



CLERK

# PLANNING COMMISSION

## Regular Meeting

October 6, 2016

### Desk Packet:

- Revised Agenda
- Quick Reference List – Discussion items for Self Storage
- Letters and information from representatives of Self Storage facilities
- Bylaws





# PLANNING COMMISSION AGENDA - REVISED

Thursday, October 6, 2016  
7:00 p.m.

Council Chamber • Shoreline City Hall  
17500 Midvale Ave North

	<u>Estimated Time</u>
1. <b>CALL TO ORDER</b>	7:00
2. <b>ROLL CALL</b>	7:05
3. <b>APPROVAL OF AGENDA</b>	7:07
4. <b>APPROVAL OF MINUTES</b>	7:08
a. <u>September 15, 2016 Meeting Minutes - Draft</u>	
b. <u>September 29, 2016 Meeting Minutes - Draft</u>	
<b>Public Comment and Testimony at Planning Commission</b>	
<i>During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled later on the agenda. During Public Hearings and Study Sessions, public testimony/comment occurs after initial questions by the Commission which follows the presentation of each staff report. In all cases, speakers are asked to come to the podium to have their comments recorded, state their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak. Generally, individuals may speak for three minutes or less, depending on the number of people wishing to speak. When representing the official position of an agency or City-recognized organization, a speaker will be given 5 minutes. Questions for staff will be directed to staff through the Commission.</i>	
5. <b>GENERAL PUBLIC COMMENT</b>	7:10
6. <b>STUDY ITEM</b>	7:15
a. Update on Unit Lot Development	
• Staff Presentation	
• Public Comment	
b. <u>Study Session on Future Regulation of Self-Storage Facilities</u>	7:25
• Staff Presentation	
• Public Comment	
7. <b>DIRECTOR'S REPORT</b>	8:30
8. <b>UNFINISHED BUSINESS</b>	8:35
a. Revision to ByLaws	
9. <b>NEW BUSINESS</b>	8:40
10. <b>REPORTS OF COMMITTEES &amp; COMMISSIONERS/ANNOUNCEMENTS</b>	8:41
11. <b>AGENDA FOR OCTOBER 20, 2016</b>	8:42
• Public Hearing on Encampments Amendments	
• 2016 Development Code Batch Study Item	
12. <b>ADJOURNMENT</b>	8:45

*The Planning Commission meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY telephone service call 546-0457. For up-to-date information on future agendas call 801-2236*



## **SUMMARY OF ITEMS TO CONSIDER IN PREPARATION FOR THE PUBLIC HEARING ON SELF STORAGE FACILITIES**

**In which zones should self-storage facilities be permitted? Or conversely, should self-storage facilities be prohibited in all zones?**

- Mixed Business
- Community Business
- Neighborhood Business
- Town Center 1, 2 or 3?
- MUR-45' and 70' (already permitted as an accessory w/ Conditional Use permit)

**In addition to restricting the location of self-storage facilities by zone, should we consider other geographic restrictions such as:**

- Not permitted in CRA
- Not permitted in North City
- Not permitted in Ridgecrest
- Not permitted in Town Center & increase this TC zoning to the North or South
- Not permitted on corner sites
- Not permitted with XXX feet of another facility

**Should supplemental Index Criteria be required to permit self-service storage in a particular zone? If yes, should the criteria:**

- Require ground floor retail
- Require buildings to be multi story
- Limit use of individual units to storage
- Prohibit manufacturing, processing , fabrication, and sales from units
- Prohibit storage of flammables, explosives, perishables
- Require accessory uses to meet underlying zoning (retail, truck rental, etc.)
- Prohibit outdoor storage
- Require access to units from the interior of the building (no drive up units)
- Prohibit loading docks, garage doors from being visible to the street and residential property
- Limit interior power to lights and climate control
- Regulate fence design & materials
- Require a percentage of each floor to have glazing (windows)
- Regulate exterior materials
- Regulate exterior colors
- Require façade modulation
- Require roof and façade variation



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October 6, 2016

VIA EMAIL

City of Shoreline Planning Commission  
17500 Midvale Avenue N  
Shoreline, WA 98133  
Email: [plancom@shorelinewa.gov](mailto:plancom@shorelinewa.gov)

**Re: Temporary Moratorium on Self-Service Storage Facilities (Ordinance No. 754)**

Dear Commissioners:

This firm represents Michael Sherry and Sherry Development Company LLC with regard to Sherry's planned self-service storage facility on the properties at 14553 Bothell Way NE (the "Project"). The existing site is comprised of five tax parcels (Parcel Nos. 1568100586, 1568100490, 1568100495, 1568100500 and 1568100485) ("Property"). The Property is located in the southeast corner of Shoreline and is zoned Community Business ("CB"). On Friday, August 5, 2016, Mr. Sherry received written confirmation from the Director that the Project is a permitted use on the Property, however, the City adopted the moratorium described above on the next business day (Monday, August 8, 2016). The Project currently is on hold until the moratorium is lifted.

This letter addresses the three options the Commission currently is considering for the permissible zones in which self-service storage facilities may be located and recommends that the Commission adopt Option 2, which would allow self-service storage facilities in the Mixed Business and Community Business zones. This letter then describes how a self-service storage facility on the Property would help achieve the policies of the Southeast Neighborhoods Subarea Plan.

**The Commission should adopt Option 2 – Permitting Self-Service Storage Facilities in the Mixed Business and Community Business Zones**

The Commission's packet for its October 6, 2016 meeting describes three potential options for regulating uses in the City of Shoreline. Option 1 would permit self-service storage uses only on properties designated Mixed Use 1 (MU-1) in the Comprehensive Plan. Option 1 would thus prohibit self-service storage uses on any properties located south of North 195<sup>th</sup> Street and east of Ashworth Avenue North. Prohibiting self-service storage uses throughout that very large area would be a significant disservice to the citizens of Shoreline living east of Interstate 5. Currently, there is one self-service storage facility project under construction immediately south of the Property, but no

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other facilities in the southeast portion of the City. The demand for self-service storage supports more than one such business in that area.

Option 1 also would have the effect of concentrating self-service storage facilities along Aurora Avenue North, which includes the City's Town Center District. The City is considering prohibiting self-service storage uses in the Town Center District, but if it did so, then Option 1 would result in concentrating those uses on either end of the Town Center. If the City is hoping to avoid locating self-service storage facilities at "gateway" locations, then Option 1 is a poor choice.

Option 3 also is flawed. Option 3 would allow self-service storage facilities in the Community Business and Mixed Business zones, but only as a conditional use that is accessory to a primary use. This means that no more than 30 percent of the gross floor area of a building or the first level of a multi-level building could be used for self-service storage. Because self-service storage facilities typically need a minimum of 100,000 gross square feet, Option 3 is likely to make it impractical to develop the type of self-service storage facilities that are needed to meet the City's demands. Ultimately, the effect of Option 3 would be similar to an outright prohibition on all self-service storage facilities. That would be a disservice to the citizens of Shoreline and would also eliminate redevelopment of underutilized land and the tax revenue that would be generated by those uses.

Among the options described in the Commission's packet, Option 2 is best. Option 2 would permit self-service storage facilities in the Mixed Business and Community Business zones. This would permit at least some self-service storage facilities in the eastern half and particularly the southeastern portion of Shoreline. It would thus allow self-service storage uses at a limited number of locations spread more equitably throughout the City. Equitable distribution means that individuals and businesses throughout the City would be able to more conveniently store and access their excess property. We ask the Commission to adopt Option 2 and to allow self-service storage facilities in both the Mixed Business and Community Business zones.

**The City's Development Code and Southeast Neighborhoods Subarea Plan Support the Development of a Self-Service Storage Facility on the Property**

Mr. Sherry's Property is located near the intersection of NE 147<sup>th</sup> Street and Bothell Way NE. An aerial image of the Property is included below.





The Property is located in the Community Business zone. The “purpose of the community business zone (CB) is to provide location for a wide variety of business activities, such as convenience stores, retail, personal services for the local community, and to allow for apartments and higher intensity mixed-use developments.” SMC 24.40.040(B). As the City concluded in its August 5, 2016 code interpretation (a copy of which is attached hereto), a “self-service storage facility will provide the local community, both residential and commercial neighbors with a secure offsite option for storage of possessions, inventory, tools, etc. Also, as apartments become smaller, the need for off-site storage presumably increases.” Thus, a self-service storage facility is consistent with the purpose of the CB zone.

A self-service storage facility would also help achieve several policies stated in the City’s Southeast Neighborhoods Subarea Plan, including the following:

**Policy NE2:** Create incentives to encourage innovative strategies to enhance the natural environment on and around developed sites (green roof and green wall techniques, hedgerow buffers, contiguous green zones through neighborhoods, green storm water conveyance systems).

**Policy NE12:** Use green buffers of specific buffer area to building height ratio between different land uses, especially where transition zoning is not possible.

**Policy LU2:** Create incentives to use vegetated buffers between types of land use, in addition to transition zoning or open space.

*Comment:* The Property currently has minimal vegetation and consists primarily of a large paved parking lot. Very little buffering exists between the Property and the adjacent properties. The self-service storage facility will be designed to comply with the City’s design requirements, which are likely to include the addition of trees and vegetation, including green buffers.

**Policy LU10:** Quality of life for current residents in the subarea should be considered in decision-making processes that involve new development in the community, even though decisions must also take into account overall land use goals and the economic needs of the City as a whole.

*Comment:* A self-service storage facility will provide the neighborhood with a secure offsite option for storage of possessions. The facility also will be well-maintained and a visual improvement from the existing use of the Property.

**Policy T4:** Improve automobile traffic flow on major arterial corridors to accommodate increased density.

*Comment:* A self-service storage facility generates very low traffic volumes. As such, a new self-service storage facility will result in a new, well-designed building that

also provides a neighborhood service, but without creating or exacerbating traffic problems.

**Policy T9:** As part of potential redevelopment of the commercial area on Bothell Way, address the east/west access issues to promote neighborhood connectivity to businesses, while protecting the residential neighborhood from cut-thru traffic.

*Comment:* Currently, the existing parking lot and Chinese restaurant provide the potential for cut-through traffic from the well-traveled thoroughfare Bothell WA NE through the Property and to NE 147<sup>th</sup> Avenue to the west, which is located in a residential neighborhood. Redevelopment of the Property with a self-service storage facility would likely eliminate cut-through traffic and provide greater security to the residential neighborhood west of the Property.

**Policy ED2:** Revitalize the local economy by encouraging new business that is beneficial to the community in terms of services, entertainment, and employment.

**Policy CD2:** Development & Land Use designs and patterns should contribute to the vitality of the area as a whole, serving the broader community and immediately adjacent neighbors, using compatibility criteria and incentives to be determined.

**Policy CD3:** Encourage planning of local “hubs” for provision of services and gathering places.

*Comment:* A self-service storage facility would benefit the local community by providing a needed service (storage) while also improving the look and feel of the businesses along Bothell WA NE. Allowing a facility to be located on the Property also would achieve Policy CD3 because the facility would be located adjacent to another self-service storage facility immediately south of the Property. This would create a hub for storage services in a concentrated location in the southeast portion of the City.

For the reasons described above, Mr. Sherry asks that the Commission adopt Option 2, which would allow self-service storage facilities in both the Mixed Business and Community Business zones. Further the Commission should not prohibit self-service storage facilities locating adjacent to other self-service storage facilities. The citizens of Shoreline would benefit from allowing these facilities in limited but geographically diverse areas of the City, which would allow for more equitable access and use as the City grows over the coming years.

Thank you for your time and attention to this issue.

Very truly yours,



Randall P. Olsen



*Planning & Community Development.*

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**ADMINISTRATIVE ORDER#302157-080416**

**SITE – SPECIFIC DETERMINATION**

**14553, 14555, 14561, 14707 Bothell Way NE and  
14704 32<sup>nd</sup> Avenue NE**

**CODE SECTIONS: 20.40.040, 20.20.046, 20.40.110, 20.40.130, 20.40.570**

**I. ISSUE**

A Self-Service Storage Facility is not a listed use in SMC 20.40.130, the Nonresidential Use Table. Is a self-service storage facility a permitted use in the Community Business (CB) zone at 14553, 14555, 14561, 14707 Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE?

**II. FINDINGS:**

**A. Shoreline Municipal Code (SMC)**

**20.40.040 Nonresidential zones:**

B. The purpose of the community business zone (CB) is to provide location for a wide variety of business activities, such as convenience stores, retail, personal services for the local community, and to allow for apartments and higher intensity mixed-use developments.

**SMC 20.20.046**

*Self-Service Storage Facility*      *An establishment containing separate storage spaces that are leased or rented as individual units.*

**SMC 20.40.110 Use Tables**

*G. For the purposes of this Code, in most instances only broad use classifications that share similar characteristics are listed in the use tables. Where separate regulations or permit processes are necessary, uses are classified further. Some uses are identified with a detailed description provided in a referenced North American Industrial Classification System (NAICS) number. (This system classifies land uses by categories and provides subclassification for more detailed associated uses.) In case of a question as to the inclusion or exclusion of a particular proposed use, which is not identified in these tables, the use shall not be permitted unless allowed through a Code interpretation*

*applying the criteria for Unlisted Use found in the Index of Supplemental Use Criteria (SMC 20.40.200 through 20.40.610). Temporary uses are allowed under criteria listed in SMC 20.30.295.*

**SMC 20.40.130 Nonresidential uses.**

*Table 20.40.130 Nonresidential Uses.* This table lists permitted uses. Self-service storage facility is not listed.

**SMC 20.40.570 Unlisted use.**

*A. Recognizing that there may be uses not specifically listed in this title, either because of advancing technology or any other reason, the Director may permit or condition such use upon review of an application for Code interpretation for an unlisted use (SMC 20.30.040, Type A action) and by considering the following factors:*

- 1. The physical characteristics of the unlisted use and its supporting structures, including but not limited to scale, traffic, hours of operation, and other impacts; and*
- 2. Whether the unlisted use complements or is compatible in intensity and appearance with the other uses permitted in the zone in which it is to be located.*

*B. A record shall be kept of all unlisted use interpretations made by the Director; such decisions shall be used for future administration purposes. (Ord. 706 § 1 (Exh. A), 2015; Ord. 238 Ch. IV § 3(B), 2000).*

- The proposed site for a self-service storage facility is located at 14553 Bothell Way NE, 14555 Bothell Way NE, 14561 Bothell Way NE, 14707 Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE and is zoned Community Business (CB).
- A self-service storage facility was permitted on the parcel just south of the subject site at 14535 Bothell Way NE on July 12, 2016.
- CB zoning is located to the North, South, and East of the site. Residential 48 dwelling units per acre (R-48) is located to the West.
- The surrounding uses include: self-service storage facility (South); small diner, automotive store and carpet storage/retail (North/East) and single family homes with multi-family zoning (West).
- The proposed project will have 29 parking spaces and two (2) loading spaces.
- A self-service storage facility is not permitted at 14553 Bothell Way NE, 14555 Bothell Way NE, 14561 Bothell Way NE, 14707 Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE in the CB zone unless allowed through a Code Interpretation for the unlisted use.
- The proposed self-service storage facility will be required to meet the City's design standards for the CB zone. The facility is proposed to consist of four (4) stories and an accessory office.
- The proposed self-storage facility's hours of operation are anticipated to be similar to nearby commercial establishments.

### III. CONCLUSIONS

A self-service storage facility is not permitted at 14553 Bothell Way NE, 14555 Bothell Way NE, 14561 Bothell Way NE, 14707 Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE in the CB zone unless allowed through a Code Interpretation for the unlisted use.

The purpose of the community business zone (CB) is to provide location for a wide variety of business activities, such as convenience stores, retail, personal services for the local community, and to allow for apartments and higher intensity mixed-use developments.

14553 Bothell Way NE, 14555 Bothell Way NE, 14561 Bothell Way NE, 14707 Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE are located in the CB zone. A self-service storage facility will provide the local community, both residential and commercial neighbors with a secure offsite option for storage of possessions, inventory, tools, etc. Also, as apartments become smaller, the need for off-site storage presumably increases.

In accordance with the factors/criteria required for consideration in determining if an unlisted use is permitted at a particular location:

A. The physical characteristics of the unlisted use and its supporting structures, including but not limited to scale, traffic, hours of operation, and other impacts, the City finds the following:

A self-service storage facility is expected to generate less impacts such as noise, traffic, parking needs and odors than many of the uses listed and permitted in the Nonresidential Use Table SMC 20.40.130.

1. The proposed self-service storage facility will be four (4) stories with an accessory office. The maximum allowable height in the CB zone is 60 feet, which will accommodate the proposed structure.
2. The proposed self-service storage facility will have hours that are similar to adjacent uses. It is also anticipated that the self-service storage facility will generate much fewer per day and hour trips than other uses allowed in the Community Business zone whereby limiting disturbance to neighboring properties.

B. Whether the unlisted use complements or is compatible in intensity and appearance with the other uses permitted in the zone in which it is to be located:

1. The proposed self-service storage facility project must be designed in compliance with the Commercial design requirements in SMC 20.50 Subchapter 4, SMC 20.50 Subchapter 6 Parking, Access and Circulation, and Landscaping Subchapter 7, which will ensure the proposed self-service storage facility use will be compatible in intensity and appearance with other uses in the zone.

IV. **DECISION:** Based on the information submitted as part of the Code Interpretation application 302157 for a self-service storage facility and a review of the purpose of the Community Business zone, a self-service storage facility is a permitted use at

14553 Bothell Way NE, 14555 Bothell Way NE, 14561 Bothell Way NE, 14707  
Bothell Way NE and 14704 32<sup>nd</sup> Avenue NE.



\_\_\_\_\_  
Director's Signature

8-5-16

\_\_\_\_\_  
Date

302157

## Memo

To: Rachael Markle  
From: Rodger Ricks, Cascade Investment Properties, LLC  
Date: 10/6/16  
RE: Request for Info regarding Self Storage made 9/21/16

Rachael,

Thank you for meeting with myself and Patrick Reilly of Urban Self Storage, and current president of Washington Self Storage Association in discussion of the specific self storage questions you asked in your 9/21/16 email. I wish to supplement such discussion with the following background, and answers to the specific questions for you and your staff to review in making a recommendation to the Planning Commission.

### Project General Information:

Location: 20029 19th Ave. NE Shoreline, WA 98155  
Parcel(s): 7417700490 & 7417700500  
Zone: Community Business (CB)  
Proposed Occupancy: S-1  
Proposed Use: Self-Storage Facility  
Applicant: Cascade Investment Properties, LLC  
Attach Documents: Notice of Site Development Permit Application #123743  
Sheet SK1.0 Site Plan

### Background:

In October 2015, the Applicant considered purchasing the parcels referenced above, and made inquiries with the planning department of the City of Shoreline to confirm that Self Storage was an allowed use within a Community Business (CB) zone. At such time, the Applicant was advised that Self Storage is considered "General Retail Trade/Services" which is permitted outright in the Community Business (CB) zone, and that the specific parcels referenced would be suitable for Self-Service Storage. The Applicant subsequently negotiated with the legal owner of said parcels and entered into a purchase contract in November 2015. On January 5, 2016, the Applicant participated in a Pre-Application meeting where City of Shoreline planning officials further confirmed the specific parcels are appropriately zoned for self storage use. Applicant was further advised by City of Shoreline planning officials at that time that they recently approved another Self Storage facility on a site that was Community Business (CB) zoned near Lake City Way. Based on such assurances from the City of Shoreline planning department that Self Storage was a permitted use within the Community Business (CB) zone on these specific parcels, the Applicant has preceded to expend considerable resources toward development of the parcels into a successful Self Storage facility. On July 15, 2016, the City of Shoreline requesting that the Applicant submit a Code Interpretation Request, which he did, and subsequently received a favorable unlisted use code interpretation on July 25, 2016. On August 8, 2016, the Shoreline City Council passed an emergency moratorium on acceptance and processing applications for building permits for any self storage facilities for six months. .

Project Description:

The proposed Self Storage facility is located at 20029 19<sup>th</sup> Avenue NE, Shoreline WA. The current vacant site is zoned as Community Business (CB), and is located between a gas station to the south, retail/shopping facilities to the west, and an apartment complex to the north. The Applicant is proposing the development of a four story over basement Self Storage facility that will contribute to the variety of business desired by the Community Business (CB) zone, complement the overall urban fabric of the area, and meet unmet self storage demand in the area..

Your Questions of 9/21/16 regarding self storage

- ***Do you have any images of the types of self-service storage facilities that are planned for Shoreline that could be shared?***

Attached as EXHIBIT A are renderings of the proposed facility, as well as floor plates and elevations of the design proposed on this site. It should be noted that this 4-story over basement facility will be 5' 8" under the 60' height limitation. This design will have in addition to storage, an office component servicing the tenants, and loading on the south end of the building shielded from the residential to the north and not located on the street-facing side of the building. The building will incorporate various design elements and high quality materials to provide visual appeal, and will be categorized as "new generation" with the state of the art controlled access, security monitoring, climate control, fire suppression, and metal storage locker styles the consumer demands.

- ***Do you have any site plans or statistics (square footage, number of units, size of units, number of floors, landscaping, lighting, parking) for the types of self-service storage facilities planned for Shoreline?***

The proposed facility will have approximately 823 storage lockers providing 78,599 net rentable s.f. of storage space, and a gross area of approximately 110,867 to provide approximately 70.9% building efficiency. The design has come about based on recommendations from Urban Self Storage <https://www.urbanstorage.com/> who manages 60+ independent facilities in the Pacific NW and led by a nationally recognized expert in self storage. This building is scaled to serve the typical 2-3 mile or 10 minute drive (typical traffic) market area, and falls within common industry guidance to have buildings sized no more than 85,000 s.f. Net Rentable Area (115,000 – 120,000 sf gross), unless the facility will serve an extremely dense area such as Queen Anne or Capital Hill. Further, buildings with Net Rentable Area less than 55,000 (75,000 – 80,000 sf gross) are typically deemed inefficient.

There will be landscaping buffers, lighting to increase security and enhance building visibility, and parking provided by code, although self storage have are not heavy traffic generators and typically need a loading area and 4-5 other space, well less than the parking requirements suggested in the Shoreline code.

- ***How do other cities in the area regulate self-service storage facilities?***

This was addressed very well in <http://www.shorelinewa.gov/home/showdocument?id=29114>



- ***Can you please describe who uses self-storage facilities?***

Self storage has become commonplace in our mobile society, and it is estimated that demand for self storage space is 7.2 s.f. per individual in the US. This demand is driven by people moving, and by various lifestyle transitions, such as marriage, divorce, retirement, a death in the family, etc. Further, approximately 30% of self storage in urban areas are used by commercial tenants to store inventory, equipment and other supplies, and many tenants of self storage have made a lifestyle choice to store their "stuff" separate from their residence.

- ***How many self-service storage facilities (or units even better) are located in neighboring cities?***

There are over 800 self storage facilities in the Puget Sound Region, and a small sampling is found on EXHIBIT B attached.

A 3rd party demand study for self storage at the site proposed has measured existing supply, occupancy levels and rental rates for facilities the proposed project would potentially compete with, and has concluded that there is a very strong undersupply of storage units at this location. Ideally a developer would prefer to develop a self storage where there is "un-contested demand" within 2-3 miles, or a 10 minute drive time (assuming normal traffic). Such assumed market area is shown on EXHIBIT C attached, and facilities nearby have very high occupancy and rental rates that are buoyed up high because demand is so strong. The proposed project is located on a Minor Arterial (19th Ave. NE) which has close proximity to a Major Arterial (Ballinger Way NE) and commuter corridor servicing the northeast part of Shoreline and accordingly is at a crossroads for nearby communities of Lake Forrest Park, Mountlake Terrace, and Brier which presently have no self storage. Providing self storage services to nearby communities is nice, but... there is unmet consumer demand for self storage space that would serve residents of Shoreline who live east of I-5 and south of the city of Shoreline boundaries. Yes, there is a new self storage in Shoreline located near Lake City Way, but such facility is 3 miles away. Adding another self storage to this vibrant commercial district around Ballinger Village Shopping Center, would benefit Shoreline residents, and non-Shoreline residents who frequent this area.

- ***Do facilities "publish/share" number of units total & square footage total for existing facilities and vacancy rate information? If yes, how would the City set about obtaining this information?***

Facilities do not publish their occupancy, and there are no services that provide this information, but such can be determined various ways on an individual property basis through "secret shopping", websites, management companies with strong a strong market presence "competitive set" information. In a perfect world, such information would be nice for developers and the city to understand, but in the world we live in, banks who finance these properties research this information sufficiently by ordering an appraisal, along with loan officer underwriting diligence.

- ***Is there a per person or household formula to determine how many storage units or square feet of storage a City can support?***

Demand for self storage space is estimated at 7.2 s.f. per individual in the US, with areas of higher density, disposable income, population in transition having higher storage needs. In a

perfect world one could calculate demand based on population of a city alone, but.... cities like Edmonds on Brier do not allow self storage, and consumers from such communities address their storage needs elsewhere.

High occupancy rates for existing facilities, and high rental rates are indicative that there is a unmet self storage demand.

▪ ***How do self-service storage facilities benefit a jurisdiction?***

Self storage is has become an essential service in our society as people need storage space outside of their home or business increases. Tenancy of storage facilities prefer there storage locker is close to where they live or work. Businesses are able make better use of their retail or office space, by storing inventory, decorations, supplies off-site. Household tenants of self storage can often "reclaim their garage" and thereby not park on the street, or by freeing up space stored by possession, offer housing to a friend or relative.

New generation self storage facilities provide higher security, are more attractive, and meets consumers' needs better than the older early generation storage facilities. If communities do not provide for, consumers of such services will travel to communities that do.

▪ ***Is there anything else you think the City should know about the self-service storage industry or about your proposed project in particular?***

- ✓ It should be noted that this proposed project is not in the same market area as the other proposed self storage facilities on Highway 99
- ✓ Other proposed self storage projects east of I-5 appear to be dead
  - 17703 15<sup>th</sup> Ave. NE - sale has fallen out of contract
  - 14553 Bothell Way NE - reportedly the sale has fallen out of contract
- ✓ Site has been vacant for many years
- ✓ Site would not be considered in a pedestrian zone,
- ✓ Site not in an area considered town center
- ✓ Site is on a Minor Arterial, and thereby not utilizing valuable Major Arterial space where City can promote a higher sales tax generating retail space.
- ✓ The site's physical characteristics of elevation change and frontage do not suggest retail use would be viable
- ✓ See Comments regarding Supplemental Index Criteria for Self-Service Storage Facilities, attached as Exhibit D

Thank you for your consideration of this matter. Rodger

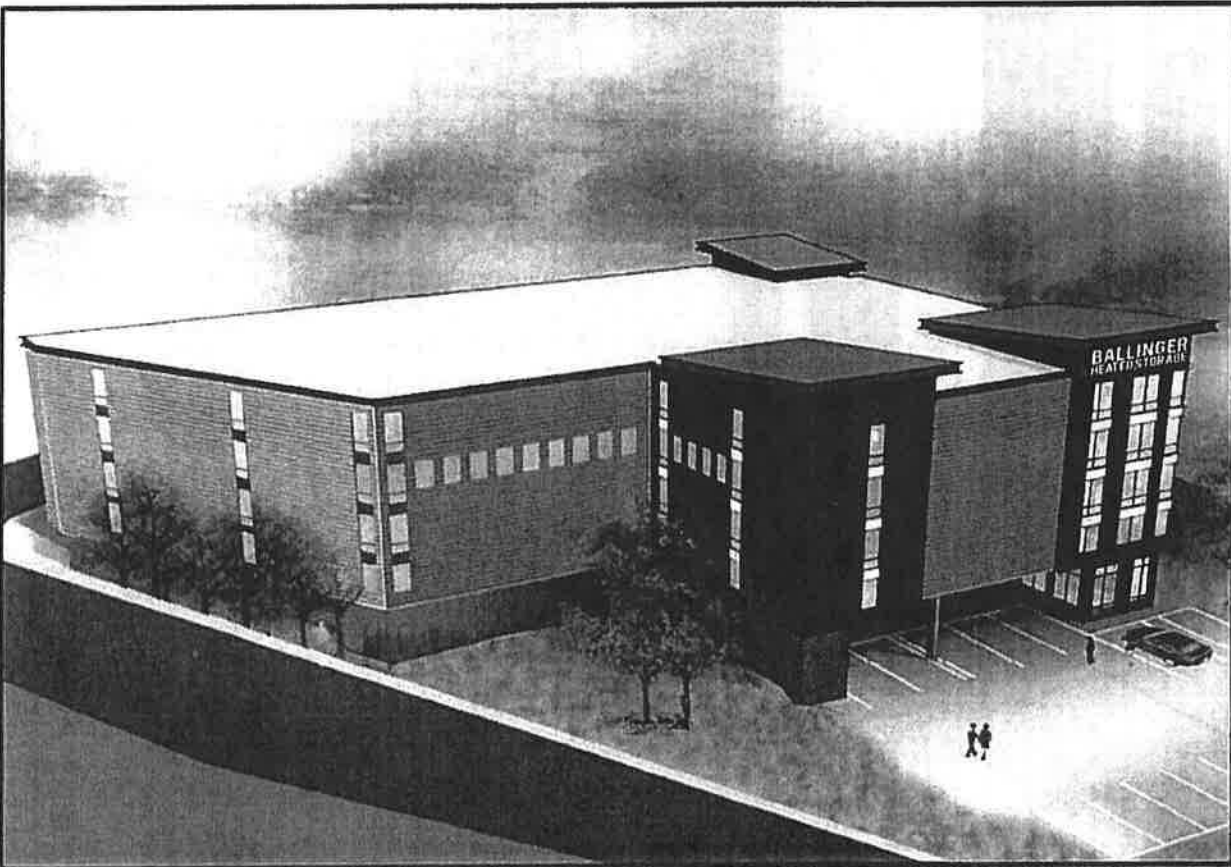


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**BALLINGER HEATED  
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PRJT NO 15100  
PRJT MGR KL  
DRW BY: DL  
CHK BY:

SE PERSPECTIVE  
**SK4.1**



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SW PERSPECTIVE  
**SK4.2**

SHEET NOTES:

**BUILDING UNIT MIX**

UNIT TYPE	UNIT COUNT	TOTAL SQ FT	TOTAL GROSS SQ FT
1-BED	10	10,000	10,000
2-BED	10	20,000	20,000
3-BED	10	30,000	30,000
4-BED	10	40,000	40,000
5-BED	10	50,000	50,000
6-BED	10	60,000	60,000
7-BED	10	70,000	70,000
8-BED	10	80,000	80,000
9-BED	10	90,000	90,000
10-BED	10	100,000	100,000
<b>TOTAL</b>	<b>100</b>	<b>1,000,000</b>	<b>1,000,000</b>

**UNIT MIX LEVEL 1**

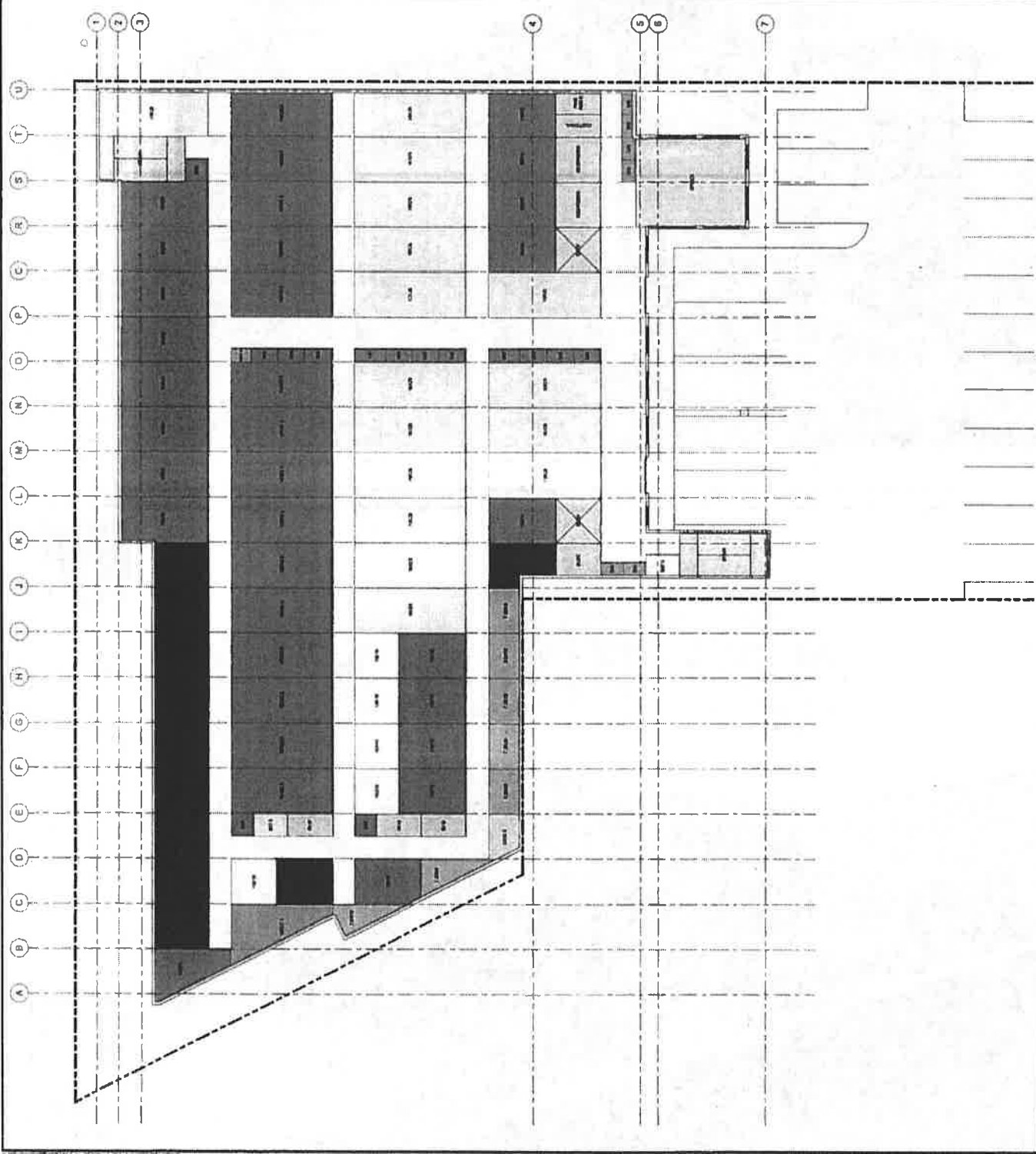
UNIT TYPE	UNIT COUNT	TOTAL SQ FT	TOTAL GROSS SQ FT
1-BED	10	10,000	10,000
2-BED	10	20,000	20,000
3-BED	10	30,000	30,000
4-BED	10	40,000	40,000
5-BED	10	50,000	50,000
6-BED	10	60,000	60,000
7-BED	10	70,000	70,000
8-BED	10	80,000	80,000
9-BED	10	90,000	90,000
10-BED	10	100,000	100,000
<b>TOTAL</b>	<b>100</b>	<b>1,000,000</b>	<b>1,000,000</b>

**GROSS BUILDING AREA**

AREA TYPE	AREA (SQ FT)
Building Footprint	1,000,000
Staircases	10,000
Elevators	5,000
Common Areas	15,000
Mechanical Rooms	10,000
Garage	200,000
<b>TOTAL</b>	<b>1,235,000</b>

**PARKING CALCULATION**

AREA TYPE	AREA (SQ FT)	SPACES
Garage	200,000	200
Street	100,000	100
<b>TOTAL</b>	<b>300,000</b>	<b>300</b>





BALLINGER HEATED STORAGE  
CASCADE INVESTMENT PROPERTIES

20028 19TH AVE NE  
SHORELINE, WA 98155

DATE:	
PROJECT NO.:	
PROJECT NAME:	
DESIGNER:	
CHECKER:	
SCALE:	

PROJECT NO.:	
PROJECT NAME:	
DESIGNER:	
CHECKER:	
SCALE:	

LEVEL FLOOR PLAN  
**A2.01**

SHEET NOTES:

**BUILDING UNIT MIX**

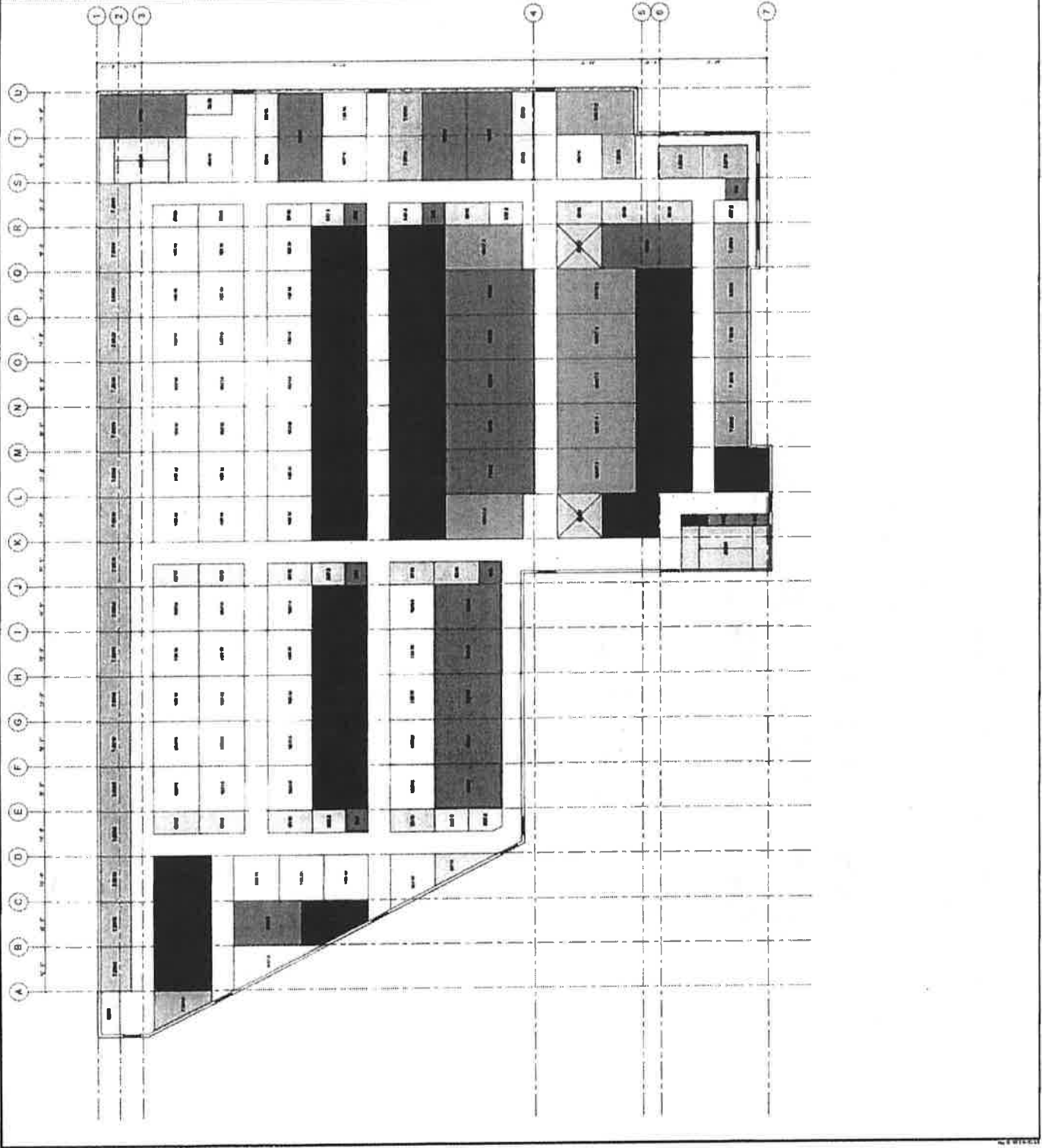
UNIT TYPE	NO. OF UNITS	TOTAL SQ. FT.
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**UNIT MIX LEVEL 2**

UNIT TYPE	NO. OF UNITS	TOTAL SQ. FT.
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**GROSS BUILDING AREA**

AREA	NO. OF UNITS	TOTAL SQ. FT.
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**SHEET NOTES:**

**BUILDING UNIT MIX**

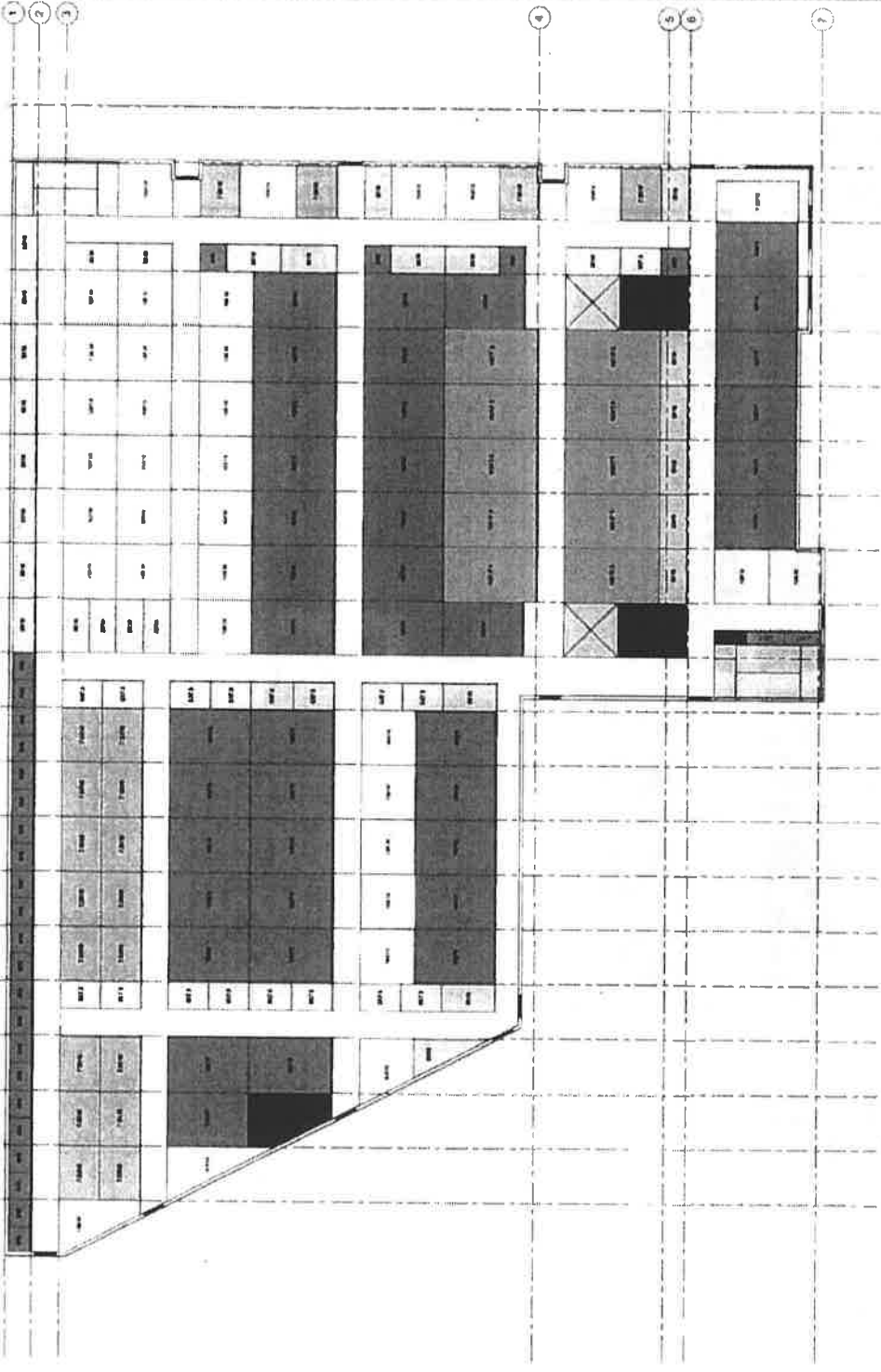
UNIT TYPE	UNIT SIZE	NO. OF UNITS
1	300	4
2	350	6
3	400	8
4	450	10
5	500	12
6	550	14
7	600	16
8	650	18
9	700	20
10	750	22
11	800	24
12	850	26
13	900	28
14	950	30
15	1000	32
16	1050	34
17	1100	36
18	1150	38
19	1200	40
20	1250	42
21	1300	44
22	1350	46
23	1400	48
24	1450	50
25	1500	52
26	1550	54
27	1600	56
28	1650	58
29	1700	60
30	1750	62
31	1800	64
32	1850	66
33	1900	68
34	1950	70
35	2000	72
36	2050	74
37	2100	76
38	2150	78
39	2200	80
40	2250	82
41	2300	84
42	2350	86
43	2400	88
44	2450	90
45	2500	92
46	2550	94
47	2600	96
48	2650	98
49	2700	100

**UNIT MIX LEVEL 3**

UNIT TYPE	UNIT SIZE	NO. OF UNITS
1	300	4
2	350	6
3	400	8
4	450	10
5	500	12
6	550	14
7	600	16
8	650	18
9	700	20
10	750	22
11	800	24
12	850	26
13	900	28
14	950	30
15	1000	32
16	1050	34
17	1100	36
18	1150	38
19	1200	40
20	1250	42
21	1300	44
22	1350	46
23	1400	48
24	1450	50
25	1500	52
26	1550	54
27	1600	56
28	1650	58
29	1700	60
30	1750	62
31	1800	64
32	1850	66
33	1900	68
34	1950	70
35	2000	72
36	2050	74
37	2100	76
38	2150	78
39	2200	80
40	2250	82
41	2300	84
42	2350	86
43	2400	88
44	2450	90
45	2500	92
46	2550	94
47	2600	96
48	2650	98
49	2700	100

**GROSS BUILDING AREA**

AREA TYPE	AREA (SQ FT)
1	10000
2	11000
3	12000
4	13000
5	14000
6	15000
7	16000
8	17000
9	18000
10	19000
11	20000
12	21000
13	22000
14	23000
15	24000
16	25000
17	26000
18	27000
19	28000
20	29000
21	30000
22	31000
23	32000
24	33000
25	34000
26	35000
27	36000
28	37000
29	38000
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31	40000
32	41000
33	42000
34	43000
35	44000
36	45000
37	46000
38	47000
39	48000
40	49000
41	50000
42	51000
43	52000
44	53000
45	54000
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47	56000
48	57000
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51	60000
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67	76000
68	77000
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90	99000
91	100000





CASCADE INVESTMENT PROPERTIES

BALLINGER HEATED STORAGE

20029 18TH AVE NE  
SHORELINE, WA 98155

PROJECT NO.	
DATE	
DESIGNED BY	
CHECKED BY	
PROJECT	

DATE	
PROJECT	
DESIGNED BY	
CHECKED BY	

LEVEL FLOOR PLAN  
**A2.03**

SHEET NOTES:

**BUILDING UNIT MIX**

UNIT TYPE	UNIT COUNT	SQ. FT.
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**UNIT MIX LEVEL 4**

UNIT TYPE	UNIT COUNT	SQ. FT.
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**GROSS BUILDING AREA**

AREA	SQ. FT.
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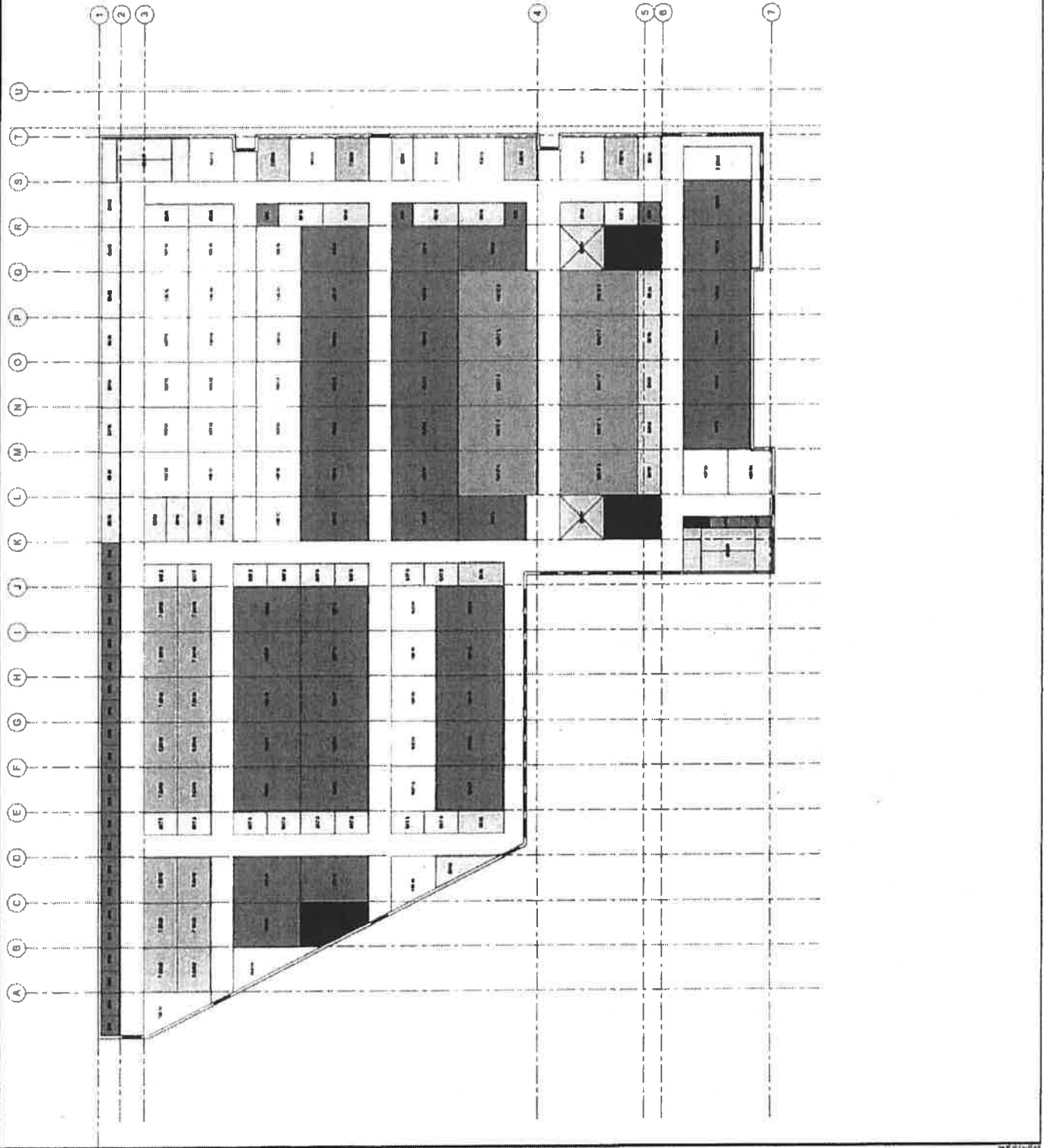








EXHIBIT B

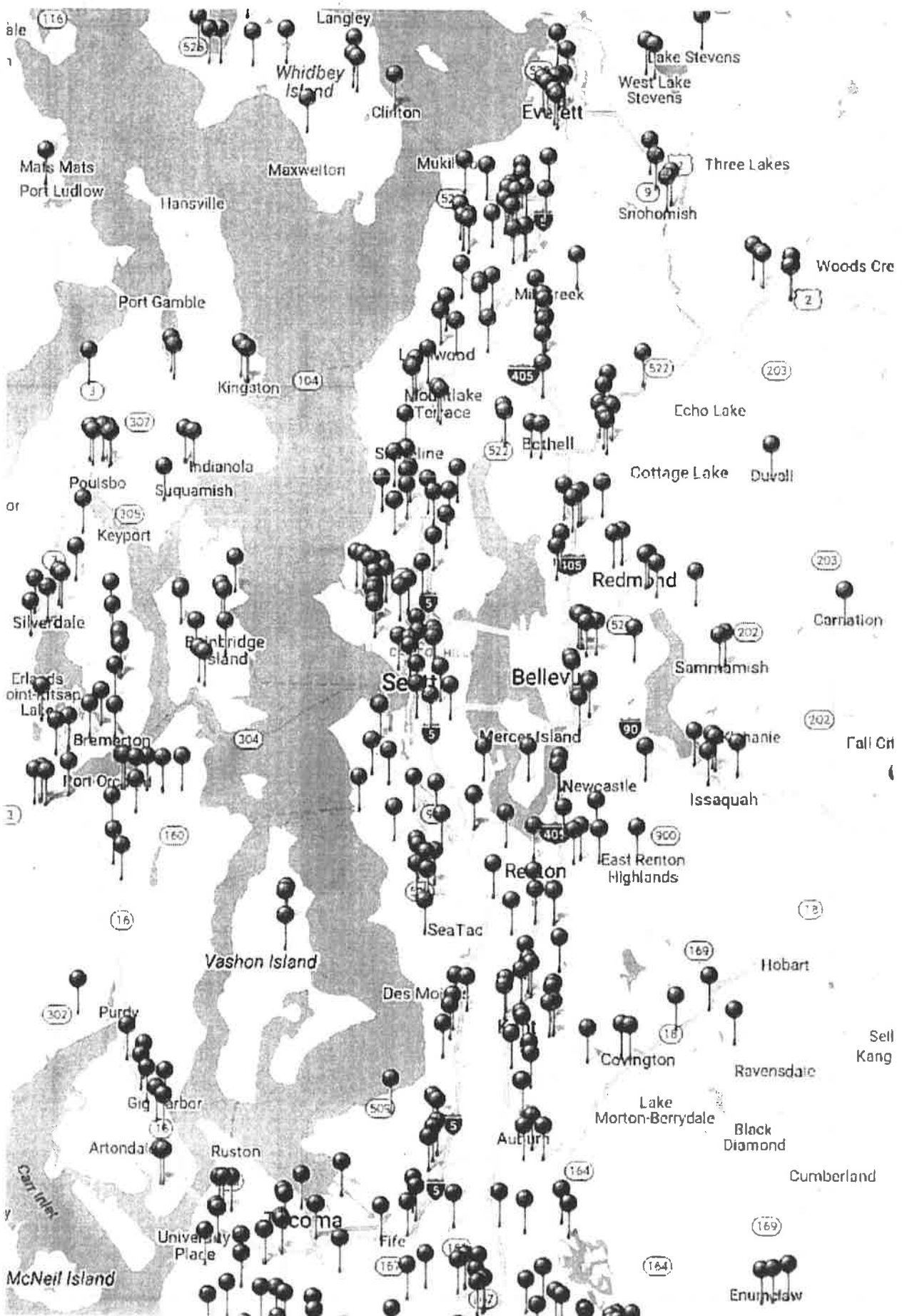
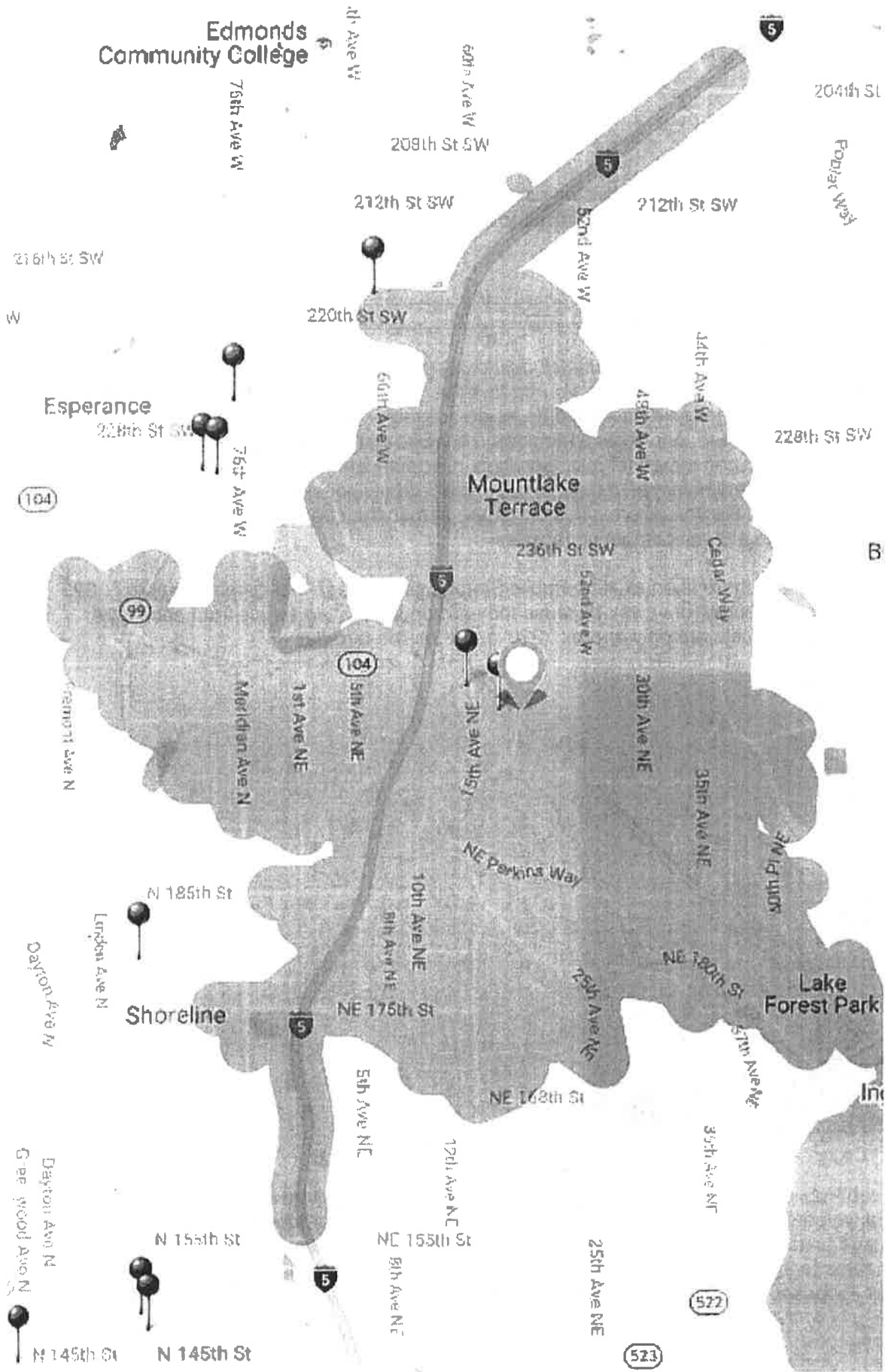


EXHIBIT C



## EXHIBIT D

### Comments regarding Supplemental Index Criteria for Self-Service Storage Facilities

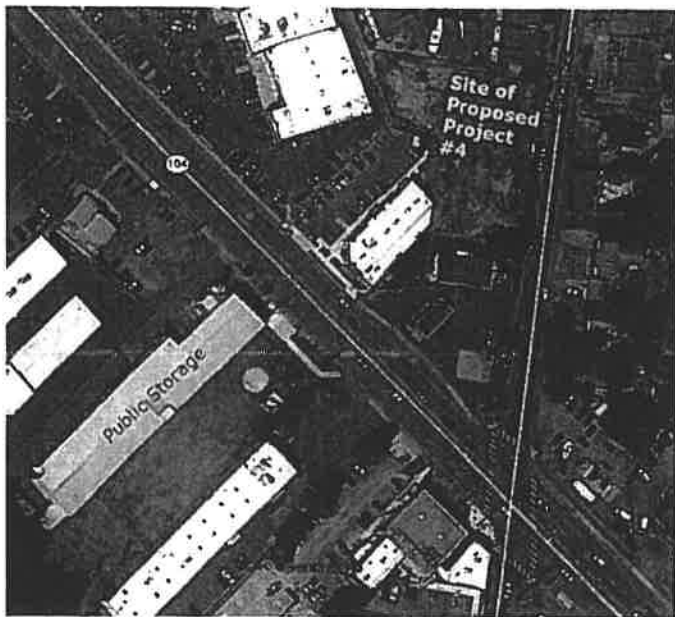
By: Rodger Ricks  
Cascade Investment Properties, LLC  
Developer of Proposed Project #4

A. Self-service storage facilities shall not be permitted on corner lots. This is good policy as many uses of self storage are driving rental trucks (U-Hauls) which are difficult to maneuver, and corner lots often have difficult access.

B. Self-service storage facilities shall not be located within a ¼ mile, 500 feet, or ????  
measured from the property line of the proposed site to another existing or permitted self-service storage facility.

*Please see Attachment A: Storage Facility Map which includes for visual reference ¼ mile and 500 ft. radius from existing and permitted self-service storage facilities.* It is difficult to understand the purpose of this criteria. Placement of self storage facilities should be made convenient to where customers a) live, b) travel, and c) where demand is warranted, and criteria requiring a specific distance of separation between self storage facilities does not benefit the consumers of such services. Certainly the code would not consider a minimum distance between retail establishments, industrial uses, multi-family housing, and office uses. There are many places in the Puget Sound Region where self storage are across the street from each other while maintaining strong occupancy rates at such competing facilities.

In the case of Proposed Project #4, there is an existing Public Storage self storage facility that is approx.. 825' by roadway from the Proposed Project #4 driveway because they are on separate arterials from each other and around the corner, but such parcels are only approx.. 220' apart "as-the-bird-flies.



It should be noted that the Public Storage facility on Ballinger Way has been operating in the high 90% occupancy levels for many years, despite having a layout not considered consumer friendly (370' long building = long distances to storage units way from central loading) and because demand has been so strong, they have raised their rental rates to the consumers because there is no nearby competition. A 3<sup>rd</sup> party demand study for self storage for Proposed Project #4 indicated a very strong undersupply of storage units at this location.

The Proposed Project #4 is located on a Minor Arterial (19<sup>th</sup> Ave. NE) which has close proximity to a Major Arterial (Ballinger Way NE) and commuter corridor servicing the northeast part of Shoreline, and nearby communities of Lake Forrest Park, Mountlake Terrace, and Brier. Providing self storage services to nearby communities is nice, but... there is unmet consumer demand for self storage space that would serve residents of Shoreline who live east of I-5 and south of the city of Shoreline boundaries. Having criteria restricting a self storage location based on distance from a competing facility is not giving consideration to the consumers of such services. Adding another self storage to this vibrant commercial district around Ballinger Village Shopping Center, would benefit Shoreline residents, and non-Shoreline residents who frequent this area.

C. Self-service storage facilities shall not be permitted in the Aurora Square Community Renewal Area and on NE 165<sup>th</sup> Street and 5<sup>th</sup> Avenue NE in the Ridgecrest Community Business district. No Comment

D. Minimum space dimension for building interiors that are ground-level and fronting on streets shall be 12-foot height and 20-foot depth and built to commercial building code. No more than 25% of this space may be occupied by self-service storage related uses including but not limited to storage units, storage supply sales, and office for support and rental of storage units. The purpose of such development criteria is unclear. It should be noted the self storage has specific loading/unloading areas where customers drive cars, and light pickup truck, but often utilize larger rental trucks which they are not accustomed to driving. Accordingly, self storage and other commercial uses seldom mix.

E. Self-service storage facilities are permitted only within multistory structures designed to emulate multifamily or office buildings. As land has become more valuable in metropolitan areas, developing multi-story structures dedicated solely to self storage is viable to provide communities this service. Certainly these structures must meet design criteria and be attractive, but.... requiring such dedicated structures to emulate multifamily or office buildings is "over the top" and would add needless cost to the structure.

F. The only activities permitted in individual storage units shall be the rental of the unit and the pickup and deposit of goods and/or property in dead storage. Storage units shall not be used for activities such as: Residences, offices, workshops, studios, hobby or rehearsal areas. Excellent criteria.

G. Manufacturing, fabrication, or processing of goods, service or repair of vehicles, engines, appliances or other electrical equipment, or any other industrial activity. Although not specified, these uses should be prohibited.

H. Conducting retail sales of any kind including garage or estate sales or auctions or to conduct any other commercial activity. Consumers of self storage require the sale of some ancillary products such as locks, boxes, wrapping tape, etc. Further, it is industry standard to periodically hold an auction to sell the contents of a tenant who has abandoned their unit, which auctions might be limited to 2 times per year.

I. Storage of flammable, perishable or hazardous materials or the keeping of animals. Excellent criteria

J. Accessory Uses. Accessory uses such as the rental of trucks, trailers or moving equipment (hand carts, jacks and lifts, etc.), the installation of trailer hitches, or the sale of boxes or packing materials are permitted only if they are otherwise permitted in the zone in which the facility is located, and shall meet all use and development standards of the zone. All zones that allow self storage should also allow for such accessory uses

K. Self-service storage facilities located in commercial zones shall not operate or allow tenant access between the hours of 10:00 p.m. and 7:00 a.m. Excellent criteria

L. Outdoor Storage Prohibited. Within commercial zones, all goods and property stored in a self-service storage facility shall be stored in an enclosed building. No outdoor storage of boats, RVs, vehicles, etc., or storage in outdoor storage pods or shipping containers is permitted. Excellent criteria. Project #4 will be fully enclosed facility that would be termed "new generation" and make very productive use of scarce city land, unlike older single storage self storage facilities.

M. All storage units shall gain access from the interior of the building(s) or site – no unit doors may face the street or be visible from off the property. Excellent criteria

N. If the facility abuts residentially zoned property, the facility loading bays, docks or doors shall not be visible from the residential property. No comment

O. Loading docks, entrances or bays may not be located on a street-facing side of a building and shall be screened from residential uses. Excellent criteria

P. Electrical service to storage units shall be for lighting and climate control only. No electrical outlets are permitted inside individual storage units. Lighting fixtures and switches shall be of a secure design that will not allow tapping the fixtures for other purposes. Excellent criteria

Q. Fences and walls including entry gates shall be constructed of high quality materials and shall be compatible with the design and materials of the building(s) and site. Decorative metal or wrought iron fences are preferred. Chain-link (or similar) fences, barbed or razor wire fences, and walls made of precast concrete blocks are prohibited. Fences or walls are not allowed between the main or front building on the site and the street. Landscape areas required by the design guidelines or elsewhere in this code shall not be fenced. Excellent criteria

R. A minimum window area shall be 50% percent of each floor above the ground floor of a selfservice storage facility building that is visible from a street or from a residentially zoned area. Such criteria would very impractical in adding substantially to development costs, loss of building efficiency, reduction in building security, and reduction in building energy efficiency. The new multi-story self storage facility should have some windows, but not so much to compromise its purpose which the consumer utilizes such facility for.

S. Self-service storage facility buildings shall be surfaced in high-quality materials. Unfaced concrete block, painted masonry, tilt-up and pre-cast concrete panels and prefabricated metal sheets are prohibited. Prefabricated buildings are not allowed. This criteria is way too broad as to building materials, but Prefabricated buildings should be prohibited

T. Exterior colors, including any internal corridors or doors visible through windows, shall be muted tones. Excellent criteria

U. Elevated truck loading docks shall not be located on building elevations that face streets or abutting residential zone districts. No comment

V. Cladding Materials. Buildings shall be clad with a mix of durable, low maintenance materials that convey an appearance of quality. Allowed cladding materials include: (1) high grade metal composite panels with a durable, factory-applied finish, provided that colors or textures are varied to prevent a monolithic appearance; (2) brick, brick veneer, stone, simulated stone, or stucco; (3) cement fiberboard; (4) concrete masonry units ("CMUs") with integrated color, provided that the outer surface of the CMUs is either split face or ground face. Prohibited cladding materials include: (1) un-backed, non-composite sheet metal products (e.g., standing seam metal or flat panels that may oil-can or easily dent); (2) smooth face CMUs that are painted or unfinished; (3) board and batten siding; (4) plastic or vinyl siding; or (5) unfinished wood. Too restrictive

W. Building Length: Have a maximum building length of one hundred fifty (150) linear feet, regardless of modulation, for any facade located within fifty (50) feet of and facing a residential zoned property or designated major street. Building length limited to 150' is too restrictive as multi-story building need to have adequate size to be viable developments, and because self storage is one property type that can often be designed for an irregular parcel (more difficult with retail and industrial). From a self storage consumer perspective, it is preferable that such tenant does not have to travel more than say 125' -150' to access their storage unit, and accordingly the typical self storage design solution attempts to have a covered loading area central to the structure.

X. Facade Variation: Have exterior vertical surfaces with at least fifty (50) percent of the area covered by a material or combination of materials such as decorative brick veneer, stone, stucco, textured block or similar decorative materials with no one material exceeding fifty (50) percent of said area. This criteria is well meaning, but... the 50% requirements might be excessive.





September 27, 2016

Dear Rachael,

Thanks for keeping us in the loop on the process at the City of Shoreline related to the moratorium on storage facilities. As you know, we are pursuing a self-storage facility at 19237 Aurora Avenue N. We went through the pre-application process, received a favorable interpretation regarding the use at the site, closed on the property, and were nearly ready to submit our application when the Shoreline City Council enacted the emergency moratorium.

I'm writing this note in response to your email dated September 21 where you asked a series of questions related to the storage facilities. A lot of what you asked about was contained in our letter to you dated August 29, which is included with this letter as Attachment A.

### **1. Photos of Planned Self-Storage Facilities**

You asked for images, see Attachment B for renderings of our proposed facility and photos of example existing facilities.

### **2. Facility Operations and Design**

We used the specifications of a national operator as a starting point when we started developing storage. Like hotels, it's extremely important to have a good operator for a self-service storage facility. The business is less about real estate than it is about operations. We've also compared notes with a successful storage developer from the Portland area and their data was similar to what we got from the national operator.

- **Facility Size:** The facilities are usually right around 100,000 gross square feet.
- **Unit Size:** The average size of the units depends largely on their location. The more rural properties tend to have larger average unit sizes; the more urban properties tend to have smaller average unit sizes. For Shoreline, we believe the average unit size will be 80-100 sf but we will have units ranging from 25 sf to 300 sf. Our proposed facility will contain 850-900 units.
- **Building Height:** The height of self-storage facilities will range from 2 stories to 5 stories, depending on the site characteristics. The ideal height seems to be 3-4 stories, which is where we get maximum efficiency with circulation. The Shoreline project we've designed is 5 stories, but it follows the steep topography of the site so it's 5 stories along the street, and it reduces down to a single story at the western most part of the site adjacent to the residential neighborhood behind our property. We did this to reduce the impact on neighbors and also to avoid expensive excavation and shoring that would be required on such a steep and awkwardly shaped property. This site would be extremely difficult to develop into any use other than storage due to the shape and topography.
- **Parking Demand:** High parking counts are typically not needed in storage properties – there simply aren't that many people coming and going at the same time.
- **Landscaping:** We typically have extensive landscape buffers around our properties, and as you can see from the attached rendering, the Shoreline site is definitely a good example of a well landscaped site.
- **Lighting:** We also use lighting to give the building character and additional visibility. Obviously, security is a concern for our tenants so the interiors and exteriors of our facilities are extremely well lit,

**From:** [Greg Kletzly](#)  
**To:** [Rachael Markle](#)  
**Cc:** [Mitch Johnson](#)  
**Subject:** Shoreline - Self storage  
**Date:** Tuesday, September 27, 2016 6:03:50 PM  
**Attachments:** [image007.png](#)  
[image001.png](#)  
[image003.jpg](#)  
[image005.jpg](#)

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Rachael,

We greatly appreciate your time meeting with us today. Following are some images and notes that may aid in your presentation. Please let us know if we can assist further.

**Positive Examples (local owners):**

- Ground floor retail
- Earth-tone palette
- Pedestrian scale
- Lighting design





### **Negative Examples (non-local owners)**

- Exposed garage doors w primary color palette
- Vinyl banner signs
- Chain link fences



**Customer:**

- Serves a 3-mile neighborhood area
- Household goods (located in convenient, accessible locations to serve residential neighborhoods and relocation needs of customer)
- Recreation equipment (seasonal storage for skis, bikes, jerseys and gear for individuals and sports leagues)
- Seasonal event materials (flexible, on demand space for tent storage, signage, holiday decor)
- Business goods inventory (affordable, convenient substitute to warehouse space)
- Realtors (signs, furniture staging, marketing materials)

**Customer Profile:**

- 1 in 10 households consistently use self-storage (65% of these customers have 1+ garage space)
- Home Occupation customer
- Single and multi-family customers
- Limited space in residence / office
- Relocation of residence / office

but not in a way that would disturb the neighbors.

### **3. Regulations in Other Cities**

We've compiled information about how other cities in the region regulate self-storage facilities. Attachment C includes a chart with an overview of how other cities identify the use, where the use is allowed, and whether there are any other conditions or requirements for the use. This is a very high-level summary, but it shows that self-storage facilities are allowed in all the cities we researched in the region. It also shows that most, if not all, of these cities would allow self-storage facilities on a site similar to 19237 Aurora Avenue N, which has a Mixed Business zoning designation, a Comprehensive Plan designation that allows intense uses, is located on busy corridor, and is not located in a town center.

### **4. Self-Storage Use and Demand**

Storage is used by everyone. It's a price point service that is accessible to most people in the community. With the Shoreline project, we believe most of our tenants will be from the extensive residential neighborhoods and new multifamily buildings surrounding our site. Shoreline is particularly attractive for self-storage facilities because it is a growing city, and growth in residential and commercial sectors increases the demand for self-storage facilities.

Self-storage facilities provide an essential complement to modern mixed-use residential developments. We have developed a lot of market rate apartment projects in Seattle, Portland, and Salt Lake City in this last cycle, and the trend has been ever smaller "price point" units as rents have increased. By relieving the modern burden generated by decreasing residential unit sizes, storage offers an affordable way for people to keep their belongings that may not fit in the small apartments that are being developed in our cities today.

As communities have become more familiar with self-storage, the demand for off-site storage has also expanded to accommodate the growing needs of the business community (e.g., storing files, medical records, excess inventory, equipment, etc). In some areas, business storage accounts for 30 percent or more of the total tenancy of the facility. Easy access, convenient office hours, short term rental agreements and no long term commitment to pay for space which may not be needed in the future, make the self-storage facility extremely attractive to the retail customer, contractor, home based businesses, manufacturers, and pharmaceutical representatives, etc.

### **5. Storage Facilities in Neighboring Cities**

We don't track total units in any given community, but we do measure the number of competitive properties which exist within certain distances of our selected site. We analyze on a 1-mile, 2-mile, and 3-mile radius. We like sites with a supply ratio under 7 sf of storage space/capita in a 3-mile radius (this ratio does not include our own potential facility). As population continues to grow, the demand for storage in Shoreline, especially in a location along a major arterial, is far from saturation. It is estimated that 80% of the customers for self-storage live within two miles of the site they rent from, so the anticipated growth of Shoreline suggests a need for additional local storage facilities.

### **6. Data from Existing Facilities**

Existing facilities are reluctant to share information about their vacancy and property statistics. We have had some success "shopping" individual properties to find out rental rates and general unit mixes, and industry standards seem to be consistent in most modern storage facilities.

## 7. Benefits to the City

The "third generation" of self-storage is characterized by the following: retail locations, light commercial locations, or even multi-family residential neighborhood locations (rather than the traditional industrial corridor or location in heavier commercial areas). This new design and operation model benefits the local jurisdiction in a number of ways.

- **Good Design:** These newer facilities emphasize aesthetics in construction and are designed to blend in with the "retail" nature of the neighborhoods they serve. Landscaping has also become a prime consideration, as well as development of storage in conjunction with a planned tract of offices, retail stores, or business park development, combining "incubator" office space with storage or "super centers" (retail strip mall with storage complex). All this contributes to the goal of creating a stable, secure, upscale image that develops a strong perception of trust among local consumers.
- **Supports Growth:** As discussed above, self-storage facilities are essential to supporting both residential and commercial growth in a community. Customers generally seek out self-service storage facilities within a two-mile radius, so it is important for a growing city like Shoreline to allow storage facilities to keep pace with and support desired growth.
- **Development of Underused Sites** The small unit sizes allow for much more flexible building layouts (as opposed to retail or residential apartments that require specific depths, widths, parking, etc.). Storage often fills the odd "leftover" properties sometimes found in cities, with the double benefit of satisfying an important public need.
- **Property Taxes:** Providing an appropriate use for underused sites creates the opportunity for higher property tax revenues on sites that would otherwise remain vacant.

## 8. Information about 19237 Aurora Avenue N

The letter we sent to you on August 29, 2016 explained why self-storage is particularly appropriate at 19237 Aurora Avenue N under the Shoreline Development Code (Mixed Business zone) and Shoreline's Comprehensive Plan (Mixed Use 1 designation). We also explained why the site characteristics supported the use (the Aurora Avenue N location, outside a town center or residential area, and not on a corner).

We want to emphasize again that our site is currently vacant and underutilized. The letter we sent on August 29, 2016 includes photos showing the existing condition of the property. The property has been a dumping ground for construction materials left over from the Aurora Avenue improvements and other garbage dumped by the general public. It has become home to transients. The site is oddly shaped and very steep. We feel quite strongly that a modern storage facility is clearly the highest and best use for this mid-block property and an appropriate use of the land under Shoreline's existing regulations.

Please let us know if we can provide any additional information. We look forward to working with your Department, the Planning Commission, and City Council to come up with a solution that allows the proposed self-storage facility at 19237 Aurora Avenue N.

Sincerely,



Scott Roberts  
Principal, Lake Union Partners.



## **PLANNING COMMISSION BYLAWS**

**Adopted: February 15, 1996, Revised: November 6, 1997, Revised: October 15, 1998,  
Revised: January 18, 2001, Revised: April 5, 2001, Revised: April 3, 2003,  
Revised: April 7, 2005, Revised: March 16, 2006, Revised: May 1, 2008,  
Revised: October 1, 2009, Revised: March 18, 2010, Revised: December 1, 2011,  
Revised: March 7, 2013**

### **ARTICLE I – PURPOSE**

The purpose of the Planning Commission is as set forth in City of Shoreline Municipal Code 2.20.10, Created – Purpose.

### **ARTICLE II - MEMBERSHIP**

The Shoreline Planning Commission shall consist of seven (7) members, appointed by majority vote of the City Council but a fewer number, not less than four (4), shall constitute a lawful Commission.

Membership of the Planning Commission shall be limited to residents or owners of property within the City. No member shall serve longer than two consecutive terms. A Commissioner who has served more than half a term is considered to have served a full term in that office.

New Planning Commissioners shall be sworn in by the Mayor or Deputy Mayor or the designee.

Any Commissioner desiring to resign from the Planning Commission shall submit his/her resignation in writing to the Planning Commission Clerk, who will present it to the Chair.

Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in Shoreline Municipal Code 20.20.020(C).

## ARTICLE III - DUTIES OF THE COMMISSION, OFFICERS AND CLERK

### SECTION 1: DUTIES OF THE COMMISSION

As stated in City of Shoreline Municipal Code 2.20, the Commission shall undertake the duties and responsibilities defined in 2.20.060 in accordance with the purpose stated in 2.20.010.

### SECTION 2: OFFICERS

Officers shall be a Chair and a Vice-Chair; both appointed members of the Commission and voted into office by the Commission. In absence of both the chair and vice chair, members shall elect a Chair *pro tem*.

### SECTION 3: DUTIES OF THE OFFICERS

**CHAIR:** The Chair shall preside at all meetings and public hearings and adhere to the duties of the presiding officer prescribed in Robert's Rules of Order Newly Revised. When necessary, the Chair shall call for special meetings. The Chair shall be a full voting member of the Commission. The Chair shall appoint all committees and their respective Chairs, and may act as an *ex-officio* member of each, but without voting privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council, the public and City staff.

A term of Office shall be defined as one year. A Commissioner may serve as Chair for no more than two consecutive terms.

**VICE CHAIR:** The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convener of special committees. The Vice Chair shall speak on behalf of the Commission before the City Council, the public and City staff when the Chair is not available to speak.

A term of Office shall be defined as one year. A Commissioner may serve as Vice Chair for no more than two consecutive terms.

### SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION

**CLERK OF THE COMMISSION:** The Clerk shall record and retain, by electronic means, each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and post agendas.

## ARTICLE IV - ELECTIONS

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April.



Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The election of Chair will be conducted by the Planning Commission Clerk. No one Commissioner may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair conducts the election for Vice Chair following the same process.

Should the Chair be vacated prior to the completion of the Term, the Vice-Chair shall assume the duties and responsibilities of the Chair for the remainder of the said Term. The Chair shall then conduct elections for a new Vice-Chair.

Should the Vice-Chair be vacated prior to the completion of the Term, the Chair shall conduct elections for a new Vice-Chair to serve out the remainder of the Term.

Time spent fulfilling a vacated Term shall not count towards the two consecutive Term limit for Chair and for Vice-Chair.

## **ARTICLE V – MEETINGS**

All Planning Commission meetings shall comply with the requirements of the Open Public Meetings Act (Chapter 42.30 RCW). All meetings shall be noticed and open to the public.

### ***SECTION 1: SCHEDULE***

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. unless modified. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

Special meetings may be held by the Commission subject to notice requirements prescribed by State law. Special meetings may be called by the Chair of the Commission, the City Council or Mayor, City Manager or designee, or by the written request of any three (3) Commissioners by

written notice emailed or delivered to each member of the Commission at least 24 hours before the time specified for the proposed meeting.

Any Planning Commission meeting may be canceled by a majority vote or consensus of the Commission. The Chair or Vice Chair may cancel a Planning Commission meeting for lack of agenda items or a quorum.

### ***SECTION 2: PURPOSE OF SPECIAL MEETINGS***

Special meetings called in accordance with Section 1 of this article shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. No special meetings shall be scheduled between December 15th and the end of the year. The agenda for a special meeting need not conform to that specified in Section 3 of this Article.

### ***SECTION 3: ORDER OF BUSINESS***

The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. APPROVAL OF MINUTES
5. GENERAL PUBLIC COMMENT
6. PUBLIC HEARINGS\*
  - Staff Presentation
  - Public Testimony
7. STUDY ITEMS\*
  - Staff Presentation
  - Public Comment
8. DIRECTOR'S REPORT
9. UNFINISHED BUSINESS
10. NEW BUSINESS
11. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS
12. AGENDA FOR NEXT MEETING
13. ADJOURNMENT

### ***SECTION 4: PUBLIC COMMENT AND TESTIMONY***

Planning Commission meetings allow the public to express its views during three comment periods: "General Public Comment", "Public Hearing Testimony" and "Study Item Public Comment".

During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled later on the agenda. During Public Hearings and Study Sessions, public testimony/comment occurs after initial questions by the Commission

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\*Each item inserted under 6 & 7 will have a staff presentation followed by a public testimony/comment period

which follows the presentation of each staff report. The rules for procedure for Public Hearings before the Planning Commission are further defined in City Council Resolution No. 182.

In all cases, speakers are asked to come to the podium to have their comments recorded. Each speaker must begin by clearly stating their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak. Generally, individuals may speak for three minutes or less, depending on the number of people wishing to speak. If more than 10 people are signed up to speak for any of the comment periods, each speaker will be allocated 2 minutes.

When representing the official position of an agency or City-recognized organization, a speaker will be given 5 minutes. Each organization shall have only one, five-minute presentation.

### ***SECTION 5: NOTICING***

The public shall be notified of the preliminary agenda for the forthcoming Planning Commission meeting by posting a copy of the agenda in the same location as set forth for the City Council passed by Resolution.

## **ARTICLE VI - RULES OF MEETINGS**

### ***SECTION 1: ABSENCES***

Absence from more than three (3) consecutive meetings may be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Community Development Director with requests for excused absences in the event they will miss three or more consecutive meetings. Emergency requests may be considered. The Chair of the Commission may approve the absence.

### ***SECTION 2: QUORUM***

At all Planning Commission meetings, the presence of four (4) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

### ***SECTION 3: RULES OF PROCEDURE***

The current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

### ***SECTION 4: VOTING***

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present). Each member shall have one vote and no proxies shall be allowed. Present members may abstain. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

**SECTION 5: ADJOURNMENT / RECESS / CONTINUATIONS**

Meetings shall be adjourned by a majority vote of the Commission or by the Chair when it appears that there is no further business.

The Commission may, by a majority vote or consensus, recess for a short break. The proposal to recess may set a time limit or can be until the Chair calls the meeting back to order.

Continuations of meetings shall be to a definite time and place, by majority vote of present members.

**ARTICLE VII - COMMITTEES**

Committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

**ARTICLE VIII - CODE OF ETHICS**

Members of the Planning Commission shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, and City Council Resolution No. 170, City of Shoreline Code of Ethics.

**ARTICLE IX - AMENDMENTS**

These Bylaws may be amended or repealed and new Bylaws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed Bylaws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the Bylaws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing Bylaws were duly adopted by the members of the Commission as the Bylaws of the Commission on the 7<sup>th</sup> day of March 2013, and that they do now constitute the Bylaws of the City of Shoreline Planning Commission.

\_\_\_\_\_  
Lisa Basher  
Clerk, Planning Commission

**SIGNED BY:**

\_\_\_\_\_  
Easton Craft  
Chair, Planning Commission

\_\_\_\_\_  
Rachael Markle  
Planning & Community Development Director



125507	NR	165TH HEATED STORAGE	16523 AURORA AVE N	04/08/2016	Approval notice sent 9/28/16.
125602	MF	GROUND EVOLITION LLC	1620 N 185TH ST	04/27/2016	Second review in progress 7/27/16. Revisions received 8/30/16.
125698	MF	SHORELINE MULTI-FAMILY 10TH AVE	18317 10TH AVE NE	05/12/2016	Under review 6/20/16. Sent to consultant and comments returned on 7/7/16.
125935	MU	VISION HOUSE	19610 20TH AVE NE	06/20/2016	Structural review in progress 9/27/16.
126009	MF	ARABELLA II	1221 NE 180TH ST	06/29/2016	To reviewers 7/11/16.
126458	NR	CITY OF SHORELINE	1300 N 175TH, 17500 MIDVALE AVE N	09/14/2016	To building bin 9/15/16.

**Pre-Application Meeting Requests: Larger Projects & Subdivisions**

<u>AP#</u>	<u>Code</u>	<u>Applicant(s)</u>	<u>Address</u>		<u>Description</u>
202188	SF	CAMILLE CHRIEST & LYLE LANDRIE - PHOENIX DEVELOPMENT LLC; CHRISTIAN SCHOOL SHORELINE	PARCEL 1626049095		SIX DETACHED CONDO UNITS ON TWO PARCELS (NOT A SUBDIVISION, LINES BETWEEN UNITS ARE FOR REFERENCE). CONSTRUCTION OF SIX- UNIT DETACHED CONDO TO BE PROCESSED AS A SITE DEVELOPMENT PERMIT. THE ENTIRE SOUTH LINE OF LOT 6 WILL BE THE LOT LINE ADJUTMENT.

# Substantial Projects Issued September 2016

<u>A/P #</u>	<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Submittal Date</u>	<u>Issued Date</u>
<b>NEW CONSTRUCTION</b>					
124658	MF	SHORELINE 172	17202 AURORA AVE N	11/09/2015	9/8/2016

121604	MF	BALLINGER APARTMENTS	1795 NE 205TH ST	04/10/2014	9/21/2016
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## 2014-2016 Substantial Projects Under Review

<u>A/P #</u>	<u>Code</u>	<u>Name</u>	<u>Address</u>	<u>Submittal Date</u>	<u>Status</u>
<b>ADDITION/REMODEL</b>					
125062	NR	ANDERSON HOUSE	17127 15TH AVE NE	01/26/2016	Approval notice sent on 9/7/16.

125115	NR	ANDERSON PLAZA	17201 15TH AVE NE; 1201 N 175TH ST	02/03/2016	Approval notice sent on 9/9/16.
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<b>NEW CONSTRUCTION</b>					
122979	MF	POTALA	900 N 155TH ST	12/22/2014	Extension request approved on 2/18/16. Revisions received 8/18/16.

123038	MU	RLD AURORA SQUARE	15323 WESTMINSTER WAY N	12/31/2014	Sent owner and architect corrections letter on 5/16/16. Revisions received 8/15/16.
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