



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.

<https://sumnerwa-gov.zoom.us/j/87668532792>

Or One tap mobile :

US: +12532050468,,87668532792# or +12532158782,,87668532792#

Or Telephone: +1 253 205 0468 or +1 253 215 8782

Webinar ID: 876 6853 2792

CALL TO ORDER

Roll Call: Bitetto, Brown, Cole, Hochstatter, Neuman, Reed and Stuard

REGULAR BUSINESS

1. Sound Transit Parking Garage Update
2. Ordinance No. 2851 - Small Subdivisions & Pipestem Lots Code Update
3. Cemetery Building Update

CITY ADMINISTRATOR REPORT

AGENDA SETTING

1. Council Meeting Agenda Calendar
2. Council Committee Meeting Calendar

EXECUTIVE SESSION

ADJOURNMENT

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact the City Clerk at (253) 299-5590, 24 hours in advance.

SUBJECT: Sound Transit Parking Garage Update

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. ST Parking Garage Presentation
-

STAFF CONTACT: Doug Beagle, Development Services Director

SUMMARY BACKGROUND:

Tonight, representatives from Sound Transit will present 'Sumner Station Parking and Access Improvements' and review the new timeline for the garage opening in first quarter 2026.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Informational purposes only.

Sumner Station Parking and Access Improvements

Sumner City Council

March 27, 2023

Today's Presentation

- Sound Transit Board Actions – January 2023
- Project Overview
- Project Process and Schedule
- What is Design Build?
- Community Outreach
- Introduction of Harbor Pacific Contractors

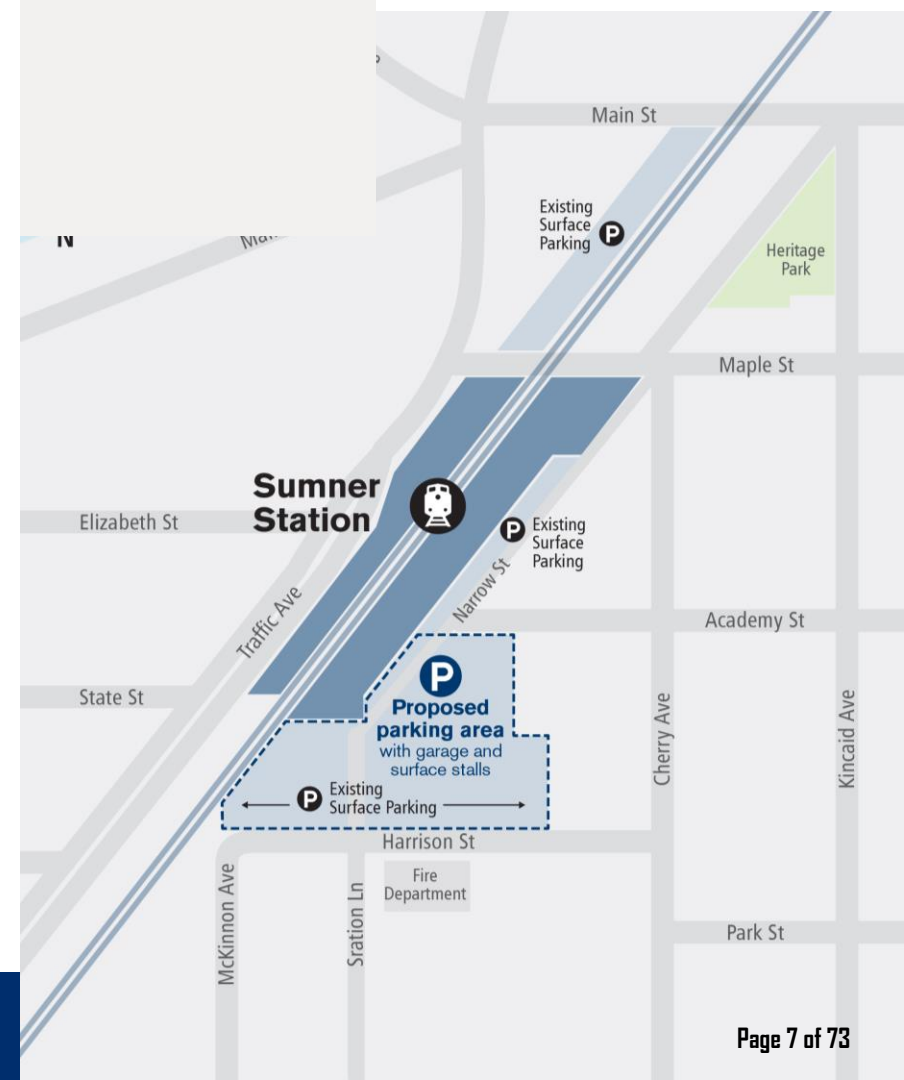
Sound Transit Board Actions Jan. 2023

- **Motion No. M2023-02:** Design-build contract award for the Sumner Station Parking & Access Improvements Project
- **Resolution No. R2023-02:** Baseline Budget and Schedule for the project

Project Overview and Schedule

Project Overview

- Parking Garage with 505 net new parking stalls
- Bus Loop, Bus re-routing
- Replacement parking during construction



Walking & Bicycling Improvements

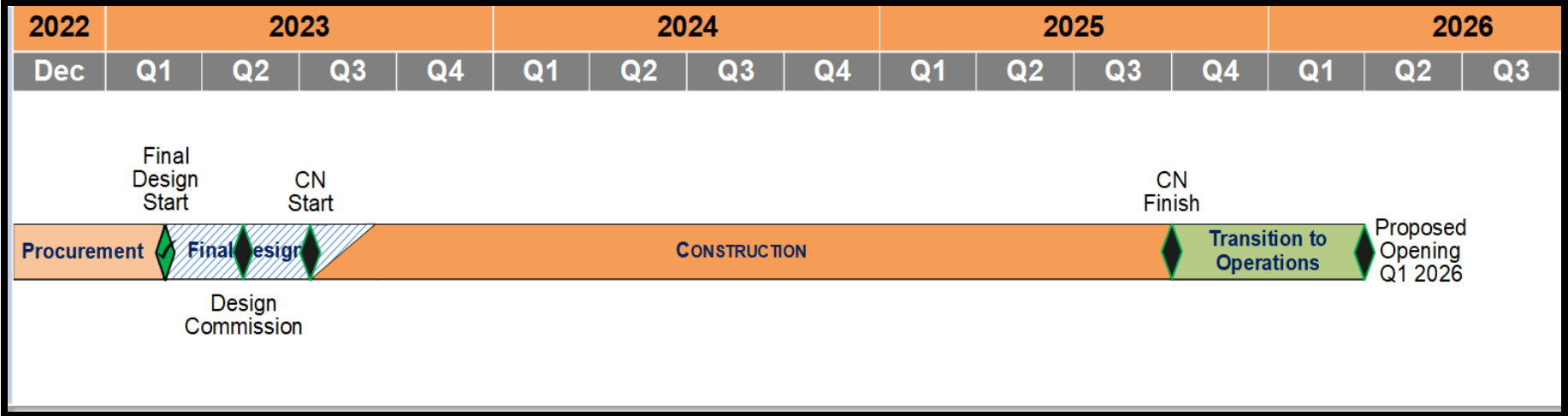
Traffic Avenue/SR 410

- Non-Motorized Improvements. Design & constructed by City, funded by Sound Transit

Pedestrian & Bicycle Improvements

- Design & constructed by City, funded by Sound Transit
- Pedestrian street lighting
- Curb ramps, pedestrian safety improvements

Sumner Milestone Schedule

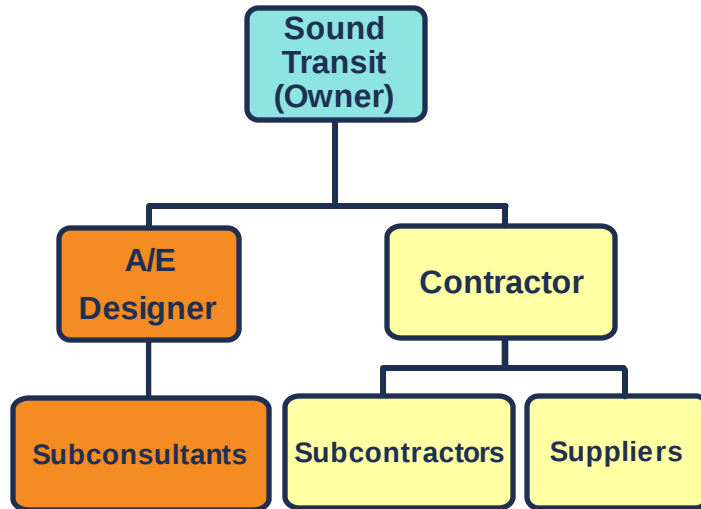


*All dates subject to change

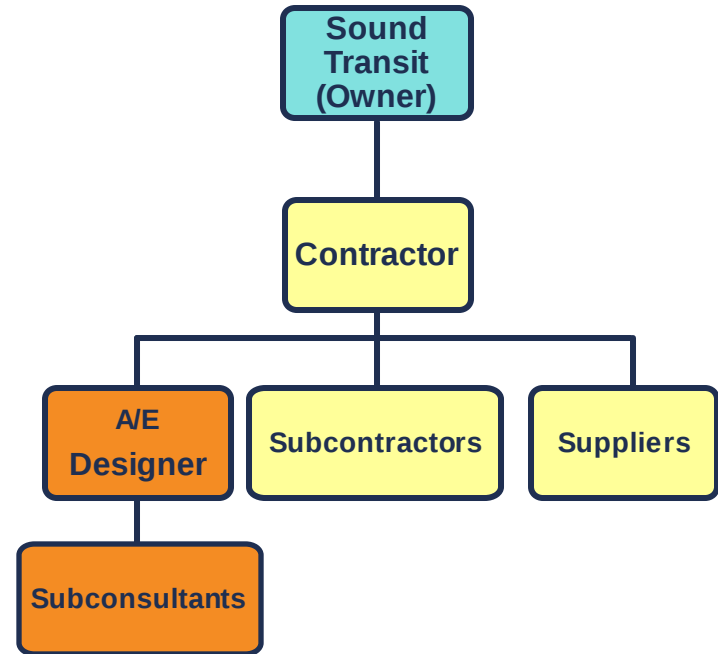
What is Design Build?

Project Delivery Models

Design-Bid-Build



Design-Build



Design-Build Procurement

- Two-step, best value procurement
- \$50M fixed budget variable scope contract
- Shortlisted 3 Design Build teams
- Evaluated proposals - two Sumner staff on the evaluation panel
- Issued Notice to Proceed (NTP) February 27th

Vision Statement





Artist:

Paz de la Calzada

Community Outreach

- **Early May:** Share garage designs with community
- **June:** Pre-construction open house, online and in-person. Notify passengers and the community what to expect during construction.
- **Ongoing:** Construction alerts, community tabling

*All dates subject to change



Harbor Pacific Contractors



Heavy Civil, Transportation and Water Resource General Contractor serving the Pacific Northwest since 1987.

Angle Lake D-B 1,050 Stall Parking Facility

- Owner: Sound Transit

Cushman Dam 3.6 MW Powerhouse Addition

- Owner: Tacoma Power

Carnation Membrane Bio-Reactor WWTP

- Owner: King County

Issaquah Transit Center and 820 Stall Parking Facility

- Owner: Sound Transit



Thank you.



 soundtransit.org



SUBJECT: Ordinance No. 2851 - Small Subdivisions & Pipestem Lots Code Update**CATEGORY:** Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Small Subdivisions & Pipestem Lots Presentation
2. Ordinance No. 2851 - Small Subdivisions & Pipestem Lots
3. Small Subdivisions & Pipestem Lots Staff Report

STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND: Sumner's 2021 Housing Action Plan includes strategies and implementation actions for addressing needed housing, including the current proposal to update standards for short subdivisions and pipestem lot subdivisions.

Sumner code allows land to be subdivided either as a "full subdivision" (5 or more lots) or a simple "short subdivision" (up to 4 lots). A full subdivision process is more lengthy and costly than a short subdivision. That can be a barrier to smaller developments and housing infill. State law allows up to 9 lots in a short subdivision. Pipestem lots (flag-shaped lots with a driveway "stem") are created through the same subdivision process. However, current code limits these to 1 additional lot behind the main house, which is also a barrier to infill. The proposed ordinance would increase the number of single-family lots (including pipestem lots) that can be created through a short subdivision process and update the development standards for these lots.

The Planning Commission held a public hearing on this item on February 2, 2023, and unanimously recommended approval of increasing the threshold for short subdivisions to 9 lots. On March 2, 2023, Commissioners unanimously recommended approval of the maximum lot size for single-family dwellings in multifamily zones. However, the Commission was split in its support for the new pipestem lot increase from 1 lot to 4 lots, and voted 4-3 to recommend approval of the pipestem lot provisions.

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.
- 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.
- 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 "credit" for an existing home if it's not demolished, to help preserve affordable older homes.
- 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. These measures will help address the 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.
- No change in the density already allowed in each zone; the code just makes it easier to create housing.

More details on the proposal can be found in the staff report and ordinance included in the packet.

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

STAFF RECOMMENDATIONS/MOTION:
Provide comments and direction to staff.

CITY OF SUMNER PLANNING COMMISSION

SMALL SUBDIVISIONS AND PIPESTEM LOTS

City Council March 27, 2023

MATT COVERT, LDC, INC. & ANN SIEGENTHALER, CITY OF SUMNER



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Background & Goals

- Current code requires more than 4 lots to go through lengthy, costly “full subdivision” process.
- State allows up to 9 lots in a simple “short subdivision.” Housing Action Plan recommends going from 4 lots to 9.
- Current code allows only 1 pipestem lot behind the streetfront house. Housing Action Plan recommends allowing more options for pipestem lot subdivisions.

GOALS:

- Simplify process, reduce costs, encourage single-family infill.
- Increase flexibility on smaller sites and for smaller developers.
- Propose standards for narrow access roads to reduce costs, provide flexibility.
- Enable more pipestem lots to be constructed as part of a short subdivision.

RECOMMENDATIONS SUMMARY

Short Subdivision Standards



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1. Raise short subdivision threshold from 4 to 9 lots



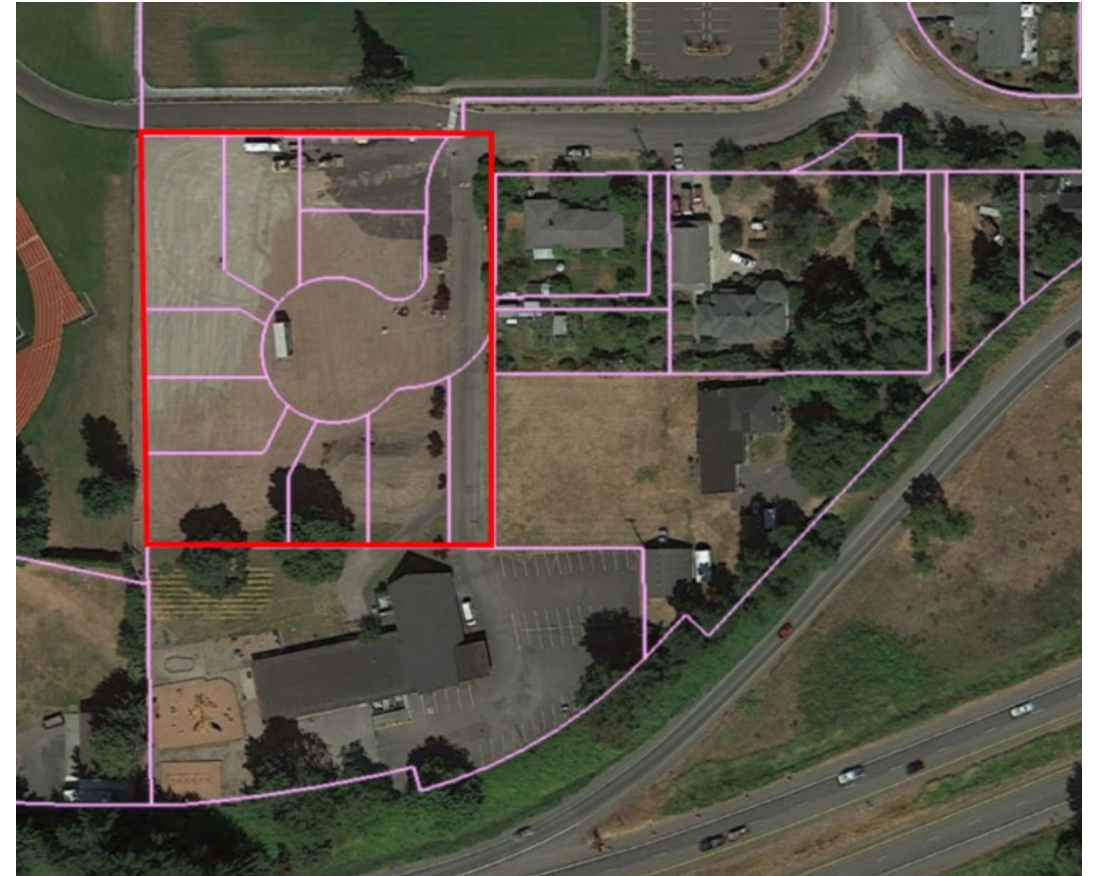
- Short subdivisions (short plats) have nearly the same process and standards as full subdivisions, but full subdivisions go to a hearing.
- Full subdivisions are much more costly and lengthy, including the hearing and the requirement to build full public streets.
- State law allows jurisdictions to process subdivisions up to 9 lots as short subdivisions.
- Dozens of cities in the region have taken this step, including Auburn, Covington, Des Moines, Kent, and SeaTac.
- Does not increase density; still have to meet the underlying density in the zone.

Example of new short subdivision



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- Example of approved Full Subdivision that could be allowed as a 9-lot Short Subdivision. (Includes 2 pipestem lots.)



2. Provide more flexibility in access standards for short subdivisions

- Allow short subdivisions of up to 4 lots to use a shared driveway (15-foot wide).
- 5 to 9 lots could use either a private drive aisle (typ. 25-foot) or a public street.
- The private drive aisle standard was adopted in the zero lot line subdivision code that Commission reviewed earlier.
- Allow 2 pipestem lots a shared driveway, but 3-4 pipestem lots need a private drive aisle.



3. Provide for public notice for larger short subdivisions



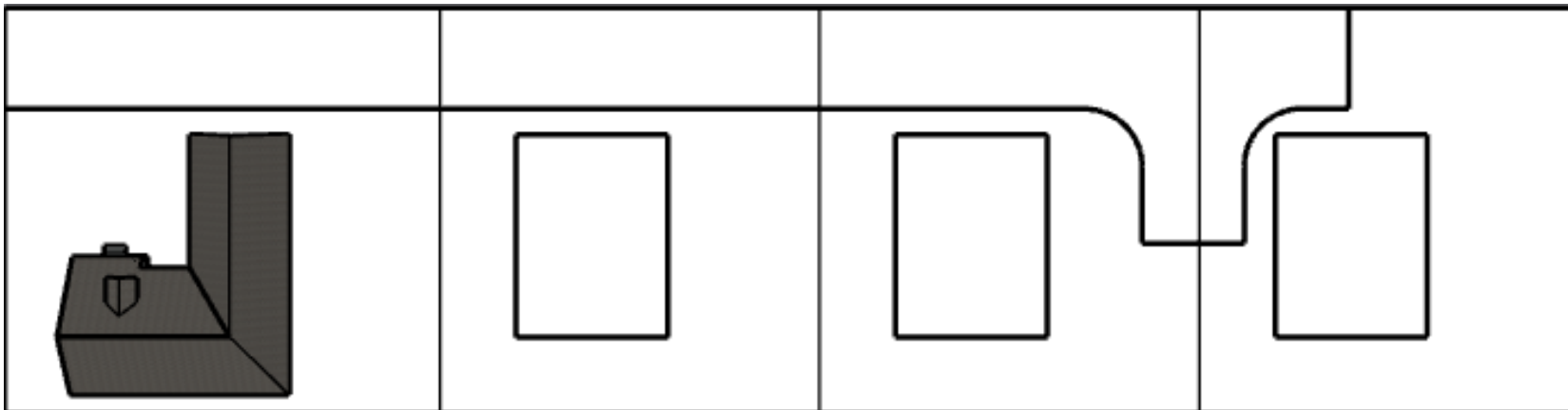
- Currently, short subdivisions require no public notice and are appealable to the hearing examiner (versus the courts).
- Recommendation: Keep short plats of 1-4 lots in this category (same as now).
- Recommendation: Require 5-9 lots to go through the public notice process but no public hearing.
- Due to slightly larger potential radius of impact for larger short plats, 5-9 lots should go to a higher category of review where notice would be required, to keep neighbors informed.

4. Maximum Lot Size Standards

- To address need for housing and affordable housing, code change proposed to set a **maximum lot size for single-family homes built in multifamily zones.**
- Currently, single family homes allowed in multifamily (MDR, HDR). Many homes that are built there are very large, on very large lots.
- Status quo takes up land that was allocated for more dense development.
- Limiting the size of lots helps maintain the original purpose and allowed density.

Pipestem lot short subdivisions

- Like short subdivisions, proposed code does not increase density.
- Pipestem lots are created through the same short subdivision process and must meet same minimum lot sizes in the zone.



5. Allow more pipestem lots and update lot standards



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- Sumner has many deep single-family lots that could potentially be short subdivided.
- More pipestem lots can provide smaller and potentially less expensive homes.
- Allows more development potential for a homeowner with underutilized land behind existing home.
- Code currently allows only one pipestem lot and places stringent limits on lot size and building height



6. Allow more pipestem lots and update lot standards (continued)



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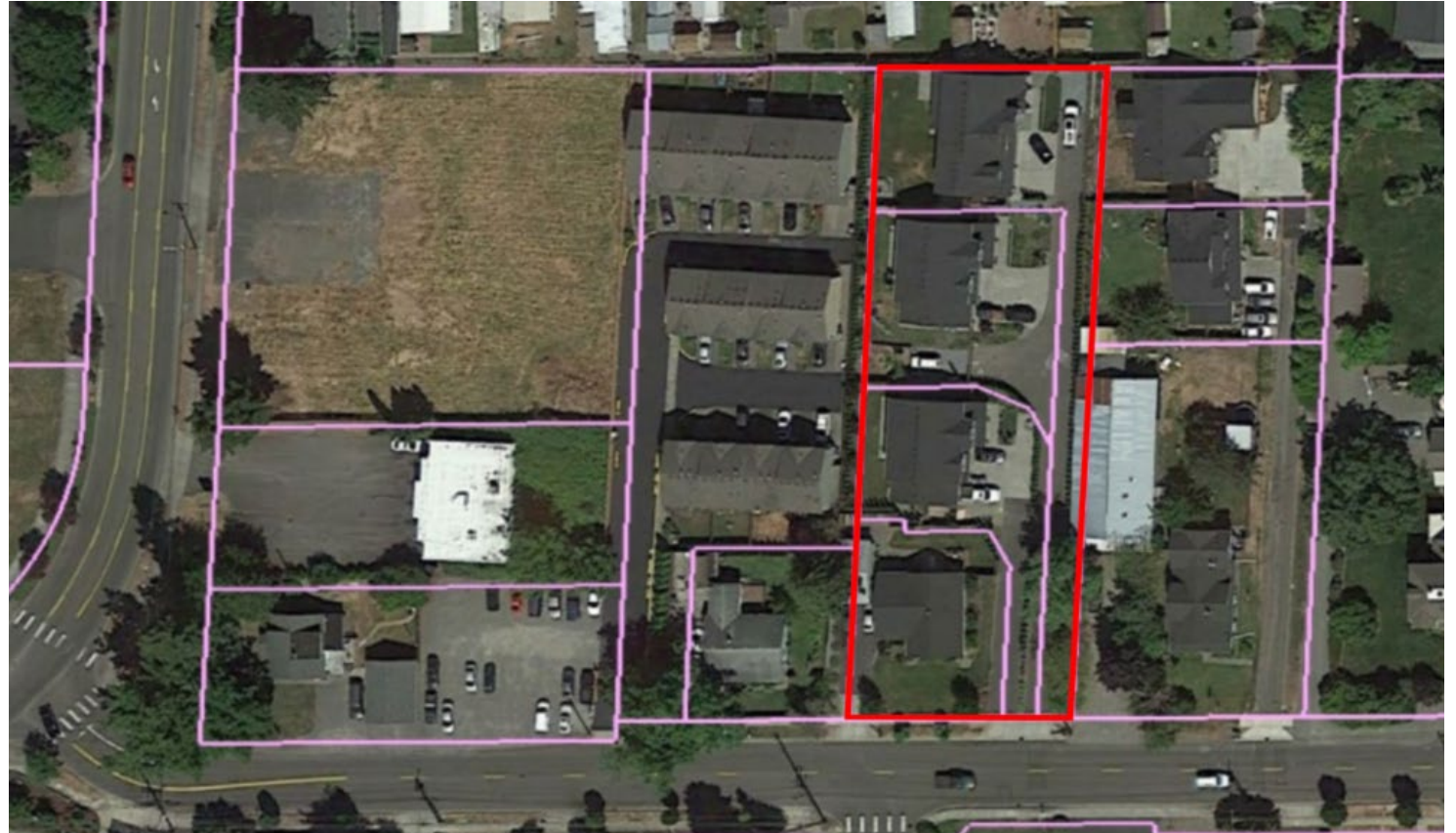
- Proposed changes would allow up to four pipestem lots (versus one) behind an existing lot or home
- 1-lot "credit" = Incentive for saving existing home.
- Lots would have to meet the same standards for lot size and building height as other lots.
- Meet the same setbacks (15' and 5') as now except have a wider setback (15 feet) around the edges of the parent lot for privacy.



Example of pipestem lots



- Example of pipestem short subdivision prior to the current 1-lot restriction.
- Proposed code would allow this.



7. Allow more pipestem lots and update lot standards (continued)



Access and parking:

- All pipestem lots that do not have frontage on a public street to provide 1 additional parking space (in addition to the 2 stalls already required).
- For 3 or more pipestem lots, must provide 4 guest parking spaces.
- Require all pipestem lots to have driveways at least 18 feet in length from the edge of the private road.
- For 1-2 pipestem lots, allow a shared driveway (typically 15' wide).
- For 3-4 pipestem lots, require a private drive aisle (typically 25' wide). Can often accommodate additional visitor parking on one side.

Example of potential pipestem lots



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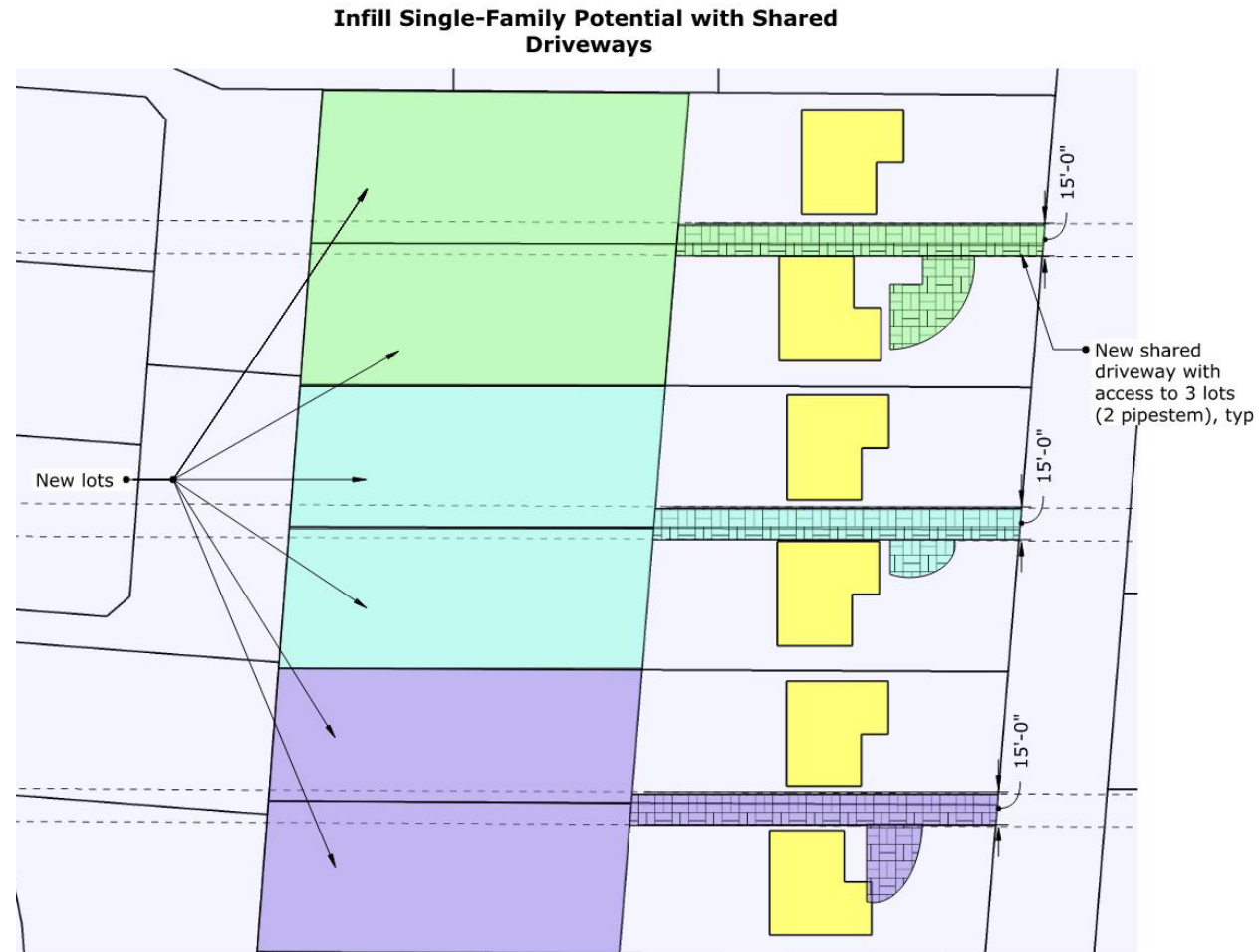
Existing conditions - 6 Single-Family Lots, R-8,500 Zone



Example of potential pipestem lots



- Homeowners could create pipestem lots in back and share a driveway to reduce land and costs.



Affordability & Opportunities for Pipestem Lots

- Many pipestem lots may present modest reductions in cost compared to the original lot that is subdivided
 - For example, narrower access and ability to spread costs over more lots;
 - no public street improvements or frontage for pipestem lots;
 - smaller lots leads to lower land costs per lot
- However, adding single-family options through efficient infill brings more supply and will help bend the cost curve down for single-family



Potential Additional Housing Units and Pipestem Lots

- According to Pierce County's Buildable Lands data, Sumner has 68 units of likely underutilized capacity (not vacant) in the LDR-6 zone, 38 units in the LDR-7.2 zone, 190 units in the LDR-8.5 zone, and 150 units in the LDR-12 zone (**total of 446 units**).
- Many of these underutilized lots could add one pipestem lot now under current code. Proposed code changes would enable SOME of these existing lots to add more than one pipestem lot through a short subdivision.
- Using a review of recent residential subdivisions and the prevalence of pipestem lots under current code, 5 to 10 percent of lots were pipestem lots. Assuming the prevalence of pipestem lots could roughly double under the proposed code, we expect the proposed code could yield **50 to 60 pipestem lots** citywide out of the 446 units.



QUESTIONS?



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ORDINANCE NO. 2851
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 FRONTAGE, LOT FRONTAGE, PARENT LOT, PIPESTEM LOT, PRIVATE DRIVE AISLE, 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 18.04.0397 FRONTAGE, 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 SECTIONS 18.56.030 LAND USE PERMITS REQUIRED AND 18.56.170 HEARING EXAMINER APPEALS.

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 March 2, 2023 the Planning Commission voted by a 4 to 3 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.~~ 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: March 16, 2023
TO: Mayor Hayden and City Council
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.

II. DESCRIPTION OF PROPOSAL

City staff, working with consultant LDC Inc., are 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 the 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. 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.

IV. 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.

V. PLANNING COMMISSION RECOMMENDATION

The Planning Commission held a public hearing on this item on February 2, 2023, and unanimously recommended approval of increasing the threshold for short subdivisions to 9 lots. On March 2, 2023, Commissioners unanimously recommended approval of the maximum lot size for single-family dwellings in multifamily zones. However, the Commission was split in its support for the new pipestem lot increase from 1 lot to 4 lots, and voted 4-3 to recommend approval of the pipestem lot provisions in the ordinance.

VI. STAFF RECOMMENDATION

Discuss the code updates and provide direction to staff.

VII. 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.

VIII. EXHIBITS

- A. Draft Ordinance No. 2851 – Small Subdivisions and Pipestem Lots

SUBJECT: Cemetery Building Update

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Cemetery Building Update Presentation

STAFF CONTACT: Drew McCarty, Engineering Assistant, Alisa O'Haver-Ayala , Associate City Engineer

SUMMARY BACKGROUND:

Staff will provide a project update for the upcoming cemetery facility and present project financing options.

COUNCIL COMMITTEE/STUDY SESSION:
--

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Information Only



CITY COUNCIL STUDY SESSION 03/27/2023

EXISTING CEMETERY FACILITY

- Challenging to fit all equipment into current space
- Everything must be stored inside building to avoid being stolen
- Not a lot of extra storage for when the team needs to do special projects



EXISTING CEMETERY FACILITY

- Trucks must be parked against storage wall to clear alarm, blocking access to storage wall.
- Current employee breakroom has no running water or sink
- Crack in CMU wall in the bathroom



PARKS FACILITY

Before Temporary Relocation

- “Storage” on gravel in a humid pole barn (top)
- “Desks” and “breakroom” in an old wellhouse that floods (bottom)
- Staff “restroom” is a Honey Bucket (bottom)
- At golf course well house
- Issues with floods, vermin, theft, vandalism





The offices on Fridays – and anytime it rained hard

Parks – Current Temporary location

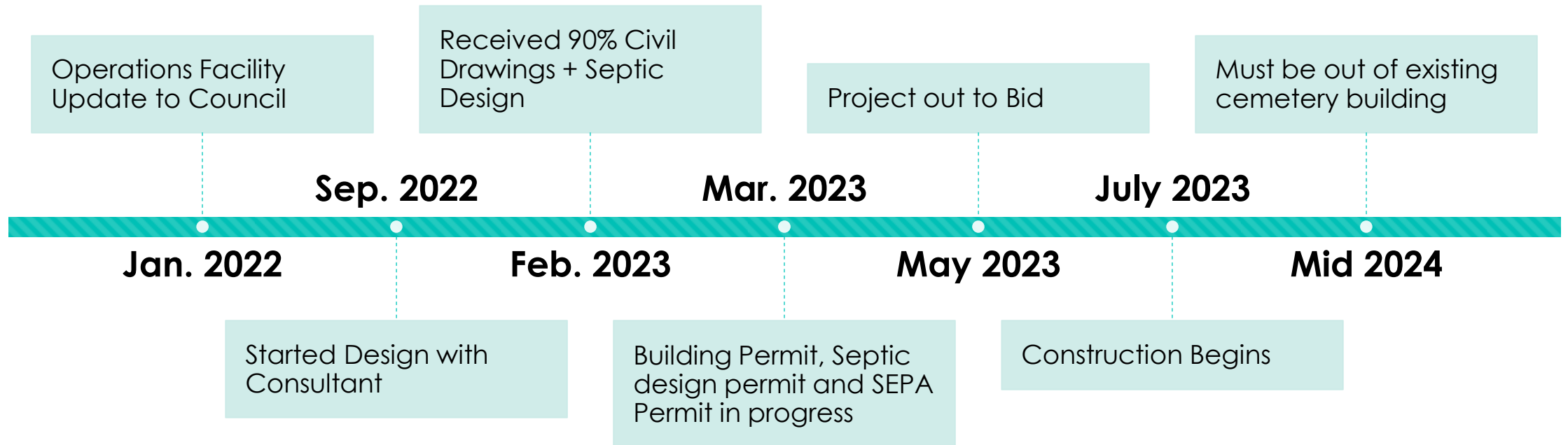
The Parks Crew has been temporarily located to the Wastewater Treatment Facility.

This cannot be a permanent location due to the following reasons:

- Currently located in a Job Trailer
- Future expansion of WWTF

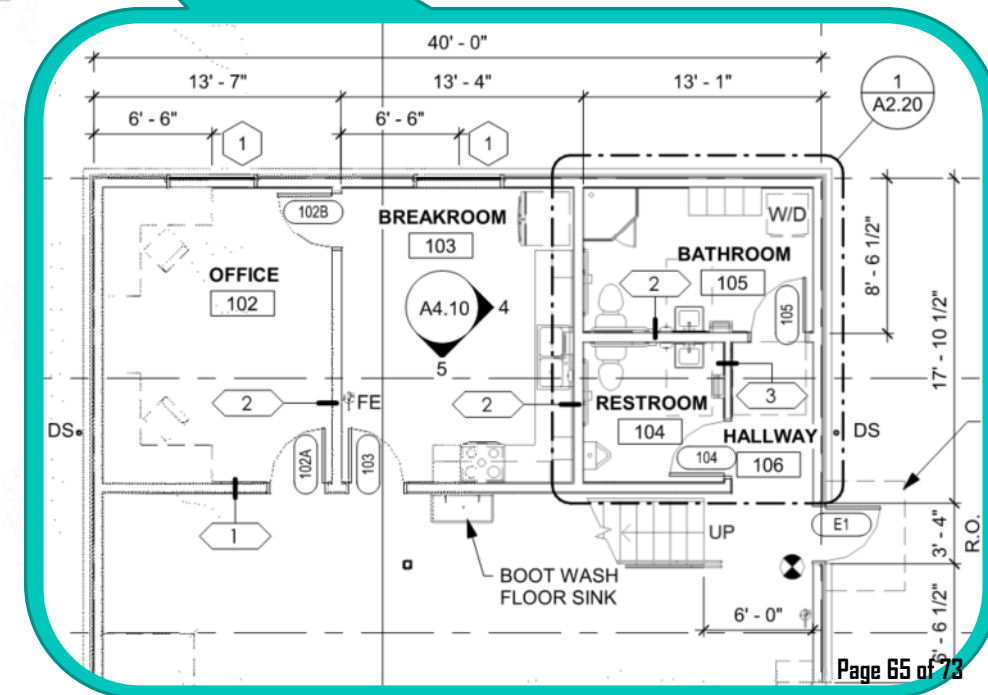
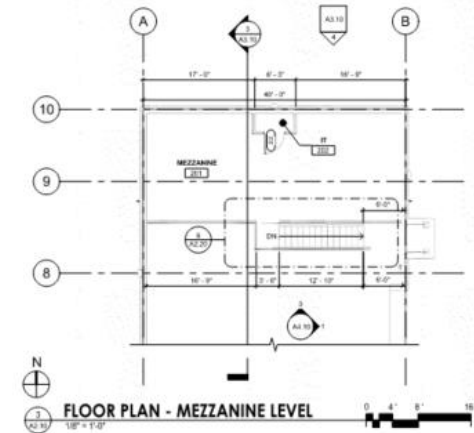
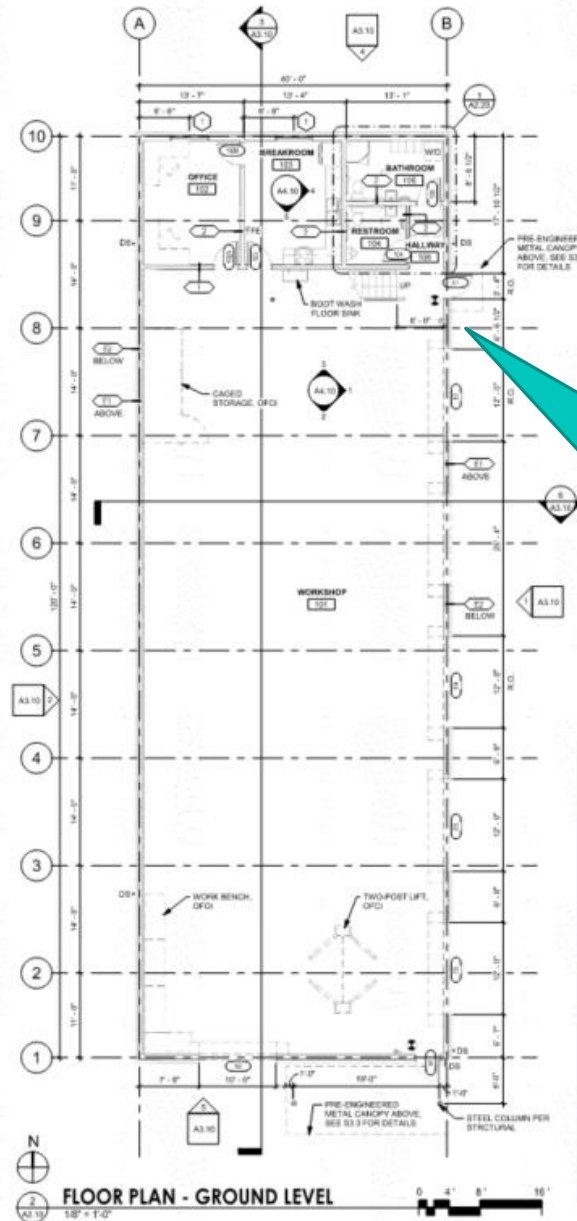


What have we done so far?



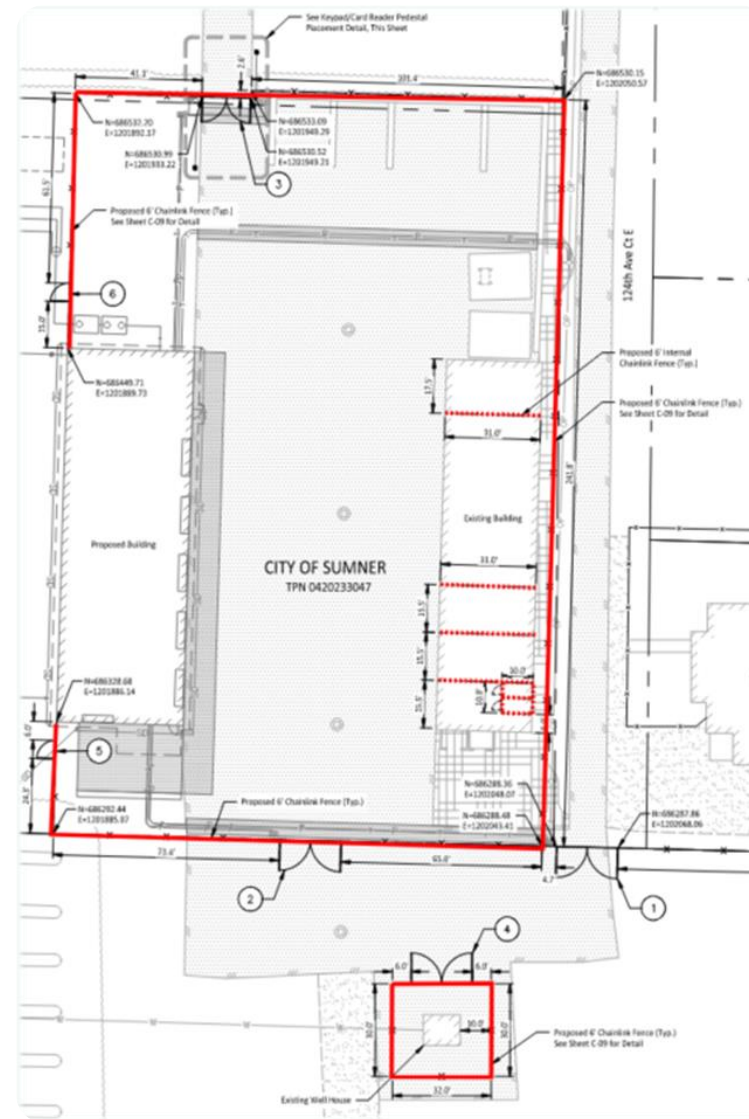
NEW CEMETERY FACILITY FLOOR PLAN

- 4,800 Square Feet
- Mezzanine Level:
 - IT Room
 - Mechanical Equipment
- Ground Level:
 - Office
 - Breakroom
 - Restrooms (includes showers & lockers)

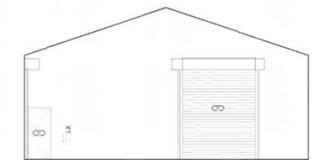
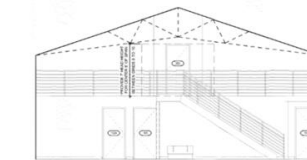


NEW CEMETERY FACILITY

- New building will consist of large storage area for equipment, office, breakroom and restrooms
- Exterior Fencing and manual/automatic gates
- Interior Fencing in Existing Building
- Septic Design



→ Exterior fencing to help prevent theft and vandalism
→ Interior fencing for police evidence needs



COST ESTIMATE

Design Total	\$89,115
Construction	
Site + Building Development	\$1,977,000
Furniture + Equipment	\$200,000
Construction management	\$227,700
Sales Tax	\$209,338
10% Contingency	\$250,470
Construction Total	\$2,864,508



FINANCING OPTIONS

Option	Pros	Cons	Costs
General Fund Balance	- No issuance costs - Funds immediately available	- Reduces flexibility in fund balance - Reduces balance of liquid assets	No financing costs
Private Placement	- Flexible maturity structure - Known process	- Longer issuance period - Higher upfront cost	Bond Counsel Placement Agent
Combination	- Decreased issuance costs - Flexible financing - Reduces fixed cost in General Fund	- Impacts flexibility of General Fund reserves - Still requires issuance process	Bond Counsel Placement Agent
Grant Funds	Conserves City resources	Unavailable for this project	n/a

FINANCING RECOMMENDATION

Private Placement

Step	Timeline
Retain placement agent & bond counsel	April 2023
Delegation authority ordinance	
To Finance Committee	May 3, 2023 (tentative)
To City Council	May 15, 2023 (tentative)
Issue debt	July 2023
Begin construction	July 2023

QUESTIONS?



CA – CONSENT AGENDA	ES – EXECUTIVE SESSION	NB – NEW BUSINESS
UB – UNFINISHED BUSINESS	P – PRESENTATION	PH – PUBLIC HEARING PR – PROCLAMATION

APRIL 3 RCM

PR Animal Control Appreciation Week (*Deputy Chief / ACO Kacy Alban*)
 CA Resolution No. XXXX – ILA Sunnyside Jail Services (*Deputy Chief*)
 CA Resolution No. XXXX – Tactical Response Team ILA (*Deputy Chief*)
 NB Cultural Arts Commission Appointment (Nolan Bailey)
 NB Cultural Arts Commission Reappointment (Donna Hardtke)
 NB Cultural Arts Commission Reappointment (Ben Haines)
 NB Parks & Forestry Commission Reappointment (Ben Bridges)
 NB (second reading/vote) Ordinance No. XXXX – Approving Franchise Agreement with Fatbeam
 NB Ordinance No. XXXX – Amending SMC, Chapter 6 Animal Control (*M. Barber*)

APRIL 10 SS (*Jeff gone*)

- LCFA Process
- 6-Year TIP
- 2024 Comprehensive Plan Update

APRIL 17 RCM

PR Arbor Day (April 28th)
 PR United Way Pierce County
 PH Resolution No. XXXX - 6-Year TIP
 CA Stewart Road Bridge PSE Agreement
 NB Ordinance No. XXXX Small Subdivisions & Pipestem Lots Code. (*A Siegenthaler*)
 NB Ordinance No. 2843 - Dig Once (*M Dahlem*)
 NB Lodging Tax Advisory Committee Reappointment-Burke (*C Palmer*)
 NB Lodging Tax Advisory Committee Reappointment-Sutton (*C Palmer*)
 NB Lodging Tax Advisory Committee Reappointment-Anderson (*C Palmer*)
 NB Lodging Tax Advisory Committee Appointment-Kylie Crick (*C Palmer*)

APRIL 24 SS

- East Pierce Fire & Rescue Annual Update
- YMCA Annual Update
- Safe Parking (*Ryan W*)

MAY 1 RCM

P New Officer Swearing-In
 PR Peace Officer Memorial and Police Week
 UB Resolution No. XXXX – 6-Year TIP

MAY 8 SS

- White River

MAY 15 RCM (*Jason, Jeff and Ryan gone*)**MAY 22 SS**

- Puyallup Sumner Chamber of Commerce Update
- Community Court Update

CITY COUNCIL AGENDA CALENDAR**Updated March 21, 2023**

CA – CONSENT AGENDA	ES – EXECUTIVE SESSION	NB – NEW BUSINESS
UB – UNFINISHED BUSINESS	P – PRESENTATION	PH – PUBLIC HEARING PR - PROCLAMATION

JUNE 5 RCM**JUNE 12 SS**

- 2023 Legislative Review

JUNE 20 RCM (Tuesday)**JUNE 26 SS***Pending*

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
	Ordinance – Refuse Collection (Code Enforcement)	BNSF Agreement
CA State Homeland Security Program Grant Acceptance for Small Unmanned Aerial System	Bond Issuance for Operations Facility	Ordinance No. XXXX - Surplus of Real Property South of 24th Street (Andrea M.)
Ordinance Insurance Requirements	Temporary Use Permit – Food Trucks	
Sign Code Update (off premise)	Services Agreement – Stafford Suites	
CTR Ordinance Update	Ordinance No. 2839: Pretreatment Code Update	
Development Agreement Code updates		

APRIL 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1
3	4	5	6	7	8
6:00PM Regular Council Meeting (Hybrid / Chambers)	4:00 PM Public Works Committee (Hybrid)	5:30PM Finance Committee (Hybrid)	6:00PM Planning Commission (Hybrid)		
10	11	12	13	14	15
6:00PM Study Session (Hybrid / Chambers)		6:30PM Design Commission (Hybrid)	4:30PM Forestry/Parks Commission (Hybrid)		
17	18	19	20	21	22
6:00PM Regular Council Meeting (Hybrid / Chambers)		5:30PM Public Safety Committee (Hybrid)			
24	25	26	27	29	29
6:00PM Study Session (Hybrid / Chambers)		5:00PM CD Committee (Hybrid)	5:30PM Cultural Arts Commission (Hybrid)		

Meeting dates and times may change. Please contact City Hall to confirm this information prior to any meeting you plan to attend. **These meetings are accessible to persons with disabilities.** For individuals who require special accommodations, please contact City Hall at (253) 299-5500, 24 hours in advance.

Name: Michelle Converse, CMC
 Title: City Clerk

City of Sumner | 1104 Maple Street | Sumner, Washington 98390
 Ph: (253) 299-5500
 Website: www.sumnerwa.gov