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SHORELINE PLANNING COMMISSION VIRTUAL/ELECTRONIC REGULAR MEETING AGENDA Thursday, April 21, 2022 at 7:00 p.m. on Zoom

Join Zoom Webinar: <https://us02web.zoom.us/j/88134707606?pwd=dzlkVFiNGc1amdKNGIBWVZyUXZHZz09>
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(long distance fees may apply)

The Planning Commission is providing opportunities for public comment by submitting written comment or by joining the meeting webinar (via computer or phone) to provide oral public comment:



[Sign-Up to Provide Oral Testimony](#) Pre-registration is required by 6:30 p.m. the night of the meeting.



[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>
1. CALL TO ORDER	7:00
2. ROLL CALL	7:01
3. APPROVAL OF THE AGENDA	7:02
4. APPROVAL OF THE MINUTES FROM:	7:03
a. <u>April 7, 2022 – Draft Minutes</u>	
<i>During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled 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 <u>sign-up</u> 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.</i>	
5. GENERAL PUBLIC COMMENT	7:04
6. STUDY ITEMS	
(a) <u>Cottage Housing Development Code Amendments Introduction</u>	7:05
7. DIRECTOR'S REPORT	7:40
8. UNFINISHED BUSINESS	7:55
9. NEW BUSINESS	7:56
10. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS	7:57
11. AGENDA FOR NEXT MEETING: May 5, 2022	7:58
12. ADJOURNMENT	8:00

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 VIRTUAL REGULAR MEETING
(Via Zoom)

April 7, 2022
7:00 P.M.

Commissioners Present

Chair Pam Sager
Vice Chair Julius Rwamashongye
Commissioner Janelle Callahan
Commissioner Mei-shiou Lin
Commissioner Christopher Mosier
Commissioner Leslie Brinson

Staff Present

Mayor Keith Scully
Nora Daley-Peng, Senior Transportation Planner
Andrew Bauer, Planning Manager
Julie Ainsworth-Taylor, Assistant City Attorney
Carla Hoekzema, Planning Commission Clerk

Commissioners Absent:

Commissioner Andy Galuska (excused)

CALL TO ORDER

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

SWEARING IN CEREMONY BY MAYOR SCULLY

The following commissioners were sworn in: Mei-shiou Lin (reappointed), Christopher Mosier, Leslie Brinson.

ROLL CALL

Ms. Hoekzema called the roll.

APPROVAL OF AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

The minutes of March 17 were accepted as presented.

GENERAL PUBLIC COMMENT

There were no general public comments.

STUDY ITEMS

a. Transportation Master Plan Update: Draft Modal Plans

Senior Transportation Planner Ms. Daley-Peng made a presentation on the Transportation Master Plan (TMP) Update. She reviewed the project timeline and the TMP development/update process.

Ms. Daley-Peng discussed the various draft Modal Plans:

- The Draft Bicycle Plan includes existing and future pedestrian/bicycle bridges, future trails, and trail connections. Facility types vary in stress/safety levels and can be bike lanes, buffered bike lanes, protected bike lanes, physically separated bike paths, and trail/shared use paths.
- The Draft Transit Plan revolves around priority connections between key destinations, frequent transit service, preferred travel paths, and appropriate “service families”.
- The Draft Shared-use Mobility Hub Plan focuses on providing multiple forms of transportation that people can share either at the same time or one after the other. Mobility hubs are places of connectivity where different modes of transportation come together seamlessly – bike share, car share, scooter-share, curb space for ride hailing services. Mobility hubs are characterized into three types: regional mobility hubs, central mobility hubs, and neighborhood mobility hubs.
- The Draft Pedestrian Plan includes existing and future sidewalks, trails, pedestrian/bicycle bridges, and pathways/unimproved right-of-way areas.

Ms. Daley-Peng shared next steps including public outreach and developing a draft project list. Staff expects to return to the Planning Commission in June.

Commissioner Callahan thought the pedestrian plan overview was great. She noted that there is great need for pedestrian improvements. She is excited to see what types of projects will be funded with the upcoming bi-partisan infrastructure bill. It is great to have potential projects identified so the City is poised to take advantage of the grant funding.

Commissioner Lin suggested that prioritizing connectivity projects will be very helpful. Ms. Daley-Peng replied there will be more information on this when staff comes back in June.

Commissioner Brinson suggested looking at the overlap between the bike and pedestrian plans, especially in areas where there are no sidewalks. She noted that the shared spaces are not ideal but are better than nothing in the interim. Ms. Daley-Peng agreed and noted that staff will be looking at how all the modes are layered.

Vice Chair Rwamashongye suggested looking at the plan to make sure there are no unintended consequences of creating inequity in the transportation systems. As a pedestrian, he is excited about the extension of the bike lane along 185th to the station. Ms. Daley-Peng commented that when staff comes back this summer, they expect to have equity priority areas mapped using the American Communities

Survey data and the staff GIS team. This will look at age, race, disability, income, and languages spoken to see where investments are needed.

Commissioner Mosier noted that the top three things people in Shoreline are concerned about regarding transit use are travel time, number of transfers, and reliability. He asked if the City is partnering with transit agencies to influence any of these things even though they don't directly control them. Ms. Daley-Peng noted that the City works with the transit agencies very closely. The Draft Transit Plan is a communication tool that the City can use to point to when working with transit partners. She discussed the many changes coming to Shoreline over next few years as a result of the two new stations and ways the City and transit agencies are responding to improve connections.

Chair Sager asked about the plan for engaging with those who are typically underrepresented. Ms. Daley-Peng replied they plan to put up pop-up posters of all the draft plans as well as a poster about the prioritization criteria with comment cards. These will be translated into Spanish and Mandarin and placed in various venues where people are. She expressed appreciation to Vice Chair Rwamashongye for his involvement with this. She added that there will also be an online survey and three recorded mini presentations about the modal plans, the prioritization process, and what the City has learned from the community to date. The City is also advertising about the project with colorful yard signs in three different languages and a QR code that will take people to the website. Chair Sager thanked staff for going the extra mile with this.

b. MUR70' Zone Development Code Amendments

Planning Manager Andrew Bauer discussed draft code amendments related to the MUR70' Zone Development Code. He summarized there had been consensus at the last meeting to proceed with parking reductions beyond 25% and to remove development agreement requirement entirely. The Planning Commission had requested more information about examples of building heights as well as height and process comparisons of other cities. Developer feedback was that the market does not support high rise yet, but it might in the future; streamlining process is positive; and parking reductions are beneficial.

Mr. Bauer reviewed:

- Parking Reductions – up to 50% reduction in MUR70' zone for 100+ dwelling units or 10,000+ sq. ft. commercial. A Transportation Demand Management Plan would be required.
- Local building height examples with images
- Comparisons of height and process with surrounding jurisdictions
- Height refinements:
 - The base height will stay as it is.
 - Height of 70'+ would be allowed with additional requirements (neighborhood meeting, Administrative Design Review). 20% of the units must be affordable at 60% AMI; 10,000 sq. ft. of commercial space or 30% ground floor devoted to neighborhood amenities; park, plaza, or open space requirement; 1% to art or placemaking amenities; and subarea improvements.
 - Deleted items include Development Agreement, LEED Gold, structured parking, purchase of TDR (Transfer of Development Rights) credits, and district energy.

- The maximum height of 140' will stay as it is.
- Next steps: Planning Commission feedback, SEPA analysis, Public Hearing and recommendation to Council, Council consideration and action

Commissioner Brinson asked if there is an option for affordability for condominium developments. Mr. Bauer replied it is only for rental units and not owner-occupied housing.

Commissioner Mosier expressed support for the simplification to feet and of lowering the square footage of commercial use.

Commissioner Callahan asked general clarification questions about the table of comparisons with other jurisdictions on page 26. Mr. Bauer responded.

Commissioner Lin asked about maximum building heights on the Seattle side of the 145th Street station. Mr. Bauer explained that much of that area is the golf course, but Seattle is embarking on station area planning also. He indicated staff could share information on that when it becomes available. Commissioner Lin asked about the feedback they have gotten. Mr. Bauer explained they have shared the draft amendments with the developer stakeholder group. Some of that feedback is included in the staff report.

UNFINISHED BUSINESS

None.

NEW BUSINESS

a. Planning Commission Rules of Procedure Update for Hybrid Meetings

Mr. Bauer explained that the proposed changes would mirror what the Council has adopted for their rules to allow for hybrid meetings. This outlines some of the technical procedures surrounding meeting in person and remotely in a hybrid fashion.

Commissioner Callahan spoke in support of these changes and of staff being able to attend remotely.

COMMISSIONER CALLAHAN MOVED TO AMEND THE RULES OF PROCEDURE AS WRITTEN IN ATTACHMENT A OF THE STAFF REPORT DATED APRIL 7, 2022. THE MOTION WAS SECONDED BY COMMISSIONER LIN. THE MOTION PASSED UNANIMOUSLY (6-0).

b. Election of Chair and Vice Chair

Chair

- Commissioner Callahan nominated Pam Sager for Chair. There were no other nominations.

COMMISSIONER SAGER WAS RE-ELECTED CHAIR UNANIMOUSLY (6-0).

Vice Chair

- Commissioner Lin nominated Commissioner Rwamashongye.
- Commissioner Rwamashongye nominated Commissioner Callahan.

COMMISSIONER RWAMASHONGYE WAS RE-ELECTED VICE CHAIR (5-0).

REPORTS OF COMMITTEES AND COMMISSIONERS/ANNOUNCEMENTS

Chair Sager reported she attended a workshop called *Crash Course for the Chair* put on by Jurassic Parliament which was very good.

AGENDA FOR NEXT MEETING

Mr. Bauer stated that the April 21 meeting will include a briefing on Cottage Housing Development Code Amendments.

ADJOURNMENT

The meeting was adjourned at 8:32 p.m.

Pam Sager
Chair, Planning Commission

Carla Hoekzema
Clerk, Planning Commission

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.

Planning Commission Meeting Date: April 21, 2022

Agenda Item: 6a.

PLANNING COMMISSION AGENDA ITEM CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Cottage Housing Development Code Amendments Introduction
DEPARTMENT: Planning & Community Development
PRESENTED BY: Elise Keim, Associate Planner

Public Hearing

Discussion

Study Session

Update

Recommendation Only

Other

INTRODUCTION

In May 2021, the City Council adopted the Housing Action Plan (HAP) with the passage of Resolution 478.¹ The HAP explores potential City-led actions and initiatives to encourage the production of affordable and market rate housing to meet the needs of a growing and diversifying population now and in the future. The HAP identifies Shoreline's greatest housing needs and associated tools to address those needs. By increasing the types of housing that can be built in Shoreline, the City is addressing the housing shortage and implementing the HAP. The City Council confirmed the seven high-priority initiatives needed to implement the HAP. These seven priorities are:

- Update the Deep Green Incentive Program
- Develop cottage housing regulations
- Develop "missing-middle"-friendly zoning
- Develop standards for small lot single-family development
- Partner with affordable housing providers
- Support Community Land Trusts through incentives or partnerships
- Identify surplus City property for development of affordable housing

¹ The Staff Report for City Council's adoption of Resolution 478, which includes the HAP, can be reviewed at the following link: [staffreport052421-7e.pdf \(shoreline.wa.us\)](https://www.shoreline.wa.us/staffreport052421-7e.pdf)

Approved By: _____

Project Manager _____

Planning Director _____

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.

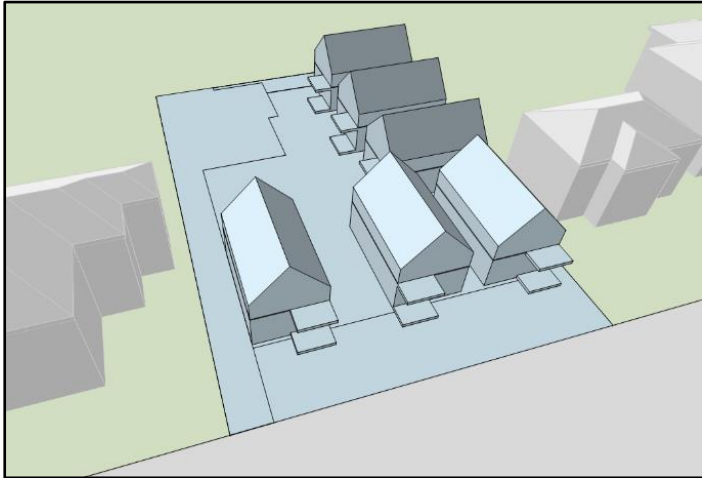


Image of possible cottage housing cluster

Tonight, we are discussing cottage housing which was highlighted as a City Council priority during the HAP adoption process. This staff report discusses cottage housing and the work plan to create Development Code amendments to allow cottage housing.

The City received grant funding from the Washington State Department of Commerce for Housing Action Plan implementation (HAPI Grant). Per the terms of the HAPI Grant, specific deliverables are required including an existing conditions report, public engagement, and draft and final development code amendments. This work is to be completed no later than June 2023. Shoreline has engaged the services of The Blueline Group to support staff in this endeavor.

BACKGROUND

The Planning Commission discussed the HAP in 2020 and 2021, submitting its recommendation to the City Council in March 2021. A key finding in the HAP is that Shoreline has an overall housing shortage that reflects a regional lack of supply, with housing costs increasing faster than household incomes. Most of Shoreline's households consist of one or two people and, for these smaller households, includes two subgroups - seniors and young adults. Smaller "missing-middle" housing types, such as cottage housing, may appeal to these subgroups and to other demographic subgroups.

Missing-middle housing describes a spectrum of housing types denser than detached single-family homes, but smaller than 4-story low-rise apartments. Missing-middle housing can be more affordable than detached single-family homes, offering a variety of unit sizes appropriate for young adults, seniors, and small families. These housing types are meant to blend in within existing single-family neighborhoods while providing more density. Cottage housing is a type of missing-middle housing. By increasing the types of housing that can be built in Shoreline, the City is addressing the housing shortage and implementing the HAP.

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.



Image of the missing middle housing spectrum

Cottage housing regulations generally allows for small 1 or 2 story houses that may be attached or detached. The homes are arranged around a common interior courtyard. Houses are small, typically 700-1,200 square feet. With appropriate design standards, this type of housing blends into single family neighborhoods as cottage housing appears similar to single family houses from the street.



Photo credit: The Cottage Company

Cottage housing is currently not a permitted type of development in Shoreline. The City previously had cottage housing regulations and permitted seven cottage housing developments from 2000-2004. These regulations were repealed in 2006 due to concerns about design and compatibility.

DISCUSSION

Why Cottage Housing?

The HAP includes goals to encourage a greater housing supply and variety in Shoreline than is seen today. While there is a wide spectrum of missing-middle housing, Shoreline is focusing on cottage housing as a priority for HAP implementation.



Cottage housing site plan example in Washington, D.C.

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.

The Comprehensive Plan includes policies to facilitate the provision of a variety of housing choices for Shoreline residents, including cottage housing. Housing choice means the ability of households in the city to live in the neighborhoods and housing type of their own choosing. Allowing cottage housing will increase the housing choices available to residents of Shoreline. The following goals and policies in the Comprehensive Plan encourage housing choice and cottages:

<p>Land Use Policy 1: The Low Density Residential land use designation allows single-family detached dwelling units. Other dwelling types, such as duplexes, single family attached, cottage housing, and accessory dwellings may be allowed under certain conditions. The permitted base density for this designation may not exceed 6 dwelling units per acre.</p>	<p>Land Use Policy 2: The Medium Density Residential land use designation allows single-family dwelling units, duplexes, triplexes, zero lot line houses, townhouses, and cottage housing. Apartments and professional offices may be allowed under certain conditions. The permitted base density for this designation may not exceed 12 dwelling units per acre.</p>
<p>Housing Policy 6: Consider regulations that would allow cottage housing in residential areas, and revise the Development Code to allow and create standards for a wider variety of housing styles.</p>	<p>Housing Policy Goal II: Encourage development of an appropriate mix of housing choices through innovative land use and well-crafted regulations</p>



Cottage Housing Example in Newport, OR

Both the Comprehensive Plan and the HAP support the creation of cottage housing regulations to increase housing choice in Shoreline. While cottage housing regulations are a first step in implementing the Comprehensive Plan and the HAP, it represents just one tool in the housing toolkit to address the housing needs of the City.

PROCESS AND SCHEDULE

The first deliverable required by the HAPI Grant is the Existing Conditions Report. Report contents will include:

- An overview of Cottage Housing
- Demographics Analysis
- Zoning Analysis
- Buildable Lands Analysis

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.

- Study Areas, including existing physical character and proximity to transit and public facilities and amenities like parks, schools and libraries
- Local case studies

The key purpose of the report is to assess the spatial and demographic conditions of Shoreline to determine where cottage housing might be located and what segments of the population would be most likely to choose this type of housing. The initial analysis of existing conditions should be completed by July 2022.

The second deliverable required by the HAPI Grant is Public Engagement. Public engagement with stakeholders, including Shoreline community members and developers, will occur in the Summer 2022. A public outreach plan is currently being drafted to ensure those most likely to be affected by cottage housing will be reached. Engagement will likely be a hybrid of virtual and in-person events including surveys, facilitated discussions, and open houses. In addition, to encourage public involvement, a City website has been created where information and updates will be posted. The website can be viewed at the following link:

<https://www.shorelinewa.gov/government/departments/planning-community-development/long-range-planning/cottage-housing>

A summary of the public engagement and its results will be shared with Planning Commission later this year

The third deliverable required by the HAPI Grant is a draft version of the cottage housing regulations. Insights from the Existing Conditions report and public engagement will be instrumental in preparing these regulations which is anticipated to be completed by October 2022.

The fourth and final deliverable required by the HAPI Grant will be the final version of cottage housing regulations. As with all development regulations, before forwarding to City Council, the Planning Commission will review the draft regulations and hold a public hearing. The City Council will consider adoption of the final regulations by the HAPI Grant deadline June 2023.

The Blueline Group has already started assessing existing conditions and the drafting of a public engagement strategy. City staff has also met with the developer stakeholder group to notify them of the upcoming cottage housing code and a number of developers have expressed interested in being involved in the process.

A project timeline is shown below.

Winter/Spring 2022	Spring/Summer 2022	Summer/Fall 2022	End of 2022	Winter/Spring 2023	June 2023
<ul style="list-style-type: none"> • Engage Consultant • Brief Planning Commission 	<ul style="list-style-type: none"> • Existing Conditions Report • Public Engagement 	<ul style="list-style-type: none"> • Analyze Data • Present Findings to Planning Commission 	<ul style="list-style-type: none"> • Draft Regulations to Planning Commission 	<ul style="list-style-type: none"> • Planning Commission Recommendation • City Council Consideration 	<ul style="list-style-type: none"> • Cottage Housing Ordinance Considered for Adoption

6a. Staff Report - Cottage Housing Dev. Code Amendments Intro.

DISCUSSION QUESTIONS

The following questions are intended to help facilitate discussion:

1. Is there anything you would like assessed in the Existing Conditions Report that is not mentioned already?
2. What do you think is a key consideration in the development of cottage housing regulations (e.g. design/aesthetics, compatibility, equity, density, sustainability, affordability etc.)?
3. What factors should the City considering when deciding whether the use of cottage housing is successful in providing missing-middle housing?

ADDITIONAL INFORMATION

For more information about the cottage housing code, please visit the project webpage:

<https://www.shorelinewa.gov/government/departments/planning-community-development/long-range-planning/cottage-housing>

or contact Elise Keim, Associate Planner, at ekeim@shorelinewa.gov or (206) 801-2553.

CONCLUSION

Tonight's presentation is to introduce the work plan for cottage housing Development Code amendments. At this time, City Staff is seeking early input on potential topics to be included in the Existing Conditions Report and general comments or feedback to be considered as the project gets underway.