



Members: Councilmembers Hayden (Chair), Brown, Hochstatter and Hamilton (Alt.)

Staff: Community Development Director Ryan Windish

Copies to: Mayor, Councilmembers Bitetto, Neuman and Reed, City Administrator Wilson

Join Zoom Meeting

<https://sumnerwa-gov.zoom.us/j/85197720366>

Meeting ID: 851 9772 0366

By Phone: 12532158782 US (Tacoma)

VIRTUAL MEETING INFORMATION

Join Zoom Meeting

<https://sumnerwa-gov.zoom.us/j/85197720366>

Meeting ID: 851 9772 0366

By phone: 1-253-215-8782

CALL TO ORDER

Roll call: Brown, Hayden, Hochstatter

COMMITTEE BUSINESS

1. Housing Action Plan Implementation Grant
2. Bennett Property Park Plan and Access Options

REPORTS

ADJOURNMENT

SUBJECT: Housing Action Plan Implementation Grant

CATEGORY: Motion

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. City of Sumner HAPI Application-2021
 2. 2021-1027-HousingGrant-CDComm-Memo
-

STAFF CONTACT: Ann Siegenthaler, Associate Planner

SUMMARY BACKGROUND:

Community Development staff have applied for a \$75,000 grant from the State Department of Commerce to complete several actions that will implement the adopted Sumner Housing Action Plan (HAP).

In May 2021, the Sumner City Council adopted the HAP, which includes 6 housing strategies and a number of recommended implementation actions. These implementation actions were subsequently prioritized by the Planning Commission and City Council in the “2021 Housing Action Plan Priorities,” adopted in August 2021. Staff has requested grant funding to implement 3 of the priority strategies, which are:

1. Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.
2. Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.
3. Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.

The grant will allow the City to continue this work outlined in the HAP. In addition, staff will be working on a parallel effort to implement other actions adopted in the HAP.

COUNCIL COMMITTEE/STUDY SESSION:

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Do pass.

Housing Action Plan and Implementation (HAPI) Grant Application Form

Summary Page

Name of Jurisdiction(s)	City of Sumner
Total Funding Request	\$75,000
Population of Jurisdiction as of 2021	10,500

Note: You can access the 2021 population estimates from the Office of Financial Management [here](#).

Which of the following activities do you intend to pursue with this grant?

☐ Housing action plan

☒ Housing action plan implementation^{1 2}

Online website or link to approved housing action plan:

<https://civicclerk.blob.core.windows.net/stream/SUMNERWA/a77eaa7-b0d0-416a-b69b-9222521caf48.pdf?sv=2015-12-11&sr=b&sig=KB52YrUzzpAd6uqSdpuVUk01mSi7%2BkruVggooYpzXkA%3D&st=2021-09-02T16%3A38%3A56Z&se=2022-09-02T16%3A43%3A56Z&sp=r&rsc=no-cache&rsct=application%2Fpdf>

☒ Strategy 1: Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.

☒ Strategy 2: Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.

☒ Strategy 3: Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.

¹ For jurisdictions that are implementing an adopted HAP, part of the grant may be used to update the adopted HAP to "review and evaluate the housing element adopted pursuant to RCW 36.70A.070" (RCW 36.70A.600(2)(e)). Indicate that work as a strategy here.

² Applicants may add lines for additional strategies.

1. Jurisdiction Information

Applying Jurisdiction	City of Sumner		
Joint Applicants	<i>If two or more cities are jointly applying and collaborating on this grant, please duplicate this page and submit a page for each city. Duplicate pages for jurisdiction information will not count towards page limit. Please indicate which city is the "lead" city for purposes of the grant.</i>		
Project Manager	<i>If submitting a joint application, this designated lead person will be responsible for keeping the other participant city contacts informed about the grant.</i>		
Name (Lead Contact)	Ryan Windish		
Title	Community Development Director		
Department	Community Development		
Mailing Address	1104 Maple Street		
City	Sumner		
State	WA	Zip Code	98390
Telephone Number	253.299.5524		
Email	ryanw@sumnerwa.gov		
Financial Contact	<i>Please provide name and contact information for the person who will be responsible for receiving and accounting for the grant funds.</i>		
Name	Kassandra Raymond		
Title	Chief Financial Officer		
Department	Finance		
Telephone Number	253.299.5541		
E-mail	kassandr@sumnerwa.gov		
Unified Business Identifier (UBI) Number	277-000-014		
Statewide Vendor (SWV) Number	SWV0007719		
Authorized Official	<i>The name and title of the office authorized to sign the grant agreement on behalf of the city.</i>		
Name	Jason Wilson		
Title	City Administrator		

2. Scope of Work and Project Schedule

Provide a proposed scope of work, detailing the grant objective (project), actions, steps and deliverables. Instructions are in the Grant Application Instructions. All grant deliverables must be submitted by June 15, 2023.

If you propose multiple grant objectives, actions, steps or deliverables, please copy and paste the appropriate rows below. There must be at least two deliverables for each grant objective (draft and final). The example scopes of work from the grant instructions are included at the end of this document if a community wishes to copy portions or all of that material into this table.

Grant Objective:			
Grant Objective 1: Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts			
Steps / Deliverables	Description	Start Date	End Date
Action 1	Gaps and Needs Analysis	January 2022	February 2022
Step 1.1	Evaluate existing lot sizes, zoning and development patterns and regulations for potential ADU code change opportunities. Evaluate current regulations and permit fees/processes to determine potential barriers and incentives for ADUs. Develop draft list of code changes to be evaluated.	x	January 2022
Step 1.2	Prepare a basic community outreach plan, identifying groups to include and strategies. Conduct community outreach to develop support and get feedback on potential code and policy changes.	x	February 2022
Step 1.3	Evaluate potential and perceived benefits and impacts of ADUs on existing neighborhoods and potential mitigation strategies for impacts.	x	February 2022
Deliverable 1	Gaps and Needs Analysis Report		February 2022
Action 2	Develop draft ordinance and initial staff report	February 2022	April 2022
Step 2.1	Develop concepts and recommendations.	x	March 2022
Step 2.2	Conduct Study Session with Planning Commission.	x	April 2022
Deliverable 2	DRAFT ordinance that expands opportunities for creating ADUs.		April 2022
Action 3	Obtain Planning Commission recommendations	April 2022	June 2022
Step 3.1	Prepare revised ordinance and recommendations.	x	April 2022
Step 3.2	Prepare SEPA checklist, public hearing notices.	x	April 2022
Step 3.3	Conduct public hearing with Planning Commission	x	May 2022
Step 3.4	Meet with Planning Commission for action and recommendations	x	June 2022
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations		June 2022

Action 4	Obtain City Council approval	June 2022	August 2022
Step 4.1	Present report, recommendations & ordinance at Council Study Session	x	June 2022
Step 4.2	Meet with City Council for adoption.	x	July 2022
Deliverable 4	FINAL ordinance that expands opportunities for creating ADUs.		August 2022
Grant Objective 2: Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units			
Steps / Deliverables	Description	Start Date	End Date
Action 1	Gaps and Needs Analysis	May 2022	June 2022
Step 1.1	Evaluate zoning, neighborhood development patterns, and code sections that would need to be changed to remove barriers to unit lot subdivisions.	x	June 2022
Step 1.2	Prepare a basic community outreach plan, identifying groups to include and strategies. Conduct community outreach to property owners and builders to get feedback on potential code and policy changes.	x	June 2022
Deliverable 1	Gaps and Needs Analysis Report		June 2022
Action 2	Develop draft ordinance and initial staff report	June 2022	August 2022
Step 2.1	Develop concepts and recommendations. Prepare 3-4 basic illustrations of typical building types and site plans that fit into the given zone to show the differences between a traditional condominium project and a unit lot subdivision.	x	July 2022
Step 2.2	Conduct Study Session with Planning Commission.	x	August 2022
Deliverable 2	DRAFT ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions		August 2022
Action 3	Obtain Planning Commission recommendations	August 2022	October 2022
Step 3.1	Prepare revised ordinance and recommendations.	x	August 2022
Step 3.2	Prepare SEPA checklist, public hearing notices.	x	August 2022
Step 3.3	Conduct public hearing with Planning Commission	x	September 2022
Step 3.4	Meet with Planning Commission for action and recommendations	x	October 2022
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations		October 2022
Action 4	Obtain City Council approval	October 2022	December 2022
Step 4.1	Present report, recommendations & ordinance at Council Study Session	x	November 2022

Step 4.2	Meet with City Council for adoption.	x	December 2022
Deliverable 4	FINAL ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions		December 2022
Grant Objective 3: Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.			
Steps / Deliverables	Description	Start Date	End Date
Action 1	Gaps and Needs Analysis	August 2022	September 2022
Step 1.1	Evaluate existing zoning and development patterns to identify opportunities for 5- to 9-lot short plats, and for pipestem lot infill.	x	August 2022
Step 1.2	Evaluate existing regulations and permit fees/process changes needed to raise the short plat threshold; including potential changes to street standards for short plats. Evaluate tradeoffs in raising threshold, including how impacts are addressed without public reviews, impacts related to community perceptions and concerns.	x	September 2022
Step 1.3	Conduct community outreach to develop support and get feedback on potential code and policy changes.	x	September 2022
Deliverable 1	Gaps and Needs Analysis Report		September 2022
Action 2	Develop draft ordinance and initial staff report	October 2022	December 2022
Step 2.1	Develop concepts and recommendations.	x	October 2022
Step 2.2	Conduct Study Session with Planning Commission.	x	November 2022
Deliverable 2	DRAFT ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards		December 2022
Action 3	Obtain Planning Commission recommendations	December 2022	February 2023
Step 3.1	Prepare revised ordinance and recommendations.	x	December 2022
Step 3.2	Prepare SEPA checklist, public hearing notices.	x	December 2022
Step 3.3	Conduct public hearing with Planning Commission	x	January 2023
Step 3.4	Meeting with Planning Commission for action and recommendations	x	February 2023
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations		February 2023
Action 4	Obtain City Council approval	February 2023	April 2023
Step 3.1	Present report, recommendations & ordinance at Council Study Session.	x	February 2023
Step 3.2	Meet with City Council for adoption.	x	March 2023
Deliverable 4	FINAL ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards		April 2023

3. Proposed Budget / Financial Information

Propose a project budget to reflect your expected level of effort for each of the deliverables provided above. This is a performance-based contract, therefore cities will be paid upon satisfactory completion of deliverables rather than hours spent working on the project. The final deliverable of each grant objective must be at least 20% of the total grant amount for that grant objective.

Grant Objective:		Commerce Funds
Grant Objective 1: Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.		Commerce Funds
Deliverable 1	Gaps and Needs Analysis Report	\$6,000
Deliverable 2	DRAFT ordinance that expands opportunities for creating ADUs.	\$10,600
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	\$5,200
Deliverable 4	FINAL ordinance that expands opportunities for creating ADUs.	\$6,000
Total:		\$27,800
Grant Objective 2: Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.		Commerce Funds
Deliverable 1	Gaps and Needs Analysis Report	\$5,000
Deliverable 2	DRAFT ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions	\$8,600
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	\$5,000
Deliverable 4	FINAL ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions	\$4,800
Total:		\$23,400
Grant Objective 3: Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.		Commerce Funds
Deliverable 1	Gaps and Needs Analysis Report	\$5,400
Deliverable 2	DRAFT ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards	\$8,600
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	\$5,000
Deliverable 4	FINAL ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards	\$4,800
Total:		\$23,800

Budget Narrative: For each grant objective, please support the funding request with estimates of staff hours (may be per action, step, or deliverable), staff hourly rates, and other expenses.

The City anticipates hiring a consultant for the bulk of the grant work; therefore, the hourly rate is assumed to be at the higher level private consultant rate. Expenses are anticipated to be less than two percent of the overall project cost.

Grant Objective 1: Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.		Staff/ Consultant Hours	Staff/ Consultant Rate
Deliverable 1	Gaps and Needs Analysis Report	30	200 (average)
Deliverable 2	DRAFT ordinance that expands opportunities for creating ADUs.	53	200 (average)
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	26	200 (average)
Deliverable 4	FINAL ordinance that expands opportunities for creating ADUs.	30	200 (average)
Grant Objective 2: Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.		Staff/ Consultant Hours	Staff/ Consultant Rate
Deliverable 1	Gaps and Needs Analysis Report	25	200 (average)
Deliverable 2	DRAFT ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions	43	200 (average)
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	25	200 (average)
Deliverable 4	FINAL ordinance that expands allowances and reduces barriers for Unit Lot Subdivisions	24	200 (average)
Grant Objective 3: Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.		Staff/ Consultant Hours	Staff/ Consultant Rate
Deliverable 1	Gaps and Needs Analysis Report	27	200 (average)
Deliverable 2	DRAFT ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards	43	200 (average)
Deliverable 3	Revised DRAFT ordinance with Planning Commission recommendations	25	200 (average)
Deliverable 4	FINAL ordinance that raises the threshold for short plats to X number of lots and provides more flexible street standards	24	200 (average)

4. Grant Application Questions and Scoring Method

Please answer each of the below questions. Final grant funds will be proportionate to the level of effort proposed by a city, and factor in the potential increase in residential building capacity or regulatory streamlining that could be achieved. Please refer to the Grant Application Instructions for more detail regarding scoring and ranking.

4a. Readiness to Proceed: (0-20 points)

Please describe your plan to initiate and complete this project by July 15, 2023. Refer to the scope of work if needed. Provide key comprehensive plan policies, housing strategies, housing plans or other directives that support the development of the selected actions. Identify the key staff or consultants who will be implementing the project along with their history regarding their ability to successfully complete other grant projects. If you plan to hire a consultant but have not started the process, please indicate that.

- As indicated in Sumner's scope of work for the Project, staff and its consulting team will start work on the Project as soon as is practicable. After grants are awarded and executed at the end of November, the City intends to contract with a consultant in December, with work to start in January 2021. Completion date is anticipated to be March-April 2023.
- In May 2021, the Sumner City Council adopted the Bonney Lake-Sumner Housing Action Plan (HAP), which was developed jointly with the City of Bonney Lake. The HAP includes 6 housing strategies and a number of recommended implementation actions. (Please see EXHIBIT A, the **2021 HAP Implementation Summary**.) These actions were subsequently prioritized by the Planning Commission and City Council in the "2021 Housing Action Plan Priorities" adopted in August 2021. Given the legislative direction already established in our adopted HAP priorities, Sumner is ready to proceed on the Project immediately.
- In addition to the HAP, Sumner's Comprehensive Plan already provides a general policy basis for providing a variety of housing types at all income levels. These policies are found under the Housing Element, as well as the Land Use, Community Character, and Economic Development Elements. A few examples of housing policies:
 - o 1.4 encourages "...protection of viable neighborhoods and the need to provide for a range of housing to all life stages and economic segments, allow for accessory units in single-family neighborhoods".
 - o 1.4.2 provides direct ADU policy support by stating "Allow for accessory units in low density residential districts."
 - o 1.4.3 focuses on efficient permitting process by stating "Review development regulations for obstacles to permitting accessory dwelling units."
 - o 2.3.4 and 2.8 support senior housing by stating "Promote the development of senior housing units in proximity to needed services" and "Provide incentives for developing senior housing in the downtown such as permit fee waivers and reductions and parking requirement reductions."
 - o 2.1.1 promotes development of a housing strategy to meet the fair share housing allocations.
- The key staff that will implement the Project are:
 - o Ann Siegenthaler, Associate Planner: Ann will be the lead staff person. She has many years of experience in permitting processes, writing and administering zoning regulations, and comprehensive plan policies; she has administered numerous consultant contracts.
 - o Ryan Windish, Community Development Director: Ryan will be the official responsible for grant administration and the budget. He has numerous years of experience in planning and grant administration, and helped author the Sumner Housing Action Plan.
 - o Consulting team: Sumner intends to enlist the services of a consultant team, and will start the selection process at the earliest possible date after GMS' decision on grant recipients. Consultants will be selected based primarily on their experience with housing regulations and programs, affordable housing strategies, and experience with Housing Action Plans.

4b. Local Commitment to the Project: (0 -10 points)

Indicate the level and type of support that the appropriate legislative body will provide the project. For example, include the amount of staff time and/or funding that is committed to the project as well as other funding and “in-kind” support. Also indicate whether the proposed project is an expansion of an existing project that will proceed even without the Commerce grant funds.

This question also requires cities to include a letter from the mayor or authorized official committing the city to the project.

- The City Council has given its direct support to the Project through its adoption of the **“2021 Housing Action Plan Priorities” (Resolution 1593)**, which prioritizes the 3 Objectives/Strategies proposed in this grant application. The Project will be a continuation of work outlined in the HAP. Other housing strategies in the HAP will be future work items that staff will implement at some point in the future, with or without Commerce funding. Commerce grant funds would enable the City to begin implementation of the HAP.
- The Sumner Community Development Department will be responsible for completing this Project. Long-Range Planning staff is anticipated to allocate .5 FTE (15-20 hours per week) in 2022-2023 towards implementation of Sumner’s adopted Housing Action Plan (HAP). As new policies and regulations are developed, Current Planning staff will contribute staff hours as needed to review proposals for impacts to permit processes.
- In addition to the staff hours committed to completing this Project, staff will be working on a parallel effort to implement other actions adopted in the (HAP), such as raising SEPA thresholds, and establishing a MFTE program citywide to support affordable housing.
- A **letter of commitment** from the Mayor of Sumner is included. Please see EXHIBIT B.

4c. Potential to increase housing supply or provide regulatory streamlining : (0–40 points)

If pursuing a housing action plan, include a detailed statement discussing the general direction of this work, how you will tailor the approach to your community, and what you hope to accomplish within the context of your next housing element update.

If proposing implementation of housing strategies, please describe how the proposed action(s) will increase residential building capacity. Describe how these strategies will have the most impact on increasing residential building capacity and provide detail on the assumptions of new housing these actions could create over the 20-year planning period. More information on what to include in this section is in the *Grant Application Instructions*.

Increasing residential building capacity

The adopted 2021 Sumner Housing Action Plan (HAP) includes 6 housing strategies with associated implementing actions that were recommended as important approaches to increasing residential building capacity. The proposed Project includes three of these recommended actions that will help increase residential building capacity:

- Expanding where ADUs can be built will open up this rental housing option for more lots throughout the city. Also removing permitting barriers will help incentivize construction of units.
- Improving administration of unit lot (common wall) subdivisions will encourage more affordable owner-occupied units.
- Revisions to short plat standards (including pipestem lot and private street standards) can encourage residential infill and provide new housing units on existing lots while preserving existing homes on small lots.

How much housing would these actions create over 20-year planning period

- Results for Strategy 1 - Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts: We estimate that revising ADU regulations and removing barriers will increase ADUs construction by 150 units over the next 20 years. We believe that code changes will immediately provide options for homeowners wanting to build an ADU and as we move through the planning period and growth pressures continue, a revised code will provide a very viable option to build housing that is more affordable.
- Results for Strategy 2 - Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units: At times, lending has been an issue that has prevented condominiums from being built. Allowing for unit lot subdivisions will provide builders another option. Unit lot or fee simple townhomes have been a very popular housing type that is being built throughout the region. We would estimate that over the next 20 years, at least 350 dwelling units will be built using this code option.
- Results for Strategy 3 - Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing: This strategy will make the plat process administrative for more developments, creating efficiencies in the permit process and decreasing the time from application to housing being built. This strategy will reduce development costs, and may make plats more feasible for more properties.

4d. Local or Regional Need: (0-20 points)

Explain the local or regional need for the proposed actions within your community. You may document this by sharing the current underproduction of housing in your community, the projected need of housing in your community and how current levels of development are not meeting that need, the percentage of your community that is cost burdened and extremely cost burdened, and/or other relevant information. Describe the impact that the lack of Commerce grant fund would have on the project. If you are choosing implementation of adopted housing strategies, how do the proposed strategies meet your community needs?

Housing production gaps

Sumner's adopted Housing Action Plan (HAP) includes a Housing Needs Assessment (HNA). The HNA identified several areas of concern with regard to housing availability and affordability of housing in the Sumner community. Examples of HNA findings regarding housing supply:

- Findings: Sumner will need 1,422 housing units by 2040. Currently, Sumner is adding only about 43 units per year.
 - o Each of the proposed actions in the Project will help increase residential building capacity, housing options, and affordability.
- Findings: Sumner demographics point to a trend toward smaller households. This trend indicates a need to support continued production of smaller sized housing options.
 - o The Project will help provide more ADUs, unit-lot compact homes, and increased opportunities for infill in small-lot neighborhoods to help address this.
- Findings: Strategies should focus on providing lower-priced rentals and moderate to middle-income home ownership opportunities.
 - o The Project will identify ways to better accommodate unit lot subdivisions, which will help address this.
- Findings: The HAP should include strategies to address the intensifying housing needs of seniors.
 - o The Project will help provide alternative housing types for seniors who may benefit from the availability of ADUs and more choices for unit lot subdivisions that can create a smaller, more affordable home ownership option.

Level of need/cost burden in the community

Sumner's HAP Needs Assessment identifies the need for more affordable housing. Examples of HNA findings regarding affordability and cost burden:

- Findings: Sumner's median household income was much lower than the income that would be required to afford the median home sales price. Poverty is high in Sumner impacting 13% of the population.
 - o The Project will increase the availability of ADUs that may offer more affordable rentals will help address this.
 - o Providing more unit lot subdivision homes, a more compact and affordable housing type, will offer a more affordable home ownership option.
- Findings: The share of cost-burdened households in Sumner was 37% in 2014-18. Likewise, the rate of renters cost-burdened is 37%. In addition, 85% of renters above 65 were cost-burdened in Sumner as of 2014-18.
 - o The Project will help address this by increasing the availability of ADUs, increasing more affordable unit lot housing, and increasing options for short-platting lots that can accommodate infill housing.

Impact that the lack of Commerce grant fund would have on the project

- The City is committed to implementing the actions outlined in the City Council's "2021 Housing Action Plan Priorities." However, without funding assistance from Commerce, implementation of the higher priority actions will likely be delayed for 3-4 years. Staff capacity is limited and the grant allows the city to hire consultants to augment staff and complete the work sooner.

4e. Other Legislative Direction : (0-10 points)

Explain how your application responds to the legislative direction in RCW 36.70A.600 to:

- Increase residential building capacity in areas that have supportive transportation and utility infrastructure, and are served with frequent transit service. (RCW 36.70A.600(5))
- Prioritize the creation of affordable, inclusive neighborhoods and to consider the risk of residential displacement, particularly in neighborhoods with communities at high risk of displacement. (RCW 36.70A.600(9))

The adopted 2021 Sumner Housing Action Plan (HAP) directly responds to RCW 36.70A.600. It includes 6 housing strategies with associated implementing actions. The recommended strategies include the 3 actions that the City proposes to implement through this grant, all of which further the goals of RCW 36.70A.600.

Increasing residential capacity near transit

- Sumner already has, outside of the current Project, increased residential building capacity and allowable densities in our downtown core area where we have high-capacity transit (e.g. Sounder station). In addition, the City has applied a MFTE program to that area.
- As part of this Project, Sumner will evaluate opportunities to increase residential building capacity citywide, and also in areas within one half mile of the downtown transit station. Sumner has a large area of small-lot residential zoning (LDR-6000) and an area of medium density residential zoning located within one half mile of the downtown transit station. For each of the 3 proposed actions, the City will specifically look at these neighborhoods for the potential to increase infill near transit through:
 - o Expanding where ADUs can be built and potentially allowing these on smaller lots.
 - o Improving administration of unit lot/zero lot line subdivisions, potentially encouraging this housing option where it fits into the existing pattern of dense but small-scale residential neighborhoods.
 - o Revisions to short plat regulations (including pipestem lot and street standards) that might provide new housing units on existing lots while preserving existing homes on small lots.

Affordable, inclusive neighborhoods and reducing displacement

Implementing the 3 proposed actions will encourage the construction of different types of affordable and market rate housing, and encourage infill development. Providing more housing types and price options in the community will help keep affordable housing in the community and provide housing options for the diverse needs of residents. Having options for housing that better fit diverse lifestyles/life stages and income will give residents options for staying in the community, ageing in place, having multi-generational housing options, which, in turn, can minimize the loss of current housing stock and minimize displacement. The housing options, particularly unit lot subdivisions, would be implemented in Medium Density Residential zones and benefit a concentration of underserved Latino residents in the community.

The actions to be implemented in this Project will further a number of goals in RCW 36.70A.600, for example:

- Expanding ADU allowances reduces the risk of displacement by allowing existing residences to add units.
- Improving the permitting process, and expanding allowances for unit-lot (common wall) subdivisions can make these types of units more affordable for ownership. This would expand choices in the community for owner-occupied housing for small families and seniors. Encouraging this housing option where it fits into the existing pattern of residential neighborhoods can allow residents to stay in the community during various life stages.
- Changing the short plat threshold can help existing homeowners complete short plats that are more affordable, and flexible enough to preserve existing structures and infrastructure on their lots. This furthers the goal of preservation of existing housing.
- Changing short plat regulations can bring down the cost of development. Also, modifying standards for private streets and expanding allowances for pipestem lots can reduce infrastructure costs. This can open up more properties for residential infill without displacement.

ATTACHED EXHIBITS:

EXHIBIT A: 2021 HAP Implementation Summary
EXHIBIT B: Letter of Commitment from Mayor

Thank you for completing this application. You may delete from this paragraph to the end of the document before submitting.

Housing Strategies

The following six strategies represent collections of actions that address a particular housing issue in a targeted way. The specific actions that fall under each strategy are listed below the strategies. Note that many actions appear under multiple strategies; this reflects the fact that many of the actions the cities can take can address more than one issue simultaneously.

Strategy 1, Preserve rental housing

- [Affordable housing preservation strategies](#)
- [Create property maintenance incentive program](#)

Strategy 2, Incentives for new rental housing

- [Inclusionary zoning/density bonuses/current use assessments](#)
- [Use of MFTE/publicly owned land as incentives for rent-restricted affordable housing](#)

Strategy 3, Bring down the cost of development

- [Use HB 1406 sales tax dollars to reduce development costs](#)
- [Use of MFTE/publicly owned land as incentives for rent-restricted affordable housing](#)
- [Create permit process fast track program](#)
- [Raise threshold for what separates a plat and a short plat from 4 to 9 units](#)
- [Raise SEPA exemption levels for minor new construction](#)
- [Update road standards to increase site flexibility](#)

Strategy 4, Provide wider variety of housing types

- [Expand where ADUs can be built](#)
- [Modify allowed uses to increase range of missing middle housing](#)
- [Expand where senior housing can be built](#)
- [Permit and clarify Tiny Home regulations](#)
- [Improve administration of unit lot subdivisions](#)

Strategy 5, Prevent and mitigate displacement

- [Use HB 1406 sales tax dollars to reduce development costs](#)
- [Affordable housing preservation strategies](#)
- [Use of MFTE/publicly owned land as incentives for rent-restricted affordable housing](#)
- [Inclusionary zoning/density bonuses/current use assessments](#)
- [Create property maintenance program](#)

Strategy 6, Improve the permit process

- [Create permit process fast track program](#)
- [Raise threshold for what separates a plat and a short plat from 4 to 9 units](#)
- [Raise SEPA exemption levels for minor new construction](#)
- [Improve administration of unit lot subdivisions](#)

Figure 10. Action Schedule and Summary Table, Sumner

Action	Type	Target Group	Area of Applicability	Scale of Potential Impact	Timeline
Create property maintenance incentive program	Preserve rental housing; Prevent and mitigate displacement	Landlords and multi-family property owners.	City-wide	Large scale potential to impact up to 1/3 of dwelling units in the City	1-2 years
Affordable housing preservation strategies	Preserve rental housing; Prevent and mitigate displacement	Multi-family property owners	City-wide	Large scale potential to impact up to 1/3 of dwelling units in the City	1-2 years
Inclusionary zoning/density bonuses/ current use assessments	Incentives for new rental housing	Low-income populations	Town Center Plan Area	Medium scale	2-3 years
Use HB 1406 sales tax dollars to reduce development costs	Bring down the cost of development; Prevent and mitigate displacement	Low-income populations	City-wide	Small scale given limited new funds per year	1-2 years
Use of MFTE as incentive for rent-restricted affordable housing	Incentives for new rental housing; Bring down the cost of development; Prevent and mitigate displacement	Developers and investors	City-wide	Large-scale	1-2 years
Create permit process fast track program	Bring down the cost of development; Improve the permit process	Developers and investors	City-wide	Small scale-Sumner currently has efficient permitting timelines	1 year
Raise threshold for what separates a plat and a	Bring down the cost of development; Improve the	Investors and small developers	City-wide	Small scale given limited land available for	1-2 years

Action	Type	Target Group	Area of Applicability	Scale of Potential Impact	Timeline
short plat from 4 to 9 units	permit process			further subdivisions	
Raise SEPA exemption levels for minor new construction	Bring down the cost of development; Improve the permit process	Investors and small developers	City-wide	Medium scale as infill development occurs will lower costs	1-2 years
Improve administration of unit lot subdivisions	Provide wider variety of housing types; Improve the permit process	First time home buyers	Residential zones	Small Scale as relative number of overall units will be small	1-2 years
Update road standards to increase site flexibility	Bring down the cost of development	Developers	Residential zones	Small scale with minimum area for new streets	2-3 years
Expand where ADUs can be built	Provide wider variety of housing types	Seniors and single person households	Low Density Residential	Small scale as limited interest in ADUs	2-3 years
Expand where senior housing can be built	Provide wider variety of housing types	Seniors	City-wide	Large scale	2-3 years
Modify allowed uses to increase range of missing middle housing	Provide wider variety of housing types	Moderate- to low-income households	Residential zones	Large scale	2-3 years
Permit and clarify Tiny Home regulations	Provide wider variety of housing types	Moderate- to low-income households	Residential zones	Small scale given number of potential units	2-3 years



CITY OF
SUMNER
WASHINGTON

1104 MAPLE STREET, SUMNER WA 98390

October 4, 2021

WASHINGTON STATE DEPT. OF COMMERCE – Growth Management Services

RE: Letter of Commitment for Grant Application

To Whom It May Concern:

I, William Pugh, Mayor of the City of Sumner, hereby authorize the City to propose the attached scope of work and budget request for Housing Action Plan Implementation grant funding to encourage construction of additional affordable and market rate housing in a greater variety of housing types and at prices that are accessible to a greater variety of incomes.

The City proposes to encourage additional affordable and market rate housing through the following objectives, as outlined in our grant proposal:

1. Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.
2. Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.
3. Raise thresholds separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.

The City of Sumner recognizes the need for affordable and market rate housing in the community. Recently, the City completed and adopted a Housing Action Plan (HAP) to help move us further toward meeting that need. The HAP resulted in the adoption of goals and strategies that complement our existing Comprehensive Plan policies in support of affordable housing. Also, the City Council recently adopted the "2021 Housing Action Plan Priorities," in which the HAP actions were ranked in order of priority based on the particular needs and characteristics of our community. This further demonstrates the City's commitment to carrying HAP recommendations forward to a staff work plan. The proposed work in our grant application is to implement two actions identified as "top priority" and one action as "next highest priority" by the City Council.

We agree to give the City Council the opportunity to adopt the ordinances that result from the grant by June 15, 2023. We acknowledge that, at minimum, the actions must implement strategies within our adopted housing action plan.

Sincerely,

William L. Pugh
Mayor



MEMORANDUM

DATE: October 21, 2021
TO: Community Development Committee
FROM: Ann Siegenthaler, Associate Planner
RE: **Housing Action Plan Implementation Grant**

I. BACKGROUND

In May 2021, the Sumner City Council adopted the Sumner Housing Action Plan (HAP), which included a number of strategies and actions recommended to implement the HAP. In September 2021 the State Department of Commerce announced the availability of grants up to \$75,000 to local jurisdictions to implement their adopted HAP. Community Development staff submitted an application for a grant, and is currently awaiting the announcement of awards, scheduled for October 28, 2021. If awarded to Sumner, staff will ask for City Council acceptance of the grant.

II. SUMMARY OF THE PROPOSAL

The adopted HAP includes 6 housing strategies and a number of recommended actions. The implementation actions were subsequently prioritized by the Planning Commission and City Council in the "2021 Housing Action Plan Priorities," in August 2021. Staff has requested grant funding to implement 3 of the priority actions, which are:

1. Expand where ADUs can be built and minimize barriers to creating ADUs, while minimizing impacts.
2. Improve administration of, and expand allowances for unit lot (common-wall) subdivisions, to encourage affordable owner-occupied units.
3. Raise threshold separating plats from short plats and revise pipestem lot and private street standards, to increase site flexibility and reduce costs for infill housing.

Implementing these strategies/actions will help increase residential capacity and address Sumner's identified need for more affordable housing. Grant funding for HAP implementation will:

- Open up more rental housing options for more lots throughout the city.
- Encourage fee-simple townhome ownership, providing more affordable owner-occupied units.
- Update standards for short plats, encouraging infill while preserving existing homes on small lots.
- Provide more housing options for cost-burdened small families and seniors, which can allow residents to stay in the community during various life stages.

In addition to work outlined in the grant, staff will also be working to implement other actions adopted in the HAP, such as raising SEPA thresholds, and establishing a MFTE program citywide for affordable housing.

III. STAFF RECOMMENDATION

Staff requests that the CD Committee give a "do pass" recommendation so that the grant, if awarded, may be forwarded immediately to the City Council for acceptance.

IV. ATTACHMENTS

- A. Sumner Housing Action Plan Implementation – Grant Application



COMMUNITY DEVELOPMENT COMMITTEE MEETING

DATE: October 27, 2021

AGENDA BILL: 21-1718

SUBJECT: Bennett Property Park Plan and Access Options

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Derek Barry, Community Services Manager

SUMMARY BACKGROUND:

Staff will be providing an update on the potential to acquire additional access to the Bennett Property for a future park. There have been positive communications with adjacent property owners for both a pedestrian access to the east connecting to 154th Ave CT E; and a vehicular access to the north to 46th Street CT E. Both the access points will greatly increase convenience and usability of the park for the Creekside neighborhood.

COUNCIL COMMITTEE/STUDY SESSION: NA

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION: