



Members:

Staff:

Copy to:

CALL TO ORDER

ROLL CALL

Bush, Butterfield, Elfers, Mintz, Suznevich

APPROVAL OF MINUTES

PUBLIC COMMENT

1. The public may comment on topics that are not on the meeting agenda.
Due to the Stay at Home Order, public comment will be accepted via email only. Please submit your comments to anansi@sumnerwa.gov no later than 5:00pm on the day prior to the meeting. Your comments will be read into the record and limited to 3 minutes each.

NEW BUSINESS

OLD BUSINESS

1. Housing Action Plan - Further discussion & recommendations

COMMISSION COMMENTS

STAFF COMMENTS

ADJOURNMENT

SUBJECT: Housing Action Plan - Further discussion & recommendations

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Agenda Planning Commission April 1, 2021
2. Draft Meeting Minutes (3/4/21) for approval
3. Housing Action Plan-Memo March 25, 2021
4. Sumner Planning Commission Presentation April 1, 2021

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

The City of Sumner and City of Bonney Lake have jointly developed a Housing Action Plan (HAP). This is in response to State Growth Management Act requirements to address the need for affordable housing. The proposed Housing Action Plan sets forth background information on the affordability of housing in Sumner and provides a list of recommended strategies and actions for creating more affordable housing opportunities for all income levels within the city.

The Planning Commission held a public hearing on the HAP on March 4, 2021. No public comments were received. The meeting was continued to April 1st for further deliberations. Staff is requesting that the Commission take action at the meeting and provide a recommendation to the City Council.

COUNCIL COMMITTEE/STUDY SESSION: Planning Commission presentation & discussion 3/4/21

MEETING/STUDY SESSION DATE: 3/4/2021

COMMITTEE RECOMMENDATION: n/a

STAFF RECOMMENDATIONS/MOTION:

Recommend approval to City Council



SUMNER PLANNING COMMISSION MEETING

AGENDA - REGULAR MEETING

April 1, 2021 6:00 p.m.

City Hall remains closed during Governor "Healthy Washington Roadmap to Recovery" order, a consequence of the Covid-19 pandemic. Therefore, this meeting will be a VIRTUAL MEETING for Commissioners and the public. See instructions below for attending the meeting virtually.

<u>Planning Commissioners</u> Cynthia Bush Lora Butterfield Andy Elfers, Vice Chair Greg Mintz, Chair Sam Suzneovich <u>Staff Members</u> Ryan Windish, CD Director Ann Siegenthaler, Associate Planner Cc: Mayor Pugh City Administrator City Council	1. Call to Order	- - - -
	2. Roll Call Planning Commission: Bush, Butterfield, Elfers, Mintz, Suzneovich	- - - -
	3. Approval of Minutes: Previous meeting	Action
	4. Public Comment The public may comment on topics that are not on the meeting agenda. <i>Due to the Stay at Home Order, public comment will be accepted via email only. Please submit your comments to annsi@sumnerwa.gov no later than 5:00pm on April 1, 2021. Your comments will be read into the record and limited to 3 minutes each.</i>	- - - -
	5. New Business	- - - -
	6. Old Business a. Affordable Housing Action Plan: Commission recommendations A public hearing on this item was held on March 4, 2021. Consultant Clay White of LDC Inc. will be presenting information and answering questions.	Action
	7. Commission Comments	- - - -
	8. Staff Comments	- - - -
	9. Adjournment	Action

Planning Commissioners and the public can join this meeting remotely by clicking on the link below or calling into the appropriate phone numbers. Staff will be managing the meeting's audio and visual controls.

Join Zoom Meeting

<https://sumnerwa.gov.zoom.us/j/84922454873>

Meeting ID: 849 2245 4873 Or call in by phone: 1 253 215 8782 (Tacoma)

MEMBERS OF THE PUBLIC: PLEASE REMEMBER TO MUTE YOUR DEVICE

Phone in from other locations:	
+1 669 900 6833 US (San Jose)	+1 312 626 6799 US (Chicago)
+1 346 248 7799 US (Houston)	+1 929 205 6099 US (New York)



**SUMNER PLANNING COMMISSION
- Regular Meeting**

**Thursday, March 04, 2021
6:00 p.m.
Sumner City Hall
1104 Maple Street**

CALL TO ORDER

THE ZOOM MEETING WAS CALLED TO ORDER AT 6:03 P.M. BY CHAIR MINTZ.

ROLL CALL

Commissioners Present: Bush, Elfers, Mintz, Suznevich, Butterfield (joined later)
Excused Absences: none

APPROVAL OF MINUTES

Commissioner Elfers motioned to approve the **August 20, 2020, September 17, 2020, December 3, 2020, December 17, 2020 & January 07, 2021** meeting minutes as presented, seconded by Commissioner Bush. All were in favor.

PUBLIC COMMENT

None before the Commission.

NEW BUSINESS

A. Fence Regulations Update - *PUBLIC HEARING*

Staff entered into the record a public comment letter received March 3, 2021 from Donald McLellan, for questions on the current code changes.

Planner Ann Siegenthaler provided staff presentation on the overview of the proposed regulations and how the current code reads. By adding criteria to make the fence height exception process clear and allowing electric fencing as a means for additional security. The update includes added standards for electric or electrified fences, by adopting the international electric technical commission standards into the fence code.

Further details were provided. Staff proposed to the planning commission an option to have a discussion follow up to make a recommendation for City Council. Several questions from the commissioners were asked.

6:22 pm Suznevich raised a couple questions on the fencing setbacks in the industrial zones and interchange commercial zones, and questions about the height exception.

Discussion ensued.

6:27 pm Elfers asked for staff to address the public comment letter received by staff in more detail.

Planner Siegenthaler provides clarifications on the height limits in the front and side yards, the exception process criteria and fence standards, and other questions submitted by the Fence Company.

Discussion ensued.

6:42 pm Elfers clarifies the proposal before the commission, staff's proposed changes to the code in general well as defining the exception.

Chair Mintz opened the floor for public comment on the Fence Regulation update at 6:43 P.M.

Pate, Michael representing Hammerlock Fence Company from Columbia, SC- the company has several clients in the city of Sumner to install electrified fencing. He clarified that they never electrify barbed wire. The product often includes a two-structure system, with a perimeter fence around the electrified fence. Mr. Pate asked staff questions to clarify the exception process and provide distinctions on the standards.

Discussion ensued.

7:03pm Community Development Director, Ryan Windish shares that the exception process allows the Director some discretion on a case-by-case basis, in place of a much longer Variance process.

Brief discussion ensued.

Public Hearing closed at 7:08pm.

B. Housing Action Plan - *PUBLIC HEARING*

Chair Mintz opened the Public Hearing for the Housing Action Plan 7:10 P.M.

Community Development Director Windish presents to the Commission a report prepared by the Planning Director, Clay White from the company LDC consultants in Woodinville WA. Mr. White begins the housing presentation objectives and provides the overview of the draft Housing Action Plan for the City of Sumner.

7:29 pm Community Development Director Windish walks through the strategic actions for preserving rental housing and the overall strategy for housing.

Discussion ensued.

7:43pm Elfers commented on the drafting process and the housing discussion points.

There were no further questions or comments.

7:45 pm Community Development Director Windish inquires with the Chair regarding any action decision on the fence regulation update. This action item was address at this time.

Commissioner Elfers made a motion that they move the fence regulation update along to the City Council with a recommendation to update the language for clarification on the height limits in the setbacks and add minor changes to the fence standard language to conform with the standards of the International Electrical Technical Commission. Commissioner Butterfield seconded the motion. All were in favor.

Public Hearing closed at 7:50pm.

COMMISSION COMMENTS

No additional comments from the Commissioners

STAFF COMMENTS

Community Development Director Windish shares with the Commission that the city has been interviewing candidates for the Planning Commission the last couple of weeks. A total of six (6) applications are being interviewed, with plans to have an appointment made in April 2021.

Planner Siegenthaler thanked the Commission for making a recommendation on the fence code update.

ADJOURNMENT

Commissioner Elfers motions to adjourn the meeting, Butterfield Seconded. With no further business in front of the Commission, Chair Mintz ended the meeting. **MEETING**

ADJOURNED AT 7:52 P.M.

Minutes Submitted by: Chrissanda Walker



DATE: March 25, 2021
TO: PLANNING COMMISSION
FROM: Ann Siegenthaler, Associate Planner, with Clay White of LDC, Inc.
RE: **City of Sumner Affordable Housing Action Plan - Final Recommendations**

I. BACKGROUND / WHY THE AMENDMENTS ARE BEING PROPOSED

The City of Sumner and City of Bonney Lake have jointly developed a Housing Action Plan (HAP). This is in response to State Growth Management Act requirements to address the need for affordable housing. This project was funded by a grant through the Washington State Department of Commerce. The goal of the project is to identify gaps in access to affordable housing, and to develop strategies to remedy those gaps.

The Planning Commission held a public hearing on the HAP on March 4, 2021. No public comments were received. The meeting was continued to April 1st for further deliberations. Staff is requesting that the Commission take action at the meeting and provide a recommendation to the City Council.

II. DESCRIPTION

The proposed Housing Action Plan sets forth background information on the affordability of housing in Sumner and provides a list of recommended strategies and actions for creating more affordable housing opportunities for all income levels within the city.

The HAP contains two important elements to ensure everyone has a place to live: a Housing Needs Assessment and the Housing Action Plan (HAP). These documents consider demographics, income levels, and other social and economic factors in developing clear, strategies and implementing actions that will help Sumner meet current and projected housing needs.

Housing Needs Assessment

First, the Housing Needs Assessment helped us understand key questions such as:

- How affordable (or not) housing is today
- How the City of Sumner expected to grow in the future
- What kind of housing will meet current and future needs

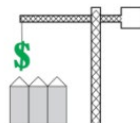
Housing Action Plan

Based upon these results, the second part, the Housing Action Plan, involved development of six strategies and implementing actions the City may consider in the future. The strategies include:

PRESERVE RENTAL HOUSING



INCENTIVES FOR NEW RENTAL HOUSING



BRING DOWN THE COST OF DEVELOPMENT



PROVIDE WIDER VARIETY OF
HOUSING TYPES



PREVENT AND MITIGATE
DISPLACEMENT



IMPROVE THE PERMIT PROCESS



One or more actions have been developed for each strategy. It is important to note that approval of the HAP does not bind the City of Sumner to implementing all the actions. However, some of the actions may be very easy to implement and others may be considered as we update our Comprehensive Plan in the next update (2024). This plan simply gives us a set of tools to address housing. Lastly, when any of the actions in the plan are considered in the future, it will go through a full public participation process and involve both the Planning Commission and City Council.

Advisory Committee

To accomplish the development of this plan, we had great assistance from our Advisory Committee. The Committee was made up of stake holders in the community, such as representatives from churches, social service agencies, affordable housing advocates, and both cities' Planning Commissions. The Committee held three meetings which allowed them to provide early feedback on both the Housing Needs Assessment, and both the proposed strategies and actions.

III. NEXT STEPS

Staff requests that the Planning Commission recommend approval of the Housing Action Plan. The Planning Commission may recommend approving, not approving, or make no recommendation. If making a recommendation to approve, the Planning Commission could recommend that the document move forward as is or highlight areas where the City Council should consider removing, modifying, or adding certain strategies or actions.

IV. STAFF RECOMMENDATION

Staff recommends approval of the proposal.

V. EXHIBITS

A. Final Draft Housing Action Plan – Link to document:

<https://bonneylake.ent.box.com/s/eoo5wq6zbrkprpevv6vejdlmz342pcm1>

B. April 1, 2021 Planning Commission slide presentation

CITY OF SUMNER PLANNING COMMISSION

HOUSING ACTION PLAN

April 1, 2021



CITY OF
SUMNER
WASHINGTON

Presentation Objectives



- Commission members receive a recap of March 4th, 2021 presentation.
- Commission members are provided an overview of Growth Management Act (GMA) requirements related to housing and population.
- Commission members are provided examples to highlight and link proposed strategies/action in Housing Action Plan to existing GMA requirements.
- Commission members are provided an overview of specific actions being proposed and provide feedback.
- Commission provides a recommendation to the City Council on the Housing Action Plan.

Planning Commission Hearing Recap



- Project schedule overview.
- Reviewed project background and goals.
- Summary of public participation including review of feedback from Advisory Committee members.
- Provided Housing Action Plan (HAP) high level overview.
- Reviewed the draft Strategies and proposed Actions that would implement those Strategies.





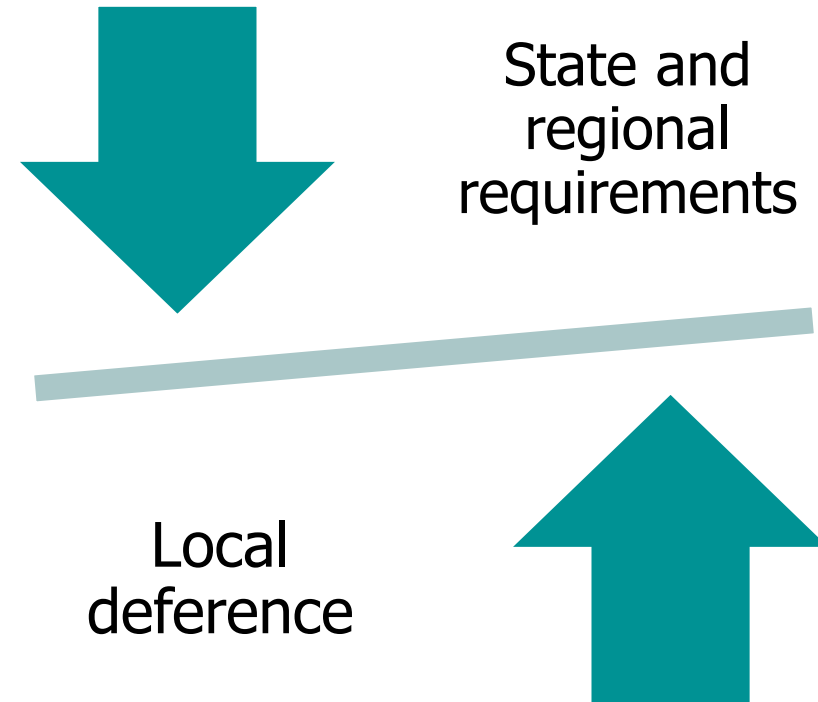
GROWTH MANAGEMENT ACT – HOUSING/ POPULATION OVERVIEW

Clay White, LDC

Planning is a balancing act



- Growth Management Act (GMA)
- Regional Policy (Puget Sound Regional Council) – Vision 2050
- Countywide Planning Policies
- City Comprehensive Plan/Regulations

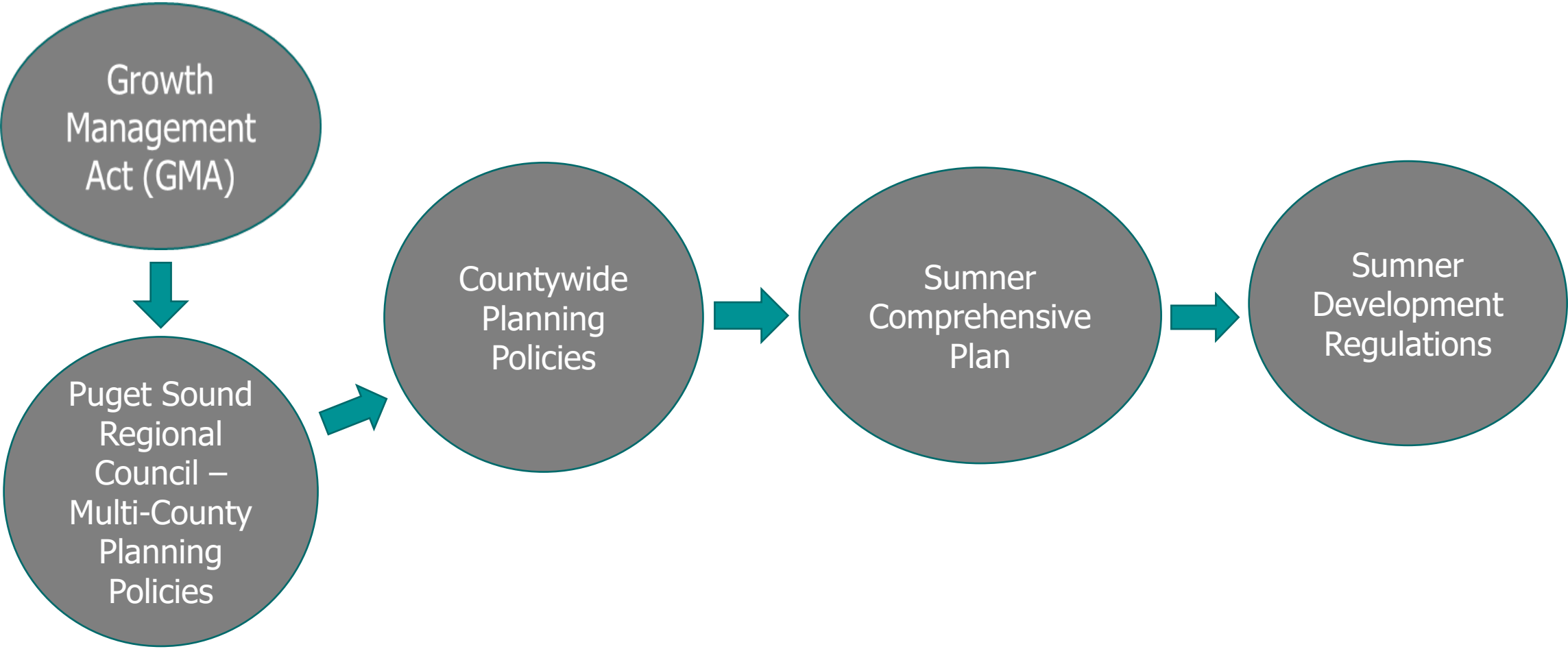


GMA requirement - spotlight

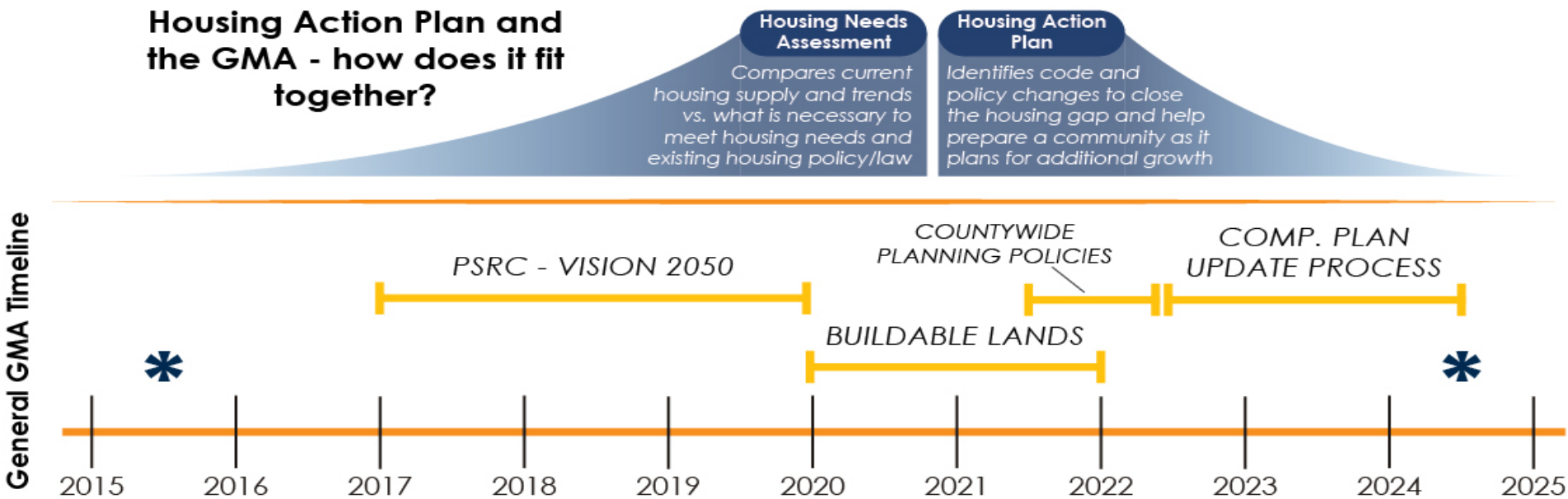


- Inventory and analysis of existing and projected housing need...to manage projected growth.
- Goals and policies for the preservation, improvement, and development of housing.
- Sufficient land for housing (low income, multi-family, group homes, etc.).
- Adequate provisions for existing and projected needs of all economic segments of the community.
- Sufficient capacity of land suitable for development to accommodate their allocated housing and employment growth.
- Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

How everything is connected



Why this project is important



* Comprehensive Plan update deadlines

Note: ESHB 2342 was passed during the 2020 Legislative Session. It extended the time period between required updates from eight to nine years for this cycle.



LINKING HOUSING/POPULATION REQUIREMENTS WITH PROPOSED STRATEGIES/ACTIONS - EXAMPLES

Clay White, LDC

Ryan Windish, City of Sumner

Providing Wider Variety
of Housing Types



Example 1 – provide for additional housing types

Growth Management Act (GMA) -
Sufficient land for housing (low income,
single multi-family, group homes)

Strategy – Provide a wider variety of
housing types

Action (examples) – Expand where senior
housing and ADUs can be built/modify uses
to increase range of missing middle housing

Improving the
Permitting Process



Example 2 – Improving the permit process

Growth Management Act (GMA) -

Applications for both state and local government permits should be processed in a timely and fair manner to ensure predictability.

Strategy – Ways to improving the permit process

Action (examples) – Create fast track permit process for certain housing types/raising short plat level from 4-9/Raise SEPA Exemptions for minor new construction



Example 3 – Preserving rental housing and mitigating displacement

Growth Management Act (GMA) - Goals and policies for the preservation, improvement, and development of housing.

Strategies – Preserve rental housing and preventing and mitigating displacement

Action (examples) – Creating a property maintenance incentive program/Utilization of MFTE as incentive for affordable housing/Strategies to preserve housing



REVIEW AND FEEDBACK ON SPECIFIC ACTIONS

Clay White, LDC

Ryan Windish, City of Sumner

Accessory Dwelling Units



EXPAND WHERE AN ADU CAN BE BUILT

SMC 18.12 outlines regulations for low-density residential districts. Accessory dwelling units are currently regulated by [SMC 18.12.030\(A\)](#), which contains the decision criteria for locating an ADU on a property in the LDR zones. Several revisions to this section could expand where ADUs can be built. For example, the City could consider the following:

- Eliminate the requirement that the total number of occupants across both the primary and accessory dwelling not exceed the maximum number established by the definition of family ([SMC 18.04.0375](#) defines family as a group of not more than five persons who are not related, but who are living and sharing kitchen facilities together as a single housekeeping unit). Under this reading, a primary dwelling home to a five-person family and a detached ADU home to two people unrelated to the primary dwelling residents might not be allowed. Further, this is a very difficult standard to administer.
- Alter the requirement in 18.12.030(A)(4) so that total area is capped at either 800 square feet or a percentage of the total dwelling unit area, whichever is larger. (Minimum size can be a percentage to keep this from being a barrier for smaller primary dwellings.)
- Alter setback requirements. SMC currently requires some large rear setbacks in its residential zones. Currently, rear yard setbacks in the LDR-12 through LDR-6 zones are 30 feet, and 25 feet for LDR-4. ADU minimum rear setbacks are 15 feet, but rear setbacks could be reduced to 20 feet for primary structures (especially in the 4- and 6,000 square foot lot zones) and could be reduced to 5-10 feet for ADUs associated with garages.
- Increase minimum lot coverage. Currently, the LDR-4 zone has a 40 percent maximum lot coverage. This could be a barrier to ADU construction on these smaller lots.
- Change the parking requirement so that only one dedicated off-street parking space is required for an ADU (also, see other policies related to parking reform). You could also eliminate the need for an off-street parking space in some circumstances. Requiring a new off-street parking space to be provided (beyond the existing driveway), could be a barrier to development.
- Remove restriction that ADUs cannot be detached from primary residence in any zone except LDR 12,000.
- Change the height requirement to allow a full second story with pitched roof above a detached garage to serve as an ADU (current code allows a maximum of 16 feet). Also consider allowing taller structures to offset impervious surface maximums

For more detailed information about ADUs, please see the [Real Estate Prototypes in Appendix 2](#).

Advantages

- Provide greater flexibility for location and design of ADUs
- Make more lots able to support ADU

Disadvantages

- Neighborhood sensitivity to perceived burden on on-street parking
- Potential to trigger broader changes to residential design requirements could make the changes take longer

Tiny home regulations

Providing Wider Variety
of Housing Types



PERMIT AND CLARIFY TINY HOME REGULATIONS

Tiny houses, which can be either built on foundations or on wheels, are one way to provide a housing option for individuals and households who desire privacy but do not want or cannot afford a large single-family home. They can also be used as a way of providing housing for people experiencing homelessness. Until recently, state law, building codes, and local regulations have presented numerous legal and logistical barriers to siting and building these very small detached dwellings. (Cottage housing can incorporate tiny home structures, but uses for tiny homes go beyond cottage housing as defined in code and permitted in the medium and high-density residential zones.)

In 2019, the state legislature passed [ESSB 5383](#), which updated state law to enable the development of tiny house villages or communities throughout the state. This law defined tiny houses, directs the adoption of the updated residential building code. The City of Sumner can do the following to improve its code and policies on tiny houses.

- Create permit pathway for Binding Site Plans that allow siting of tiny homes (similar to manufactured home park)
- Consider modifying the use matrices to specify where tiny houses or tiny house villages would be permitted or conditionally allowed
- Add definitions for tiny houses and tiny houses on wheels to [SMC 18.04](#) to differentiate from trailers, manufactured homes, and recreational vehicles.
- Allow tiny homes, set on a foundation, to be utilized as an ADU
- Include support for tiny houses in housing element of Comprehensive Plan
- Adopt updated International Residential Code with Appendix Q modified to include tiny houses
- Update site plan approval criteria to account for unique site needs of tiny houses

The following are a few of the jurisdictions who have adopted specific provisions for tiny homes: Seattle • Olympia • Tacoma

Advantages	Disadvantages
• Addresses housing for lower income households without using apartments • Could be cost effective way of mitigating displacement • Provides safer living environment for people experiencing homelessness or housing instability during COVID-19	• Perception of tiny homes as social welfare program may make it politically difficult • Addressing tiny homes may require addressing multiple sections of city code and thus may add to difficulty

Fourplex/middle housing/condo discussion

Providing Wider Variety
of Housing Types



MODIFY ALLOWED USES TO INCREASE RANGE OF MISSING MIDDLE HOUSING

Currently, duplexes are permitted in only the medium- and high-density residential districts (MDR and HDR) and prohibited in the lower-density residential districts. Additionally, townhomes are permitted in the MDR and HDR zones only as condominiums ([SMC 18.14.020\(A\)](#)). No other forms of moderate-density multi-family residential uses are allowed in any of the low-density residential districts.

Given the City's interest in providing more diverse housing options, several changes to the zoning code could increase the range of "missing middle" housing across the City. Duplexes could be allowed in some of the LDR zones (conditions can specify larger minimum lot sizes or corner lot requirements for duplexes to be built in lower density zones). Townhouses could be added to the permitted uses in the most dense of the LDR zones (LDR-4 and LDR-6). This could permit a wide range of townhome construction in the LDR-4 zone especially. If additional housing types are allowed, densities should also be increased to encourage development of those housing types. Development standards could be developed to ensure mixed housing types meet the character of development sought by the City.

Advantages

- Could open up large areas to additional housing types
- Footnotes could allow staff/council to tailor appropriate performance standards and conditions to each use

Disadvantages

- Adding or modifying uses in the use matrix could trigger broader examination of the land use matrix and bog down the process
- Just permitting uses in a zone does not alter any other market fundamentals or code limitations within that zone's standards and thus may not result in many units being built unless those other limitations are addressed as well



- QUESTIONS**
- DELIBERATIONS**
- RECOMMEDATION**