(1) of this section. Pipestem lots are not eligible for this or other lot size reductions. To encourage a mix of lot sizes, the other 20 percent of the lots may have reduced sizes, to the following lot size standards, in square feet; provided, in no case shall the reduction in lot sizes be combined with the reduction in lot sizes allowed in SMC 16.40.140(A) or (B):

LDR-6:	4,800
LDR-7.2:	6,000
LDR-8.5:	7,200
LDR-12:	8,500

~~In no case shall the reduction in lot sizes be combined with the reduction in lot sizes allowed in SMC 16.40.140(A) or (B);~~

B. Lot width

1. Minimum lot width in feet:

LDR-6:	60
LDR-7.2:	70
LDR-8.5:	80
LDR-12:	100

2. For the subdivisions that include a percentage of smaller lots as allowed in subsection A of this section, the minimum lot widths for the smaller lots shall be as follows, in feet:

LDR-6:	50
LDR-7.2:	60
LDR-8.5:	70
LDR-12:	80

- C. Front yard setback in feet: 15 (LDR-12 front yard setback in feet: 25);

D. Rear yard setback in feet: 30;

E. Rear yard setback in feet, for a lot with street frontage that is the parent lot for a short subdivision consisting of pipestem lots: 15;

~~E.~~ F. Interior side yard setback in feet, lot with one interior side yard: five;

~~F.~~ G. Total interior side yard setback in feet, lot with two interior side yards; 15; provided, that one interior side yard is not less than five feet;

~~G.~~ H. Street side yard setback in feet: 12;

~~H.~~ I. Maximum building height in feet: 30;

~~I.~~ J Lot coverage

1. Maximum lot coverage, in percent:

LDR-6:	40 percent
LDR-7.2:	35 percent
LDR-8.5:	35 percent
LDR-12:	35 percent

2. Maximum lot coverage for single-story residential structures:

LDR-6:	45 percent
LDR-7.2:	40 percent
LDR-8.5:	40 percent
LDR-12:	40 percent

~~J.~~ K. Required off-street parking spaces: ~~two~~

1. Two for each single family dwelling;

2. For one to two pipestem lots: Two spaces for each single family dwelling plus one visitor space per dwelling;

3. For three or more pipestem lots: Two spaces for each single family dwelling plus 1.25 visitor spaces per dwelling up to four spaces. The visitor parking spaces may be provided within a private drive aisle or other tract/easement within the boundary of the subdivision.

4. All pipestem lots shall provide a paved driveway located on the lot that is at least 10 feet wide and 18 feet in length as measured from the edge of the private road.

a. The driveway may count towards the required parking; and an equivalent parking area may be located elsewhere on the lot provided the area is separate from and accessible to the private road.

b. The required parking area shall not be located closer than 5 feet to the original outer boundaries of the parent lot.

~~K. L.~~ Minimum street frontage in feet: 15;

~~L. Maximum building height for pipestem lots with a lot size less than 20,000 square feet: one story and 16 feet;~~

M. Minimum yard setbacks in feet for pipestem lots created after March 1, 2023 are as follows:

~~1. At least two yard setbacks shall be a minimum of 15 feet with remaining yard setbacks allowed a minimum of five feet~~

1. Front and rear yard setbacks, in feet: 15;

2. Interior side yard setback adjacent to other lots within the subdivision, in feet: 5

3. Perimeter yard setback adjacent to, and as measured perpendicular to, the original outer boundaries of the parent lot, in feet: 15. A perimeter yard may be counted as a 15-foot front or rear yard.

~~N. Minimum lot size for pipestem lots in LDR-6 in square feet: 10,000.~~

Section 11. That Sumner Municipal Code Section 18.12.075 Property development standards for LDR-4, is hereby amended to read as follows:

18.12.075 Property development standards for LDR-4.

A. Minimum lot area per building site in square feet: 4,000;

[...]

M. Maximum building height for pipestem lots with a lot size less than 10,000 square feet: one story and 16 feet;

N. Yard setbacks for pipestem lots shall be as found in 18.12.070(M). are as follows:

~~a. At least two yard setbacks shall be a minimum of 15 feet with remaining yard setbacks allowed a minimum of five feet;~~

[...]

Section 12. That Sumner Municipal Code Section 18.14.070 Property development standards, is hereby amended to read as follows:

18.14.070 Property development standards for MDR/HDR.

The following Table 18.14.070 sets forth the required development standards applicable to properties located in the MDR and HDR zones:

Table 18.14.070

	MDR	HDR
A. Minimum lot area per building site in square feet ¹	5,000	5,000

Table 18.14.070

	MDR	HDR
Minimum lot area in square feet for developments utilizing the “detached single-family dwelling” option of the city of Sumner design and development guidelines in square feet	4,000	4,000
Minimum lot area for zero lot line detached dwellings (<u>per dwelling</u>)	3,000	3,000
Minimum lot area for zero lot line dwellings (<u>per dwelling</u>)	N/A ³	N/A ³
<u>B. Maximum lot area per building site in square feet, detached single-family dwellings</u>	<u>6,000⁴</u>	<u>6,000⁴</u>
<u>C. B.</u> Maximum development density in dwelling units per net acre	15	25
<u>D. C.</u> Minimum lot width in feet	50	50
Minimum lot width for developments utilizing the “detached single-family option” [...]	40	40
Minimum lot width for zero lot line detached dwellings	30	30
Minimum lot width for zero lot line dwellings	N/A ³	N/A ³
[...]		
<u>P. Pipestem lot width, setbacks and building height shall be as provided in 18.12.070 SMC for detached dwelling units.</u>		
[...]		

¹ Variation of Minimum Lot Size. Except for lots to be occupied by zero lot line dwelling units, lots created through ~~long-full~~ subdivision in the MDR and HDR zones must vary lot sizes in the following manner. A maximum of 60 percent of lots may be platted at the minimum lot size allowed. At least 20 percent of platted lots must be no less than 150 percent of the minimum allowed lot size (1.5 times) and at least 20 percent of platted lots must not be less than 200 percent of the minimum allowed lot size (2.0 times). For purposes of meeting this requirement, lot counts may be rounded to the nearest full lot.

² The minimum lot area for zero lot line single-family dwellings is defined as the minimum needed to accommodate the width and depth of the unit plus the required private open space for the lot.

³ For zero lot line lots, the lot width and frontage may be as wide as the minimum required unit width, provided that the unit complies with building code, landscaping and open space requirements

⁴ Maximum lot area applies to all new lots created after March 1, 2023, except that critical areas and critical area buffers required to be protected under SMC Title 16 may be excluded from the lot area calculation.

Section 13. That Sumner Municipal Code Section 18.30.110 Private streets and driveways, is hereby amended to read as follows:

18.30.110 Private roads streets and driveways (ESUV).

Private ~~streets roads and driveways~~ shall be configured in such a manner as to promote a gridded street pattern of development that allows these private ~~streets roads and driveways~~ to function similar in character and scale as public streets, reducing distance between blocks and maintaining pedestrian scale and walkability. Said private ~~street road or driveway~~ shall remain

ungated unless: (A) it can be demonstrated, to the satisfaction of the director, that a gate is needed for the safety and security of the residents; and (B) that a gate does not inhibit overall connectivity of the larger neighborhood; and (C) where it is determined such connectivity would be inhibited a development shall contain an ungated pedestrian access that traverses the site.

Section 14. That Sumner Municipal Code Section 18.56.030 Land use permits required, is hereby amended to read as follows:

18.56.030 Land use permits required.

D. The following decisions are Type III.a decisions which require no public notice and are appealable to the hearing examiner:

1. Short subdivisions up to 4 lots;
2. Revocation of a land use permit pursuant to SMC 18.56.230;
3. Approvals pursuant to the resource, wildlife and hazard areas, chapter 16.40 SMC;

[...]

G. The following decisions are Type III.d decisions which shall require public notice and be reviewed administratively and are appealable to the hearing examiner:

1. Administrative use permit;
2. Administrative variance;
3. Application of IDEA district overlay;
4. Short subdivisions of 5 or more lots.

[...]

Section 15. That Sumner Municipal Code Section 18.56.170 Hearing Examiner appeals, is hereby amended to read as follows:

18.56.170 Hearing examiner appeals.

A decision of the director involving a Type III.a, III.b, III.c, III.d, and Type VI.b decision may be appealed to the hearing examiner subject to the following provisions:

[...]

Section 16. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 17. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 18. **Effective Date.** This ordinance shall become effective five (5) days after its passage, approval and publication as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this ____ day of _____, 2023.

Mayor Kathy Hayden

Attest:

Approved as to form:

City Clerk Michelle Converse

City Attorney Andrea Marquez

First Reading:

Date Adopted:

Date of Publication:

Effective Date:



STAFF REPORT

DATE: February 21, 2023
TO: Planning Commission
FROM: Ann Siegenthaler, Senior Planner
RE: **Small Subdivisions and Pipestem Lots – Code Update**

I. BACKGROUND

The 2021 Sumner Housing Action Plan (HAP) identified the need for housing in Sumner. The HAP described options for reducing barriers to creating infill housing, such as raising the number of lots in a short subdivision and raising the number of pipestem lots allowed. This is one of the City Council's priorities for addressing housing needs.

Why is this update needed?

- The State Growth Management Act and related laws require cities to create land use plans (zoning, transportation, etc.) that accommodate projected population growth. Based on data from the State and County, Sumner is projected to need about 2,000 additional housing units by 2044. This is Sumner's "fair share" of the growth assigned to all cities in Pierce County. Sumner has the zoning capacity to accommodate its share. However, housing unit production is far behind the assigned target.
- Sumner code requires a short subdivision (short plat) of more than 4 lots to go through a full subdivision process, which is time consuming and costly. Increasing the number of single-family lots allowed in a short subdivision greatly reduces permit time, costs, and barriers to creating housing.
- Subdividing lots into pipestem lots provides single-family dwellings on underdeveloped sites throughout the city. However, current code limits pipestem lots to 1 additional lot behind the main house, which is a barrier to infill development.

Planning Commission reviews

The Planning Commission held a public hearing on this item on February 2, 2023. Following the public hearing, the Commission discussed concerns, asked staff to collect more information, and tabled the discussion to the March 2023 meeting. Since then, staff has updated the proposed code to address concerns expressed regarding the lack of on-street parking for visitors (see "visitor parking" below).

II. DESCRIPTION OF PROPOSAL

City staff, working with consultant LDC Inc., is proposing to make the short subdivision process easier and to increase the number of lots that can be created. Below is a summary of the proposed changes.

A. Goals for this code update

- Increase opportunities for single-family infill development, making use of underutilized pockets of land throughout the city.

- Allow more homes to be created through the short subdivision process (versus full subdivision).
- Make the process of subdividing single-family lots easier and less costly.

B. Zones affected

Single-family dwellings in subdivisions and pipestem lots are allowed in all Low Density Residential (LDR) zones and in Medium Density Residential (MDR) and High Density Residential (HDR) zones.

C. Short subdivision process

Land may be subdivided either as a “full subdivision” process (for 5 or more lots) or a simple “short subdivision” (short plat) (4 lots or less). A full subdivision process is much more extensive, lengthy and costly than a short subdivision process, and costs can more easily be spread out over more lots. Requiring the full subdivision process for smaller subdivisions can be a barrier to increasing housing infill. State law currently allows cities to set higher thresholds for a short subdivision, up to 9 lots. Many cities are now increasing their subdivision thresholds to match the higher State threshold. Below is a summary of proposed short subdivision changes.

1. **Number of lots allowed.** Raise the threshold for short subdivisions to 9 lots, matching the State-allowed threshold of 9 lots. This will:
 - Create more lots through a less costly and more streamlined process, encouraging single-family infill development; and
 - Increase opportunities for smaller developers to create housing.
2. **Density.** The proposed code allows new lots to be created more easily. It does not increase density over what is already allowed in each zone.
3. **Access road standards.** Allow short subdivisions to use shared driveways and narrow private drive aisles for access. Sumner’s current code requires a public street (60-foot width) with features such as standard streetlights, etc. for a subdivision over 4 lots. Such street improvements can be costly and a barrier to single-family infill. Proposed code will allow narrower access roads for short subdivisions as follows:
 - Allow a “shared driveway” for up to 4 lots. This is a 15-foot wide drive with 2-foot wide shoulders that meets engineering and fire access standards.
 - Allow a “private drive aisle” for 5-9 lots (versus a wider public street). This is typically a 25-foot wide drive aisle that meets construction and fire truck standards and allows two-way traffic.
 - These changes will provide more flexibility in site design, consolidate access for more efficient use of land, reduce construction and land costs, and create access drives that are more in scale with the development, while still providing safe and adequate access.
 - Proposed code will maintain the current requirement for a public street when the city engineer determines that the public street criteria in the code are met (e.g. need to align with adopted street grid, complete vehicular and pedestrian connections).
4. **Public notice.** Under current code, short subdivisions up to 4 lots do not require public notice. New code would require short subdivisions between 5 to 9 lots (the raised threshold) to provide public notice. There would be no public hearing, but neighbors would be informed of the proposed project and be able to talk to a planner and ask questions. The subdivision could be appealed to the Hearing Examiner by a neighbor.

D. Pipestem lots

Pipestem lots (flag-shaped lots with a driveway “stem”) are created through the same subdivision process as other lots. However, the current limit of 1 lot behind the main street-front house is a barrier to single-family infill. The proposal will update these lot standards.

1. **Number of lots allowed.** Raise the number of allowed pipestem lots from 1 to 4 lots. This will increase opportunities for infill such as:
 - Difficult, narrow lots can be developed into single-family homes.
 - Homeowners can create new lots in underutilized areas behind their home, and realize more of the development value of their property.
 - More housing capacity can be created that fits into existing neighborhoods.
2. **Incentive to maintain existing house.** Maintaining existing homes also helps Sumner meet housing capacity and affordability goals.
 - The proposed code will allow a 5-lot pipestem subdivision, only if the existing home on the streetfront is preserved. This allows 4 lots in the back plus the existing streetfront lot.
 - Where the streetfront house is preserved, its rear yard setback can be reduced from 30 to 15 feet. The intent is to prevent demolition of the existing house, which often occurs when developers cannot fit their desired number of new lots on the parcel.
3. **Density.** The proposed code increases opportunities for single-family infill. It does not increase density over what is already allowed in each zone.
4. **Building height.** Would be changed to be the same as currently allowed for other single-family homes in the zone (LDR zones are 30 feet height). An exception to this would be for the LDR-4 zone (4,000 s.f. lot size) to keep building height at 16 feet, given the small lot size.
5. **Setbacks.** Require a 15-foot perimeter setback to increase privacy. Under current code, a home on a pipestem lot could be set back 5 feet from another home (the same as for non-pipestem lots). New code would be similar, with interior setbacks (between homes) at 5 feet, with two other yards at 15 feet deep. A new provision would require a 15-foot perimeter setback to increase privacy.
6. **Access road standards.** The proposed code will allow pipestem lots to use shared driveways and narrow private drive aisles for access. Updates will:
 - Remove the restriction that access drives can serve only one lot, which prevents adjoining property owners from sharing a driveway. Consolidating access drives is a more efficient use of land and reduces the number of curb cuts along the sidewalk, which improves walkability.
 - For up to 2 pipestem lots, allow a shared driveway (minimum 15' wide). These narrow driveways must still meet engineering and fire access standards.
 - For 3 or more pipestem lots, require a "private drive aisle" (minimum 25' wide). This type of access can often accommodate additional visitor parking on one side.
 - Code update will reduce street construction costs and create access drives that are more in scale with the development, while still providing safe and adequate access.
7. **Visitor parking.** The proposed code has been updated to address Planning Commission concerns about lack of on-street (visitor) parking for pipestem lots. The code will require:
 - All pipestem lots without frontage on a public street must provide 1 additional parking space (in addition to the 2 stalls already required).
 - For 3 or more pipestem lots, the development must provide 4 guest parking spaces.
 - Require all pipestem lots to have driveways at least 18 feet in length from the edge of the access road. This can count toward required parking. This also helps keep parked cars from encroaching into the access road.

E. Maximum lot size for MDR/HDR zones

To support City efforts to increase housing capacity, a code change is proposed to set a maximum lot size for single-family homes built in multifamily zones. Current code allows detached single-family development in Medium Density Residential (MDR) and High Density Residential (HDR) zones. These zones were established to provide areas where higher density developments could be built, such as townhomes and apartments. However, often land in these zones is used for very low density, large single-family homes on very large lots. This reduces available capacity for higher density housing, which is an essential component of Sumner's housing stock.

The proposal is to limit the amount of new single-family dwellings in the MDR/HDR zones. The new code would establish a maximum lot size of 6,000 s.f. This will:

- Not affect existing homes or lots, but *new* lots created after March 1, 2023 would have to meet the maximum lot size.
- Would not count protected critical areas (e.g. stream and wetland buffers) in the lot area.
- Not dictate size of the house; and a developer could still create single-family dwellings of a reasonable size (e.g. 2,000-2,200 s.f.) to fit on the lots.
- Help maintain available land in MDR/HDR zones for more dense single-family infill and multifamily development, which is the original purpose of those zones.

F. Updated definitions and terms

Miscellaneous definitions and terms are to be updated, including lot line measurement, frontage, and clarifying terms for private road versus public street.

III. ANALYSIS

The proposed Municipal Code amendments are consistent with the intent and policies of the Comprehensive Plan, and the Sumner Municipal Code, specifically the intent and provisions discussed below.

Land Use Element

The proposed code update will increase opportunities for single-family infill development, within existing allowable densities. It also includes development standards such as setbacks to minimize impacts, consistent with the following policies:

- 1.1.2 "Maintain zoning and subdivision regulations to ensure adequate setbacks, landscaping, and buffering are required where land use conflicts and impacts may occur."
- 1.2 "Encourage infill development on vacant properties with existing public services and public utilities, and new development in areas with existing or planned public facilities."

Land Use Element - Land Use Designations

The Comprehensive Plan establishes a density range for Low Density Residential districts of 2.9-5.0 dwelling units per acre (du/ac) (e.g. LDR-8.5) at the lower end, to 7.0-10.0 du/ac (e.g. LDR-6) at the highest density. No change in allowed density is proposed; the code would streamline the subdivision process and allow new dwellings up to the maximum allowed in the zone. Therefore, the proposed code is consistent with the purpose, uses and densities anticipated in these residential districts.

In contrast, the Medium- and High-Density Residential (MDR and HDR) districts allow higher densities ranging from 8 du/ac to 25 du/ac. In the Comprehensive Plan, MDR is "intended to provide for multi-family living to ensure that opportunities to obtain reasonable-cost housing exist for community residents. Primary uses include multi-family housing of various types including duplexes, zero-lot line structures, townhouses, condominiums, senior apartments and retirement homes, etc..." The HDR designation "allows for higher density multi-family developments to allow for a broad range of housing choices... Primary uses include multi-family housing of various types including townhouses, condominiums, apartments, etc." The proposed maximum lot size in the MDR and HDR zones is intended to limit very low density single family dwellings in these zones. This supports the Comprehensive Plan's intent for primarily multifamily uses in these higher density zones.

Community Character Element

The proposed code update will increase opportunities for single-family infill, particularly smaller housing developments that can fit into the surrounding neighborhood. The code does not change the housing types allowed or the density allowed; therefore, is consistent with these policies:

- 1.1 "Encourage development which enhances the human, pedestrian scale, creating a sense of community and place."
- 2.6 "In recognition of the need for a variety of housing, allow through the Comprehensive Plan and Zoning Code a mix of residential uses as appropriate to the neighborhood character."

Housing Element

The proposed code update will help meet Sumner's housing targets, and will create more streamlined, cost-effective processes for subdivisions, consistent with the following policies:

- 2.2.5 "Incorporate reasonable measures as necessary to accommodate the projected population growth."
- 2.3 "Encourage a variety of housing available to all economic segments of the community."
- 2.3.1 "Review the Zoning Code, Subdivision Code, Building Codes, and other development-control ordinances to identify and remove excessive, duplicative, or unnecessary regulations. The analysis shall consider in particular lot width, access widths, street improvement standards, parking, common service lines as well as other issues."
- 3.4 "Establish standards for street widths, landscaping, and parking lots to reduce heat loss or provide shade."

Transportation Element

New access standards for subdivisions will allow narrower access drives to serve more lots. This will support the following policy:

- 6.5 "Provide incentives for the use of low impact development techniques that will reduce impervious surfaces, provide for stormwater infiltration, and protect the natural environment and systems..."

Subdivision Code

The purpose of the subdivision code is to "regulate the division of land lying within the corporate limits of the city of Sumner, and to promote the public health, safety, and general welfare in accordance with the standards established by the state and the city," and to..."prevent the overcrowding of land; lessen congestion and promote safe and convenient travel by the public on streets and highways; promote the effective use of land..." The proposed code amendments are consistent with the purpose of the subdivision code.

Zoning Code Low Density Residential zone

The purpose of the Low Density Residential zone is "to stabilize and preserve low density residential neighborhoods, to create a stable and satisfying environment for family life and to prevent intrusions by incompatible land uses." The proposed code to raise the threshold for short subdivisions and pipestem lots is consistent with this purpose.

Zoning Code Medium- and High-Density Residential (MDR and HDR) zones

The purpose of the Medium- and High-Density Residential (MDR and HDR) zones is "to reserve appropriately located areas for multifamily living at a broad range of dwelling unit densities consistent with the comprehensive plan. They are further intended to protect the public health, safety and general welfare by ensuring that opportunities to obtain reasonable cost housing exist for households representing a variety of income categories and lifestyles, facilitating the provision of utility services and other public facilities commensurate with anticipated population and dwelling unit densities..."

Conclusion:

Sumner's Comprehensive Plan provides a general policy basis for raising the threshold number of lots in short subdivisions and pipestem lot subdivisions, and updating access standards, as a means of encouraging single-family infill development. The Comprehensive Plan and stated purposes in the Subdivision Code and Zoning Code, support the proposed subdivision code updates, and support the proposal to maintain capacity in Medium- and High-Density Residential zones for multifamily uses. Increasing single-family housing supply and maintaining capacity for multifamily development in the intended zones can have a positive impact on housing affordability.

IV. SEPA ENVIRONMENTAL REVIEW

A SEPA environmental checklist and analysis of the proposed amendment has been completed. A Determination of Non-Significance was issued on December 7, 2022. No public comments were received on the SEPA determination.

V. PUBLIC & AGENCY COMMENTS

Consistent with City regulations, a public hearing notice was published 10 days prior to the hearing. No agency comments or public comments were received during the comment period.

VI. STAFF RECOMMENDATION

Discuss the code updates with staff and provide recommendations to be forwarded to City Council.

VII. PLANNING COMMISSION RECOMMENDATION

Pending.

VIII. EXHIBITS

A. Draft Ordinance No. XXXX – Small Subdivisions and Pipestem Lots

SUBJECT: 2024 Sumner Comprehensive Plan Update – Docket Approval

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 2024 Docket - Staff Memo 02-21-23

STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

Staff is requesting Planning Commission approval of the 2024 Comprehensive Plan Update docket items.

Amendment process

In accordance with Sumner code requirements, the City Council has determined that it will consider “annual amendments” to the Comprehensive Plan for the year 2023. The State Growth Management Act also requires that cities complete a “10-year periodic update,” which for Sumner is by 2024. Therefore, during 2023-2024 the Commission and City Council will be reviewing both minor annual amendments and the required 10-year amendments. The 10-year update involves extensive revisions to the Comprehensive Plan and regulations to reflect new laws and changes that have occurred over the last decade.

The Planning Commission is designated by code as the authority that approves the docket (list) of amendments before they can move forward for further consideration. The approval of the docket is scheduled for the March 2, 2023 Commission meeting. The Commission will evaluate the merits of the proposed amendments later in the process.

What’s proposed

The 2024 amendments are being proposed by staff, working with a consultant team. There were no requests from private parties for any amendments or land use map changes. The amendments include changes to all chapters of the Comprehensive Plan and various changes to the Zoning Code development regulations. Many of the changes consist of minor “clean up” of existing policies and regulations; some will be significant changes that are driven by new State and County requirements for new/revised policies.

Process and timeline

Proposed updates are reviewed first by the Planning Commission, who makes recommendations to the City Council. After the Commission approves the docket, staff’s intent is to bring groups of chapters to the Commission for review at each monthly meeting. Below is the tentative timeline for the project.

- | | |
|---|-------------------------|
| • Amendment cycle begins: | January 2023 |
| • Planning Commission decides docket items to consider: | March 2023 |
| • Commission evaluates proposed policies & regulations: | April 2023-January 2024 |
| • Commission public hearing & recommendations: | March-May 2024 |
| • City Council reviews and public hearing: | June 2024-October 2024 |
-

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Staff recommends that the Comprehensive Plan amendments and necessary regulation updates be approved in the docket for the 2024 Comprehensive Plan Amendment.



MEMO

DATE: February 16, 2023
TO: Planning Commission
FROM: Ann Siegenthaler, Senior Planner
RE: **2024 Comprehensive Plan Amendments Docket Approval**

BACKGROUND

The State Growth Management Act (GMA) requires cities to periodically update their Comprehensive Plans. The Sumner Zoning Code requires the City Council to determine each year whether it will consider amendments to the Comprehensive Plan (Comp Plan) for that year. The City Council has opened the amendment cycle for 2023-2024. The State also requires that cities complete a "10-year periodic update," which must also occur by the end of 2024. This 10-year update will involve more extensive revisions to the Comprehensive Plan and regulations to reflect new laws and changes that have occurred over the last decade.

As required in Sumner code, the City publishes notice of the open amendment cycle to allow private individuals and firms the opportunity to submit applications for changes. The application period was open for 3 weeks and closed on January 25, 2023. No applications from private parties were received. The amendments are all proposed by City staff.

Planning Commission's role

The Planning Commission is designated in code to act as the "gatekeeper" and must approve the docket (list) of amendments before they can move forward for further consideration. To be considered further, the proposed amendments must be timely, complete, must not be similar to a request denied in the previous cycle, and on their face satisfy the amendment criteria in the code (e.g. the amendment is necessary, is consistent with State GMA, etc.). See Staff Recommendation below. The approval of the docket is scheduled for March 2, 2023. The Planning Commission will evaluate the merits of proposals later in the process.

Staff's role

The amendments that will be presented to the Commission and Council are proposed by staff, working with a consultant. Most of the amendments are recommended by the City's consultant, who has extensive experience updating Comprehensive Plans and regulations, as necessary to meet State and other legal mandates. The City has hired the firm BERK Consulting to assist in the major updates, while the firm TranspoGroup will be assisting in developing transportation policies and a new transportation plan. As the amendments come before the Planning Commission, staff will provide the text of the policies and regulations, and staff reports containing findings of consistency with the Comprehensive Plan and Zoning Code amendment criteria.

Process and timeline

Proposed updates are reviewed first by the Planning Commission, who makes recommendations to the City Council. Staff's intent is to bring groups of chapters to the Commission for review at each monthly meeting. Below is the tentative timeline for the project.

Tentative Timeline:

- | | |
|--|-------------------------|
| • Amendment cycle begins: | January 2023 |
| • Planning Commission approves docket of updates: | March 2023 |
| • Evaluation of Comprehensive Plan chapters and associated zoning regulations: | April 2023-January 2024 |
| • Environmental Impact Statement (EIS) issued: | February 2024 |
| • Planning Commission public hearing on entire package: | March 2024 |
| • Planning Commission recommendations: | May 2024 |
| • City Council reviews and public hearing: | June 2024-October 2024 |

SUMMARY OF KEY TOPICS ADDRESSED IN THE UPDATE

The 2024 amendments include changes to all chapters of the Comprehensive Plan and various changes to the Zoning Code development regulations. Many of the proposed changes consist of minor “clean up” of existing policies and regulations; some will be significant changes that are driven by new State and County requirements for new/revised policies. As proposals are reviewed and evaluated during the amendment process, additional changes may be needed (e.g. a regulation change to implement a new policy). Below is a general summary of the 2024 Comp Plan amendments being considered.

1. Comprehensive Plan Text Amendments

Sumner’s Comprehensive Plan must be consistent with the requirements of the State Growth Management Act (GMA), Pierce County Countywide Planning Policies (CPPs) and Puget Sound Regional Council’s multi-county policies in the Vision 2050 regional plan. While most Comp Plan chapters are mandatory under the GMA, some are optional (such as Community Character). The Chapters/Elements to be updated are listed below, including some new topics required by GMA and/or CPPs.

A. Vision and Values Statement

B. Plan Monitoring and Amendment

- Provides a framework for monitoring and amending the Comprehensive Plan to meet State requirements.

C. Governance and Permitting

- Updates to address tribal participation, equity and inclusion requirements (CPPs).

D. Community Character

- Policies that support/promote quality design, historic downtown and Town Center, employment and business, walkable neighborhoods, protecting cultural and environmental resources.

E. Family and Human Services

- Policies related to services and community well-being.

F. Economic Development and Employment

- Updates to align with employment targets, transit goals, economic development goals.

G. Land Use

- Contains land use designations and density ranges (determines zoning)
- Must accommodate Sumner’s assigned housing and employment targets (GMA)
- Updates relative to goals for “healthy communities” (CPPs)
- Updates to address racially disparate impacts, displacement, and exclusion (GMA).

H. Essential Public Facilities

- Addresses how to site difficult regional facilities such as transfer stations, correctional facilities.

I. Historic and Cultural Resources

- Policies for protecting historic/cultural resources, supporting cultural events
- Update policies regarding coordination with local tribes

J. Environment and Climate Change

- Updates policies related to protecting the natural environment
- Updates as needed relative to greenhouse gas reduction, energy efficiency and climate resiliency (GMA, CPPs).

K. Housing

- Updates as needed to reflect housing needs and to meet required growth targets
- Develop housing allocation strategies to provide for all economic segments of the community (GMA)
- Updates as needed relative to racially disparate impacts, displacement, and exclusion (GMA).

L. Transportation

- Updates to align w/new population and employment targets
- Update Level of Service as needed and demand-management strategies
- Updates relative to racially disparate impacts and goals for healthy communities
- Updates Transportation Plan to reflect changes in community and list of projects
- Updates Traffic Impact Fees.

M. Capital Facilities and Public Services

- Updates Level of Service as needed
- Updates relative to racially disparate impacts, displacement, and exclusion (GMA)
- Updates Capital Facilities Plan.

N. Utilities

- Update capacity and level of service relative to housing and employment targets.

O. Parks and Open Space

- This is a separate plan document with separate approval process, but is incorporated into the Comp Plan.

P. Shoreline Master Program

- Minor changes, cleanup
- This is a separate plan document with separate approval process, but is incorporated into the Comp Plan.

2. Update Development Regulations

Update as needed to be consistent with Plan. Likely code updates include:

- Critical Areas Ordinance to reflect new “Best Available Science”
- Lot development standards related to accommodating more housing
- Development standards related to energy efficiency, low-impact development
- Traffic Impact Fees updates, System Development Charges applied to new development
- Additional development regulations as needed to implement the Comp Plan policies and comply with State GMA requirements.

3. Draft and Final Environmental Impact Statement

- This is required by State Environmental Protection Act (SEPA) for major projects
- Consists of an evaluation of the potential impacts of proposed policy and regulation changes.

STAFF RECOMMENDATION

Staff finds that the proposed amendments are timely, complete, and not substantially similar to requests made in the previous year. The proposed amendments on their face meet the criteria in SMC 18.56.147(N). More in-depth analysis of each proposal will be provided during the Comp Plan amendment process. Staff recommends that all the above amendments be approved in the docket for the 2024 Comprehensive Plan Amendment.

ATTACHMENTS – Comprehensive Plan Amendment Criteria

Exhibit 1 - Comprehensive Plan Amendment Criteria

Per SMC 18.56.147(N), Comprehensive Plan Amendments must be substantial compliance with the following criteria:

1. An amendment is necessary to resolve inconsistencies between the Sumner comprehensive plan and other city plans or ordinances; or to resolve inconsistencies between the Sumner comprehensive plan and other jurisdictions' plans or ordinances.
2. Conditions have so changed since the adoption of the Sumner comprehensive plan that the existing goals, policies, objectives, and/or map classifications are inappropriate.
3. The proposed amendment is consistent with the overall intent of the goals of the Sumner comprehensive plan.
4. The proposed amendment is consistent with chapter 36.70A RCW, the county-wide planning policies for Pierce County, and the applicable multicounty planning policies.
5. Where an amendment to the comprehensive plan map is proposed, the proposed designation is adjacent to property having a similar and compatible designation, or the subject property is of sufficient size, or other conditions are present.
6. Environmental impacts have been disclosed, and measures have been included to reduce possible adverse impacts.
7. Potential ramifications of the proposed amendment to other comprehensive plan elements and supporting plans have been considered and satisfactorily addressed.

SUBJECT: 2024 Comprehensive Plan Update – Approval of Public Participation Plan

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 2024 Public Participation Plan Draft 022323
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STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

Staff is requesting Planning Commission approval of the Public Participation Plan for the 2024 Comprehensive Plan Update.

In January 2023, the City Council opened the annual process for the 2024 Comprehensive Plan update. The Growth Management Act (GMA) requires the City to invite public participation in the process. City staff are proposing a Public Participation Plan (attached).

The proposed Public Participation Plan provides for participation by a wide range of stakeholders. The City maintains lists of interested parties who receive regular updates on projects and proposals, and others can be added to these outreach lists upon request. There will be ongoing postings of opportunities for input, such as on the City website, including a special Sumner Connects page for Comprehensive Plan progress updates. The GMA also requires that cities conduct outreach to groups who are historically “underserved” or marginalized (e.g. people who are excluded from equal access to resources or the planning process based on age or ethnicity.)

Other avenues for outreach include providing project information at the City’s open houses; and notices will be provided for Planning Commission and City Council meetings following the standard noticing procedures. In addition, the SEPA environmental review process will provide opportunities to comment on proposed changes.

The Public Participation Plan was developed by Community Development staff with input from the City Communications Department and the BERK consulting firm. Staff believes the proposed Public Participation Plan provides adequate avenues for public participation, balanced with available Planning staff resources.

COUNCIL COMMITTEE/STUDY SESSION:
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MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Staff recommends that the Planning Commission approve the Public Participation Plan for the 2024 Comprehensive Plan Update.

SUMNER COMPREHENSIVE PLAN UPDATE 2024
Public Participation Plan Outline
Draft 2/23/23

STRATEGY/MEDIUM	WHEN	TARGET AUDIENCE: General Audiences and Under-represented Groups	HOW AUDIENCE IS CONTACTED/ENGAGED
Public notices for Opening of Amendment Cycle	January 2023	- Hispanic community: Print newsletter offers Language Line translation service in Spanish. - Other non-English language speakers: E-news and website have options for translation into multiple languages. - People with varying abilities: Website has tools for accessibility (e.g. font size, high contrast options).	- E-news early January 2023 - City Website - Winter 2023 printed Community Connections newsletter.
"Sumner Connects" on City website	January 2023 – November 2024	- Other languages: Website has options for language translations. - People with lower incomes: Info accessible 24/7. - People with varying abilities: Website has tools for accessibility including font size, high contrast options, etc. - Other groups: See below.	2024 Comprehensive Plan update has its own page on City website - Web page is main source of information - All outreach material provides link to this site - Documents and notices posted here: - Project timeline - Notices of upcoming public input opportunities - Publish key documents.
City e-news and social media	January 2023 – November 2024	- Other languages: E-news and social media channels easily translated by recipients in multiple languages. - People with lower incomes: Information is available when recipient wants it 24/7. - Youth: Many youth rely on social media for information. - City Diversity/Equity Committee's ongoing work uses these same e-news/social media channels to actively build followers from previously underrepresented audiences so that they will see updates.	- Emailed out weekly to interested parties (sign-up required) - Milestones and progress updates provided; link to Sumner Connects web page provided.
City "Community Connection" quarterly printed newsletter	Winter 2023, periodically through Fall 2024	- Older adults - Delivery directly to residences reaches diverse population with no sign up or effort required to receive. - Youth: Delivered to schools, library - Low income families: Direct mail is easiest way for residents to receive info with no sign up or subscription required. Also delivered to Sumner Food Bank. - Hispanic community (includes Language Line in Spanish).	- Information included in newsletter when significant new material is available and for milestone events (e.g. upcoming hearing). - Links and QR codes direct readers to Sumner Connects web page. - Print version delivered to: - Schools and Sumner Library - Food Bank - Delivery to Sumner Main St Association - Direct mail to residents.

STRATEGY/MEDIUM	WHEN	TARGET AUDIENCE: General Audiences and Under-represented Groups	HOW AUDIENCE IS CONTACTED/ENGAGED
Distribution of “flyer” about 2024 Comprehensive Plan Update	2 nd Quarter 2023 4 th Quarter 2023 2 nd Quarter 2024 4 th Quarter 2024	Target audiences below to be reached via distribution of flyers to various community partners (see right-hand column): - Youth - Older adults - People with lower incomes - Differently abled people - Hispanic community - Black community - Asian/Pacific Islander community - Tribal communities - Other non-English language speakers - Other cultures: Ongoing City posts on social/video/print to recognize diverse people builds ongoing audiences.	- Links and QR codes on flyer direct readers to Sumner Connects web page info - Flyers to have minimal info, but mention key topics (e.g. housing chapter update available) when documents are published - Flyers to be distributed to contacts at: - Schools and Sumner Library - Food Bank - Senior Center - Delivery to Sumner Main St Association - Local churches and other faith organizations in nearby areas - YMCA - Vadis (services to adults w/disabilities and unhoused adults and youth) - SSHA3P (South Sound Housing Authority) - Communities for Families Coalition (Staff at the School District) - Pierce Transit - Pierce County Human Services (provides “Beyond the Borders” special transit) - Language line included on the flyer.
Spring Open House	April 2023 April 2024	- Other languages: E-news, social media, and website options for translation in multiple languages. - Hispanic: Print newsletter offers Language Line translation service in Spanish. - People with lower incomes: Multiple topics at same event reduce time investment/improve access - Varying abilities: Website tools for accessibility including font size, high contrast options, etc.	- In-person event to provide overview of scope and info on process & timeline - Format: Display board with info; link on boards to Sumner Connects web page - Info from Open House will also be available on City website, where people can get info 24/7 - Promoted through City e-news, social media, etc.
Outreach to special interest groups	2 nd Quarter 2023	n/a	- Develop contact lists for groups like Master Builders, downtown association, developers, other special interest groups. - Email or postcard distribution at key milestones, such as prior to a public hearing.
Fall Open House	October 2023 October 2024	Same as Spring Open House	In-person event & online, same as Spring Open House.
Public hearing and legal notices as required (Commission, Council)	January 2023 – November 2024	Other languages: E-news and website options for translation in multiple languages.	- SEPA environmental review notices (per State) - Public Hearing notices for Commission and

		• Varying abilities: Website tools for accessibility including font size, high contrast options, etc.	Council. • All public hearing notices posted to City website. • All public hearing notices sent by e-news to people who have requested notices.
City Council Meetings, Planning Commission meetings		• People with lower incomes, differently abled: Can join/view meeting online; streaming afterward reduces barriers to participating. • Different languages: Information on how to join meeting is available online with ability to translate into different languages.	• Meetings times, agendas and options to attend or participate are posted on website; website has translation capability. • Meeting videos stream live and also available after meeting.

GENERAL OUTREACH EFFORTS NOT DIRECTLY RELATED TO THE 2024 COMPREHENSIVE PLAN

In addition to the above outreach efforts, the City will host several community events that are not connected directly to the Comprehensive Plan update. While these are separate events, they can provide additional insights into community concerns and priorities that can inform policymakers. General community events include:

- 2022 City Budget Survey
- 2022 City Council retreat (open to public)
- Youth Forum 2023
- Senior Center Meet-the-Mayor session
- Community Summit 2023.