



# AGENDA

## PLANNING COMMISSION

### VIRTUAL/ELECTRONIC REGULAR MEETING

Thursday, February 4, 2021  
7:00 p.m.

Held Remotely on Zoom  
<https://us02web.zoom.us/j/89561836938?pwd=bjJpaEJnL2tFVGhVUWNjRldvUmMzd09>

Passcode: 728078

**In an effort to curtail the spread of the COVID-19 virus, the Planning Commission meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.**

**The Planning Commission is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting.**

**Please see the information listed below to access all of these options:**



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**<https://us02web.zoom.us/j/89561836938?pwd=bjJpaEJnL2tFVGhVUWNjRldvUmMzd09>**

Passcode: 728078



**Call into the Live Meeting: (253) 215-8782 - Webinar ID: 895 6183 6938**



**[Click Here to Sign-Up to Provide Oral Testimony](#)**

*Pre-registration is required by 6:30 p.m. the night of the meeting.*



**[Click Here to Submit Written Public Comment](#)**

*Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.*

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	7:00
<b>2. ROLL CALL</b>	7:01
<b>3. APPROVAL OF AGENDA</b>	7:02
<b>4. APPROVAL OF MINUTES FROM:</b>	7:03
a. <a href="#">January 21, 2021 - Draft Minutes</a>	

#### **Public Comment and Testimony at Planning Commission**

*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. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign-up by 6:30 p.m. the night of the meeting. Individuals wishing to speak to agenda items will be*

called to speak first, generally in the order in which they have signed. In all cases, speakers are asked to 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.

<b>5. GENERAL PUBLIC COMMENT</b>	<b>7:05</b>
<b>6. STUDY ITEMS</b>	
a. <u>Commerce GMA Briefing</u>	7:10
b. <u>2021 Comprehensive Plan Amendment Docket</u>	7:55
<b>7. UNFINISHED BUSINESS</b>	<b>8:15</b>
<b>8. NEW BUSINESS</b>	<b>8:16</b>
<b>9. REPORTS OF COMMITTEES &amp; COMMISSIONERS/ANNOUNCEMENTS</b>	<b>8:17</b>
<b>10. AGENDA FOR Next meeting – February 18, 2021</b>	<b>8:18</b>
<b>11. ADJOURNMENT</b>	<b>8:20</b>

*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.*

**DRAFT**  
**CITY OF SHORELINE**

**SHORELINE PLANNING COMMISSION**  
**MINUTES OF REGULAR MEETING**  
*(Via Zoom)*

January 21, 2021  
7:00 P.M.

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**Commissioners Present**

Chair Mork  
Vice Chair Malek  
Commissioner Callahan  
Commissioner Galuska  
Commissioner Lin  
Commissioner Rwamashongye (joined @ 7:10)  
Commissioner Sager

**Staff Present**

Rachael Markle, Planning Director  
Nora Gierloff, Planning Manager  
Julie Ainsworth-Taylor, Assistant City Attorney  
Allison Taylor, Deputy City Clerk

**CALL TO ORDER**

Chair Mork called the regular meeting of the Shoreline Planning Commission to order at 7:00 p.m.

**ROLL CALL**

Upon roll call by Ms. Taylor the following Commissioners were present: Chair Mork, Vice Chair Malek, and Commissioners Callahan, Galuska, Lin, and Sager. Commissioner Rwamashongye joined the meeting at 7:10 p.m.

**APPROVAL OF AGENDA**

The agenda was accepted as presented.

**APPROVAL OF MINUTES**

The minutes of November 18, 2020 and December 17, 2020 were accepted as presented.

**GENERAL PUBLIC COMMENT**

There were no general public comments.

**STUDY ITEM: HOUSING ACTION PLAN**

Ms. Gierloff reviewed that the City is in the process of developing a Housing Action Plan. She advised that the Housing Needs Assessment analyzed the existing housing stock, population demographic trends, housing affordability and forecasted housing needs. It identifies the missing housing types, how the City is changing, and what the future needs will be. There is currently a regional housing crisis, and there isn't enough of the right types of housing at the right cost to accommodate everyone's needs. The City wants to do its part in addressing these issues. The Housing Toolkit is intended to provide an initial range of options to address the City's housing needs, including both new tools and potential revisions to existing tools. The purpose of this meeting is for the Commission to review and prioritize the items in the toolkit and forward a recommendation to the City Council as to which ones are most important to move forward.

Mr. Gierloff further reviewed that the public outreach plan had to be modified due to the pandemic. An online open house was conducted, with good attendance and feedback. When asked what the Housing Action Plan priorities should be, participants identified the following: quality, affordability, preventing displacement of existing low-income residents, expanding access to home ownership, and creating more environmentally sustainable housing. When asked which of the four "missing middle" housing types would you like to see in Shoreline, the primary responses were: selected cottage housing (36%) accessory dwelling units (ADUs) without ownership restrictions (21%), condominiums (7%) and other innovative housing types such as small homes and low-density multifamily type duplexes (7%).

Ms. Gierloff explained that the Housing Toolkit discussion started by reviewing the code and identifying the current policies and incentives that are working. They also considered how tools could be used to fill in the gaps identified in the Housing Needs Assessment, such as rental housing that is available to low and very low-income people and affordable family-sized housing units. They also considered other available tools that are being used successfully by other cities.

**Elliott Weiss, Consultant, Community Attributes, Inc.**, briefly reviewed the items in the Housing Toolkit, noting that each of them were discussed in greater detail at the November 5<sup>th</sup> meeting. He explained that the purpose of the meeting is for the Commission to consider each of the toolkit items and narrow the list down so that the City's resources can be focused on implementation of the tools that will be most impactful for the City's residents.

Commissioner Lin asked if the Commission should consider the difficulty associated with implementing each of the tools as they identify priorities. She asked if it would be a problem if the priority tools identified by the Commission all require a great amount of effort to implement. Ms. Gierloff encouraged the Commissioners to identify their priorities based on what they think is best for the City. Once the Commissioners have each identified their top choices, they can review the list again and identify the tools they want to implement first. She acknowledged that some of the higher priorities might require greater effort, but there may be opportunities to also fit in some of the lower-priority tools that will require less effort.

Vice Chair Malek questioned how viable the MTFE Program really is. He said he believes it is an unrealistic inducement that doesn't offset the other hurdles that builders face. He commented that, similar to many other jurisdictions in the region, the City has had difficulty getting these types of projects through

the review and approval process. In addition to the significant permit review time (3 to 4 years) involved with these projects, the surprises in the end oftentimes discourage them from wanting to take MTFE projects on. With the cost of labor and materials increasing, soft costs are roughly 25% of every development dollar, and the lengthy permit process can result in significant carrying costs. Not all developers will want to keep the building for the length of time that makes the MTFE tenable, either. He suggested they need to review how prescriptive and difficult the current regulations are to navigate and identify ways to remove the surprises and impediments for developers. While putting up more menu options is good, problems will persist if it continues to take years for developers to get projects approved and if there are a lot of surprises along the way.

Commissioner Callahan asked if there would be any expectations as far as land size associated with Tool #12 (Identify Surplus City Property for Development of Affordable Housing). Ms. Gierloff said the land would have to be large enough to be viable for development. She noted that, currently, the City is leasing land to a non-profit organization to develop a larger housing project at 192<sup>nd</sup> and Aurora Avenue North. The City doesn't have a huge inventory of surplus land, but opportunities could come up in the future. The City may have opportunities to incorporate housing into other projects, as well. For example, the public storage site is planned to become a community recreation center, and there may be opportunities for upper-story residential space.

Commissioner Callahan asked if any state-owned properties, such as Fircrest, would be potential opportunities for housing. Ms. Gierloff said there is an interest in developing housing at Fircrest, and they are currently in the process of developing a master plan. While the City is not the landowner, they can certainly encourage and support more housing as part of the plan. Given the location, the City has emphasized the potential for commercial uses and job creation, but housing is another option.

Commissioner Callahan asked if a religious or educational institution could also offer surplus land for housing development. Ms. Gierloff said these opportunities would fall under Tool #23 (Partner with Affordable Housing Providers). She has seen a number of projects where an affordable housing provider partners with a faith community to develop excess land, and the city's role has been to provide encouragement and remove obstacles.

Chair Mork asked about the difference between the Tool #23 (Partner with Other Affordable Housing Providers) and Tool # 24 (Support Community Land Trusts through Incentives or Partnerships). Ms. Gierloff answered Community Land Trusts generally have an ownership model. If they are talking about the intersection of affordability and homeownership opportunities, it is one of the few tools the City has. They keep housing affordable by owning the land and only selling the houses. They also maintain an ongoing role in the maintenance of the community. This development type tends to retain its value, which is important because they remain sellable in perpetuity.

Chair Mork asked about the difference between the Tool #15 (Develop "Missing Middle" Friendly Zoning) and Tool #16 (Develop Standards for Small Lot Single Family Development). Mr. Weiss answered that the Tool #16 refers to detached single-family homes, and Tool #15 talks about a different suite of product types such as duplexes and triplexes. Both will require a deep development code audit to identify obstacles, but it will likely be simpler to implement Tool #16 because it could be as simple as changing the minimum lot size requirement in the densest single-family zone. The obstacles to

implementing Tool #15 might be less obvious and require a deeper understanding and some interface with active developers. Chair Mork asked if Tool #15 could be a subset of Tool #16. Ms. Gierloff agreed there would be some overlap. Cottage Housing tends to have more of a community aspect, with a shared open space versus individual properties.

Vice Chair Malek asked if potential partnerships include Fortera. He said he has been reading a lot about this group's activities. Ms. Gierloff agreed that Fortera has been doing some exciting projects, and it would be great if they wanted to partner with the City of Shoreline, as well.

Commissioner Galuska asked how much analysis has been done regarding ownership versus rental. Recently, rents have fallen and purchase prices have increased. He asked if that trend will continue and if there is anything the City can do to address the concern. He is concerned that housing in the region will break into two strata: people who will always rent and homeowners. He noted there are economic advantages associated with purchasing a home. Ms. Gierloff referred to Tool #5 (Update Inclusionary Zoning), which involves updating zoning to handle ownership affordable housing. One reason for upzoning around the station areas was to recapture some of the public benefit by having mandatory affordable housing. However, they only had the framework in place to handle that for rental housing. Tool #5 would expand this opportunity to ownership housing, such as condominiums, but implementation would require a new regulatory apparatus for tracking the units long-term. She said she has discussed this concept with a few non-profit organizations, and she believes there are partnership opportunities available.

Mr. Weiss asked for guidance on how the Commission can select tools from the list of options that will strike the optimal balance between the focus on "for rent" or "for sale" units. Ideally, the choices should reflect the relative priority of each. He noted that many of the tools are targeted at "for sale" products.

Commissioner Sager said her priority is helping to minimize displacement, but all of the tools are excellent ideas. She said she is currently working with a Community Land Trust group on a project in the City of Seattle, and she believes the option offers a path towards ownership. She said she recently heard about the Sunnyside Village Project in Marysville that offers co-housing, and she would like staff to provide more information about the concept. She commented that, while some people are fine with renting, there is a fair number of people who want to own. She supports anything the City can do to enable homeownership, starting with educating the citizens about the variety of options available and then offering the needed assistance.

Chair Mork commented that the ability to track information is a mission-critical element for future decision making and/or recommendations to the City Council. She asked if staff is looking for a recommendation specific to tracking or if that is something the Commission can assume staff understands is important when it comes to being able to evaluate what works and what doesn't. Ms. Gierloff advised that tracking would be part of implementation, particularly for tools with a social-service flavor.

Chair Mork said that marketing is another critical element, as it will be important to educate the public about what is possible. She asked if staff is seeking recommendations from the Commission regarding marketing and education or if staff would develop plans on how to do that based on the priorities that are identified. Ms. Gierloff answered that education is one item in the toolkit and will likely be a low effort

item that is folded into the workplan without specifically being called out as a priority. Staff can prepare some flyers and update the website for starters.

Vice Chair Malek observed that, with the exception of certain areas in Seattle, rents in the greater Seattle area are increasing significantly, and oftentimes, people are paying as much to rent a unit as they would pay for a mortgage. He referred to a recent statistic that the net worth of 92% of middle and upper-middle class people is in the equity of their homes. This suggests that home ownership will play a big part in addressing the broader issue of how to help people out of poverty. The City needs to have a way to measure home ownership versus rental, and the goal should be to increase opportunities for homeownership, especially at the entry level.

Vice Chair Malek voiced concern that the City's current zoning and regulatory constraints prevent a lot of would-be projects. Development in Shoreline is becoming cost prohibitive for developers of small projects. He pointed out that the cost of materials is increasing substantially, and the long permit times can end up breaking a small developer. There are not large swatches of land available for development in Shoreline, and they need to consider how to accommodate the scale of builder that is most appropriate for the area. He doesn't believe they have adequately addressed the need to attract and retain quality builders that are willing to do the smaller projects.

Vice Chair Malek voiced concern that some developers are purchasing land and developing single-family homes for the express purpose of leasing them, which is counterproductive to the City's long-range goal of homeownership. He said it will be critical to keep track of who is doing development in the City and having a metric to determine whether or not the development is achieving the City's goals. He recalled that when the City changed the code to require two or more lots to do a mid-block townhome project, townhome development in the City evaporated. These projects are now occurring in Mountlake Terrace because developers don't want to deal with Shoreline's regulations.

Chair Mork summarized that the Commission is particularly concerned about how the City will measure the effectiveness of the various tools.

Commissioner Rwamashongye commented that, given that undeveloped land is limited in Shoreline and many homeowners have large amounts of equity in their homes, perhaps it is time to think outside of the box. Instead of reverse mortgages, the City could encourage property owners to use the equity in their homes to develop rental units on their properties. In addition to providing more income for the property owner, it would also result in more housing. He suggested the City could conduct a survey to determine which properties have additional development potential and then educate the property owners about their opportunities.

Chair Mork reminded the Commission that the purpose of the meeting is to review the Housing Toolkit Options listed on Attachment B and identify those that are priorities for implementation.

Commissioner Callahan said it would be difficult for her to identify the incentives that would have the most impact without understanding how they will all work together. Ms. Gierloff cautioned that the City can only give away the same incentive a certain number of times. For example, the City could offer a height incentive for affordable housing, to encourage a favored development type, or to develop housing

for people who are homeless. While a height incentive might be meaningful to a developer, offering it as incentive for too many things would fail to prioritize one thing over another. The goal is to identify priorities where the City should focus its funds and regulatory emphasis.

Vice Chair Malek advised that, based on the Growth Management Act (GMA) and the Puget Sound Regional Council's (PSRCs) growth targets, the City's obligation is to accommodate 10% of the growth in the Greater Puget Sound. As the Commission considers what the priorities should be, it would be helpful to have data that characterizes the demand for housing in the area and how the City is meeting its obligation to the regulatory bodies. While the current level of development might be sufficient to meet the regulatory requirement, it does not sufficiently address the longer-range problems of affordable housing and homelessness.

Director Markle announced that a representative from King County will make a presentation to the City Council on February 8<sup>th</sup> on the reset of the growth targets the City of Shoreline will be responsible for. She said staff would send the Commissioners a reminder to tune into that meeting. Ms. Gierloff suggested it might also be helpful to invite a King County representative to make a similar presentation to the Commission as they prepare to work on the Comprehensive Plan update. They could also report on the Countywide Planning Policy process. Vice Chair Malek added that Matthew Gardner on the Governor's Council and Mike Applebee with Chicago Title are excellent real estate resources.

Ms. Gierloff shared staff's vision for the prioritization process. Staff would review each of the Housing Toolkit Options, and the Commissioners would be invited to indicate those they feel are priorities. The Commissioners could then focus their discussion on the high-priority items and adjust the results as needed.

Commissioner Rwamashongye asked if it would be best to start with the tools that are easier and less costly to implement. Ms. Gierloff suggested they could identify the highest priority tools to implement, and then staff could also find ways to fit in the easier and less costly tools.

Chair Mork said that, from her perspective, the Deep Green Incentive Program is fundamental for so many different avenues and should be a mandatory component of any affordable housing project. People living in affordable housing want to pay the least possible for utilities. She said she would be much more willing to incentivize affordable housing with deep green than without it. Ms. Gierloff emphasized that staff is not suggesting that the Deep Green Incentive Program be eliminated. The question is whether updating and streamlining it is a high priority or if they should go along with the existing program and put their efforts somewhere else. Chair Mork again suggested that the Deep Green Incentive Program will be a major consideration for her as she recommends priorities. For example, perhaps the Commission would favor cottage homes over small-lot single-family homes if the cottage homes offered collective gardens.

Ms. Gierloff pointed out that deep green is required for development in the station areas, but it is voluntary and incentive-based in other parts of the City. If the Commission believes that deep green should be mandatory in more areas, that would be a reason for prioritizing Tool #2 (Update Green Incentive Program – streamline, expand eligibility). If it is identified as a priority, the Commission could also make recommendations for how the program should be changed.



The Commission took a short recess at 8:03 p.m. to review the Housing Toolkit Options prior to identifying their priorities. The meeting was reconvened at 8:10 p.m. They reviewed each of the tools and cast their votes as follows:

**Existing Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
1	Modify Accessory Dwelling Unit Regulations – ownership, parking, etc.	2 Votes Galuska and Malek
2	Update Deep Green Incentive Program – streamline, expand eligibility	4 Votes Lin, Malek, Mork and Sager
3	Update Residential Zone Density Bonus Regulations	2 Votes Galuska and Rwamashongye
4	Expand Use of Development Agreements for Affordable Housing	0 Votes
5	Update Inclusionary Zoning (required affordability) to include ownership condos and townhouses	2 Votes Galuska and Rwamashongye
6	Update Inclusionary Zoning (required affordability) to include incentives for affordable family-sized units	0 Votes
7	Update Multifamily Tax Exemption (MFTE) Program – lower rents, longer terms	1 Vote Galuska
8	Update Permit Fee Waivers for Affordable Housing	0 Votes
9	Update Parking Reduction Regulations – review and streamline	2 Votes Callahan and Galuska
10	Maintain Planned Action EIS Environmental Analysis	1 Vote Lin
11	Prioritize funds raised from Sales and Use Tax Credit	0 Votes
12	Identify Surplus City Property for Development of Affordable Housing	2 Votes Callahan and Rwamashongye

Commissioner Callahan referred to Tool #9 (Update Parking Reduction Regulations – review and streamline) and said she would also be interested in adding for consideration a car-sharing incentive. If a property has a car-sharing service available on site, that could also be taken into consideration with the parking reduction. Some of the anxiety associated with the parking reduction is a fear that cars will end up parking in the neighborhoods, but there are some innovative car-sharing options that could help address this concern.

Commissioner Galuska also referred to Tool #9 and suggested that staff review the King County Parking Requirement Map, which uses GIS data to identify what the appropriate parking requirement would be for each parcel. Ms. Gierloff added that the Right-Size Parking Tool can also be used to determine if a parking reduction is supported.

**New Zoning and Regulatory Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
13	Develop Cottage Housing Regulations	4 Votes Lin, Malek, Mork and Sager
14	Density Bonus for Additional Houses on Single Family Lots	1 Vote Rwamashongye
15	Develop “Missing Middle” Friendly Zoning	0 Votes
16	Develop Standards for Small Lot Single Family Development	4 Votes Lin, Malek, Mork and Sager
17	Develop Regulations to Allow Tiny Houses in Single Family Zones	0 Votes
18	Develop Short-Term Rental Regulations for Houses, ADUs and/or Condos	1 Vote Callahan

**New Funding Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
19	Develop and Campaign for a Local Affordable Housing Levy Ballot Measure	1 Vote Sager
20	Impose an Additional Real Estate Excise Tax 2 (REET 2) on Home Sales	1 Vote Galuska

**Tools to Minimize Displacement**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
21	Promote Down Payment Assistance Program from Washington State Housing Finance Commission	2 Votes Callahan and Mork
22	Homeowner Stability Program – Interventions and Financial Assistance	3 Votes Lin, Rwamashongye and Sager
23	Partner with Affordable Housing Providers	4 Votes Callahan, Galuska, Malek and Sager
24	Support Community Land Trusts through Incentives or Partnerships	4 Votes Callahan, Lin, Malek and Mork

**Other Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
25	Promote and Market Shoreline’s Housing Incentives to Developers	0 Votes

Vice Chair Malek referred to Tool #2 (Update Green Incentive Program) and suggested they also add cross-laminated timber (CLT) as part of the program. This product is showing some evidence science behind it, and it is also a carbon absorber. If it hasn’t been already, it will be classified as not just being structurally sound for above-five-story construction, but something that is also green. Chair Mork

concluded that CLT has a lot of positives, but she suggested it might be more in the weeds than staff is currently asking the Commission to go.

Chair Mork expressed her belief that Tools #21, #22, #23 and #24 are very related, and the votes indicate they all are important to the Commission.

Ms. Gierloff summarized that Tools #2, #13, #16, #23 and #24 each received 4 votes and Tool #22 received 3 votes. In addition, there was clear support for all of the tools to minimize displacement, and the Commissioners have indicated they want to focus on helping people at the lower end of the housing spectrum.

Commissioner Rwamashongye said he thought that Tool #12 (Identify Surplus City Property for Development of Affordable Housing) would have garnered a lot of votes because the City has property on 185<sup>th</sup> and Midvale Avenue (former police station) that is just sitting. It would be a good place to develop low-income housing. Vice Chair Malek said the City also owns a piece of land in North City where a structure has been torn down. Chair Mork commented that, if the City wants to encourage Community Land Trusts, those properties could be easily thought of in that way. She didn't vote for Tool #12 because she felt it could be encompassed in Tool #24 (Community Land Trusts).

Commissioner Callahan referred to Tool #18 (Develop Short-Term Rental Regulations), which she believes is related to potential displacement. Without some way to measure, she questioned how the City could really understand who owns the homes and if they are occupied or vacant. It is important they understand the issue, as the risk of doing nothing could be significant. Chair Mork agreed, and that was part of her earlier comment about the need to establish metrics to provide feedback and data.

The Commissioners agreed that the tools that received 4 votes in the first round would be considered high priorities. As Tools #21, #22, #23 and #24 are all related, they were all included as high priorities. A new list was formed of the tools that received two or three votes in the first round, and the Commissioners cast new votes as follows:

**Existing Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
1	Modify Accessory Dwelling Unit Regulations – ownership, parking, etc.	3 Votes Malek, Mork and Rwamashongye
3	Update Residential Zone Density Bonus Regulations	5 Votes Lin, Galuska, Malek, Mork, and Rwamashongye

5	Update Inclusionary Zoning (required affordability) to include ownership condos and townhouses	1 Vote Galuska
9	Update Parking Reduction Regulations – review and streamline	3 Votes Callahan, Galuska and Sager
12	Identify Surplus City Property for Development of Affordable Housing	5 Votes Callahan, Lin, Malek, Rwamashongye and Sager

**New Zoning and Regulatory Tools**

<b>Tool</b>	<b>Description</b>	<b>Vote</b>
14	Density Bonus for Additional Houses on Single Family Lots	4 Votes Callahan, Lin, Mork and Sager

Ms. Gierloff summarized that Tools #3, #12, and #14 appear to be the medium priority items.

Chair Mork suggested that some of the tools could be combined. For example, Tools #14 and #24 go together, meaning that it is property the City could offer up. She reminded them that the consultant, Mr. Weiss mentioned a demand for affordable family-sized units. While this was not voted as a priority, it could be adjunct to another tool.

Vice Chair Malek said he would like to remove Tool #20 (Impose an Additional Real Estate Excise Tax 2 on Home Sales) from the list of tools because it would be counterproductive to impose another real estate tax. While the tax rate is now tiered so that lower-income housing pays less than upper-income housing, he doesn't see the need to pass along additional taxes to anyone.

Vice Chair Malek said that if he had another vote, he really likes Tool #9 (Update Parking Reduction Regulations – review and streamline). Chair Mork commented that people in Shoreline feel strongly about parking one way or the other, and Commissioner Callahan's notion of combining the discussion with the car-share concept would make it a different proposal. If the tool is considered by the City Council, she would want to make sure it includes the broader discussion. Ms. Gierloff pointed out that offering a dedicated car-share space is one of the options a developer can choose in order to receive a parking reduction. However, there may be some newer flavors of the car-share concept and the tool could be broadened to better capture the intent.

Ms. Gierloff noted that Tool #19 (Develop and Campaign for a Local Affordable Housing Levy Ballot Measure) is also a funding option. It would ask the community if they wanted to adopt an affordable housing levy ballot measure, which might be a heavy lift in the current environment but could become more viable in future years. Chair Mork suggested that it should remain on the list so that the City Council can know that it was at least considered.

Commissioner Sager suggested that the remaining tools that relate to incentives (#4, #6, #7, #8, #9 and #10) should be eliminated. There comes a point where you can only do so much before incentive program no longer works.

Ms. Gierloff commented that staff could advise City Council that the Planning Commission considered a wide range of options. They can provide an overview of the Commission’s discussion and emphasize that the recommendation considered reality and constraints. She summarized that the Commission is recommending the following:

**1<sup>st</sup> Tier Priority Tools (Based on 1<sup>st</sup> Vote)**

2. Update Green Incentive Program – streamline, expand eligibility
13. Develop Cottage Housing Regulations
16. Develop Standards for Small Lot Single Family Development
21. Promote Down Payment Assistance Program from Washington State Housing Finance Commission
22. Homeowner Stability Program – Interventions and Financial Assistance
23. Partner with Affordable Housing Providers
24. Support Community Land Trusts through Incentives or Partnerships

**2<sup>nd</sup> Tier Priority Tools (Based on 2<sup>nd</sup> Vote)**

3. Modify Accessory Dwelling Unit Regulations – ownership, parking, etc.
12. Identify Surplus City Property for Development of Affordable Housing
14. Density Bonus for Additional Houses on Single Family Lots

**3<sup>rd</sup> Tier Priority Tools (Based on follow-up discussion)**

1. Modify Accessory Dwelling Unit Regulations
5. Update Inclusionary Zoning (required affordability) to include ownership condos and townhouses
11. Prioritize funds raised from Sales and Use Tax Credit
15. Develop “Missing Middle” Friendly Zone
17. Develop Regulations to Allow Tiny Houses in Single-Family Zones
18. Develop Short-Term Rental Regulations for Houses, ADUs and/or Condos
19. Develop and Campaign for a Local Affordable Housing Levy Ballot Measure

Ms. Gierloff recalled that the original idea was that the analysis and work that went into the Housing Action Plan would feed into an update of the Housing Element of the Comprehensive Plan and the two items would move forward together. However, due to the pandemic, the State delayed the requirement for updating the Comprehensive Plan until 2024, and King County delayed work on the countywide policies, too. Because it is important that the City’s work not get ahead of the County’s work, the City shifted its work plan and the Housing Action Plan will no longer sync with the Comprehensive Plan Update. The new plan is for the Housing Action Plan to go forward now to set the goals and priorities for housing. However, as part of the 2022 amendment process, staff will review the Housing Element of the Comprehensive Plan to identify goals and policies that are out of sync with the Housing Action Plan direction, propose edits and updates to support the Housing Toolkit, and align the language in the Housing Action Plan with the existing Comprehensive Plan language.

Vice Chair Malek referred to Utah's Housing First Program. It is a long-range program that has been in the works for 10 years and has been very successful for addressing homelessness. It breaks up the concentration of low-income housing by doing small assemblages of low-income development in multiple areas. He pointed out that Shoreline's biggest industry is social and health care services, which falls in the same category as housing for the low income and homeless. He asked if the City works with regional and state organizations to address these problems. Ms. Gierloff said the Growth Management Planning Council is developing the language for the Countywide Planning Policies, and City staff also works with State representatives to talk about new legislation. Colleen Kelly, Recreation, Cultural and Community Services Director, is the person in the City most focused on social services and housing issues and is an important part of the team. She has good contacts with social service providers.

Ms. Gierloff advised that the next steps will be a public hearing on the Housing Action Plan on February 18<sup>th</sup>. Following the hearing, the Planning Commission will be invited to forward a recommendation to the City Council. The goal is to take the plan through the City Council process and achieve final adoption in June 2021, which is the grant deadline.

### **DIRECTOR'S REPORT**

Director Markle referred to two reports she emailed to the Commissioners earlier in the day. One was a report on pre-application meetings and projects over \$1 million for which permits have either been submitted or issued. The second report was an end-of-the year reflection that identifies the numbers of each type of permit that was issued in 2020 compared to 2019. The City exceeded its revenue targets for the year, with townhome and multifamily permits bringing in the most revenue.

Director Markle announced that the Snohomish County Hearing Examiner is expected to issue a decision on the Point Wells case on January 29<sup>th</sup>, and the City Council is scheduled to adopt the updated 2018 version of the International Building Code on January 25<sup>th</sup>. They will become effective on February 1<sup>st</sup>.

Commissioner Galuska asked for more information about a condominium project that was included in the staff's report. Ms. Gierloff explained that it will be a hybrid project that will include a set of townhomes and a building of condominiums. Director Markle agreed to look into the project further and send additional information to the Commissioners via email.

### **UNFINISHED BUSINESS**

There was no unfinished business.

### **NEW BUSINESS**

There was no new business.

**REPORTS OF COMMITTEES AND COMMISSIONER ANNOUNCEMENTS**

As reported earlier by Director Markle, Vice Chair Malek advised that the Snohomish County Hearing Examiner is expected to issue a decision on the Point Wells case on January 29<sup>th</sup>. Assistant City Attorney Ainsworth-Taylor added that the Court of Appeals did the consideration of BSRE’s first appeal of the Hearing Examiner’s denial on January 13<sup>th</sup>, and they may issue a decision on that matter within a few months.

**AGENDA FOR NEXT MEETING**

Ms. Gierloff advised that the 2021 Comprehensive Plan Amendment Docket will be presented to the Commission on February 4<sup>th</sup>. There is only one item, a Comprehensive Plan and Zoning Map change. She further advised that the City Council adopted an interim ordinance that allowed King County to develop an interim shelter at 165<sup>th</sup> and Aurora Avenue North. As the interim ordinance expires in six months, staff is tentatively scheduled to present a proposal for a permanent regulation for a Commission study session on February 4<sup>th</sup>.

**ADJOURNMENT**

The meeting was adjourned at 8:57 p.m.

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Laura Mork  
Chair, Planning Commission

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Allison Taylor  
Deputy City Clerk



## **Memorandum**

**DATE:** February 4, 2021

**TO:** City of Shoreline Planning Commission

**FROM:** Nora Gierloff, Planning Manager, AICP

**RE:** Department of Commerce Presentation on Growth Management

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In preparation for the update of Shoreline’s Comprehensive Plan over the next few years staff has invited a representative from the Department of Commerce’s Growth Management Services Division to address the Commission. Kirsten Larsen, a Senior Planner with Commerce and the assigned reviewer for Shoreline’s codes and plans, will give an overview of:

- Basics of Comprehensive Planning
- Overview of the Regional Planning Process
- Vision 2050
- Role of Puget Sound Regional Council
- Purpose of Countywide Planning Policies

Based on the Commission’s questions and interests staff may focus on additional speakers and training this year. The Commission is also encouraged to view the February 8<sup>th</sup> Council presentation on how the King County growth targets for individual jurisdictions are developed.



Planning Commission Meeting Date: February 4, 2021

Agenda Item: 6b

**PLANNING COMMISSION AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Draft 2021 Comprehensive Plan Docket  
**DEPARTMENT:** Planning & Community Development  
**PRESENTED BY:** Steven Szafran, AICP, Senior Planner  
Rachael Markle, AICP, Director

Public Hearing  
 Discussion

Study Session  
 Update

Recommendation Or  
 Other

**INTRODUCTION**

The State Growth Management Act (GMA), chapter 36.70A RCW, limits review of proposed Comprehensive Plan Amendments (CPAs) to no more than once a year. To ensure that the public and the City can consider the proposed amendments within a citywide context, RCW 36.70A.470 mandates that the City create a “docket” that lists the amendments to be considered in this “once a year” review process.

Thus, the “docket” represents a list of Comprehensive Plan amendments the City will be responsible for analyzing and evaluating for potential adoption. In addition, the “docket” ensures that all of the proposed amendments are considered concurrently so that the cumulative effect of the various proposals can be ascertained when the City Council is making its final decision, as required by RCW 36.70A.130(2)(b).

The Draft 2021 Comprehensive Plan Docket is attached as **Attachment A**.

**BACKGROUND**

Comprehensive Plan Amendments take two forms: Privately initiated amendments and city-initiated amendments. Pursuant to SMC 20.30.340(C)(2), all privately initiated Comprehensive Plan Amendments must be submitted by December 1 of the previous year. The Council may add Comprehensive Plan amendments any time before the final Docket is set.

**Approved By:** Project Manager Planning Director

**Draft 2021 Comprehensive Plan Docket**

For 2021, there is one privately initiated amendment. At tonight's meeting, the Planning Commission will recommend whether the amendment should be evaluated in 2021, establishing the Draft 2021 Docket. This will be submitted to the City Council to establish the Final 2021 Docket. City Staff will then analyze and evaluate the proposed amendment and return to the Planning Commission for study sessions and a public hearing. The Planning Commission will issue its recommendation and the City Council will consider that recommendation when it considers the proposed amendment. The Council must act on the Docketed amendments before the end of 2021 or can defer all or some of the amendments to be considered for inclusion on a future docket.

**Amendments**

**Amendment #1** – Amend the Comprehensive Plan Land Use Map Designation from Public Facility to High Density Residential for one Parcel (7283900532) and change the Zoning from Residential, 18 units/acre (R-18) to Residential, 48 units/acre (R-48) of two Parcels (7283900532 and 7283900524).

This amendment is a privately initiated amendment to change the Comprehensive Plan Land Use Map designation of one parcel from Public Facilities to High-Density Residential (**Attachment B**) and to concurrently rezone two parcels from R-18 to R-48 (**Attachment C**). The request will allow the applicant to construct 17 single-family attached dwelling units (townhomes). The applicant's proposed site plan is included as **Attachment D**.

The two parcels in question were once owned by King County for the development of the King County Metro Park and Ride Lot on the corner of Aurora Avenue and North 192<sup>nd</sup> Street. The two parcels were never developed as part of the park and ride lot and have remained vacant and undeveloped. The two parcels are heavily vegetated with trees and overgrown shrubs and brush.

This amendment to the Comprehensive Plan Land Use Map and zoning map will provide increased density in a location that is directly adjacent to the King County Park and Ride Lot and in close proximity to the King County Metro E-Line, King County Metro bus routes, retail, restaurants, and other commercial and personal services.

**Recommendation:**

Staff recommends that this amendment be placed on the 2021 Comprehensive Plan Docket.

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**PROCESS**

It is important to remember that by recommending approval or denial of the proposed amendment for the Draft 2021 Docket, the Commission is only making a recommendation to the City Council. The City Council will ultimately decide if the

## **6b. Staff Report - 2021 Comprehensive Plan Amendment Docket**

amendment will be included on the 2021 Final Docket. After the Final Docket has been established, amendments will be studied, analyzed, and considered for potential adoption before the end of 2021. The docketing process does not indicate approval of any amendment.

### **TIMING AND SCHEDULE**

- Docket request press release and website – October 2020
- Docket submittal deadline – December 1, 2020
- Planning Commission Recommends Docket– February 4, 2021
- Council Discusses the Final Docket – March 2021
- Council Sets the Final Docket – March 2021
- PC Public Hearing on Proposed Docketed Amendments – June 2021 (tentative)
- Council adoption of the Proposed Docketed Amendments– July 2021 (tentative)

### **RECOMMENDATION**

Staff recommends that the Planning Commission recommend Amendment #1 be placed on the proposed 2021 Comprehensive Plan Docket.

### **ATTACHMENT**

Attachment A – Draft 2021 Comprehensive Plan Docket  
Attachment B – Comprehensive Plan Land Use Map Exhibit  
Attachment C – Zoning Map Exhibit  
Attachment D – Applicant's Proposal and Site Plan



*City of Shoreline*

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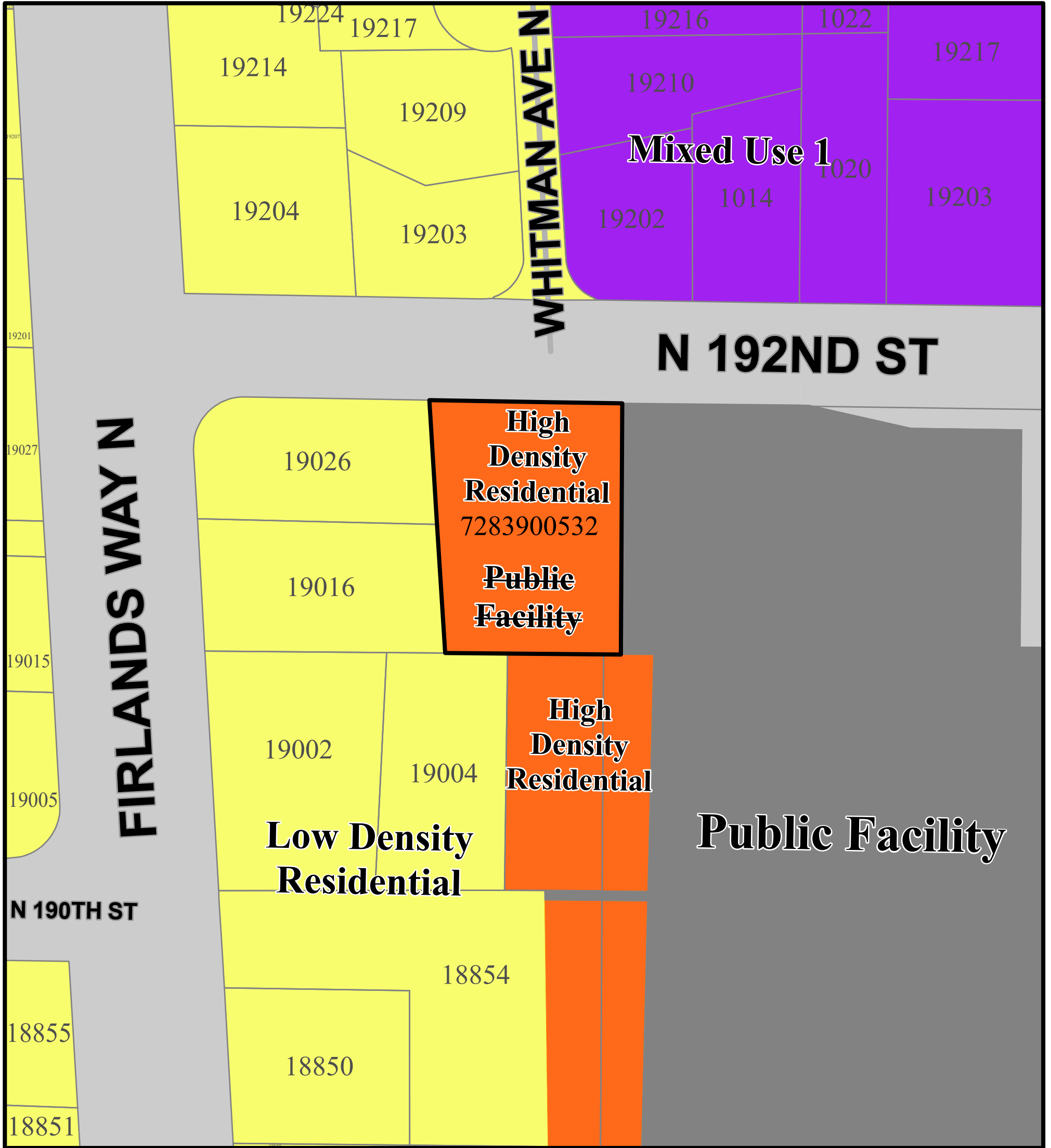
## **DRAFT 2021 COMPREHENSIVE PLAN AMENDMENT DOCKET**

The State Growth Management Act generally limits the City to amending its Comprehensive Plan once a year and requires that it create a Docket (or list) of the amendments to be reviewed.

### **DRAFT 2021 Comprehensive Plan Amendments**

1. Amend the Comprehensive Plan Land Use Map Designation from Public Facility to High Density Residential (parcel number 7283900532) and change the Zoning from Residential, 18 units/acre (R-18) to Residential, 48 units/acre (R-48) (parcel numbers 7283900532 and 7283900524).

*Estimated timeframe for Council review/adoption: September 2021.*



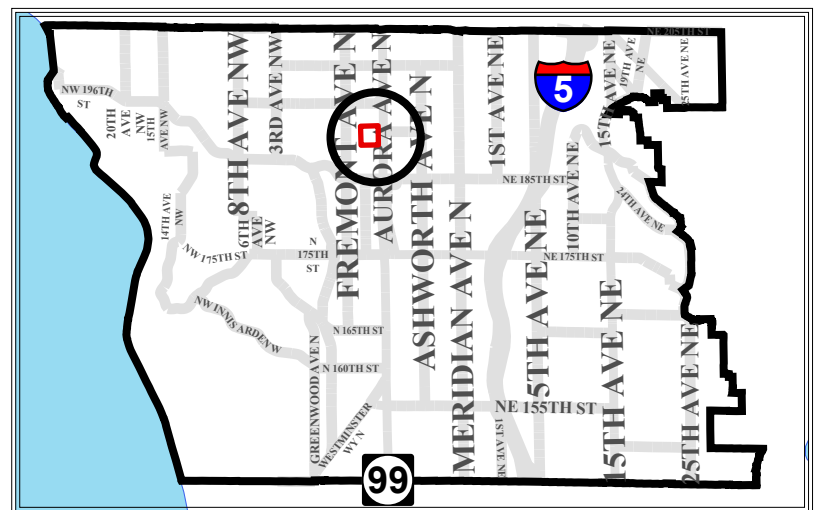
**N 192nd St & Whitman Ave N  
Comprehensive Plan Amendment  
Public Facility to High Density Residential**

**Land Use Legend**

- |                            |                      |
|----------------------------|----------------------|
| Station Area 1             | Planned Area 3       |
| Station Area 2             | Mixed Use 2          |
| Station Area 3             | Mixed Use 1          |
| Low Density Residential    | Town Center District |
| Medium Density Residential | Public Facility      |
| High Density Residential   | Public Open Space    |
| Institution/Campus         | Private Open Space   |

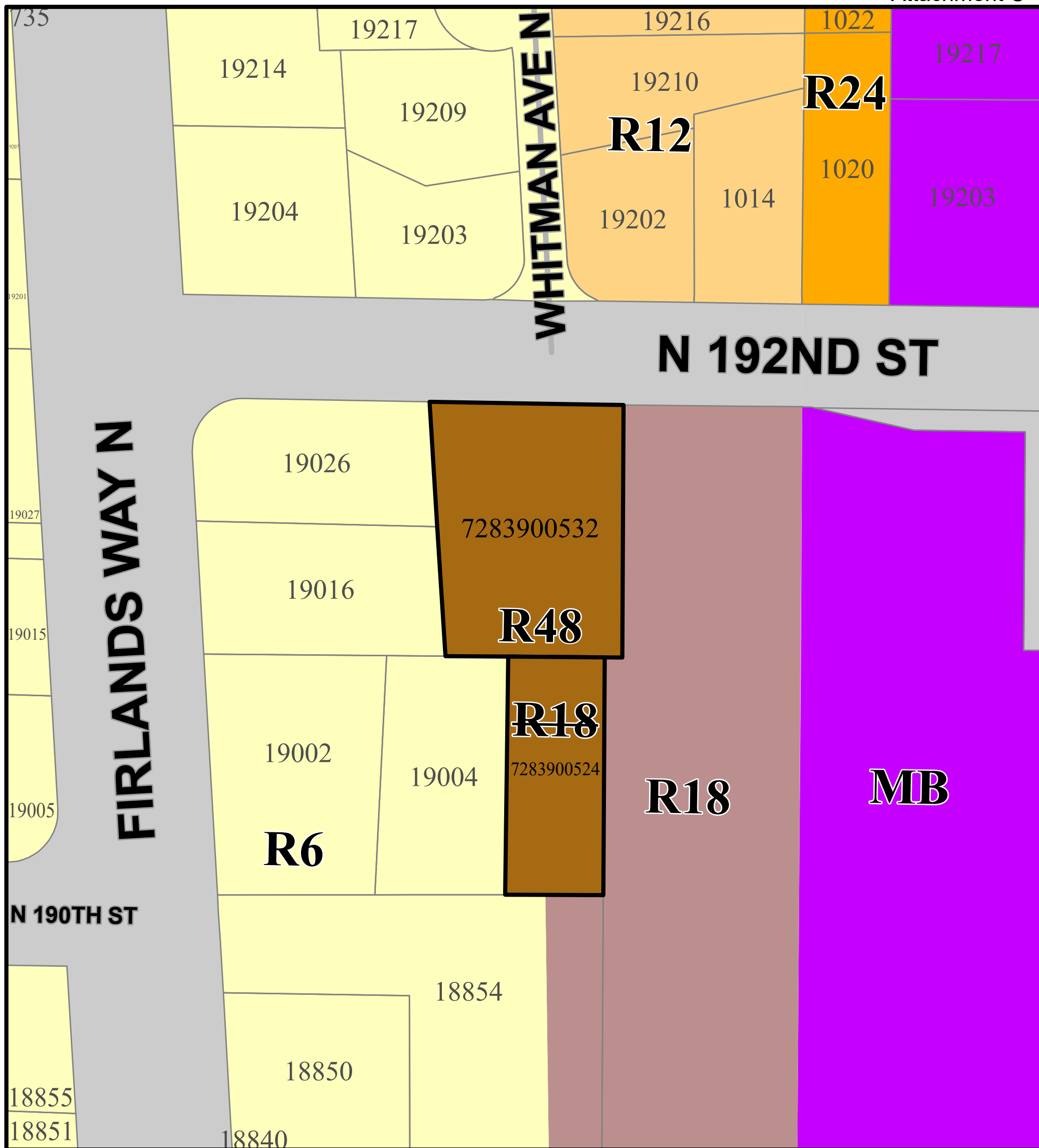
**Feature Legend**

- |                 |                    |
|-----------------|--------------------|
| - Parcel Change | - Unclassified ROW |
| - City Boundary | - Parcel Line      |



# Zoning Update: N 192nd St & Whitman Ave N

Attachment C



## N 192nd St & Whitman Ave N Zoning Update R-18 to R-48

### Land Use Legend

Station Area 1	Planned Area 3
Station Area 2	Mixed Use 2
Station Area 3	Mixed Use 1
Low Density Residential	Town Center District
Medium Density Residential	Public Facility
High Density Residential	Public Open Space
Institution/Campus	Private Open Space

### Feature Legend

- Parcel Change	- Unclassified ROW
- City Boundary	- Parcel Line

