



STUDY SESSION
City Hall – 1104 Maple Street
February 14, 2022 6:00 PM

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Webinar ID: 892 3724 0670

CALL TO ORDER

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

REGULAR BUSINESS

1. Affordable Senior Housing Code Revisions
2. Multifamily Tax Exemption for Affordable Housing
3. 2022 Comprehensive Plan Annual Amendment Cycle
4. Utility Billing Update
5. Pandemic Policy Update

CITY ADMINISTRATOR REPORT

AGENDA SETTING

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

EXECUTIVE SESSION

ADJOURNMENT

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

SUBJECT: Affordable Senior Housing Code Revisions

CATEGORY: Ordinance

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Ordinance No. 2812 - Updating Sumner Housing Action Plan - Senior Housing
2. Senior Housing Regulations Staff Report
3. Public Comment to Planning Commission - Innova-112421
4. Senior Housing Regulations Overview

STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

The proposal is to update the Zoning Code to increase incentives and options for affordable senior housing. The adopted Sumner Housing Action Plan identified senior housing as an important need in the community.

The Planning Commission reviewed the proposed code at a study session in November 2021, and held a public hearing in December 2021. The Commission recommended requiring affordable units in senior housing developments, and increasing the allowed density and building height in order to increase the feasibility of senior housing. Below is a summary of what would be allowed.

Low Density Residential zones:

- Allow senior apartments only through Planned Residential Development (PRD).
- 20% of the senior units must be affordable.
- Only for affordable senior apartments: a) Building height increase to 35 feet (3 stories) b) Density increase to 50 du/ac.

Multifamily Residential zones:

- Allow senior apartments in all multifamily zones through PRD.
- 20% of the senior housing units must be affordable.
- Only for affordable senior apartments: a) Building height increase to 50 feet (4-5 stories) b) Density increase to 50 du/ac.

Commercial zones:

- Senior apartments allowed; waive ground floor commercial (except NC/ESUV).
 - Affordable is optional through PRD.
 - Only for affordable senior apartments: a) Building height increase to 50 feet (4-5 stories) b) Density increase to 50 du/ac c) In exchange, 20% of the senior units must be affordable.
-

COUNCIL COMMITTEE/STUDY SESSION: MEETING/STUDY SESSION DATE: COMMITTEE RECOMMENDATION: n/a
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STAFF RECOMMENDATIONS/MOTION:

Approve the proposed ordinance at next regular Council meeting.

ORDINANCE NO. 2812
CITY OF SUMNER, WASHINGTON

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SUMNER, WASHINGTON, UPDATING ZONING REGULATIONS FOR SENIOR HOUSING IN CHAPTER 18.04 DEFINITIONS AND ADDING A DEFINITION FOR SENIOR APARTMENTS AND AFFORDABLE HOUSING; AMENDING CHAPTERS 18.12 AND 18.14 AND PERMITTED USES AT 18.30.030 TO ALLOW SENIOR HOUSING AS A PLANNED RESIDENTIAL DEVELOPMENT WITH AFFORDABLE UNITS; AMENDING CHAPTERS 18.16 AND 18.30 TO PROVIDE FLEXIBLE DEVELOPMENT STANDARDS FOR SENIOR HOUSING THROUGH A PLANNED RESIDENTIAL DEVELOPMENT; AMENDING CHAPTER 18.24 STANDARDS FOR SENIOR HOUSING IN PLANNED RESIDENTIAL DEVELOPMENTS; AMENDING CHAPTER 18.29 TO ALLOW SENIOR HOUSING; AMENDING SECTION 18.40.020 REGARDING DESIGN REVIEW REQUIREMENTS; ADDING NEW SECTION 18.41.200 REGARDING OPEN SPACE REDUCTIONS; AND ADDING NEW SECTION 18.42.040 REGARDING PARKING REDUCTIONS.

WHEREAS, in May 2021 the City adopted the Sumner Housing Action Plan, which identified senior housing as an important need in the community; and

WHEREAS, the Housing Action Plan needs assessment found that approximately 85% of renters above the age of 65 were cost-burdened in Sumner as of 2014-18, and that currently only 25% of the senior housing units in Sumner are affordable for low income and rent restricted, indicating a need for affordable senior housing; and

WHEREAS, in August 2021, the City adopted the Housing Action Plan Priorities document, which noted that senior housing, especially independent living, is in high demand in Sumner, and listed the action, “Expand where senior housing can be built,” as a Tier 1 high priority; and

WHEREAS, allowing senior housing in additional zoning districts, requiring a minimum percentage of affordable senior units in exchange for increased development capacity, and updating regulations to provide more flexibility for senior housing will help meet community goals for senior housing and diversity in housing supply and affordability; and

WHEREAS, on November 4, 2021 the Planning Commission held study session on the proposed amendments, followed by a duly-advertised public hearing on December 2, 2021; and

WHEREAS, on January 6, 2022 the Planning Commission voted by a 4-0 vote to recommend adoption by the City Council of the proposed zoning regulations updates as set forth in this ordinance; and

WHEREAS, this proposal was forwarded to the Washington State Department of Commerce for the Expedited 15-day State review per the Growth Management Act on November 10, 2021; and

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

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

Section 1. That Sumner Municipal Code Chapter 18.04, Definitions, section 18.04 is hereby amended to add a new definition at 18.04.0092 as follows:

18.04.0092 Affordable housing.

“Affordable housing” means housing that meets the definition of affordable at SMC 3.52.020(A).

Section 2. That Sumner Municipal Code Chapter 18.04, Definitions, section 18.04.0130 is hereby amended to read as follows:

18.04.0130 Assisted living facilities.

“Assisted living facilities” means apartments in an apartment attached rooms or dwellings in a multi-unit complex but with additional services beyond retirement units. The services include all of those provided in retirement homes, with common dining and recreational areas, but which also include in the rent services such as meals, light housekeeping, laundry and recreational programs, as well as more personal care services such as giving medications, care by a healthcare professional, assisting with bathing, dressing, transporting to a doctor, etc. Some assisted living facilities specialize in dementia care where a secured environment is needed for confused residents who might wander off. An assisted living facility may serve persons of any age.

Section 3. That Sumner Municipal Code Chapter 18.04, Definitions, section 18.04.0295 is hereby amended to read as follows:

18.04.0295 Continuing care or life care communities.

“Continuing care or life care communities” means communities which offer a type of senior housing, consisting of a variety of living arrangements from small houses, to retirement apartments, to assisted living facilities to nursing home levels, designed and operated as an integrated community. Residents may move from one level or type of housing to another as their needs change. A variety of services such as beauty and barber shops, organized social activities, exercise, and crafts may be offered.

Section 4. That Sumner Municipal Code Chapter 18.04, Definitions, section 18.04.0900 is hereby amended to read as follows:

18.04.0900 Retirement homes.

“Retirement ~~homes~~home-” means individual apartments for residents that meet the age requirements under SMC 18.04.0927, in an apartment complex featuring a central lobby, common dining area, and recreational rooms, with extra services included in the rent, such as meals, light housekeeping, laundry and recreational programs, but not including nursing

[or medical care.](#)

Section 5. That Sumner Municipal Code Chapter 18.04, Definitions, is hereby amended to add a new definition at 18.04.0926 as follows:

18.04.0926 Senior apartments.

[“Senior apartments” means individual apartments for residents that meet the age requirements under SMC 18.04.0927, in an apartment complex with individual kitchen facilities in each unit versus common dining services. May include common areas, but does not include food service, nursing or medical care except incidental services provided on an individual basis. Senior apartments are designed for independent living and are generally no different than other apartments except for having an age requirement.](#)

Section 6. That Sumner Municipal Code Chapter 18.04, Definitions, section 18.04.0927 is hereby amended to read as follows:

18.04.0927 Senior housing.

[“Senior housing” refers to various types of housing stock, whether rental or occupant-owned, that specifically caters to residents aged 55 years and older, where the units are occupied by persons 55 years of age or older, except for spouses of such residents for whom there is no minimum age requirement either through age requirements or through the provision of specialized care, such as nursing or dietary and personal care. This definition shall include, at a minimum, all facilities that qualify as “housing for older persons” under the Fair Housing Act. Senior housing types may include zero lot line homes, cottage housing, duplex dwellings, townhomes, continuing care or life care communities, senior apartments, retirement homes, nursing homes or assisted living facilities, provided, residents at each facility meet the age requirements of this section.](#)

Section 7. That Sumner Municipal Code Chapter 18.12, Low Density Residential District, section 18.12.040, is hereby amended to read as follows:

18.12.040 Conditional uses.

The following uses in the LDR district require a conditional use permit [or, where specifically required, a planned residential development](#) approval from the city:

[...]

- M. [1. Retirement homes, aAssisted living facilities, continuing care communities, board and care homes, hospices, or nursing homes that meet the building height and other standards in the zone require a conditional use permit;](#)
[2. Multifamily senior housing, including retirement homes, senior apartments and continuing care communities may be allowed only through a planned residential development, pursuant to SMC 18.24.](#)

Section 8. That Sumner Municipal Code Chapter 18.14, Medium and High Density Residential Districts, is hereby amended to read as follows:

18.14.020 Principal permitted uses.

The following uses are permitted in all MDR and HDR districts unless otherwise specified:
[...]

- A. Townhouse condominiums;
- B. Duplexes;
- C. Adult family homes;
- D. Minor utility facilities;
- E. Cottage housing in accordance with the density standards set forth;
- F. Zero lot line dwellings and structures;
- G. ~~Retirement homes/apartments with the following:~~
 - ~~1. Individual kitchen facilities in each unit, and no common dining room;~~
 - ~~2. Limited medical services which are provided on an individual basis;~~
- H. One single-family dwelling on each building site;
[...]
- N. Apartments in the medium density and high density residential zones south of East Main and 60th Street East, except for senior housing subject to SMC 18.14.040.

18.14.040 Conditional uses.

The following uses are conditionally permitted uses in all MDR and HDR districts unless otherwise specified. A conditional use permit or a planned residential development approval where specifically required, shall be ~~required and~~ in full force and effect in order to establish the uses:
[...]

- G. Homes for the aged, assisted living facilities, ~~continuing care communities,~~ board and care homes, hospices, or nursing homes, provided such facilities meet the building height and other standards in the zone;
[...]

- S. Multifamily senior housing, including senior apartments, retirement homes and continuing care communities may be allowed only through a planned residential development, pursuant to SMC 18.24 Retirement home,~~apartments occupied only by persons 55 years and older. Such apartments may exceed allowable dwelling unit densities by 50 percent of that permitted by the respective zone;~~

Section 9. That Sumner Municipal Code Chapter 18.16, Commercial Districts, section 18.16.020 Principal and Conditional Uses, is hereby amended to read as follows:

18.16.020 Principal and conditional uses

The following table details permitted and conditionally permitted uses in the commercial districts. Where a “P” is indicated, the respective use in the same row is permitted in the zone classification in the same column. Where a “CUP” is indicated, the respective use in the same row is conditionally permitted in the zone classification in the same column. A conditional use permit shall be required and in full force and effect in order to establish the conditional uses. Where a “PRD” is indicated, the respective use in the same row is

permitted through a planned residential development. A planned residential development shall be required and in full force and effect in order to establish the use.

		NC	GC	IC
[...]	[...]	[...]	[...]	[...]
16.	Existing residential dwellings lawfully constructed as of the effective date of the ordinance codified in this title	P	P	P
17.	Family child care home or family child day care home in accordance with the provisions of SMC <u>18.16.025</u> ; and child day care centers	P	P	P
18.	Gasoline service stations and convenience stores with gasoline sales ⁹	–	CUP	P
19.	Hazardous waste on-site treatment and storage facilities	–	CUP	–
20.	Health and fitness club ⁹	P ⁷	P	P
21.	Heavy equipment repair, accessory to a permitted use ⁹	–	–	P
22.	Heavy equipment sales	–	–	CUP
23.	Hospitals	CUP	CUP	CUP
24.	Hotels, bed and breakfasts and tourist homes ⁹	P	P	P
25.	Light manufacturing, fabrication, assembling and repairing, excluding vehicle repair, subject to SMC 18.16.080(S)	–	CUP	–
26.	Light-medium equipment sales	–	–	P
27.	Major utility facility	CUP	CUP	–
28.	Mass transit systems including, but not limited to, bus stations, train stations, transit shelter stations, and park and ride lots	CUP	CUP	P
29.	Medical and dental services ⁹	P	P	P
30.	Miniwarehouses	–	–	–
31.	Existing miniwarehouses ¹²	–	P	P
32.	Minor utility facility	P	P	P
33.	Motels ⁹	CUP	P	P
34a.	Multifamily dwellings, rooming houses and boarding houses, <u>senior apartments</u> , retirement homes, assisted living facilities, continuing care communities, board and care homes, hospices, or nursing homes except on the ground floor, or in accordance with the city of Sumner design and development guidelines, and subject to density maximums <u>the standards</u> and locations as applicable in SMC 18.16.040.	P	P	–
34b.	<u>Senior apartments, retirement homes or continuing care communities that exceed allowable densities or that do not meet other standards of the respective zone may be allowed through a Planned Residential Development, pursuant to SMC 18.24</u>	<u>PRD</u>	<u>PRD</u>	<u>–</u>
[...]	[...]	[...]	[...]	[...]

Section 10. That Sumner Municipal Code section 18.16.040, Residential Uses, is hereby amended to read as follows:

18.16.040 Residential Uses.

A. Senior housing in the NC district. Senior housing is a permitted use in the NC district, except that single family homes, zero lot line homes, cottage housing, duplex dwellings, and townhomes are not allowed. Senior housing may be located on the ground floor, and is not required to include commercial uses. Development standards for senior housing may be modified through a planned residential development permit pursuant to SMC 18.24.

B. Senior housing in the GC district. Senior housing is a permitted use in the GC district, except that single family homes, zero lot line homes, cottage housing, duplex dwellings, and townhomes for seniors are allowed only as a secondary use in a development that is primarily senior apartments. Such uses may be located on the ground floor, and are not required to include commercial uses. Development standards for senior housing may be modified through a planned residential development permit pursuant to SMC 18.24.

CA. Other residential uses in~~In the NC district;~~o. Only floor area above the first story commercial uses may be used for residential purposes; provided, that the maximum number of dwelling units shall not exceed a ratio of 25 dwelling units per net acre; and provided, that the dwelling units shall be provided with sufficient off-street parking at ratios required in chapter 18.42 SMC. Residential dwellings may be attached or included to the side or rear of the main commercial building. Such mixed use may be attached or included to the side or rear of the main commercial building. ~~Such mixed-use development shall conform to the city of Sumner design and development guidelines.~~

DB. Other residential uses i~~In the GC district;~~. M~~multifamily residential developments are permitted as part of a mixed-use development with commercial uses. A mixed-use development shall have mixed-use structures and may have a combination of mixed-use and single-use residential structures. Except within the East Sumner urban village overlay district, a mixed-use structure is not required for a pipestem lot with street frontage that is less than 60 feet in width; instead the development may contain only single-use residential structures. Development shall occur such that:~~

1. Mixed-use structures shall have direct pedestrian access to the primary street and shall have ground floor building area designed to accommodate commercial uses along the entire length of the building facing the primary street. Ground floor building areas are intended for commercial use but may be improved as residential use and converted over time when economically viable.
2. Single-use residential structures shall contain only ground-related dwelling units and shall be located to the side or rear of mixed-use structures and not adjacent to the primary street.
3. The maximum number of dwelling units shall not exceed 25 dwelling units per net acre in the general commercial district.

E. Open space requirements for developments requiring design review shall be in

compliance with the City of Sumner design and development guidelines, except that open space requirements for senior housing shall be provided in accordance with SMC 18.41.200.

Section 11. That Sumner Municipal Code Chapter 18.24 Planned Residential Development (PRD) is hereby amended to read as follows:

Chapter 18.24 Planned Residential Development (PRD)

18.24.010 Purpose.

It is the purpose of this chapter to ~~create open space in residential developments and to~~ encourage imaginative site and building design in residential developments by permitting greater flexibility in zoning requirements than is permitted by other sections of this title. Furthermore, it is the purpose of this section to:

- A. Promote the retention of significant features of the natural environment, including ~~waterways~~waterbodies, significant vegetation and views;
- B. Encourage a variety ~~of~~ and mixture of housing types;
- C. Promote the development of housing types that help meet the community's identified needs relative to housing options and housing costs.
- ~~DE.~~ Encourage maximum efficiency in the layout of streets, utility networks and other public improvements;
- ED. Create and/or preserve usable open space for the enjoyment of the occupants and the general public.

18.24.020 Districts where permitted.

- A. Planned residential development (PRD) may be permitted in the following residential districts:
 - 1. LDR, low density residential district;
 - 2. MDR, medium-density ~~multifamily~~-residential district;
 - 3. HDR, high-density ~~multifamily~~-residential district.
- B. A senior housing PRD may be permitted in the following districts:
 - 1. LDR, low density residential district;
 - 2. MDR and ESUV/MDR, medium-density residential districts;
 - 3. HDR and ESUV/HDR, high-density residential districts
 - 4. NC, Neighborhood Commercial district;
 - 5. GC, General Commercial district;
 - 6. ESUV/NC, East Sumner Urban Village Neighborhood Commercial;
 - 7. ESUV/GC East Sumner Urban Village General Commercial.

18.24.030 Permitted uses in a PRD.

The following uses are allowed in planned residential developments:

- A. Within the LDR districts, allowable residential uses shall include only the following:
 - 1. Ssingle-family residences or detached condominiums; or

2. Senior housing, including senior apartments or combination of senior housing types, provided at least 20 percent of the dwelling units are maintained as affordable housing.

B. Within the MDR or HDR ~~base~~ and ESUV/MDR or ESUV/HDR districts, residential development of all types regardless of the type of building in which such residence is located, such as single-family residences, manufactured homes, duplexes, triplexes, fourplexes, townhouses, condominiums or senior apartments or other senior housing types; provided that:

1. Senior housing shall maintain at least 20 percent of the units as affordable housing;
and

2. Hotels, motels and mobile home parks are excluded;

C. Within commercial districts, allowable residential uses in a planned residential development shall only include senior housing, subject to location requirements specified in each district; provided that at least 20 percent of the dwelling units are maintained as affordable housing.

DB. Accessory uses specifically designed to meet the needs of the residents of the PRD such as garages and recreation facilities of a noncommercial nature;

EE. In planned residential developments of 10 acres or more, commercial uses may be permitted. Commercial uses shall be limited to those which are of a neighborhood convenience nature such as beauty shops or barber shops, drug stores, grocery stores and self-service laundries.

18.24.040 Prohibited uses.

Any use not listed under the permitted principal or accessory uses is prohibited in a planned residential development unless authorized in chapters 18.36 or 18.46.

18.24.050 Relationship of design to adjacent areas.

A. The design and layout of a planned residential development shall take into account the relationship of the site to the surrounding areas. The perimeter of the PRD shall be so designed as to minimize any undesirable impact of the PRD on adjacent properties.

B. Setbacks and reduced setbacks from the property line of the PRD shall be comparable to, or compatible with, those of the existing development of adjacent properties or, if adjacent properties are undeveloped, the type of development which may be permitted.

C. Building heights. Building heights shall be compatible with existing adjacent development or with heights allowed in the adjacent zoning district; or designed and located to minimize impacts to surrounding properties.

18.24.060 Property development standards in a PRD.

A. Acreage Minimum. The minimum site for a planned residential development shall be as

follows:

1. For Low Density Residential zones, one acre.
2. For Medium Density Residential zones, one-half acre.
3. For a senior housing PRD on a property owned or controlled by a church, public housing authority, or government agency that includes other uses, the site devoted to senior housing uses shall be a minimum of one-half acre.

B. Minimum Lot and Yard Requirements. The minimum lot size, lot coverage and yard requirements ~~provisions~~ of other sections of Title 18 ~~this code~~ are may be adjusted or waived within the planned residential development, where such adjustment minimizes impacts to surrounding properties, results in enhanced site design or amenities for future residents, and conforms with SMC 18.24.050. ~~The number of dwelling units per net acre permitted in the underlying zone shall serve as the criteria to determine basic PRD density.~~

C. Off-Street Parking. Off-street parking shall be provided in a PRD in the same ratio for type of buildings and uses as required by SMC 18.42.040, except that parking may be reduced based on findings that the circumstances specific to the proposed housing types, resident needs and other patterns, or the availability of alternate transportation modes, support reduced parking.

D. Density Standards. The maximum density permitted in the underlying zone shall serve as the base density. The planning commission may recommend and the city council may authorize a dwelling unit density not more than 20 percent greater than permitted by the underlying zone. The base density may be adjusted based on conformance with the following: following findings that the amenities or design features listed below are substantially provided:

1. Density standards for general residential development. The total density for a planned residential development that does not include senior housing or affordable housing shall be the same as the density of the base zone, except that the allowed density may be clustered on the site.
2. Density standards for senior housing. The base density for senior housing may be increased according to the zone in which it is located, as follows:
 - a. Low Density Residential (LDR) zone: Up to 50 dwelling units per acre to a total maximum of 200 units.
 - b. Medium Density Residential and High Density Residential (MDR, HDR, ESUV/MDR, ESUV/HDR) zones: Up to 50 dwelling units per acre.
 - c. Neighborhood Commercial (NC, ESUV/NC) zones: Up to 50 dwelling units per acre.
 - d. General Commercial (GC, ESUV/GC) zones: Up to 50 dwelling unit per acre.

E. Building height for senior housing. The maximum building height permitted in the underlying zone shall serve as the base height. Base height for senior housing may be increased according to the zone in which the development is located, as follows:

1. Low Density Residential (LDR) zone: Up to 35-foot building height, provided that

buildings greater than a 30-foot height have increased setbacks adjacent to single family residential uses, based on the following guidelines: a) Buildings adjacent to a rear yard should have a setback that increases by 4 feet for every 1 foot over the base height; and b) Buildings adjacent to a side yard should have a setback that increases by 2 feet for every 1 foot increase over the base height.

2. Medium Density Residential and High Density Residential (MDR, HDR, ESUV/MDR, ESUV/HDR) zones: Up to 50-foot building height, provided that buildings greater than a 35-foot height have increased setbacks based on the following guidelines: Buildings adjacent to single family uses should have a setback that increases by 2 feet for every 1 foot over the base height.

3. Neighborhood Commercial (NC, ESUV/NC) zones: Up to 50-foot building height.

4. General Commercial (GC, ESUV/GC) zones: Up to 50-foot building height.

FE. Open Space. The minimum open space established in SMC 18.41.200 may be reduced as follows:

1. ~~Each~~ A single family residential planned residential development shall provide not less than ~~20-30~~ percent of the ~~gross site~~ ~~lot~~ area for common open space.

2. Attached single family dwellings and multifamily developments may have reduced private open space, provided the area in common open space is not less than 30 percent of the lot area.

3. Senior apartments may have reduced private open space to zero, provided the area in common open space is not less than 20 percent of the lot area devoted to senior housing uses.

4. ~~which~~ Required open space shall be:

1a. Concentrated in large usable areas and designed to provide either passive or active recreation;

2b. If under one ownership, owned and maintained by the ownership; or

3c. Held in common ownership by all the owners of the development by means of a homeowners' or similar association. Such association shall be responsible for maintenance of the common open space; ~~or~~

4d. Dedicated for public use, if acceptable to the city and/or other appropriate public agency.

GF. Adjustments to minimum lot and yard requirements in subsection (B), and increases in density and building height as specified in subsections (E) and (F) are only allowed if the Hearing Examiner finds that:

1. A variety of housing types are offered, ~~or the project provides a housing type needed in the community, such as attached single family, multifamily senior housing, or affordable housing;~~

2. Advantage is taken of unusual or significant site features such as views, waterways or other natural characteristics;

3. The project provides attractive features and amenities such as open space, recreational amenities or pedestrian-oriented walks and spaces;

- ~~43.~~ The project provides adequate Separation of auto and pedestrian movement;
- ~~5.~~ The surrounding street network contains sufficient capacity to accommodate anticipated pedestrian and vehicle traffic;
- ~~6.~~ Measures have been taken to minimize any potential impacts to the surrounding area;
- ~~74.~~ Development aspects of the The PRD complement the land-use furthers the policies of the comprehensive plan; and
- ~~85.~~ Some extraordinary public benefit is derived in exchange for the increased density and building height in the planned residential development such as providing affordable housing, providing a significant public open space/park, or similar public benefit .

H. **Design review.** The PRD shall comply with the Sumner Design and Development Guidelines and is subject to Design Review pursuant to 18.40.030(D), but shall not be entitled to an increase in density or building height outside of the PRD review process.

18.24.070 Approval – Procedure.

The following procedure is required for approval of the planned residential development.

A. Application Documents.

[...]

B. Filing of Application.

[...]

C. Hearing Examiner Review and Public Hearing. Applications for planned residential development permits shall be reviewed in accordance with chapter 18.56 SMC as a Type V decision. The Following public notice issued in accordance with chapter 18.56 SMC, the hearing examiner shall hold at least one conduct a public hearing on the proposed PRD and provide findings in accordance with 18.56.175 SMC.

D. Hearing Examiner Recommendation~~Decision~~. Following the public hearing, the hearing examiner shall make a decision report of his/her findings and recommendations with respect to the proposed PRD, ~~and shall forward the report to the city council. Such report shall include, but need not be limited to, the following items. The hearing examiner decision shall be guided by the following criteria in granting a planned residential development permit:~~

1. The PRD is consistent with the purpose of this chapter.
2. Suitability of the site ~~area~~ for the proposed development, including consideration of surrounding uses and street network;
2. Requirements of the subdivision code (if applicable) for the proposed development;
3. ~~Reasons for d~~Density bonuses and building height increases are necessary to support the project and a reasonable balance between overall benefits and impacts is achieved;
4. Requested adjustments to standards of the base zone meet the adjustment criteria in 18.24.050, and density and height increases meet the criteria at 18.24.060(G). Time limitations for the entire development and specified stages;
5. ~~Development in accordance~~ Consistency with applicable policies in the Sumner

- comprehensive plan; and
6. Public purposes have been will be served by the proposed development.

~~E. City Council Public Hearing. After receipt of the hearing examiner's report of his/her findings and recommendations, the city council shall hold a public hearing on the proposed PRD as recommended by the hearing examiner. The city council shall give approval, approval with modifications or disapproval to the proposed PRD.~~

E. Implementation requirements.

1. Recorded covenant for senior housing. In exchange for the approved density or height increase, the owner shall execute and record in Pierce County's real property title records a city-drafted lien, covenant, or other contractual provision against the property running with the land, binding all the assigns, heirs and successors of the applicant that provides that the units subject to the density or height increase shall remain as senior housing as defined under this Title, for the life of the project, unless otherwise approved through a property rezone to a zone with a corresponding density. An approved site may be redeveloped with other types and mixes of senior housing through a PRD approval.
2. Owners of affordable housing or senior housing subject to an approved PRD shall be required to verify annually that the occupancy requirements established in the PRD are in compliance with this chapter, and provide an annual report to the city, pursuant to the annual compliance procedures established in SMC 3.52.110.

Section 12. That Sumner Municipal Code Chapter 18.29, Town Center Code, is hereby amended to read as follows:

18.29.030 Principal uses.

Permitted uses in the Town Center districts are as follows:

- A. Accessory parks and recreation facilities for use by on-site employees or residents.
 - B. Adult entertainment businesses subject to chapter 18.38 SMC.
 - C. Artist's studio and workshop having a retail component.
 - D. Automotive and motorized vehicle sales.
 - E. Wireless communication facilities¹.
 - F. Churches.
 - G. Existing residential dwellings lawfully constructed as of the effective date of the ordinance codifying this title.
 - H. Family child care home or family child day care home in accordance with the provisions of SMC 18.16.025; and child day care centers.
 - I. Health and fitness club.
 - J. Hospitals.
 - K. Hotels, bed and breakfasts and tourist homes.
 - L. Multifamily dwellings~~;~~; rooming houses and boarding houses; senior apartments, retirement homes, assisted living facilities; and continuing care communities~~;~~; assisted living facilities, board and care homes, hospices, or nursing homes.
- [...]

18.29.060 Performance standards.

A. Required Landscaping.

[...]

B. Expansion of Specified Existing Uses.

[...]

C. As applicable, the provisions of the city of Sumner design and development guidelines per chapter 18.40 SMC shall be met for new development, except that open space requirements for senior housing shall be provided in accordance with SMC 18.41.200.

D. As applicable, the provisions of the Town Center Code shall be met for new development.

[...]

Section 13. That Sumner Municipal Code Chapter 18.30, East Sumner Urban Village Overlay District, section 18.30.30 Principal and Conditional Uses, is hereby amended to read as follows:

18.30.030 Principal and conditional uses.

A. Residential districts. Permitted principal, accessory, and conditional uses in the ESUV shall be the same as those specified in the underlying zoning districts for the LDR, MDR, and HDR ~~and LDR~~ districts, except that:

1. Apartment and multifamily residential uses are may be allowed as a permitted principal use in the ESUV/MDR and ESUV/HDR districts;

2. Senior housing may be allowed only through a planned residential development, pursuant to SMC 18.24; and

3. Professional offices and services shall not be allowed in the ESUV/MDR or ESUV/HDR district as a conditional use.

B. Commercial districts. Those uses listed below shall govern the uses permitted and conditionally permitted where the base designations GC and NC are combined with the ESUV overlay district. Where a “P” is indicated, the respective use in the same row is permitted in the zone classification in the same column. Where a “CUP” is indicated, the respective use in the same row is conditionally permitted in the zone classification in the same column. A conditional use permit shall be required and in full force and effect in order to establish the conditional uses. Where a “PRD” is indicated, the respective use in the same row is permitted through a planned residential development. A planned residential development shall be required and in full force and effect in order to establish the use.

		<u>NC/ESUV</u> <u>ESUV/NC</u>	<u>GC/ESUV</u> <u>ESUV/GC</u>
1.	Accessory parks and recreation facilities for use by on-site employees or residents	P	P
[...]	[...]	[...]	[...]
19.	Hospitals	--	CUP
20.	Hotels, excluding motels	--	P

21.	Mass transit systems including, but not limited to, bus stations, train stations, transit shelter stations, and park and ride lots	CUP	CUP
22.	Minor utility facility	P	P
23.	Multifamily dwellings, <u>including</u> apartments, in accordance with the city of Sumner design and development guidelines, and subject to density maximums in SMC 18.30.080(B) and locations as applicable in SMC 18.30.040	P	P
24.	Public parks and public recreation facilities	P	P
25.	Personal services including barber and beauty shops, photographic studios, and tailor/dressmaking shops	P	P
26.	Private clubs, lodges, fraternal organizations, union halls and social halls	CUP	P
27.	Public facilities	CUP	CUP
28.	Private off-street parking lots	CUP	P
29.	Public off-street parking lots	P	P
30.	Regional community center	P	P
31.	Restaurants	P	P
32.	Retail business	P	P
33.	Schools, colleges, and universities	CUP	P
34a.	Senior housing including retirement homes <u>and senior apartments</u> , assisted living facilities, continuing care communities, board and care homes, hospices, or nursing homes, in accordance with the city of Sumner design and development guidelines, and subject to density maximums <u>and locations specified</u> in SMC 18.30.080(B) <u>and SMC 18.30.090.</u>	P	P
<u>34b.</u>	<u>Senior housing that exceeds the density maximums and other standards of SMC 18.30.080(B)</u>	<u>PRD</u>	<u>PRD</u>
[...]	[...]	[...]	[...]

Section 14. That Sumner Municipal Code Chapter 18.30, East Sumner Urban Village Overlay District, section 18.30.040 Residential and Mixed Uses, is hereby amended to read as follows:

18.30.040 Residential and mixed uses. Reserved.

~~The development standards for the LDR/ESUV zones are the same as the base zone districts. Multifamily residential uses are allowed in the MDR, HDR, NC and GC districts within the ESUV, subject to performance standards in SMC 18.30.090.~~

Section 15. That Sumner Municipal Code Chapter 18.30, East Sumner Urban Village Overlay District, section 18.30.080 Property Development Standards, is hereby amended to read as follows:

18.30.080 Property development standards.

A. Unless otherwise stated in this section, new development must comply with the development and performance standards in the base zoning district. The development standards for the ESUV/LDR zones are the same as the base zone districts. Multifamily residential uses are subject to the ESUV development standards at SMC 18.30.080 and the ESUV/NC and ESUV/GC performance standards in SMC 18.30.090.

B. The dimensional standards for properties in the ESUV overlay district are in the table below:

[...]

Section 16. That Sumner Municipal Code Chapter 18.30, East Sumner Urban Village Overlay District, section 18.30.090 Performance Standards, is hereby amended to read as follows:

18.30.090 Performance standards.

[...]

E. Multifamily Residential and Mixed Uses.

1. ~~NC/ESUV-ESUV/NC~~ District. In the ~~NC/ESUV-ESUV/NC~~ districts multifamily residential uses are allowed as part of a mixed-use structure or detached single-use structure located to the side or rear of the mixed-use structure or commercial building(s); provided, that:
 - a. ~~‡~~The ground floor fronting Main Street East, 60th Street East or the portion of 160th Avenue East south of Main Street East ~~be is~~ occupied by a commercial use or is transitional residential to commercial space. “Transitional residential to commercial space” means a space designed with architectural and structural features that facilitate future conversion to commercial space, such as: building setbacks suitable for commercial, first floor ceiling height suitable for retail, modules of doors and windows in a pattern similar to a retail storefront, structural features and materials that allow wall sections to be demolished to accommodate windows and doors.
 - b. Senior housing is allowed in the ESUV/NC district as part of a mixed-use development with commercial uses. Adjustments to development standards, density and building height may be allowed for senior housing through a planned residential development, pursuant to SMC 18.24.
2. ~~GC/ESUV-ESUV/GC~~ District. In the ~~GC/ESUV-ESUV/GC~~ districts multifamily residential developments are permitted as part of a mixed-use development with commercial uses, except as follows:
 - a. Senior apartments or senior retirement homes may be located on the ground floor in the ESUV/GC district with no commercial component. Adjustments to development standards, density and building height may be allowed for senior housing through a planned residential development, pursuant to SMC 18.24.
 - b. In the area south of 64th Street East where no multifamily residential uses or senior housing are allowed.
3. A mixed-use development shall have mixed-use structures and may have a combination of mixed-use and single-use residential structures; provided, that the mixed-use structures shall be completed prior to occupancy of the single-use residential structures.
 - a. Mixed-use structures shall have direct pedestrian access to the primary street and shall have ground floor commercial uses along the entire length of the building facing the primary street.

- b. Single-use residential structures shall be located to the side or rear of mixed-use structures and not adjacent to the primary street.

4.3 Multifamily development in the ESUV shall comply with the off-street parking ratios required in chapter 18.42 SMC, except that the number of visitor stalls may be reduced at a 1:1 ratio for each charging station provided for electric vehicles, electric bikes and scooters.

5. Open space requirements for developments requiring design review shall be in compliance with the City of Sumner design and development guidelines, except that open space requirements for senior housing shall be provided in accordance with SMC 18.41.200.

Section 17. That Sumner Municipal Code Chapter 18.40 Design and Development Guidelines, section 18.40.020(D) is hereby amended to read as follows:

18.40.020 Types of review.

[...]

D. The following types of projects shall require design review according to the procedures for Type VI.b decisions, chapter 18.56 SMC, Procedures for Land Use Permits:

1. Planned residential developments, ~~excluding those with a single family subdivision containing no that include~~ uses subject to the city of Sumner design and development guidelines. A Planned Residential Development shall comply with the design and development guidelines, except as follows:
 - a. A planned residential development shall not be entitled to an increase in density or building height outside of the hearing examiner review process; and
 - b. A senior housing planned residential development shall not be subject to the minimum open space requirements in the design and development guidelines.

Section 18. That Sumner Municipal Code Chapter 18.41 Required Landscaping, is hereby amended to add a new section 18.41.200, as follows:

Chapter 18.41 REQUIRED LANDSCAPING AND OPEN SPACE

18.41.010 Purpose.

18.41.020 Applicability.

18.41.030 Site landscaping required review.

18.41.040 Minimum site requirements.

18.41.050 Prohibited uses.

18.41.060 Submittal requirements.

18.41.070 Minimum landscape material specifications.

18.41.080 Low impact development option.

18.41.090 Maintenance of plant materials.

18.41.100 Stormwater ponds.

18.41.200 Minimum open space required.

[...]

18.41.200 Minimum open space required.

- A. For developments requiring design review per SMC 18.40.020, including preliminary plats, attached single family dwellings and multifamily developments, open space shall be provided in accordance with the Sumner Design and Development Guidelines, except that open space may be reduced through a Planned Residential Development permit pursuant to SMC 18.24.
- B. For senior apartments, open space shall be provided at a minimum of: 1) Private open space at 32 square feet per unit for 30 percent of the units; and 2) common open space at 25 percent of the area of the site devoted to senior housing uses; except that open space may be reduced through a Planned Residential Development permit pursuant to SMC 18.24

Section 19. That Sumner Municipal Code Chapter 18.42 Off Street Parking and Loading, section 18.42.040(B), is hereby amended to read as follows:

18.42.040 Required number of parking spaces.

The minimum number of off-street parking spaces shall be as follows for the listed uses:

- A. Single-family dwellings: two for each unit;
- B. Multifamily dwellings:
 - 1. One space per studio; 1.5 for each one- or two-bedroom unit; two spaces for three or more bedroom units; ~~senior or retirement apartments one for each unit~~; visitor parking for any type of multifamily use at one space for every five units;
 - 2. Multi-family senior housing: one for each unit; visitor parking at one space for every ten units; where on-site services are staffed, one for each employee per shift; except that minimum parking required per this subsection may be reduced through a conditional use permit or a planned residential development approval where circumstances related to the uses or site warrant a parking reduction.

Section 20. Severability. Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or invalid for any reason, or should any portion of this Ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

Section 21. Corrections by City Clerk or Code Reviser. Upon approval of the city attorney, the city clerk and the code reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; ordinance, section, or subsection numbering; or references to other local, state, or federal laws, codes, rules, or regulations.

Section 22. Effective Date. This ordinance shall become effective five (5) days after its passage, approval and publication as provided by law.

Passed by the City Council and approved by the Mayor of the City of Sumner, Washington, at a regular meeting thereof this _____ day of 2022.

Mayor Kathy Hayden

Attest:

Approved as to form:

City Clerk Michelle Converse

City Attorney Andrea Marquez

First Reading:

Date Adopted:

Date of Publication:

Effective Date:



STAFF REPORT

DATE: February 3, 2022
TO: Mayor Hayden and City Council
FROM: Ann Siegenthaler, Senior Planner
RE: **Zoning Code Text Amendment – AFFORDABLE SENIOR HOUSING CODE REVISIONS**

I. BACKGROUND / WHY THE AMENDMENTS ARE BEING PROPOSED

The adopted Sumner Housing Action Plan (HAP) identified senior housing as an important need in the community and included several findings:

- Sumner's 65+ age group was 15% of the total population in 2014-18, and that percent is increasing.
- Homeownership rates will decrease (especially for households 75+ years).
- There are currently 251 senior housing units in Sumner in a variety of housing types.
- Only 63 (25% of total) of the senior housing units are affordable for low income and rent restricted.
- 76% of householders that are 65 and over and renting are cost burdened.

These facts demonstrate the current demand and need for affordable senior housing in Sumner. The combination of an overall aging population, lack of inventory, and a decreasing homeownership rates among seniors points to a need for more senior apartment options within the City of Sumner.

The purpose of this code update is to: 1) Expand where senior housing can be built; 2) Encourage more affordable senior housing; and 3) provide flexibility in Zoning Code standards (e.g. density, building height, parking) while minimizing impacts. The Planning Commission reviewed the proposed code at a study session in November 2021 and held a public hearing on December 2, 2021.

II. DESCRIPTION OF PROPOSAL

The zoning code amendments will authorize senior housing and, in particular, senior apartments, in all zoning districts, reduce requirements for parking and open space for senior apartments, and allow density and height increases for senior housing through a Planned Residential Development process. The proposed code is summarized below.

A. Definitions

Existing Zoning Code definitions related to senior housing would be clarified, such as:

- **Senior housing.** Staff proposes making this term the “umbrella” term for all the various housing types that may serve seniors at different life stages with different housing needs. This would cover any housing serving ages 55 and older.
- **Assisted living facilities.** Provide rooms with communal facilities and personal care. May serve any age. Staff proposes clarifications.
- **Continuing care or life care communities.** Communities with a range of housing and apartments for various life stages. Staff proposes clarifying that these facilities are a type of senior housing.
- **Nursing home.** Provides medical care as primary function; serves any age. No change proposed.
- **Retirement home.** An apartment complex with some shared facilities and services. Although these

cater to seniors, the code has no age specified. Staff proposes adding “senior” to the definition.

- **Senior apartments.** Staff proposes to add a new definition that captures a type of senior housing commonly seen in neighborhoods: individual apartments for independent living, similar to all other apartment complexes, except that there is an age restriction of 55 years and older.

B. Parking spaces

Required parking spaces can be a significant factor in project feasibility, and providers indicate that typically only 1 stall is needed per senior housing unit. Parking would be reduced to 1 parking space per unit and 1 visitor space per 10 units (instead of per 5). Further adjustments to parking could be justified through a Planned Residential Development (PRD) process (see PRD section).

C. Open space

Required open space, which is often 25%-50% of a site, would be reduced for senior apartments as follows:

- Only one-third of the units would need to have a balcony or patio, but this could be reduced in a PRD.
- Only 25% of the site would be required for common open space, but this could be reduced in a PRD.

D. Design review

Design Review approval will be required for senior housing along with a PRD approval. The PRD controls site layout and building height, while Design Review will focus on building architecture and quality (e.g. modulation, architectural features). PRD approval will supersede the design guidelines, so that impacts of height and density can be evaluated through the PRD’s public process.

E. Planned Residential Development (PRD)

A Planned Residential Development (PRD) approval would be required for most new senior housing. The PRD process allows for greater flexibility and exceptions provided certain criteria are met, and requires a public hearing. Through a PRD, density and building height could be increased in exchange for providing affordable units. Any potential impacts to the neighborhood would be managed through the PRD process. The hearing examiner makes the final decision.

F. Affordable Senior Housing--20% of the units must be affordable

This proposal would require most senior housing developments in Sumner to provide 20% of the units as affordable.¹ A trend in senior housing is for multi-story apartments that allow 55+ independent living, which for many people provide a more-affordable housing option than home ownership. For cost-burdened seniors, another housing option is affordable senior apartments. The requirement that 20% of new units be “affordable” is common in other cities, and is used in Sumner’s Multifamily Property Tax Exemption chapter (SMC 3.52). State law requires that mandatory affordability requirements be accompanied by an increase in development capacity (i.e. increased density).

G. Density and building height

Staff met with senior housing developers and they suggested that senior apartments need at least a density of 35-40 dwelling units per acre (du/ac) and 3-4 stories to be profitable in today’s market. Other cities give density bonuses for affordable housing using a variety of approaches, such as percentage increases or additional floors. These bonuses can result in densities ranging from 44 du/ac (Puyallup), to 50 du/ac (Redmond), to 55-100 du/ac (Tacoma). The proposal for Sumner is a density of 50 du/ac for all zones, which is comparable to Sumner’s High-Density Residential and Commercial zones. Increased building height for affordable units would also be allowed.

The proposed density of 50 du/ac is an appropriate “mid-range” target for Sumner to support affordable senior apartments, for several reasons:

¹ The definitions and thresholds for affordable housing are established by the US Department of Housing and Urban Development. Based on that, “affordable housing” is defined in Sumner Municipal Code (SMC 3.52) generally as:

- Rental housing where housing costs do not exceed 30 percent of the household’s monthly income; or
- Owner-occupied housing that is within the means of low- or moderate-income households.
- A low-income household has an adjusted income at or below 80% of the median family income in the county. A moderate-income household has an adjusted income between 80% and 115% of the median family income.

- Offsets the burden/costs of affordable units in a project;
- Allows greater flexibility to respond to various market factors, site conditions, and housing providers;
- Affordable units are often smaller than market rate units, which requires a higher density;
- Reflects input on density from developers; and
- Is consistent with other affordable senior apartments in the area.

Building height and building setbacks would remain as the most important controls to minimize impacts to surrounding properties. In addition, the development would need to provide amenities, address impacts to surrounding uses, and show a public benefit.

H. Minimum area for development site

Minimum acreage for a PRD would be one acre in Low Density Residential. A large site allows for a greater buffer near residential uses.

I. Clarify approval authority

The PRD approval process would be streamlined. The Hearing Examiner would hold the public hearing and make the decision (versus City Council and Planning Commission). A simplified process is more predictable, and an incentive to use the PRD.

J. Recorded covenant required

A recorded covenant would be required ensuring that the units remain as affordable senior units for the life of the project. There would be an annual reporting requirement on the unit status.

K. Summary of changes by zone: Low Density Residential

- 1. Allow senior apartments through PRD process.**
 - Some Low Density Residential sites are the largest in town and near desirable services.
- 2. 20% of units must be "affordable" units.**

In exchange for affordable units, increased density and building height are allowed.
- 3. Proposed density:**
 - Allow up to 50 du/ac. Current density ranges from 9-13 du/ac.
 - A new senior apartment typically needs a "critical mass" of 150-200 units; a 200-unit cap is proposed.
- 4. Proposed height:**

Allow up to 35-foot building height (approx. 3 stories). Current height is 30 feet (1-2 stories).
- 5. Increased setbacks for taller buildings.**

Taller buildings must be located further away from adjacent single family uses.

 - Backyard setback: Setback from adjacent backyards would increase by 4 feet for every 1 foot over the 30-foot base height. For example, a 2-story house has a backyard setback of 30 feet. A 35-foot (3-story) building would have a setback of 50 feet ((4 x 5) +30).
 - Side yard setbacks: Would increase by 2 feet for every 1 foot increase in building height. For example, setbacks for a 35-foot (3-story) building would be 15-20 feet from side lot lines.

L. Summary of changes by zone: Medium- and High-Density Residential

- 1. Allow senior apartments through PRD process.**

Currently, no apartments are allowed in multifamily zones (MDR, HDR) outside of East Sumner.
- 2. 20% of units must be "affordable" units.**
- 3. Proposed density:**

Allow up to 50 du/ac. Current density ranges from 15-26 du/ac in MDR and 25-40 du/ac in HDR, and "unlimited" for apartments in Design Review.
- 4. Proposed height:**

Allow up to 50-foot building height (4-5 stories). Current height is 35 feet, 45 feet in East

Sumner; 50 feet allowed for apartments through Design Review.

5. Increased setbacks for taller buildings.

Taller buildings must have an increased setback from single family uses. Backyard setbacks are currently 20-25 feet in MDR/HDR.

- Proposed setbacks: Setbacks would increase by 1 foot for every 1 foot over the base height. For example, a 40-foot building in MDR zone would have a 25-foot setback $((1 \times 5) + 20)$; a 50-foot building in MDR would have a 35-foot setback $((1 \times 15) + 20)$ from adjacent backyards.

M. Summary of changes by zone: Commercial zones

1. Eliminate requirement for ground floor commercial.

Apartments are allowed in Neighborhood Commercial (NC) and General Commercial (GC) zones only with commercial uses. Requiring a commercial component can be a significant impediment to providing senior housing. The new code would not require a commercial component for senior housing, except for NC in East Sumner (to keep pedestrian-oriented services along streets).

2. Affordable units would not be required.

- Provides flexibility to respond to senior housing market without the affordability constraint.
- Developers may increase density and height through a PRD, if 20% of units are affordable.

3. Proposed density:

Allow up to 50 du/ac. Current density ranges from 25-26 du/ac in NC, to 25-40 du/ac in GC.

4. Proposed height: Allow up to 50-foot building height. Current height limit is 35-45 feet in NC, and 35-45 feet in GC; 50 feet allowed for apartments through Design Review.

III. ANALYSIS

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

Land Use Element

The proposed code update will allow another development option for infill development. It also includes development standards to minimize impacts of increased density and to apply design review to senior housing, consistent with the following policies:

- 1.1 "Ensure that appropriate transitions so that more intensive uses do not adversely impact adjacent uses.
 - 1.1.1 Maintain the design guidelines and ordinances to achieve compatible and attractive new residential, commercial, and industrial uses.
 - 1.1.2 Maintain zoning and subdivision regulations to ensure adequate setbacks, landscaping, and buffering are required where land use conflicts and impacts may occur."
- 1.2 "Encourage infill development on vacant properties with existing public services and public utilities, and new development in areas with existing or planned public facilities."

Land Use Element - Land Use Designations

The Comprehensive Plan anticipates the need for flexibility in development regulations, including increased density, to accommodate a variety of housing types, such as the proposed senior housing regulations. The Planned Residential Development (PRD) overlay is established to provide this flexibility, with the provision that: "The PRD offers greater flexibility to develop a mix of housing types with varying lot sizes and dimensions, increased density as appropriate, adequate open space, and building setbacks and heights that are compatible with adjacent residential uses. The result is a development that allows for a high level of variety in housing and flexibility in site design while remaining compatible with the character of the surrounding neighborhood."

Community Character Element

The proposed code update will expand the variety of housing allowed in zoning districts, while applying development standards to minimize impacts to community character, consistent with these policies:

- 1.7 "Preserve the single-family residential scale and historic character of existing residential streetscapes through various means such as floor area ratio and setback requirements."

- 2.6 "In recognition of the need for a variety of housing, allow through the Comprehensive Plan and Zoning Code a mix of residential uses as appropriate to the neighborhood character."

Housing Element

The proposed code update will increase the variety of housing available at all life stages, will provide incentives to support affordable housing, will support efforts of non-profit agencies to provide housing, and will help meet Sumner's housing targets, consistent with the following policies:

- 1.4 This policy calls for "...protection of viable neighborhoods and the need to provide for a range of housing to all life stages and economic segments..."
- 1.5 "Accommodate local non-profit housing agencies' efforts to purchase and rehabilitate housing to meet affordable housing needs and special needs of the community."

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

- 2.1.1 "Develop a housing strategy to implement fair share objectives..." which includes meeting Sumner's allocations for affordable housing."
- 2.2 "Plan for an adequate supply of land in appropriate land use designations and zoning categories to accommodate projected household growth."
- 2.3 "Encourage a variety of housing available to all economic segments of the community."
- 2.3.1 "Review the Zoning Code, Subdivision Code, Building Codes, and other development-control ordinances to identify and remove excessive, duplicative, or unnecessary regulations..."
- 2.3.4 "Promote the development of senior housing units in proximity to needed services."

Conclusion:

Sumner's Comprehensive Plan provides a general policy basis for promoting housing for seniors that is affordable and varied, and for accomplishing that through flexible development standards and increased housing densities. Proposed code amendments will further adopted policies by expanding opportunities for senior housing. Updates to the planned residential development process and removal of unnecessary standards will streamline the process for senior housing. Consistent with the PRD policy in the Comprehensive Plan, providing higher densities for senior/affordable housing helps accomplish other public needs in the community. The ordinance also contains development standards to minimize impacts, and a planned residential development permitting process that will ensure that senior housing developments do not adversely impact the character of adjacent single family residential uses and other lower density uses.

IV. SEPA ENVIRONMENTAL REVIEW

A SEPA environmental checklist and analysis of the proposed amendment has been completed. A Determination of Non-Significance was issued on November 10, 2021.

V. PUBLIC & AGENCY COMMENTS

No agency comments were received. Public comments were received in the Planning Commission public hearing from Mr. Brian Ludwig of Innova Architects (letter 11/24/21 and oral testimony). Comments related to the need for senior housing, and for a much greater density than what staff had proposed at the hearing.

VI. STAFF RECOMMENDATION

Staff recommends that the City Council pass the ordinance as proposed.

VII. PLANNING COMMISSION RECOMMENDATION

Planning Commission has recommended that the Council approve the ordinance as proposed.

VIII. EXHIBITS

- A. Ordinance No. 2812 draft
- B. Letter of public comment 11/24/21 to Planning Commission, from Brian Ludwig, Innova Architects

Memorandum

November 24, 2021

The City of Sumner
Planning Department
Attn: Ann Siegenthaler, Associate Planner
1104 Maple Street, Suite 250
Sumner, WA 98390

Subject: City Zoning Regulations Related to Senior Housing
Permit: SEPA-2021-0050, PLN-2021-0050
Site: City-wide

Dear Ann,

We, on behalf of our client, Calvary Community Church, would like to express our appreciation and at the same time to express our concern of City's proposed zoning code text amendment for the encouragement of Senior Housing throughout the city where it is not currently outright permitted. We are excited about this effort of the City's to provide a vehicle to promote the ability to fulfill the need of senior housing but we would like to say the density criteria is not going to support the type of development that would want to encouraged and which we believe the city would want. The City has defined for the different zoning areas density limits of dwelling units per acre, commonly referred to as du/ac. From the Staff Report dated 11/22/2021 we would like to look specifically at the example of Low Density Residential (LDR) and how this relates to an actual site application. Overall we support the criteria related to height limits, setbacks etc, but we disagree with needing an additional limit per acre on number of units; or if that is needed then we disagree with the limit proposed of 25 units per acre and think it should be not less than 100 units per acre as we will demonstrate below. The other zoning densities may want to have a similar evaluation and we suggest them all be reviewed in a similar manner.

The City proposes LDR (Low Density Residential) = 25 du/ac, max 200 units

EXAMPLE Development

If we review the criteria above and assume it is applied to a 1 acre site in the LDR zoning this is how that may look.

- Propose half of the site is landscape and surface parking.
- The remaining 21,000 +/- of the site is now building footprint.
- If we propose a simple unit allowance and common area of 600 SF to each unit that amounts to 35 units, at a single floor level.
- The maximum height provision would likely afford the building structure to be of 3 stories (30 to 35' height) thus now providing 105 units.
- Preferably this would want to be a 4 story building but we understand the interest of respecting height and view corridors in the LDR zoning but 4 stories would produce 140 units.
- Of note, the proposed project would also be seeking through Planned Residential Development (PRD) a reduction in parking stalls.

In the 3 story option shown above we would be proposing 105 du/ac and an ideal 4 story project would in an ideal market propose 140 du/ac. The proposed zoning code text amendment, while trying to encourage senior housing, would only be permitting a density of 25 du/ac. This will not provide to property owners what will be needed to make support of senior housing sustainable from a development perspective. We propose it be changed to be at least an amount of 100 units per acres in order to support even a modest 3 story facility as indicated in our example above.

What we would like to illustrate is the zoning elements of height and setbacks look to create their own guidance on density whereas the stipulation of du/ac maximums greatly reduce the feasibility of any project.

We are interested to discuss in further detail and are excited to see the city evoke these means of encouraging senior housing. We want to emphasize the significance of the density limits as this will ultimately determine whether senior housing development will come to Sumner and meet the need.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian Ludwig".

Brian Ludwig, LEED AP
Director
INNOVA Architects Inc.

Senior Housing Regulations Update

City Council – February 14, 2022



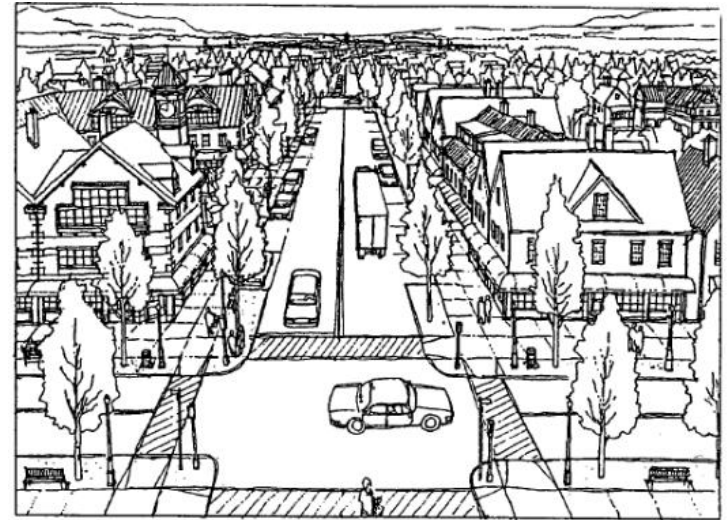
Why is Senior Housing Needed?

- ◆ **Sumner Housing Action Plan: Senior housing is an important need in the community.**
- ◆ **By 2040, the number of seniors in Pierce County will increase to 26% of total population.**
- ◆ **76% of householders that are 65 and over and renting are cost burdened.**
- ◆ **Limited senior apartments, limited affordable units in Sumner.**



Proposal Overview

- ◆ **Purpose: Expand where senior housing can be built.**
 - Focus on independent living.
 - Open all zones to senior apartments.
 - Reduce required parking, open space.
- ◆ **Require Planned Residential Development permit for senior housing.**
 - Addresses potential impacts to surroundings.
- ◆ **Increase building height through PRD.**
 - Up to 35 feet single family zones.
 - Up to 50 feet all other zones.
- ◆ **Require that 20% of units be affordable.**
 - Only senior housing, only residential zones.
- ◆ **Increase density to 50 du/ac through PRD.**
 - Helps ensure feasibility of affordable projects.



Summary of Code Changes

Update definitions for senior housing

- ◆ **Senior housing.** Create “umbrella” term for all senior housing.
- ◆ **Assisted living facilities.** Rooms, communal facilities & personal care.
- ◆ **Continuing care or life care communities.** A continuum of assisted to independent for seniors.
- ◆ **Retirement home.** Apartments, some shared facilities and services.
- ◆ **Senior apartments.** Add definition for independent living apartments.



Summary of Code Changes

Reduce parking

- ◆ Reduce required parking for senior housing.
- ◆ Data indicates smaller households, 1 car per home.
- ◆ Reduced parking greatly reduces project costs.

Reduce open space

- ◆ Reduce required amount for senior housing.
- ◆ Most private open space waived; common open space reduced to 20-25% of site.
- ◆ Significantly reduces costs.

Continue Design Review (buildings)

- ◆ Building design reviewed by Design Commission



Summary of Code Changes

Update PRD standards & incentives

- ◆ **Planned Residential Development (PRD) will be required for senior housing in residential zones.**
- ◆ **20% of units must be affordable in residential zones. Optional in Commercial zones.**
- ◆ **Density/height increases, flexible lot size/yard requirements in exchange for affordable requirement.**
 - **Must address impacts to adjacent uses, provide amenities and public benefit.**
 - **PRD requires public hearing and notice.**



Summary of Code Changes

Update PRD standards & incentives, cont.

- ◆ **Set minimum area for development site.**

- Low Density Residential: 1 acre
- Medium Density zones: ½ acre.

- ◆ **Clarify approval authority.**

- 1 hearing/decision with Hearing Examiner
- Simplified process is more predictable & incentive to use PRD.

- ◆ **Require a recorded covenant.**

- Ensure units remain senior/affordable
- In force for “life of project.”



Summary of Changes by Zone

Low Density Residential Zones

- ◆ **Allow senior apartments only; through Planned Residential Development (PRD).**
- ◆ **Why LDR? Some of the largest sites, located close to services.**
- ◆ **20% of senior housing must be “affordable.”**



Summary of Changes by Zone

Low Density Residential, cont.

- ◆ **Allow 50 dwelling units per acre (du/ac) to max. 200 units.**
 - **Current density: 9-13 du/ac.**

- ◆ **Allow 35-foot building height (3 stories).**
 - **Current height: 30 feet (2 stories).**



Summary of Changes by Zone

Low Density Residential, cont.

- ◆ **Taller buildings must be set back further from single family.**

- ◆ **At backyards:**
Increase setback
4 feet per 1-foot height
increase.

- ◆ **At side yards:**
Increase setback
2 feet per 1- foot height
increase.

Existing example: 2 story house next to 1 story, 15 feet from lot line (min. is 5 feet)





**3 story apartments 55 feet from
single family fences**

**New setback for taller buildings:
35-foot tall building
= 50 feet from back yards
= 15-20 feet from side yards**



Summary of Changes by Zone

Multifamily Residential Zones

- ◆ **Current code doesn't allow apartments outside of East Sumner.**
- ◆ **Proposed: Allow senior apartments in all multifamily zones through PRD.**
- ◆ **20% of senior housing units must be affordable.**



Summary of Changes by Zone

Multifamily Residential, cont.

- ◆ **Allow 50 dwelling units per acre (du/ac).**

Current density:

- 15-26 in Medium Density zone
- 40 in High Density (ESUV)
- No limit through Design Review.

- ◆ **Allow 50-foot building height (4-5 stories).**
 - Current building height: 35-45 feet; 50 feet through Design Review.



Summary of Changes by Zone

Multifamily Residential, cont.

- ◆ **Taller buildings must be set back further from single family.**
- ◆ **Increase setback 1 foot per 1 foot height increase.**
 - **Example: 50-foot tall building = 15 feet taller than zone = 35 feet from back yards.**



Summary of Changes by Zone

Commercial Zones

- ◆ **Current requirement to have commercial uses = barrier to affordable apartments.**
- ◆ **Proposed: Eliminate commercial requirement (except NC in East Sumner).**
- ◆ **Affordable units not required; density/height increases available through PRD.**



Summary of Changes by Zone

Commercial Zones, cont.

- ◆ **Allow 50 dwelling units per acre (du/ac).**

Current density:

- 25-26 in Neighborhood Commercial
- 40 in General Commercial (ESUV).



- ◆ **Allow 50-foot building height (4-5 stories).**

Current building height:

- 35-45 feet



Density and Height Examples

2-STORY EXAMPLES: 15-25 du/ac

Sumner Commons affordable senior apartments, Sumner: 2 story, 17 units per floor = 19 du/ac



Kincaid Court affordable senior apartments, Sumner: 2 story, 20 units per floor = 27 du/ac



Density and height examples, cont.

3-STORY "AFFORDABLE" EXAMPLES: 30-40 du/ac

Silvercrest affordable senior apartments (Salvation Army) -
Puyallup: 3 story, 14 units per floor = 42 du/ac



The Shag Sunset Gardens affordable senior apartments
- Puyallup: 3-story, 30 units per floor = 90 du/ac



WHAT IF Kincaid Court senior apartments added 3rd story? Would be = 41 du/ac



Density and height examples, cont.

3-STORY "MARKET RATE" EXAMPLES: 30-40 du/ac

Nemeth Apartments – East Main, Sumner: 3 story = 28 du/ac



The Main + Lofts – East Main, Sumner: 3 story = 32 du/ac



Silver Creek Apartments, Puyallup: 3 story = 19 du/ac up to 45 net



Density and height examples, cont.

4- to 5-STORY EXAMPLES: 35-45 du/ac, some 45-95 du/ac

Copper Valley Apartments - Puyallup: 4 story = 30 du/ac up to 40-45 net



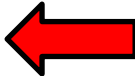
Kincaid/Red Apple – Town Center: 4-story w/underground parking = 96 du/ac



The Riverfront (pending) Fryar Ave: 5 stories over 1 commercial w/underground parking = 116 du/ac



Next Steps

- ◆ **Planning Commission recommendation – January 2022**
- ◆ **City Council study session – February 2022** 
- ◆ **City Council decision – Target is March 2022**

Questions?

Ann Siegenthaler, City of Sumner Community Development
253-299-5520 annsi@sumnerwa.gov

SUBJECT: Multifamily Tax Exemption for Affordable Housing

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. MFTE Presentation
 2. MFTE Staff Report
-

STAFF CONTACT: Ryan Windish, Community Development Director

SUMMARY BACKGROUND:

In 2021, the City Council adopted the Housing Action Plan (HAP) and prioritized 14 future actions to be implemented over a number of years. One of the priorities is to expand the use of the Multifamily Tax Exemption (MFTE) program to more areas of the city as an incentive for construction of affordable housing. The MFTE is a tax incentive for multifamily development and was first adopted in the Town Center in 2019 and applies to both market rate and affordable housing.

The MFTE is a tax incentive for the purpose of expanding affordable housing options within designated areas “residential target areas.” Properties qualifying for the tax exemption would not pay property taxes on the value of new housing construction, conversion or rehabilitation. However, the exemption does not apply to the value of the property itself or non-residential improvements to the property. A local government may choose to offer an 8-, 12-, or 20-year tax exemption. Twelve and 20-year programs must require that a certain percentage of the housing be affordable to low or moderate income households.

COUNCIL COMMITTEE/STUDY SESSION: Study Session MEETING/STUDY SESSION DATE: 2/14/2022 COMMITTEE RECOMMENDATION: N/A
--

STAFF RECOMMENDATIONS/MOTION:

Information Only

Multifamily Tax Exemption Program

Incentives for Affordable Housing

Ryan Windish, Community Development Director

City Council Meeting
February 14, 2022



CITY OF
SUMNER
WASHINGTON

Objectives

- Increase affordable housing options for low and moderate income households and promote a variety of housing types.
- Create incentives for affordable housing construction.
- MFTE expansion was a priority action in the 2021 Housing Action Plan

What is MFTE?

- Exemption from increased assessed valuation of improvements.
- Ability for development to select tax exemption for 8, 12 or 20 years after building final.
- The value of new construction, conversion, and rehab improvements qualifying under this chapter is exempt from ad valorem property taxation.



Nemeth Development on East Main Street

Key Points of State Law

- 8 years – no conditions.
- 12 years requires condition:
- 20% Affordable housing for low and moderate income households
- Annual Reporting by Developer
- At the end of the exemption period assessment is based as if new construction.
- Minimum 4 new units.
- Does not apply to commercial or nonqualifying portions of the building and value of land.
- May only be applied to an approved area designated by the local jurisdiction.

Expanded MFTE 20-year Option

- 20 years requires:
- 25% of the units must be sold to a qualified nonprofit or local government partner that will assure **permanent affordable homeownership**.
- Zone must allow for a minimum of 15 dwelling units per acre
- Option available until December 31, 2026
- Local jurisdiction may collect administration fee
- Certain restrictions for **permanently affordable homeownership** for resale, etc.

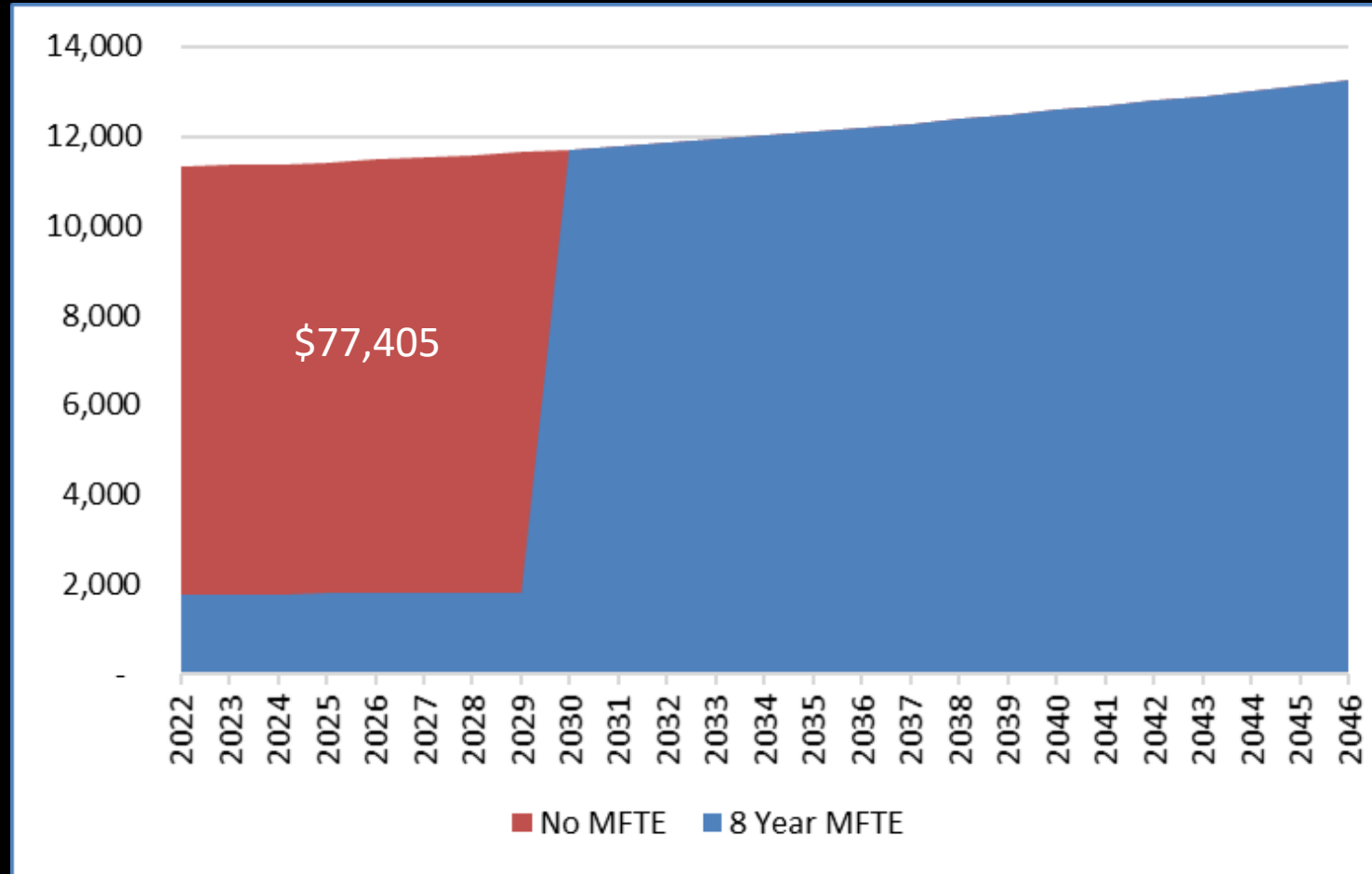


1314 Maple Street

Cities with MFTE

- Puyallup – Limited to Target Areas
- University Place – Town Center Area
- Lakewood – Limited to Target Area
- Tacoma – Limited to Target Areas
- Bellevue – Limited to Target Areas
- Redmond – Limited to Target Areas
- Seattle – Limited to Target Areas
- Bremerton – Limited to Target Area
- Vancouver – Limited to Urban Center
- Spokane – Limited to Target Area
- Lakewood – Limited to Target Areas
- Wenatchee – Limited to Target Area

8-year MFTE Tax Revenue Loss



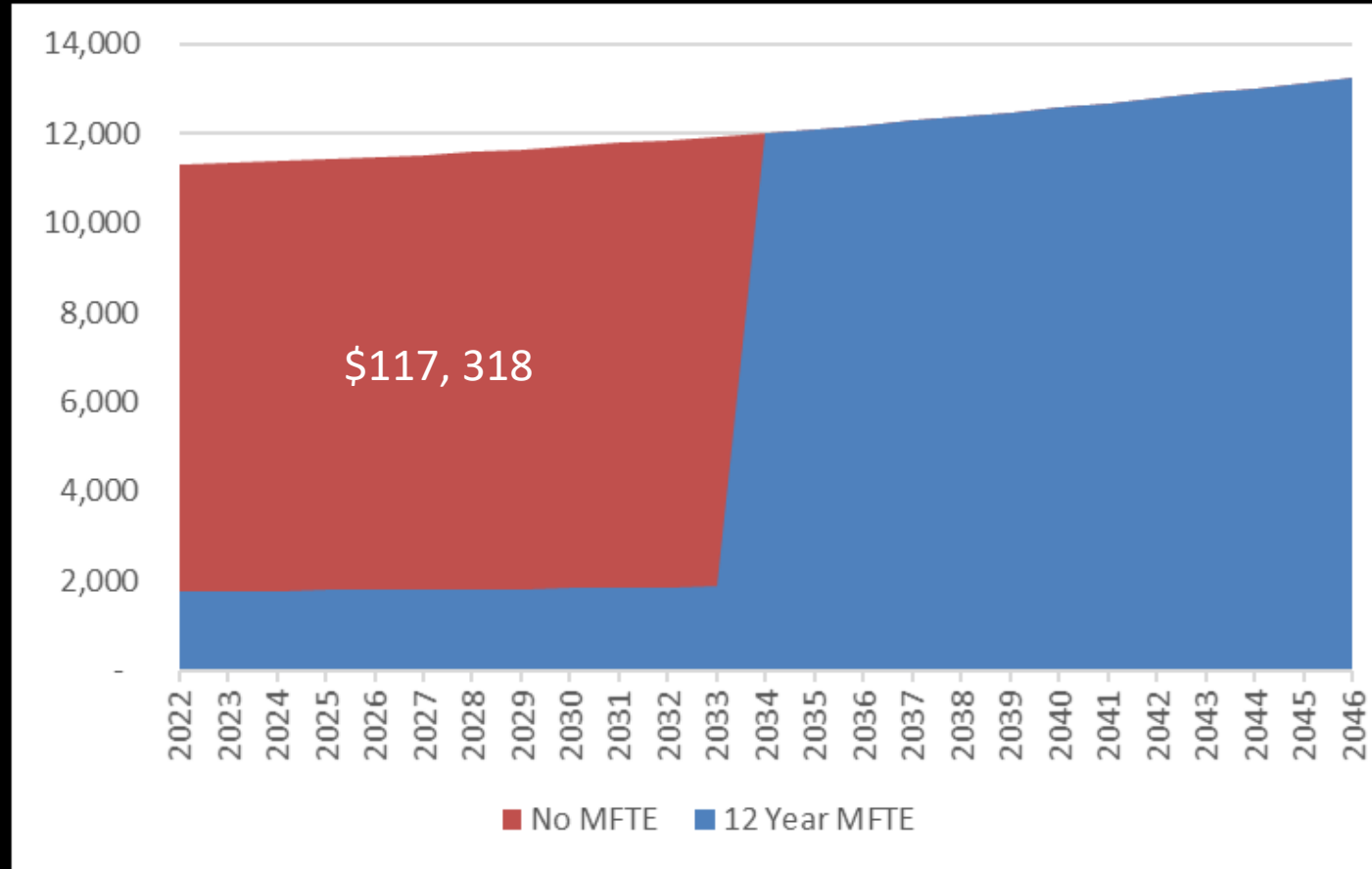
Base Valuation

Land	\$	1,649,000
Improvement	\$	8,905,200
Total	\$	10,554,200

12-year MFTE Tax Revenue Loss

Base Valuation

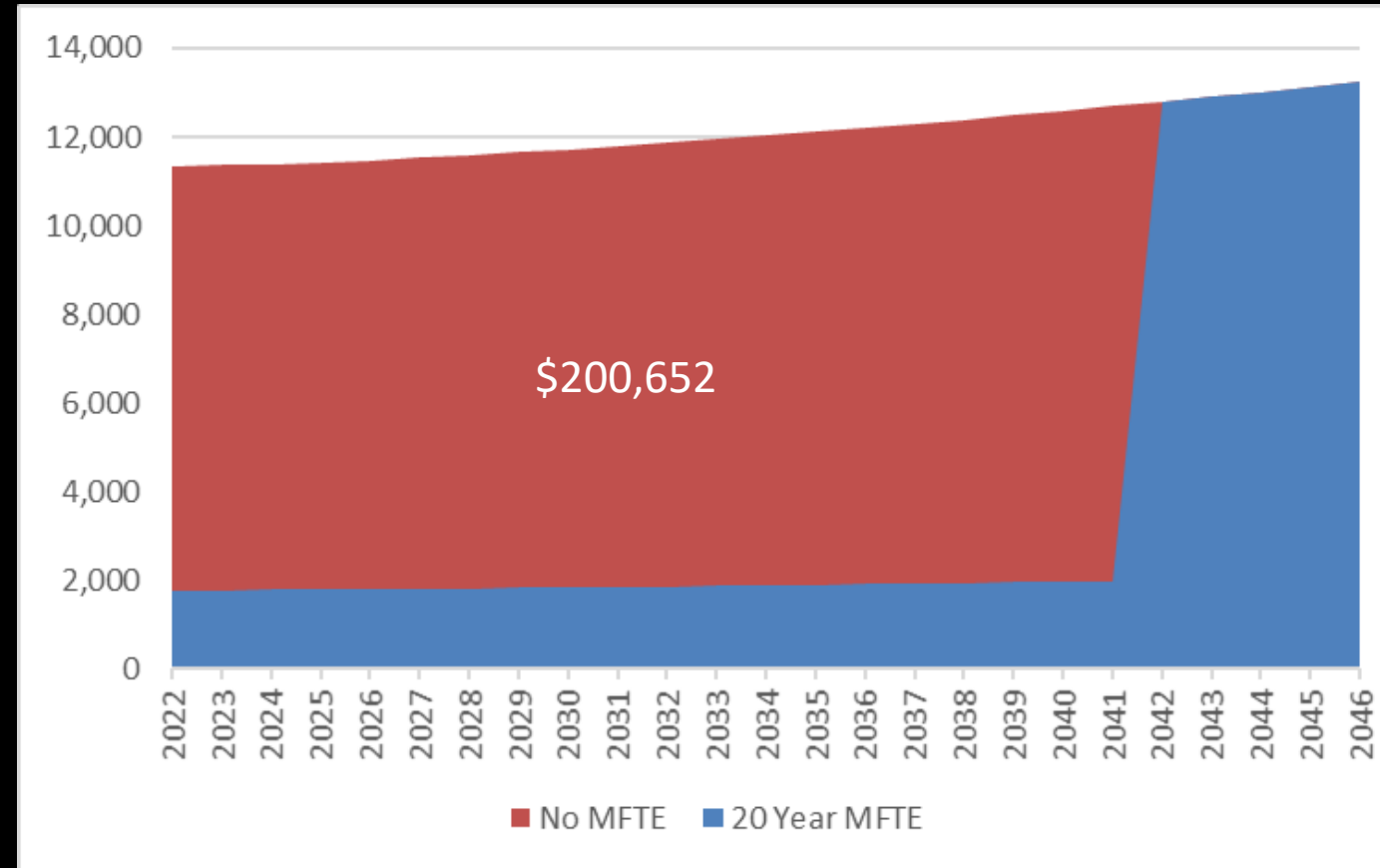
Land	\$	1,649,000
Improvement	\$	8,905,200
Total	\$	10,554,200



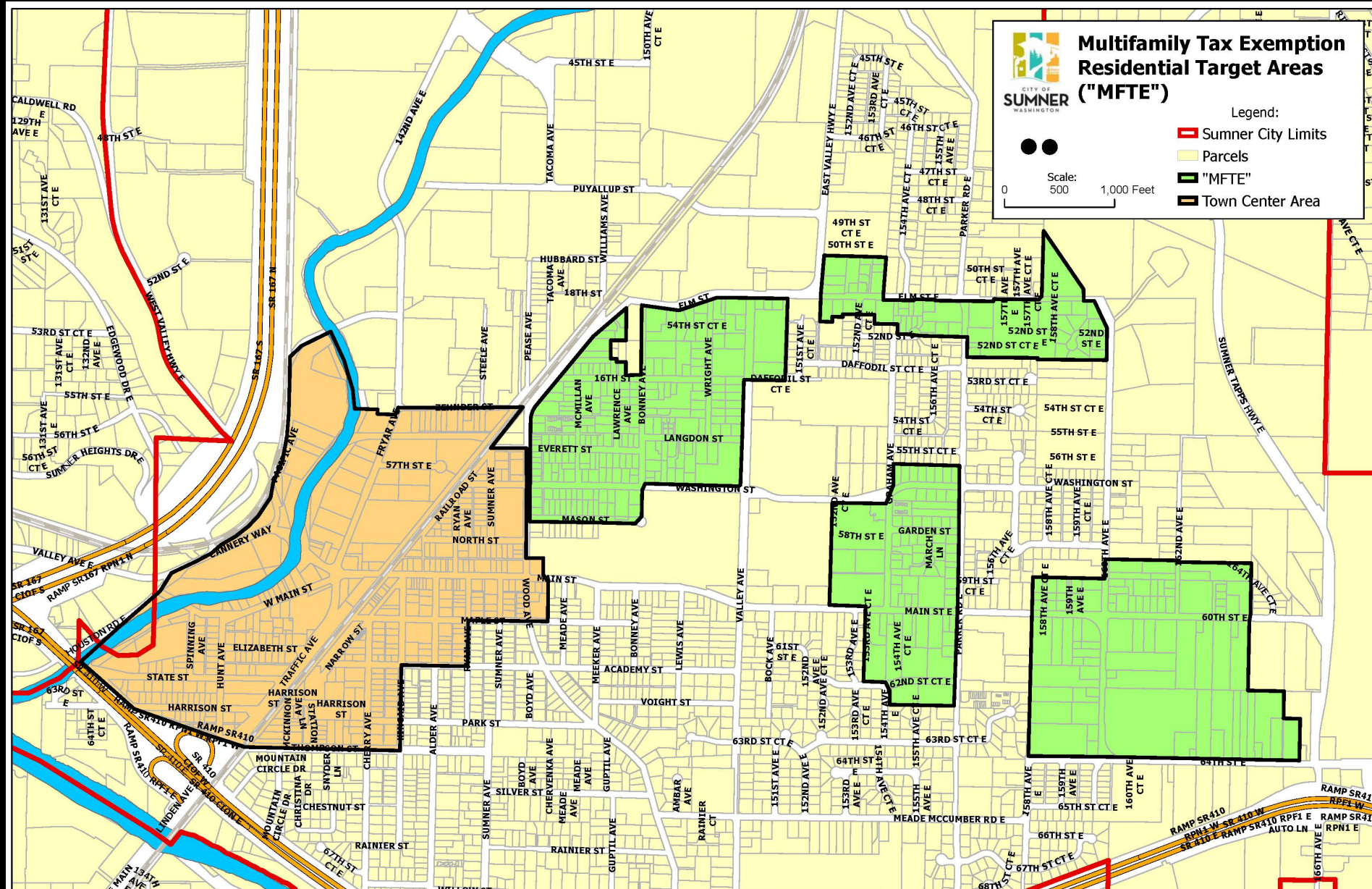
20-year MFTE Tax Revenue Loss

Base Valuation

Land	\$	1,649,000
Improvement	\$	8,905,200
Total	\$	10,554,200



MFTE Expanded Residential Target Areas



Staff Recommendation

- Adopt State Law that would allow for the expansion of MFTE program including the East Sumner Neighborhood
- Allow for option of 12 year exemption for developing 20% of units as affordable.
- Allow for option of 20 year exemption for developing 25% of units as permanent affordable to be managed by a third-party, plus other requirements.
- Retain a 4-unit qualifying number for affordable housing option
- Revisit the program every 5 years.



Next Steps

- **February – March:** City Council Overview (Finance Committee/Study Sessions)
- **April:** Decision





DATE: February 14, 2022
TO: Mayor Hayden and City Council
FROM: Ryan Windish, Community Development Director
RE: **Multifamily Tax Exemption (MFTE) for Affordable Housing**

Background

In 2021, the City Council adopted the Housing Action Plan (HAP) and prioritized 14 future actions to be implemented over a number of years. One of the priorities is to expand the use of the Multifamily Tax Exemption (MFTE) program to more areas of the city as an incentive for construction of affordable housing. The MFTE is a tax incentive for multifamily development and was first adopted in the Town Center in 2019 and applies to both market rate and affordable housing.

The MFTE is a tax incentive for the purpose of expanding affordable housing options within designated areas “residential target areas.” Properties qualifying for the tax exemption would not pay property taxes on the value of new housing construction, conversion or rehabilitation. However, the exemption does not apply to the value of the property itself or non-residential improvements to the property. A local government may choose to offer an 8-, 12-, or 20-year tax exemption. Twelve and 20-year programs must require that a certain percentage of the housing be affordable to low or moderate income households.

Proposal

There are two options for using the MFTE as an incentive for affordable housing:

1. **12-year exemption** where the applicant must commit to renting or selling at least 20% of the multifamily housing units as affordable housing units to low and moderate-income households. The area must allow for a minimum of 15 dwelling units per acre. This opportunity is available until December 31, 2026.
2. **20-year exemption** where at least 25% of the units must be sold to a qualified nonprofit or local government partner that will assure permanent affordable homeownership. The remaining 75% of the units may be rented or sold at market rates. The area must be zoned to have an average minimum density equivalent to 15 dwelling units or more per gross acre for cities with a population less than 20,000. This opportunity is available until December 31, 2031.

A local jurisdiction may assign and collect an administration fee at each point of sale to cover the administrative costs for oversight of the program to maintain permanently affordable housing units.

For purposes of the 20-year exemption, "permanently affordable homeownership" is defined as homeownership that, in addition to meeting the definition of "affordable housing" in RCW 43.185A.010, is:

- a) Sponsored by a nonprofit organization or governmental entity;
- b) Subject to a ground lease or deed restriction with a duration of at least 99 years at the initial sale and with each successive sale that includes:
 - i. A resale restriction designed to provide affordability for future income-qualified homebuyers;
 - ii. A right of first refusal for the sponsor organization to purchase the home at resale;
 - iii. A requirement that the sponsor must approve any refinancing, including home equity lines of credit; and
- c) The sponsor supports homeowners and enforces the ground lease or deed restriction.

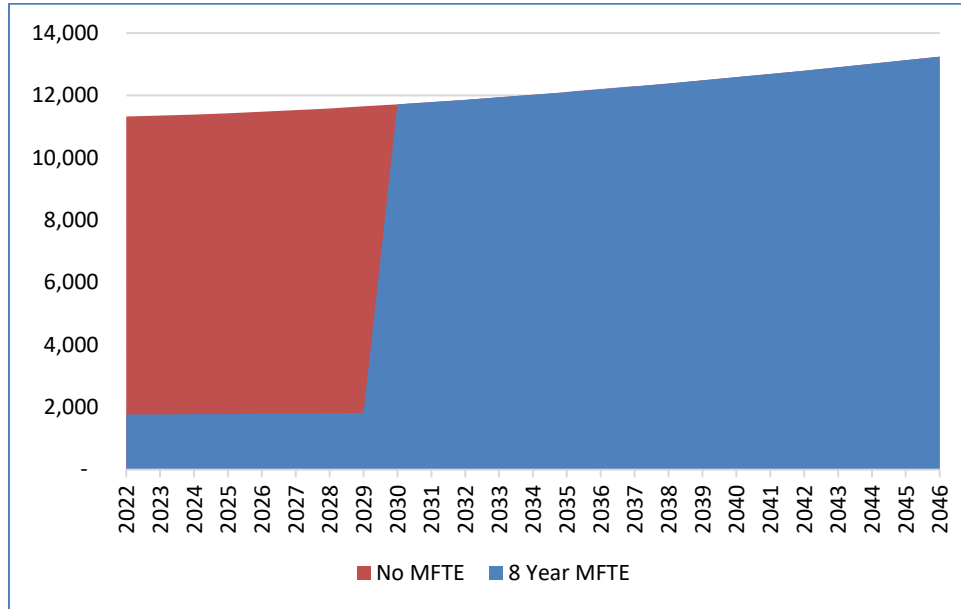
Permanently affordable housing for home or condo ownership will be specified through deed restrictions that can be used by a city or local government to ensure compliance.

Financial Considerations

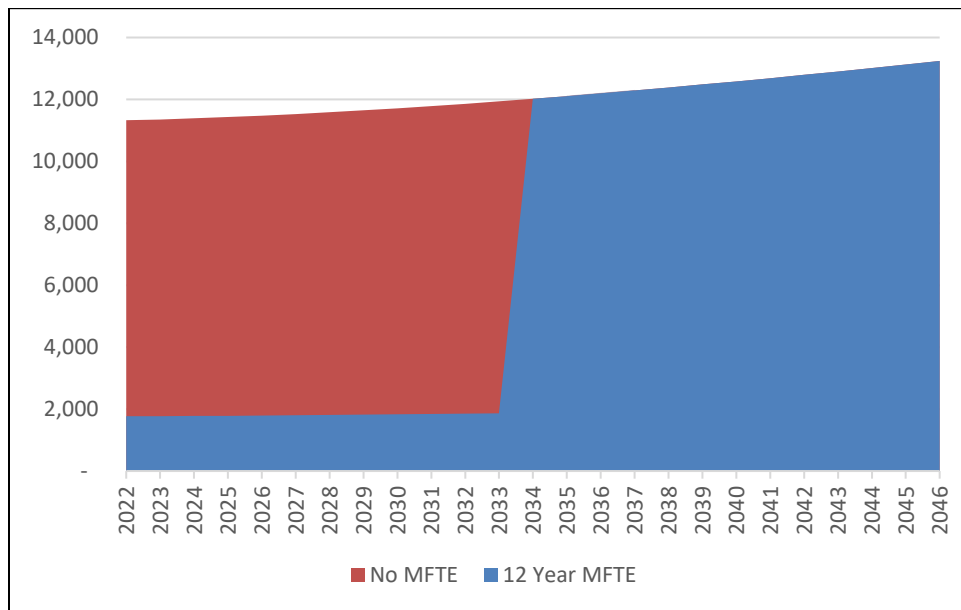
During the exemption period (8, 12 or 20 years) the ad valorem property tax would not be collected on the constructed improvements, but would be collected on the undeveloped property as it was prior to the improvements. Also, any commercial areas of the project would not qualify for the tax exemption.

Below are three graphs that illustrate the difference in tax revenue collected on a **hypothetical** property with a Taxable Value of **\$10.5 million**. The graphs show that the lost revenue for an 8-year MFTE would be \$77,405; a 12-year MFTE (for affordable housing) would be \$117,318; and the 20-year option would be a loss of \$200,652.

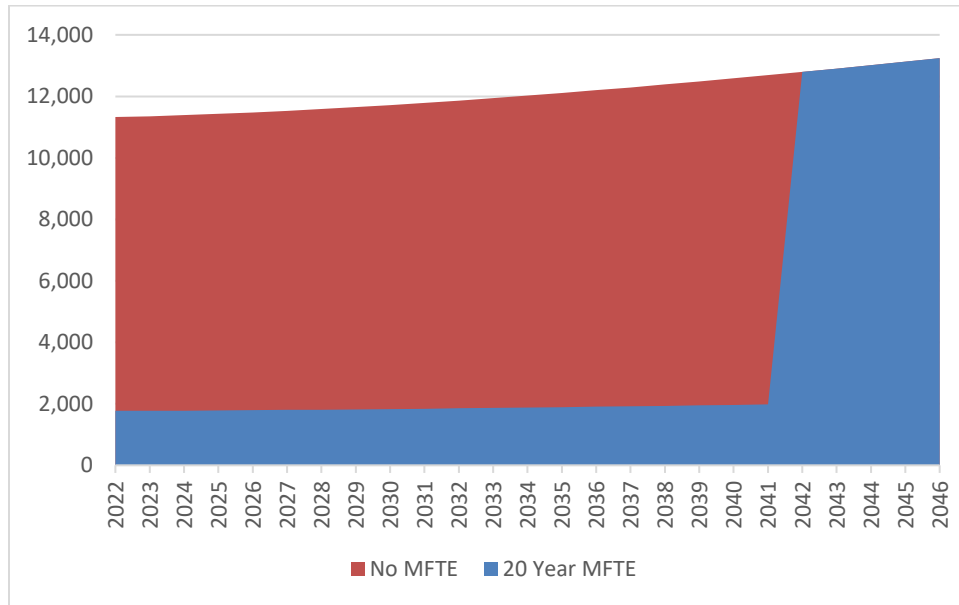
Tax Revenue Loss for 8-year MFTE



Tax Revenue Loss for 12-year MFTE



Tax Revenue Loss for 20-year MFTE



At the end of the exemption period, the property would be valued as new development and the City would begin to tax those properties at the value assessed at that time.

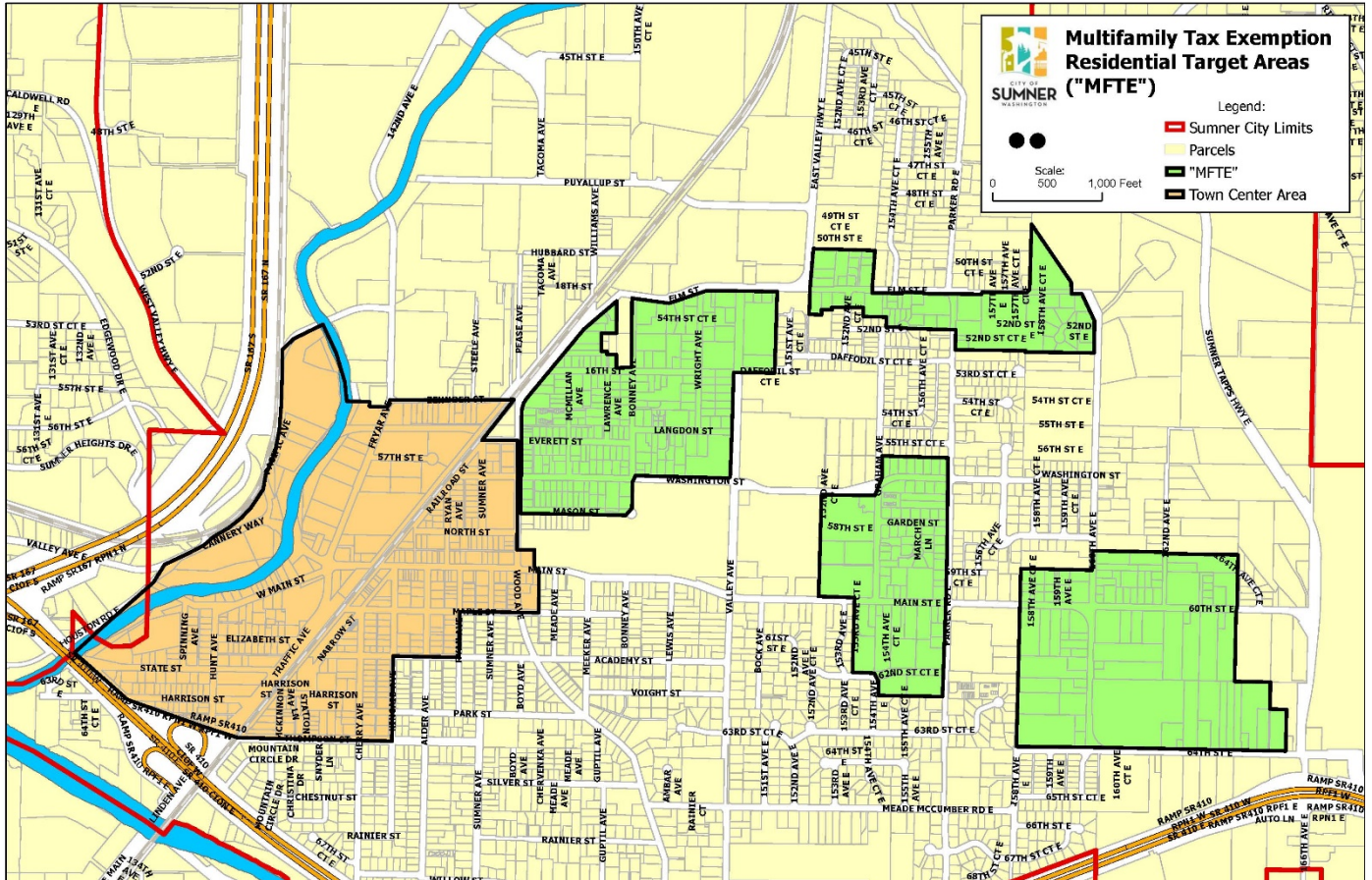
Annual Reporting Required

The applicant/developer would be required to provide annual reporting on the development over the period of their exemption that would be forwarded on to the state. After five years of the program being in place, staff recommends that a review of the program be performed to see if any additional changes may be desired or necessary.

A presentation on the program will be provided at the meeting. The slides are included.

New Residential Target Area

Staff is proposing to expand the “residential target area” for the application of MFTE in other areas of the city in addition to the Town Center. The proposed areas are shown in Exhibit I and include areas zoned Medium Density and High Density Residential as well as General Commercial where residential is allowed if it is part of a mixed use development with commercial on the ground floor facing primary streets. The new residential target area would also include areas within the East Sumner Neighborhood where permit applications for new multifamily are being considered. These developments would have the option to seek the MFTE if they provide the necessary affordable housing.



Next Steps

Staff will be drafting an ordinance to amend the current MFTE sections of the Sumner Municipal Code and bringing that back to the City Council for review and approval in March or April 2022.

SUBJECT: 2022 Comprehensive Plan Annual Amendment Cycle

CATEGORY: Presentation

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

STAFF CONTACT: Ann Siegenthaler, Senior Planner

SUMMARY BACKGROUND:

Per the Sumner Zoning Code, the City Council is required to determine by April 1st whether it will consider “annual amendments” to the Comprehensive Plan for that year. This amendment cycle must occur annually or at least every other year. The last amendment cycle was opened in January 2020; therefore, code requires that the Council now open the amendment cycle for 2022.

In the previous amendment process in 2020, the City received several applications for rezones (that require a Comprehensive Plan Map amendment). Staff is not aware of any current inquiries regarding amendments. Note that, as a separate process, staff will start working on the required “10-year periodic amendment” of the Comprehensive Plan starting in 2022, to be completed in 2024.

Anticipated Timeline:

City Council opens annual amendment cycle:	February 2022
Public notices (call for applications) published:	March 2022
Applications for amendments due:	Mid-March 2022
Planning Commission decides on applications to consider:	April-May 2022
Public hearings and Council adoption:	By end of 2022

COUNCIL COMMITTEE/STUDY SESSION: n/a

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:

Confirm that staff may begin the public notice process to accept applications for amendments.

SUBJECT: Utility Billing Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Utility Billing Presentation
-

STAFF CONTACT: Kassandra Raymond, Chief Financial Officer

SUMMARY BACKGROUND:

Early in the Covid-19 pandemic, Governor Inslee issued Proclamation 20-23, prohibiting most collection activities for utilities, including imposition of penalties and service interruptions for non-payment. Extended several times, the final Proclamation 20-23.16 placed an expiration date of September 30, 2021 on the moratorium. The City is preparing for its first water utility shutoff cycle since February 2020. Staff will provide an informational presentation on this process.

COUNCIL COMMITTEE/STUDY SESSION: Finance & Personnel Committee 02/02/2022

MEETING/STUDY SESSION DATE: 2/14/2022

COMMITTEE RECOMMENDATION: Information only; Committee action not required.

STAFF RECOMMENDATIONS/MOTION:

Information only; City Council action not required.

Utility Billing

FEBRUARY 2022 SHUT-OFFS

Sumner Municipal Code

- Sumner Municipal Code Chapter 13.08.060:
 - Monthly bills not paid within 20 days of the billing date (or 30 days for bimonthly bills) are delinquent and subject to disconnection.
 - Delinquent accounts over \$35.00 are assessed a penalty of 5% of the delinquent amount due, with a minimum penalty of \$15.00.
- Last Shutoff Cycle was in February 2020
 - 28 customers

Status

- Governor's Proclamation 20-23
 - Issued March 18, 2020
 - Prohibited most collection activities, including imposition of penalties and service interruptions for non-payment
 - 20-23.16 was final extension (issued 07/02/2021)
 - Expired September 30, 2021
- City of Sumner Utility Customer Support Policy
 - Sumner Cares
 - Grace Period/Deferral
 - Payment Arrangements
 - Other Resources
- **SHUT-OFFS RESUME February 22-23, 2022**

Messaging

- Website
- E-News
- Utility Billing Inserts
- Targeted letters
- Twitter
- Facebook

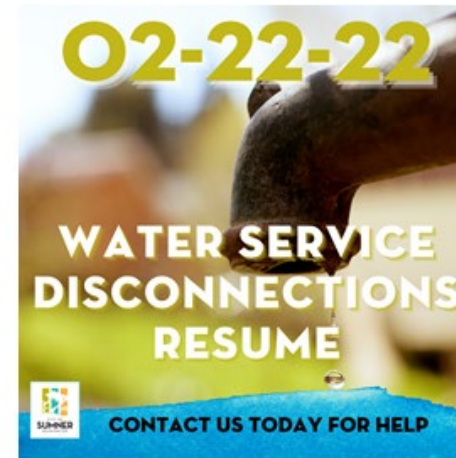


Water Shutoffs Resume 02-22-22

Help is still available. Don't wait until it is too late. Contact us for assistance today!

**Call Sumner Utilities at
253-299-5546**

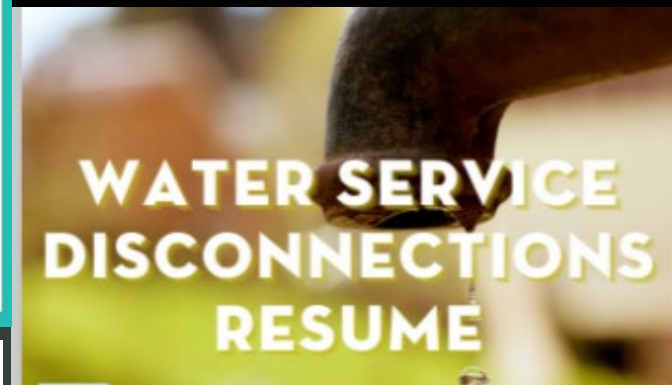
Email Sumner Utilities



Apply for Assistance

Your Sumner Utility Account is past due and will lead to a shut-off of your water service on February 22, 2022, if not remedied before then.

<<Amount Due>>	Shut-Off Date:	2/22/22
<<Name>>		
<Site Address>>		



UTILITY CUSTOMER SUPPORT

We are committed to keeping our customers connected to essential services. If you are experiencing hardship as a result of the COVID-19 pandemic, you may be eligible for support, including long-term payment arrangements or bill **Read more...**

READ MORE

SHUT OFFs ARE COMING

If you are one of the many accounts past due, you will be facing shut-off of your service. Please don't let that happen.

CONTACT US NOW:

253-299-5546 or utilities@sumnerwa.gov to arrange a payment plan

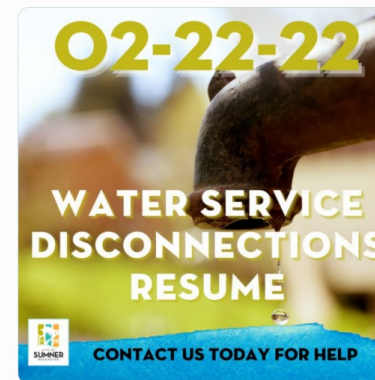
We can offer flexibility if you contact us now, but once your service is turned off, you will need to pay in full to have it reestablished. Don't let that happen.

CAN'T YOU JUST FORGIVE MY BALANCE?

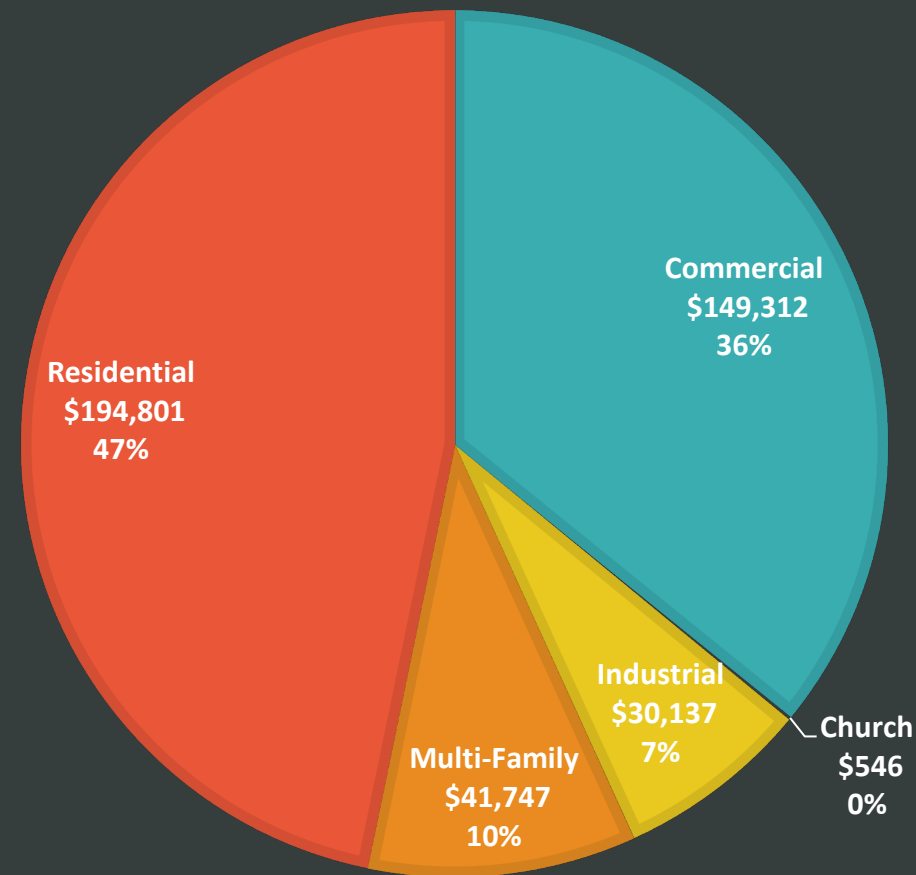
By law, we cannot. The utility is funded only by its users; there are no profit margins or shareholders to absorb your bill. If you don't pay it, your neighbors would have to pay more, and that's not fair, or legal.



Sumner, Washington @CityOfSumnerWA · 20h
Reminder, we want everyone to keep water services in #Sumner, so if you're behind in your payments, call us today at 253-299-5546. We can help!

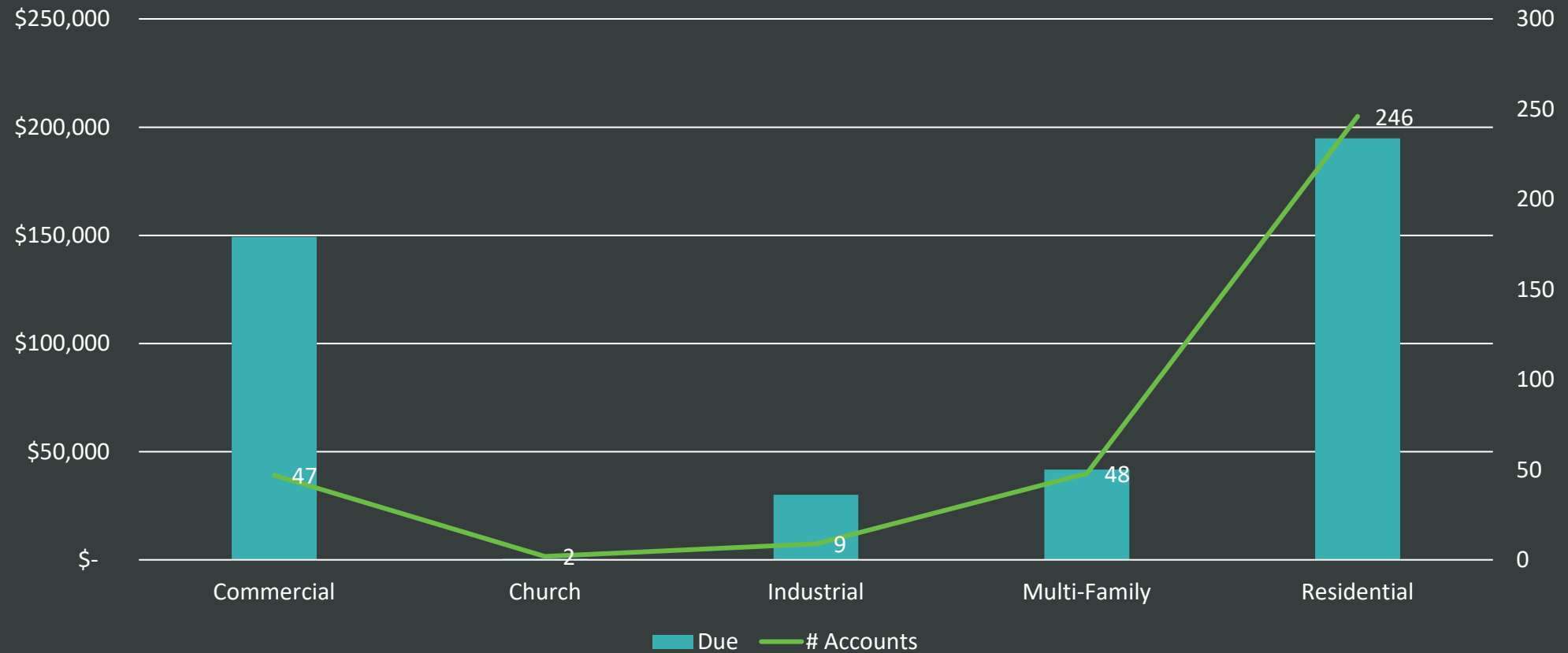


Utility Billing Delinquent Amounts Due



Data as of 02/07/2022

Utility Billing Delinquent Amounts Due



Data as of 02/07/2022

Assistance Options

Sumner Cares

- Offered in 2021
- \$34,710 distributed

Payment Plans

- 20 currently on file

Other Resources

- Pierce County Human Services (housing & utility through ARPA)
 - Website was available through December 23, 2021. Website currently has sign-up listing for portal updates.

Avoiding Disconnection

To avoid disconnection, customers can:

- Bring account current
- Enter into payment arrangement with City
 - Requires property owner approval
- Provide documentation showing request for assistance through Pierce County

Additional Messaging

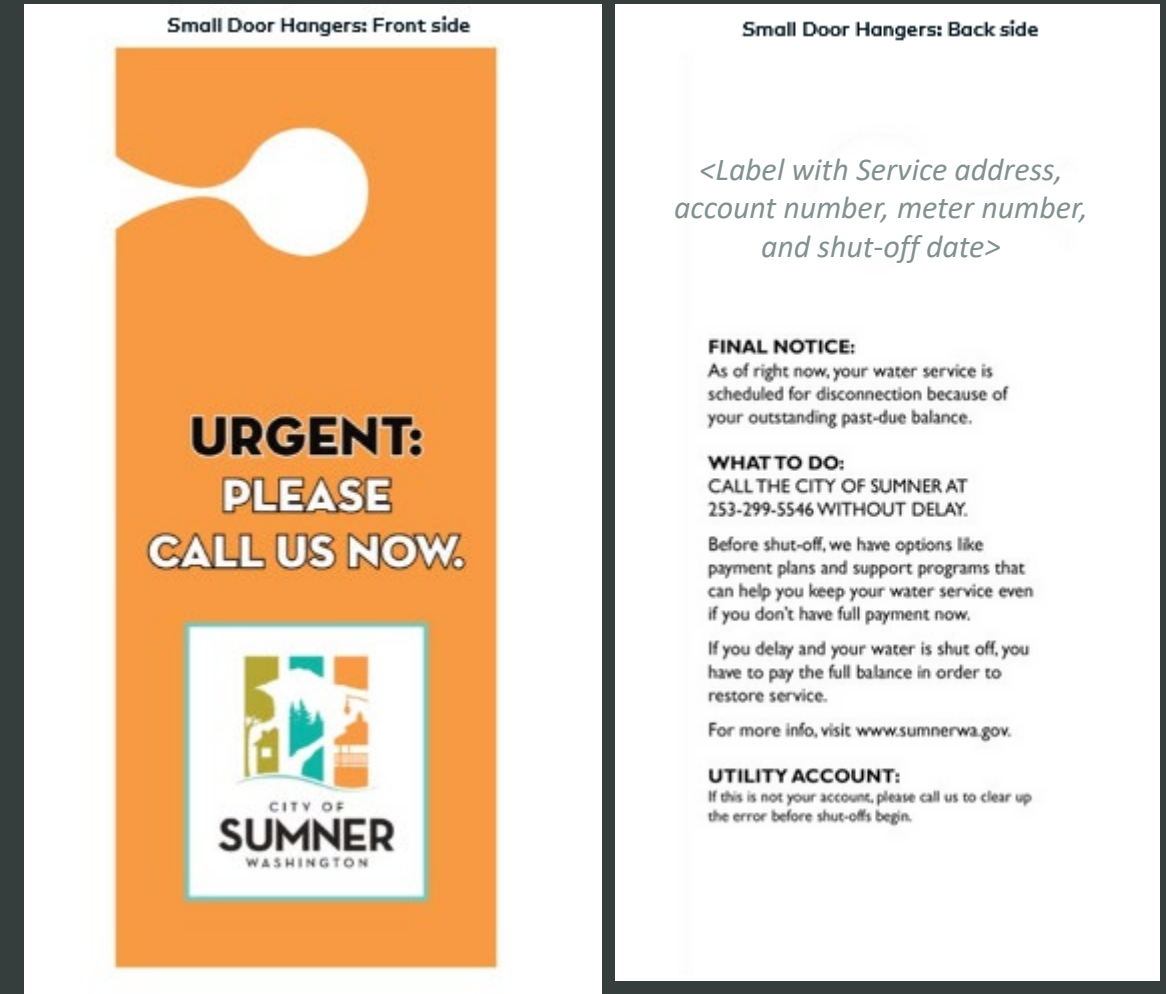
For the February & March shut-offs, staff will be hanging door-tags in advance of shut-offs

Pros

- Most targeted messaging available
- Can help identify vacant properties

Cons

- Customer dissatisfaction
- Impact to City Hall and Shops staff
- We want to avoid setting a precedent for door-hangers prior to disconnect



Restoration of Service (after disconnection)

NORMAL PROCESS

- Payment in full is required to restore service.

PANDEMIC PROCESS

- Available under emergency pandemic policy through March 31, 2022
- Enter into payment arrangement AND pay 2022 charges (2 most current bill cycles)
 - Does not preclude future shutoffs if payment plan defaults OR current charges fall behind

Questions?

SUBJECT: Pandemic Policy Update

CATEGORY: Information Only

BUDGET IMPACT:

Expenditure Required: None

Within Budget Allocation: N/A

ATTACHMENTS:

1. Sumner Pandemic Policy (Updated)
 2. Presentation
-

STAFF CONTACT: Jason Wilson, City Administrator, Jeff Steffens, Administrative Services Director

SUMMARY BACKGROUND:

As the magnitude of the COVID-19 pandemic evolves, the City finds it necessary to occasionally update our Pandemic Response Policy. This update incorporates additional incentives for employees who receive a booster vaccination, including an additional floating holiday as well as emergency sick leave if the employee contracts COVID-19. These changes are consistent with the latest CDC guidance that has changed the isolation and quarantine requirements based on whether or not an employee is boosted versus vaccinated or unvaccinated. A provision was added to provide greater flexibility for payment plans related to past due utility accounts. The additional flexibility allows customers to enter into a payment plan arrangement after disconnection provided that they make a payment equal to two months of service. This provision has a sunset date of March 31, 2022. Additionally, large sections of the policy were removed related to phased reopening and public access restrictions as they are no longer applicable. Staff will also provide the Council with an update on current operational impacts and future considerations for in-person council meetings.

The Sumner Municipal Code allows the Mayor to set rules and regulations governing the response to the emergency. Such rules must be ratified by the full council, which is scheduled for February 22, 2022.

COUNCIL COMMITTEE/STUDY SESSION:
--

MEETING/STUDY SESSION DATE:

COMMITTEE RECOMMENDATION:

STAFF RECOMMENDATIONS/MOTION:



RULES AND REGULATIONS GOVERNING COVID-19 PANDEMIC

Updated February 3, 2022

- i. PURPOSE: Following a Proclamation of Emergency, and pursuant to the City's Emergency Management Policy (SMC 2.76) and the powers vested in the Mayor following a Declaration of Emergency, this policy was created to provide guidance in response to the COVID-19 Pandemic as it impacts operations of the City of Sumner and pose a risk to staff and the community at large. These rules are specific to this instance, are subject to revision at the Mayor's discretion, and shall not be interpreted to set any precedent the emergency or disaster for which they are specifically implemented.

- ii. SCOPE: This policy applies to all City of Sumner departments and employees, irrespective of exempt or non-exempt status or membership in any union within the City of Sumner.

- iii. DEFINITIONS:
 - A. City Hall Public Access Restrictions: the closure of City Hall and all other City Facilities from public access but shall not mean the closure of business operations inside City Facilities or the City.
 - B. Pandemic: a disease that is prevalent over a region, country, or the world as declared by any national, state or local health department (see 6A below).
 - C. Non-Pharmaceutical Intervention (NPI): Actions apart from getting vaccinated and taking medicine, that people and communities can take to help slow the spread of illness.
 - D. Fully Vaccinated: People are considered fully vaccinated against COVID-19 two (2) weeks after their second dose in a 2-dose series, such as the Pfizer-BioNTech or Moderna vaccines, or two (2) weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.
 - E. Face Covering: A covering that: (1) completely covers the nose and mouth; (2) is made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (3) is secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers (or as recommended by the Department of Health or CDC); (4) fits snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (5) is a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. This definition of face covering allows various types of masks including clear face coverings or cloth face coverings with a clear plastic panel that, despite the non-cloth material allowing light to pass through, otherwise meet this definition and which may be used to facilitate communication with people who are hearing impaired or others who need to see a speaker's mouth or facial expressions to understand speech or sign language, respectively. Face coverings can be manufactured or homemade, and they can incorporate a variety of designs, structures, and materials. Face coverings provide variable levels of protection based on their design and construction. **Employees are strongly encouraged to wear face coverings that provide a higher level of protection including but not limited to N95, KN95 or surgical masks.**

iv. REFERENCES:

- A. Chapter 7.05 RCW – Local Health Departments
- B. Chapter 7.08 RCW – Combined City-County Health Departments
- C. Chapter 70.26 RCW – Pandemic Influenza Preparedness
- D. Chapter 2.76 SMC – Emergency Management
- E. City of Sumner Comprehensive Emergency Management Plan (2013)
- F. City of Sumner Personnel Policies
- G. Washington Department of Health: doh.wa.gov
- H. Tacoma Pierce County Health Department: tpchd.org

- v. POLICY:** It is the policy of the City of Sumner to take all appropriate measures needed to address a pandemic. Protecting the community and City staff are the top priority and this policy establishes some of the actions that may be taken, and the authority granted to address a pandemic.

- vi. PROCEDURES:** The following procedures are created to minimize disease exposure and maintain continuity of City operations in the event that a pandemic becomes a threat to City employees, their families, and the community at large.

- A. Declaration of Pandemic: Public health professionals at organizations such as the Centers for Disease Control and Prevention (CDC), Washington State Public Health Department, and/or Tacoma/Pierce County Health Department may declare that a pandemic or related public health emergency exists. Such declarations may contain instructions to both private and public sector entities which will be followed by the City as applicable.

- B. All employees will be required to comply with any personal protective equipment requirements as outlined by any federal, state or local health official or authority. Employees who do not feel comfortable following requirements should request a medical accommodation through Human Resources which will require a doctor's certification per City of Sumner Personnel Policy sections 2.2.1 – 2.2.3.

- C. During times of Declaration of Pandemic:

- i. Employees who have a communicable illness or are experiencing flu-like symptoms are encouraged to stay home, take accrued leave and consult their physician.
 - a. If an employee receives a positive COVID-19 diagnosis, either through a test or through a healthcare provider, the employee shall follow isolation guidelines established by the CDC. If the employee receives the diagnosis while at work, they shall immediately notify their supervisor and leave work.
 - b. Positive cases, close contact exposures and probable cases must be reported to Human Resources and should include:
 - Date symptom onset or exposure.
 - Test date.
 - Date employee was last at a City Facility.
 - Who employee was in contact with in the prior week.
 - Exposure to any positive cases that the employee is aware of.

- ii. Employees reporting to work who exhibit symptoms of a communicable illness will be sent home by a supervisor after consultation with the HR Department, and encouraged to consult their physician. The employee shall be required to utilize accrued leave, if any, pursuant to the Personnel Policies or applicable collective bargaining agreement if they are sent home due to symptoms of an illness.
- iii. If the illness of an employee or member of an employee's household interferes with reporting to work in a timely manner, the employee is responsible for notifying their supervisor pursuant to the provisions of the Personnel Policies or applicable collective bargaining agreement. Employees must not return to work until they have been free of illness symptoms (fever, chills, sore throat, loss of taste or smell etc.) following the current CDC or Health Department guidelines.
- iv. Employees are required to utilize their accrued sick or vacation leave, compensatory time, floating holidays, management leave, banked holiday leave or any other paid leave accrued by the employee while recovering from or caring for a spouse, dependent, or any other covered person recovering from illness, consistent with Section 8.3 of the Personnel Policy.
- v. When traveling internationally, employees are required to follow any local, state, or federal quarantine guidelines before returning to in person work. Employees are required to utilize their accrued sick or vacation leave, compensatory time, floating holidays, management leave, banked holiday leave or any other paid leave accrued by the employee while on travel related quarantine.
- vi. When quarantine of an employee is ordered by State or County Health Officials due to a pandemic illness, any accrued leave may be taken for the period of quarantine.
- vii. Employees who stay home due to the closure of a dependent's school or childcare facility for a health reason shall be permitted to use any accrued leave consistent with Section 8.3 of the Personnel Policy).
- viii. Employees who have exhausted all accrued leave of any type to cover their pandemic related absence may be eligible for Shared Leave as outlined in Section 8.6 of the Personnel Policy. Alternatively, employees who have exhausted all accrued leave may elect to take leave without pay (LWP) for a pandemic related absence with pre-approval from the City Administrator consistent with Section 8.12 of the Personnel Policy.
- ix. At the Discretion of the Mayor, City Administrator or their designee, City Hall may alter its business practices, hours of business, and services provided. Examples of potential measures that could be taken include but are not limited to:
 - a. The City may implement temporary emergency procedures to minimize in-person contact between employees. Such measures may include

greater use of e-mail, phone, and teleconferences as opposed to in-person meetings and contact.

- b. **Reduced Counter Service:** The City may alter how it conducts business with the public by limiting or halting services at counters/areas of the City Hall and other facilities where front-line services are typically provided.
- c. **Telecommuting:** The Mayor, City Administrator or their designee shall have the authority to set the minimum and maximum number of weekly telework shifts. All other provisions of the City's Telework Policy shall remain in place including the requirement to complete a Telework Authorization and Agreement form.
- x. **City Facility Public Access:** To increase physical distancing, customers will continue to be encouraged to conduct city business over the phone or online. If a customer is exhibiting cold/flu symptoms they will be asked to leave, and services will be provided in some other manner. Customers allowed into City facilities will be required to maintain proper physical distancing techniques while receiving service and will be required to comply with any personal protective equipment requirements as outlined by any federal, state or local health official or authority.
 - a. **Operating Hours:**
City Hall will be open four days a week,
Monday-Thursday 8:00am – 5:00pm.

Remote services available:
Monday-Thursday 7:30am – 5:30pm and
Friday 7:30am - 4:30pm.
The Mayor may adjust this schedule based on staffing needs.
- xi. **Workplace Modifications:**
 - a. Signage will be placed throughout city facilities reminding employees and citizens to follow proper physical distancing guidelines.
 - b. Temporary "occupancy" restrictions may be established for common areas such as conference rooms, community work areas and employee breakrooms.
 - c. Employees will be encouraged to hold meetings virtually and eat lunch at their own workspaces.
 - d. Temporary protective barriers will be installed at customer facing counters to provide an additional level of safety for those employees dealing directly with the public.
 - e. Employees will be encouraged to wash their hands throughout the workday.
 - f. Employees will be responsible for wiping down their workplace at least once per day.
 - g. Employees using "pooled" vehicles will be required to wipe down touched surfaces with provided disinfectant wipes or spray.

- h. Only with supervisor approval should more than one employee be allowed in a vehicle at the same time. When multiple employees are required to share a vehicle, they should be wearing an N95 or Kn95 style mask with the windows down to increase ventilation.

vii. VACCINATION POLICY:

- A. **Primary Doses:** The City will not require, but highly encourages employees to receive the Coronavirus vaccine. To incentivize employee vaccinations, any employee who provides Human Resources proof (as outlined in section vii.c) of an initial dose will receive one additional eight (8) hour floating holiday. Part-time employees would receive a prorated portion of eight (8) hours. The floating holiday must be used by the end of 2022. Unused floating holiday time will be forfeited to the City. Upon separation the floating holiday shall not be paid out. Use should be scheduled in advance and is subject to approval by the employee's supervisor.
- B. **Booster Dose:** The City will not require, but highly encourages employees to receive the Coronavirus booster vaccine. To incentivize employee vaccinations, any employee who provides Human Resources proof (as outlined in section vii.c) of booster dose will receive one additional eight (8) hour floating holiday. Part-time employees would receive a prorated portion of eight (8) hours. The floating holiday must be used by the end of 2022. Unused floating holiday time will be forfeited to the City. Upon separation the floating holiday shall not be paid out. Use should be scheduled in advance and is subject to approval by the employee's supervisor.
- C. **Proof of Vaccination:** Employees must provide proof of vaccination status to Human Resources. The following list includes the acceptable documentation for proof of vaccination:
 - i. the record of immunization from a health care provider or pharmacy;
 - ii. a copy of the U.S. COVID-19 Vaccination Record Card;
 - iii. a copy of medical records documenting the vaccination;
 - iv. a copy of immunization records from a public health, state, or tribal immunization information system; or
 - v. a copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

To be acceptable as proof of vaccination, any documentation should generally include the employee's name, type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

D. Emergency Sick Leave:

Employees who have received both doses of a two-dose series, or one dose of a single-dose series and have provided proof to Human Resources are considered fully vaccinated. Effective January 1, 2022, if a fully vaccinated employee tests positive for COVID-19 and is

required to isolate, the city will provide up to 40 hours of Emergency Sick Leave in order to assist in covering the isolation period. Proof of a positive test must be provided to Human Resources to qualify for the Emergency Sick Leave. If a fully vaccinated employee tests positive more than once, additional Emergency Sick Leave will be provided if proof of a positive test is shown. Emergency Sick Leave is intended to be used immediately following a positive test result. Any unused leave will expire once an employee is able to fully return to work.

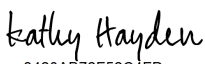
viii. MISCELLANEOUS PROVISIONS

- A. **Special Event Permits:** Staff is authorized to deny a request for a special event permit if the event for which the permit is requested is (1) contrary to public health guidance, (2) in violation of a Governor's order, or (3) when the City or applicant cannot safely accommodate or manage the event, in the sole discretion of the Mayor.
- B. **Temporary Use Permits:** Temporary uses permitted per SMC 18.36.020 for existing eating and drinking establishments shall be allowed to exceed the 3-week limit (SMC 18.36.020.C.) during the scope of the City's pandemic emergency declaration to accommodate new or expanded outdoor seating. All building and fire code requirements must be met. Temporary uses may be allowed in off-street parking areas, provided all established parklet ROW use regulations are met. Temporary uses related to outdoor restaurant seating shall be on the same legal lot as the existing business or may be located offsite only upon proof of authorization of an abutting parcel owner.
- C. **Utility Service Disconnections:** SMC 13.25.350.C requires that when service has been discontinued for nonpayment of bills the account must be paid in full, including all reconnection charges, before service can be restored. Through March 31, 2022, the City wishes to provide increased flexibility as part of its Utility Customer Support Policy which was drafted in response to the Governor's moratorium on utility disconnects. While operating under this emergency policy, customers who have had their utilities disconnected for nonpayment will have services restored provided they pay a minimum of two (2) month's outstanding charges and register for an approved Utility Payment Plan.
- D. **Late Fee/Penalty Waivers:**
 - i. **Property Leases:** The City currently leases City-owned property to a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19 pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by any lease agreement of City-owned property incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.
 - ii. **Gambling Taxes:** The City collects Gambling Tax from a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19

pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by SMC 3.08.060 for Gambling Taxes owed to the City incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.

- iii. Commercial Parking Taxes: The City collects Commercial Parking Tax from a number of small businesses that may be negatively impacted by the loss of income associated with the Covid-19 pandemic. The City's Finance Department shall not enforce or attempt to collect late fees imposed by SMC 3.26.060 for Commercial Parking Taxes owed to the City incurred between the effective date of the City's Proclamation of Emergency (March 11, 2020) and the earlier of: (1) Termination of the City's Proclamation of Emergency; or (2) September 30, 2021.

Approved by:

DocuSigned by:

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Mayor Kathy Hayden

COVID-19 PANDEMIC POLICY UPDATE

COUNCIL STUDY SESSION

FEBRUARY 14, 2022



CITY OF
SUMNER
WASHINGTON



OVERVIEW

- CDC Guidance
- Vaccination/Booster Status
- COVID Cases
- Pandemic Policy Updates
- Reopening Conversation

CDC GUIDANCE

- Close Contact – Someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting 2 days before they have any symptoms.
- Two Classifications of people:
 - Boosted, vaccinated within last 6 months or tested positive within last 90 days.
 - Unvaccinated, vaccinated but not boosted.

CDC GUIDANCE – CLOSE CONTACT

- Boosted, vaccinated within last 6 months or tested positive within last 90 days.
 - Quarantine Not necessary
 - Watch for symptoms for 10 days
 - If symptoms develop isolate immediately
 - Take precautions for 10 days (wear mask around others, avoid people considered high risk)

CDC GUIDANCE – CLOSE CONTACT

- Unvaccinated, vaccinated but not boosted.
 - Quarantine for at least 5 days (stay home)
 - Watch for symptoms for 10 days
 - If symptoms develop isolate immediately
 - Take precautions for 10 days (wear mask around others, avoid people considered high risk)
 - Avoid Travel
 - Get tested 5 days after Close Contact, even if you don't have symptoms

CDC GUIDANCE POSITIVE TEST

**IF YOU
Tested positive
for COVID-19 or
have symptoms,
regardless of
vaccination
status**

Stay home for at least 5 days

Stay home for 5 days and [isolate](#) from others in your home.

Wear a well-fitted mask if you must be around others in your home.

Ending isolation if you had symptoms

[End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving.

Ending isolation if you did NOT have symptoms

[End isolation after at least 5 full days](#) after your positive test.

If you were severely ill with COVID-19

You should isolate for at least 10 days. [Consult your doctor before ending isolation.](#)

Take precautions until day 10

Wear a mask

Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.

Avoid travel

Avoid being around people who are at high risk

VACCINATION AND BOOSTER STATUS UPDATE

All Staff	Vaccinated	Unvaccinated	Boosted	% Vaccinated	% Unvaccinated	% Boosted
All Staff	82	32	46	72%	28%	40%
Locations	Vaccinated	Unvaccinated	Boosted	% Vaccinated	% Unvaccinated	% Boosted
City Hall	36	9	23	80%	20%	51%
Field Crews	20	10	10	67%	33%	33%
Police-Civ	6	4	4	60%	40%	40%
Police-Sworn	16	4	5	80%	20%	25%
WWTF	4	5	4	44%	56%	44%
UNIONS	Vaccinated	Unvaccinated	Boosted	% Vaccinated	% Unvaccinated	% Boosted
IUOE	4	7	4	36%	64%	36%
Police Guild	17	8	4	68%	32%	16%
Teamsters	18	10	8	64%	36%	29%

COVID CASES

Reported Exposures		
2020	26	
2021	59	
2022	21	
Positive Results		
2020	4	
2021	27	
2022	13	
Negative Results		
2020	22	
2021	32	
2022	8	
Sent home due to Exposure		
2022	6	

UPDATED PANDEMIC POLICY

- Signed by Mayor Hayden 2/3/2022
- Council Study Session 2/14/2022
- Highlights
 - Added language encouraging face coverings that provide higher level of protection
 - Positive Cases must be reported to HR
 - Sharing vehicle only allowed with supervisor approval
 - Removed access restriction language (Phases and Teams)
 - Booster Floating Holiday
 - 40-hour emergency sick leave bank (requires proof of vaccination and proof of positive test)
 - Amended SMC 13.25.350.C to provide flexibility for utility service disconnections.

FACILITY REOPENING

- March 7th limited return to in person Council Meetings
 - Committee Meetings and Study Sessions will remain virtual through at least March
- April 4th full reimplementation of telework policy (minimum of 2 days per week on site)
 - City Hall service hours unchanged (virtual only on Fridays)

QUESTIONS



CITY OF
SUMNER
WASHINGTON

QUESTIONS?



CITY COUNCIL AGENDA CALENDAR**Updated February 8, 2022**

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

March 5 – Council Retreat

FEBRUARY 22 RCM (Tuesday)

CA Purchase and Sale Agreement – Parking Area of 1312 Main St (NAPA) for Main and Wood Project
CA WSDOT Updated ROW Procedures
CA Bridge Street Bridge - Project Acceptance
CA Pandemic Policy
NB Resolution No. XXXX - Parks Improvement Plan
NB Ordinance No XXXX – SMC 2.112 Contract Approval Code Amendment
NB Ordinance No. XXXX – Parking Code Amendments Truck Parking

FEBRUARY 28 SS

- Fiber Optics Study
- White River project update
- Parks Master Plan (Seibenthaler Park and Bennet Property)

MARCH 5 COUNCIL RETREAT (Saturday)**MARCH 7 RCM**

Ca Resolution No. XXXX – Fiber Optics Master plan
NB Ordinance No. XXXX – Senior Housing Amendments

MARCH 14 SS

- EPIC Update / Lahar Evacuation Drill Briefing
- Body Worn Camera Update
- Six-Year TIP
-

MARCH 21 RCM

PH Six-Year TIP
CA Consultant Svcs. Agreement – Maple Street Ped. Signal and Backplates Installation
NB Ordinance No. XXXX – Budget Amendment ARPA

MARCH 28 SS

- White River project update
- Transit in Sumner

APRIL 4 RCM

UB Resolution No. XXXX - 6-Year TIP

CA Parks Master Plan Approval

NB Agreement with City of Puyallup for Salvation Army Shelter Space

APRIL 11 SS

Development Services Update

APRIL 18 RCM**APRIL 25 SS**

- CWA review & presentation of documents

MAY 2 RCM**MAY 9 SS**

- Legislative Session Re-Cap

MAY 16 SS**MAY 23 SS***Pending*

MISC.	MISC.	WHITE RIVER RESTORATION PROJECT
ROW Vacation Code Amendment		PH - Surplus Utility Property South of 24 th Street East
Community Float Discussion	Bond Issuance for Operations Facility	UB - Resolution No. XXXX - Surplus Utility Property South of 24 th St E
	Temporary Use Permit – Food Trucks	
Sign Code Update		BNSF Agreement
	Update electronic signatures code	
CTR Ordinance Update		CA - Water Rights Acquisition Agreement
Development Agreement Code updates	Houston Road Annexation	
	CA Approval of Purchase and Sale Agreement – NAPA for Wood Ave Intersection	
	Heritage Park Expansion property acquisition	

February 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
	4:00 PM Public Works Committee (Virtual)	5:30PM Finance Committee (Virtual)	CANCELLED 6:00PM Planning Commission (Virtual)		
7	8	9	10	11	12
6:00PM Regular Council Meeting (Virtual)		5:30 PM American Rescue Plan Comm. (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
14	15	16	17	18	19
6:00PM Study Session (Virtual)		6:30PM CANCELLED Design Commission (Virtual) 5:30PM Public Safety Committee (Virtual)			
21	22	23	24	25	26
RECOGNIZED HOLIDAY CITY HALL CLOSED	6:00PM Regular Council Meeting (Virtual)	5:00PM CD Committee (Virtual)	5:30PM Cultural Arts Commission (Virtual)		
28					
6:00PM Study Session (Virtual)					

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

Name: Michelle Converse, CMC

Title: City Clerk

City of Sumner
1104 Maple Street
Sumner, Washington 98390
Ph: (253) 299-5500 Fax: (253) 299-5509
Website: www.sumnerwa.gov

MARCH 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
	4:00 PM Public Works Committee (Virtual)	5:30PM Finance Committee (Virtual)	6:00PM Planning Commission (Virtual)		9:00AM Council Retreat (Virtual)
7	8	9	10	11	12
6:00PM Regular Council Meeting (Virtual)		5:30 PM American Rescue Plan Comm. (Virtual)	4:30PM Forestry/Parks Commission (Virtual)		
14	15	16	17	18	19
6:00PM Study Session (Virtual)		6:30PM Design Commission (Virtual) 5:30PM Public Safety Committee (Virtual)			
21	22	23	24	25	26
6:00PM Regular Council Meeting (Virtual)		5:00PM CD Committee (Virtual)	5:30PM Cultural Arts Commission (Virtual)		
28	29	30	31		
6:00PM Study Session (Virtual)					

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

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