



The City is conducting this public meeting using a hybrid model. The public is welcome to attend tonight’s meeting in-person at Sumner City Hall Council Chambers (1104 Maple Street) or virtually by using the meeting access link below:
Link to join (updated) **Zoom Webinar:** <https://sumnerwa-gov.zoom.us/j/88655116217>
Or by phone: 253 215 8782 (Tacoma)
Webinar ID: 886 5511 6217

CALL TO ORDER

FLAG SALUTE

ROLL CALL

Sharon Fochtman, Mark Isaacs, Bill Moody, Kelly Locke, Rob Healy, Mark Malcolm, Amy Huo

APPROVAL OF MINUTES

1. Planning Commission meeting minutes-June 5, 2025

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 chrissandaw@sumnerwa.gov no later than 5pm on the day prior to the meeting. Your comments will be read into the record and limited to 3-minutes.

PUBLIC HEARING

UNFINISHED BUSINESS

1. Public Hearing Manufactured Home Park Overlay Zone -ACTION

NEW BUSINESS

CORRESPONDENCE

COMMISSION COMMENTS

STAFF COMMENTS

ADJOURNMENT

SUBJECT: Planning Commission meeting minutes-June 5, 2025

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. 20250605-PC-Meeting Minutes

STAFF CONTACT: Chrissanda Walker, Associate Planner

SUMMARY BACKGROUND:

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Motion to approve the June 5, 2025 meeting minutes



MEETING MINUTES

CALL TO ORDER

The meeting was called to order at 6:01 pm by Chair Issacs

ROLL CALL

Commissioners Present: Moody, Issacs, Malcolm, Locke (virtual), Huo (virtual), Fochtman (virtual @ 6:22pm)

Excused Absences: Healy

APPROVAL OF MINUTES

1. *Planning Commission meeting minutes-May 1, 2025*

Moved to approve Moody, Seconded Malcolm; **passed unanimously**

PUBLIC COMMENT (The public may provide comments on topics onto tonight's agenda please note. Chair will move onto any public comments on new or unfinished business items, each speaker is limited to 3 minutes) NONE

None before the Commission

UNFINISHED BUSINESS

None before the Commission

NEW BUSINESS

1. Manufactured Home Parks Overlay -DISCUSSION

Staff presentation summary: Ryan Windish, Community and Economic Development Director presented information on the proposed zoning code text amendment that would create a Manufactured Home Parks Overlay district that would limit the future use of the land to only a MHP. A draft ordinance was prepared for the discussion.

Commissioners asked questions and provided comments. Brief discussion ensued.

CORRESPONDENCE

None

COMMISSION COMMENTS

Commissioners made comments on the Kenmore Hangar field and asked about the development going on around the Downtown.

Commissioners asked for an update on the Comprehensive Plan map amendment applications, staff provided an update on the IDEA overlay concept for the Town Center. Staff informed them that the CPA applications are still under review and that SEPA decisions would be issued soon.

STAFF COMMENTS

Staff, Chrissanda Walker, provided an overview of Planning Commissions rules and responsibilities since there are 2 new Commissioners. Additional resources from the MRSC article were covered.

Comments about upcoming Sumner events, Rhubarb Dyas and Music off Main, will be located in 4 different parks this year. Staff provided an update on the Bil Heath Sports complex deal.

Staff informed the Commission that the next regular meeting in July will be rescheduled to July 10, 2025.

ADJOURNMENT

Moved to adjourn Malcolm, Seconded Moody; all in favor; meeting adjourned at 6:47 pm.

SUBJECT: Public Hearing Manufactured Home Park Overlay Zone -ACTION

CATEGORY: Public Hearings

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Staff Report
2. Exhibit A: Draft Ordinance
3. Presentation - MHP Overlay Zone

STAFF CONTACT: Ryan Windish, Community & Economic Development Director

SUMMARY BACKGROUND:

In January, the City Council adopted the 2024 Comprehensive Plan Periodic Update as required by the state Growth Management Act (GMA). The 2024 Comprehensive Plan contains anti-displacement policies to protect households and individuals from being displaced by new construction or redevelopment. Displacement mitigation and consideration is required by GMA (RCW 36.70A.070) and is to focus on preservation of affordable housing options for vulnerable communities. The Planning Commission and City Council considered and approved anti-displacement policies including the preservation of manufactured home parks as an affordable housing option.

The Zoning Code text amendment before the Planning Commission would create a Manufactured Home Park (MHP) overlay district that would limit the future use of the land to being only a MHP.

The Planning Commission discussed the draft ordinance at a regular meeting on June 5, 2025.

This is a public hearing and opportunity for the Planning Commission to hear from the community on this proposal.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Staff recommends that the Planning Commission move to approve the draft ordinance regarding the Manufactured Home Park Overlay.



DATE: July 10, 2025
TO: Planning Commission
FROM: Ryan Windish, Community & Economic Development Director
CC: Chrissanda Walker, Associate Planner
RE: Zoning Code Text Amendment – Manufactured Home Park Overlay District

I. BACKGROUND / WHY THE AMENDMENTS ARE BEING PROPOSED

In January the City Council adopted the 2024 Comprehensive Plan Periodic Update as required by the state Growth Management Act (GMA). The 2024 Comprehensive Plan contains antidisplacement policies to protect households and individuals from being displaced by new construction or redevelopment. Displacement mitigation and consideration is required by GMA (RCW 36.70A.070) and is to focus on preservation of affordable housing options for vulnerable communities. The Planning Commission and City Council considered and approved antidisplacement policies including the preservation of manufactured home parks as an affordable housing option.

The Zoning Code text amendment before the Planning Commission would create a Manufactured Home Park (MHP) overlay district that would limit the future use of the land to being only a MHP.

II. DESCRIPTION OF PROPOSAL

The Zoning Code Text amendments would do the following:

- A. Specify that a MHP is the only allowed use in the overlay and would only apply to MHPs existing prior to January 1, 2025. New MHPs would be exempt.
- B. Creates an option for owners of MHPs to apply for a use exception if the overlay zone prevents reasonable use of the property or it is not economically viable. Displacement provisions would be available for residents if the MHP ceased to exist.
- C. Allows for residents of the mobile home park to apply to the City for a Mobile Home Park Overlay Zone if the residents become vulnerable to displacement.

The draft ordinance containing the amendments discussed above is presented in Exhibit A, attached.

III. ANALYSIS

The proposed Zoning Code amendments are consistent with the intent and policies of the Comprehensive Plan, including the policies discussed below.

HOUSING ELEMENT

The proposal is consistent with Comprehensive Plan policies and goals for establishing Housing Element as follows:

1. Encourage public and private reinvestment in older residential neighborhoods and private rehabilitation of housing.

1.7. Support the preservation of existing mobile home/manufactured home parks as affordable housing.

2. Provide a range of housing types for all life stages and economic segments of the Sumner community.

2.5. Plan for an adequate supply of land to accommodate projected housing needs for all income bands.

2.5.1. Through the Comprehensive Plan, Zoning Code, Subdivision code, Design Guidelines, and other regulations and standards, allow for a variety of housing types and lot configurations including government-assisted housing; housing for moderate-, low-, very low-, and extremely low-income households; manufactured housing; multifamily housing; group homes; foster care facilities; emergency housing; emergency shelters; permanent supportive housing; and duplexes, triplexes, and townhomes.

6. Support measures to prevent or mitigate residential displacement through tenant protections and existing programs.

6.1. Consider working with agencies to provide public information on County/State programs on eviction prevention, property tax assistance, mortgage assistance, energy assistance, and foreclosure prevention counseling.

6.2. Consistent with state and federal law, consider supporting tenant protections such as tenant relocation assistance, just cause eviction protections, and notice of intent to sell.

6.3. Consider adopting provisions in the zoning code such as special zones or development standards that protect manufactured home parks over other types of housing developments.

LAND USE ELEMENT

The proposal is consistent with Comprehensive Plan Land Use Element policies and goals specifically:

7. The land use designations and target densities described in the sections below are to be utilized in conjunction with the Comprehensive Plan Map, shown in Figure 9-3. These designations guide the zoning districts in the adopted zoning map. Figure 9-2 summarizes the categories and densities of particular districts.

7.5. Overlay Districts

7.5.7. Manufactured Home Park Overlay: The Manufactured Home Park (MFHP) Overlay district

applies to properties primarily in manufactured home park use where the MFHP was created prior to 2024. The purpose of the overlay is to support the continuation of manufactured homes as the primary use on the property and to help ensure that MFHPs continue to provide an affordable housing option for Sumner residents. The overlay is not intended to apply to new MFHPs but may be applied in the future to MFH subdivisions if residents become vulnerable to displacement and apply to the Director for designation. The overlay is a land use designation only and is not intended to include provisions for rent control or tenant protections.

CONCLUSION: The proposed amendments would implement the Comprehensive Plan policies consistent with state law regarding the preservation of manufactured home parks and retain a viable affordable option for low and moderate income households. The amendments directly implement the policy in that it is a tool to protect against displacement as land becomes more valuable and the redevelopment of existing MHPs to other uses such as high density multifamily becomes more profitable. In addition, the amendments would also create an opportunity for the MHP to be resident owned and managed. Further creating certainty for residents that their housing situation would remain affordable into the future.

IV. SEPA ENVIRONMENTAL REVIEW

The State Environmental Policy Act (SEPA) analysis of the proposed amendment has been completed. A Determination of Non-Significance was issued on June 18, 2025.

V. PUBLIC & AGENCY COMMENT

No public or agency comments at this time.

VI. STAFF RECOMMENDATION

Staff recommends discussing the proposal and asking questions.

VII. PLANNING COMMISSION RECOMMENDATION

Planning Commission recommendation pending public hearing on July 10, 2025.

VIII. EXHIBITS

- A. Draft Ordinance

DRAFT**ORDINANCE NO. XXXX****CITY OF SUMNER, WASHINGTON****AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, AMENDING ZONING CODE ESTABLISHING A MANUFACTURED HOME PARK OVERLAY ZONE AND AMENDING CHAPTER 18.34, MANUFACTURED HOME PARKS, AND AMENDING SECTIONS 18.34.010; 18.34.020; 18.34.030; 18.34.040; 18.34.050; 18.34.060; AND CREATING A NEW SECTION 18.34.090.**

WHEREAS, the Washington State Growth Management Act requires that the City of Sumner take measures to identify local policies and regulations that result in the displacement of vulnerable populations (RCW 36.70A.070(2)(e)); and to implement policies and regulations that begin to undo racially disparate impacts, displacement, and exclusion in housing (RCW 36.70A.070(2)(f)); and identify areas that may be of higher risk of displacement from market forces that occur with changes in zoning development regulations and capital investments (RCW 36.70A.070(2)(g)); and

WHEREAS, the Growth Management Act further requires the City of Sumner Comprehensive Plan establish antidisplacement policies with the consideration given to the preservation of historical and cultural communities as well as investments in low, very low, and extremely low, and moderate-income housing; equitable development initiatives; inclusionary zoning; community planning requirements; tenant protections; land disposition policies; and consideration of land that may be used for affordable housing (RCW 36.70A.070(2)(h)); and

WHEREAS, the City of Sumner Comprehensive Plan Housing Element contains policy pertaining to the adoption of “provisions in the zoning code such as special zones or development standards that protect manufactured home parks over other types of housing developments” (Policy 6.3); and

WHEREAS, the City of Sumner Comprehensive Plan Land Use Element contains policy specific to the establishment of Manufactured Park Overlay zone with the purpose of the overlay being “to support the continuation of manufactured homes as the primary use on the property and to help ensure that MFHPs continue to provide affordable housing options for Sumner residents:” and

WHEREAS, manufactured home parks offer an affordable housing alternative within the City, particularly for families and seniors over the age of 55; and

WHEREAS, restricting the use of existing manufactured home parks to being only used for manufactured home park purposes reduces the potential for displacement of residents and the likelihood that these properties will be redeveloped; and

WHEREAS, the policies in the Comprehensive Plan pertaining to restrictions on future land uses of Manufactured Home Parks is consistent with the Growth Management Act.

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

Section 1. Chapter 18.34 “Manufactured Home Parks” title and the Sumner Municipal Code is hereby amended to read as follows:

Chapter 18.34

MANUFACTURED HOME PARKS AND OVERLAY ZONE

Sections:

- 18.34.010 Applicability.
- 18.34.020 Permitted locations.
- 18.34.030 Conditional uses.
- 18.34.040 Submittal requirements.
- 18.34.050 Park development standards.
- 18.34.060 Manufactured home site standards.
- 18.34.070 Nonconforming parks, site.
- 18.34.080 Operation and maintenance of manufactured home parks.
- [18.34.090 Manufactured Home Park Overlay Zone.](#)

Section 2. Section, 18.34.010 “Applicability” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.010 Applicability.

The development, preservation and operation of manufactured home parks within the city shall be subject to this chapter.

Section 3. Section, 18.34.020 “Permitted Locations” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.020 Permitted locations.

The locations for new manufactured home parks shall be governed by the underlying zoning.

Section 4. Section, 18.34.030 “Conditional Uses” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.030 Conditional uses.

Where new manufactured home parks are required to receive conditional use approval, the hearing examiner and city council shall be guided by the following criteria in addition to the criteria of SMC 18.48.050 in making a decision:

- A. The park design, including site layout, street configuration, landscaping, and community space, are compatible with the surroundings and the community character goals of the comprehensive plan; and
- B. The park is consistent with the comprehensive plan; and
- C. The park makes adequate provision for sanitary sewers, drainage, water, streets, parks, and schools.

Section 5. Section, 18.34.040 “Submittal Requirements” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.040 Submittal requirements.

All applications submitted for approval of a new manufactured home park shall consist of a development plan, including:

- A. Name of the person who prepared the plan;
- B. Names of all persons owning and managing the land proposed for the development;
- C. Name and address of the proposed manufactured home park;
- D. Scale of the plan and north arrow;
- E. Boundaries and dimensions of the manufactured home park, and number of acres included;
- F. Vicinity map showing uses on adjacent properties and the relationship of the development to such uses;
- G. Location and dimensions of each space, with each space designated by number or other designation;
- H. Location and dimensions of each existing or proposed building;
- I. Location, width and design standards of streets and pedestrian ways;
- J. Location, size and design details of all utilities serving the site;
- K. Location of each lighting fixture for exterior lighting;
- L. Location of recreational and other common areas;
- M. Location and type of landscaping, fences, walls, and other screening structures;

- N. Location, arrangement, and design of all parking facilities;
- O. Location of fire hydrants;
- P. Enlarged plot plan of a typical space, showing location of foundation base, storage space, parking, setbacks to property lines, utility connections, and other improvements;
- Q. Topography of the park site with contour intervals of not more than two feet, and a drainage plan;
- R. A survey plat of the property, plans of structures to be constructed, public water system and sewage approved by appropriate governmental agencies, and garbage disposal provisions;
- S. Any additional information relevant to determining if the proposal meets the applicable approval criteria.

Section 6. Section, 18.34.050 “Park Development Standards” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.050 Park development standards.

The following standards apply to all new manufactured home parks.

- A. Size. A manufactured home park shall be the same as a planned residential development.
- B. Minimum Right-of-Way. A manufactured home park shall front an improved collector or arterial street.
- C. Density. Spaces within manufactured home parks, regardless of the underlying zoning, shall be a minimum of 4,800 square feet. The minimum space width within manufactured home parks shall be 60 feet. Up to 50 percent of the lots within a park may be no less than 50 feet wide.
- D. Buffers. A manufactured home park shall provide and maintain a minimum landscaped buffer of 20 feet along any property line abutting upon a public street or highway and at least a 10-foot landscaped buffer from any other boundary line defining the outside limits of the park. A maximum of half of the required buffer may coincide with the required setback for a space(s) within the park.
- E. Street Lighting. Street lighting shall be provided according to city standard.
- F. Underground Utilities. All utilities shall be installed underground.
- G. Swimming Pools. Community swimming pools shall meet the standards of the Tacoma-Pierce County health department and the building code.
- H. Signs. Signs identifying the manufactured home park shall conform to applicable sign ordinances.

I. Streets. Within manufactured home parks all streets shall be constructed to city of Sumner standards for public streets, including width, sidewalks, paving depth and base, curve radii and curbs; except that sidewalks may be a minimum of four feet wide. The width of right-of-way required of public streets and planting strips are not required to be provided. The responsibility for maintenance of private roads shall be with the park management. The vehicular speed limit shall be 10 miles per hour and shall be posted to the satisfaction of the police department.

J. Fire Hydrants. Fire hydrants as required by chapter 15.28 SMC shall be provided.

K. Recreational Vehicle Storage. Common storage areas for recreational vehicles, boats or trailers shall be provided as part of the manufactured home park design at the rate of 50 square feet for each site in the park. A six-foot-high sight-obscuring fence with a lockable gate shall be erected around the perimeter of such storage areas. Parking of recreational vehicles shall not be allowed other than in approved storage areas.

L. Playgrounds. Mitigation of parks and open space impacts shall be addressed through on-site provision of parks facilities and open space or through the payment of fees in lieu of such facilities and open space.

Section 7. Section, 18.34.060 “Manufactured Home Site Standards” and the Sumner Municipal Code is hereby amended to read as follows:

18.34.060 Manufactured home site standards.

The following standards shall be satisfied for new manufactured home sites within manufactured home parks.

A. One Home Per Site. No greater than one manufactured home shall be allowed on a manufactured home site.

B. Internal Setbacks. A manufactured home or attached accessory building shall not be located closer than 10 feet from any other manufactured home or attached accessory building; closer than 10 feet from any roadway lot line or five feet from any other manufactured home site line. Manufactured home accessory structures, when not attached to the manufactured home, shall not be closer than six feet from such home and shall not be closer than five feet to a manufactured home site line and 10 feet to a roadway lot line. Detached accessory structures, when less than 120 square feet may disregard setbacks from manufactured home site lines provided the structure is separated from the manufactured home and all other structures by six feet. No structures are allowed in park buffers.

C. Lot Coverage. A manufactured home and all accessory structures shall not cover more than 50 percent of the area of a manufactured home site.

D. Trailers and Recreational Vehicles. No travel trailer or recreational vehicle shall be utilized except as temporary living quarters and accessory to an existing manufactured home, which use shall not exceed a maximum of 30 days per year. No trailer or

recreational vehicle shall be stored on a manufactured home site, except designated storage areas, for more than five days per year.

E. Location of Parking. No required parking of motor vehicles shall be allowed within the 10 feet from the site line abutting a street or vehicular way.

F. Height. Structures within manufactured home parks shall be no greater than one story in height.

Section 8. New Section. A new section, 18.34.090 “Manufactured Home Park Overlay Zone” is hereby added to the Sumner Municipal Code to read as follows:

18.34.090 Manufactured Home Park Overlay Zone.

A. The Manufactured Home Park (MHP) Overlay Zone is intended to promote the retention of manufactured home parks as a source of affordable detached single-family and senior housing. This classification is assigned to certain existing manufactured home parks which contain leased home sites, as opposed to fee simple owned lots, and as such are more susceptible to future redevelopment. The Manufactured Home Park Zone Overlay shall apply to Medium Density and High Density Residential zones and limits development to manufactured home parks unless an exception is granted per subsection C of this section, or until a comprehensive plan and zoning amendment for another type of land use is requested, considered and adopted.

B. The following existing manufactured home parks inclusive of all associated parcels, shall be designated on the official Zoning Map per SMC 18.06.020 as Manufactured Home Park Overlay Zones:

1. Crystal Springs Mobile Home Park ;
2. Double A Mobile Manor
3. Summerville Estates

C. Use Exception: A manufactured home park owner may request a use exception from the application of the MHP Overlay Zone to their property following the procedures for a Type VI.a land use decision established in chapter 18.56 SMC. The City Council may approve a use exception if the property owner demonstrates:

1. the MHP Overlay Zone prevents reasonable use of the subject property; or
2. the uses authorized by the MHP Overlay Zone are not economically viable.

If the request is approved by the City Council, then the property shall revert to its previous zoning designation without further action by the City Council. Subsection D of this section sets forth additional requirements for the owner regarding relocation assistance.

D. The owner shall submit to the director a relocation plan detailing, at a minimum, the pertinent laws (City, County, of State), an explanation of tenant rights according to State law, a list of sources of assistance (governmental, financial, etc.), available vacant spaces within the mobile/manufactured home park, a list of nearby parks with available spaces, and a list of companies that move manufactured or mobile homes.

E. Residents within a manufactured home subdivision or park may request a change in zoning to the director that would establish a MHP Overlay Zone designation if there is a potential sale or change that would lead to the displacement of residents. The request for change in zoning shall follow procedures and criteria as set forth in SMC 18.52.

Section 9. Severability. If a section, subsection, paragraph, sentence, clause, or phrase of this ordinance is declared unconstitutional or invalid for any reason by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance. If the provisions of this ordinance are found to be inconsistent with other provisions of the Sumner Municipal Code, this ordinance is deemed to control.

Section 10. Effective date. This ordinance shall take effect five (5) days from the date of publication in the City’s official newspaper.

Section 11. 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.

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

Mayor Kathy Hayden

ATTEST:

APPROVED AS TO FORM:

City Clerk Michelle Converse, CMC

Andrea Marquez, City Attorney

First Reading:
Date Adopted:
Date of Publication:
Effective Date:



Manufactured Home Park Overlay Zone

Planning Commission

Public Hearing

July 10, 2025

Ryan Windish

**Community & Economic
Development Director**

Meeting Objectives



- ❑ Overview of the Manufactured Home (MHP) Overlay Zone
- ❑ Hold public hearing
- ❑ Review and respond to questions and comments from Planning Commission
- ❑ Next Steps and Schedule



Why the Zoning Code Amendment?



- ❑ State Law (Growth Management Act) requires protections against displacing vulnerable populations
- ❑ Manufactured home parks (MHPs) provide affordable housing for families and seniors
- ❑ Adopted as policy in the 2024 Comprehensive Plan to create MHP Overlay zone
- ❑ Preserving MHPs retains another affordable housing option in the City

Key Points of Proposed Amendment



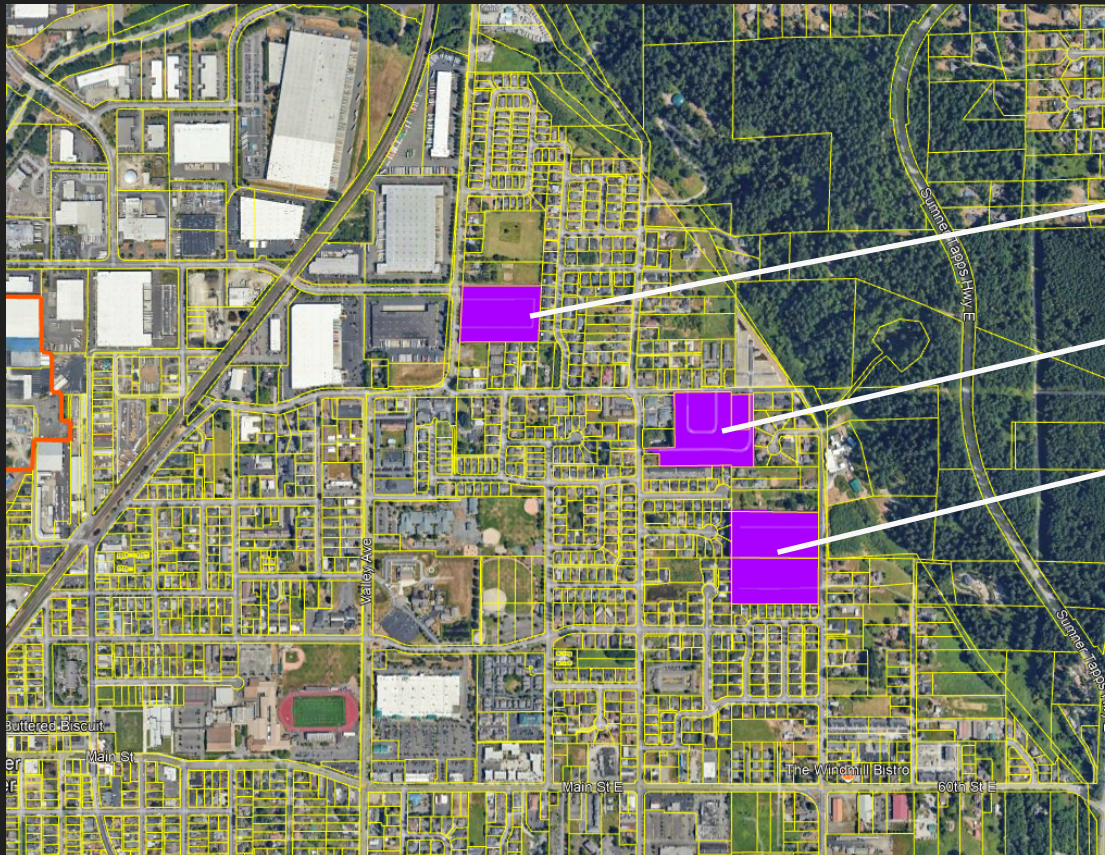
- ❑ A MHP is the only allowed use in the overlay and would apply to MHPs existing prior to January 1, 2025. New MHPs would be exempt.
- ❑ Owners of MHPs could apply for a “use exception” if the overlay zone prevents reasonable use of the property or it is not economically viable. Displacement provisions need to be available for the tenants.
- ❑ Residents/tenants of the MHP could apply to the City for an Overlay Zone if the residents become vulnerable to displacement.

Where would these MHP Overlay Zones be located?



- ❑ There are about 260 mobile home sites in Sumner
- ❑ There are 3 Mobile Home Parks that would be affected:
 - ❑ Crystal Springs Mobile Home Park
 - ❑ Double A Mobile Manor
 - ❑ Summerville Estates
- ❑ Rainier Manor is a mobile home subdivision and would not be affected.

Mobile Home Parks in Sumner



Double A

Crystal Springs

Summerville Estates

Schedule and Next Steps



WHERE WE ARE

Questions?

