



SHORELINE PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, February 2, 2023

Council Chamber – Shoreline City Hall

7:00 p.m.

<https://us02web.zoom.us/j/87926000891?pwd=MUIEN3ZBeVpvUVN4ditMalR5Yld4dz09>
253-215-8782 | Webinar ID: 879 2600 0891 Passcode: 479340

This meeting is conducted in a hybrid manner with both in-person and virtual options to attend.

	<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>January 5, 2023 – Draft Minutes</u>	
5. GENERAL PUBLIC COMMENT	7:04

The Planning Commission provides several options for public comment: in person in the Council Chamber; remote via computer or phone; or through written comment. Members of the public may address the Planning Commission during regular meetings for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's comments are being recorded.

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 for Remote Public Comment](#) *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.*

6. STUDY ITEMS	
(a) <u>2024 Comprehensive Plan Update: Discussion of Middle Housing Work Plan</u>	7:05
(b) <u>Cottage Housing Development Code Amendments</u>	7:35
7. UNFINISHED BUSINESS	8:25
8. NEW BUSINESS	8:26
9. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS	8:27
10. AGENDA FOR NEXT MEETING: February 16, 2023	8:28
11. ADJOURNMENT	8:30

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.

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CITY OF SHORELINE

SHORELINE PLANNING COMMISSION
MINUTES OF REGULAR MEETING

January 5, 2023
7:00 P.M.

Commissioners Present

Chair Pam Sager
Vice Chair Julius Rwamashongye
Commissioner Leslie Brinson
Commissioner Janelle Callahan
Commissioner Andy Galuska (virtual)
Commissioner Mei-shiou Lin
Commissioner Christopher Mosier

Staff Present

Andrew Bauer, Planning Manager
Steve Szafran, Senior Planner
Julie Ainsworth-Taylor, Assistant City Attorney
Carla Hoekzema, Planning Commission Clerk

Guest: Kathleen Hosfield, Homestead Community
Land Trust

CALL TO ORDER

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

ROLL CALL

Ms. Hoekzema called the roll.

APPROVAL OF AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

The minutes of December 1, 2022 were accepted as presented.

GENERAL PUBLIC COMMENT

There were no general public comments.

STUDY ITEM: HOMESTEAD COMMUNITY LAND TRUST PRESENTATION

Kathleen Hosfield from Homestead Community Land Trust made a presentation regarding affordable homeownership. She discussed the Community Land Trust (CLT) model and why it is used for home ownership. A CLT is a private, non-profit, community-governed and/or membership corporation whose mission is to acquire, hold, develop, lease, and steward land for making homes, farmland, gardens, businesses, and other community assets permanently affordable for current and future generations. Distinctive features include accountability and local control; one-time investments stewarded for permanent affordability; equitable governance; and prevention of displacement. Ms. Hosfield discussed the civil rights era roots of CLT, challenges with home ownership in King County, how CLT puts homeownership within reach of income qualified families, and income qualifications. She explained that CLT builds and rehabs homes and subsidizes the price to what is affordable. Land is owned collectively through the Trust, but the home is purchased with fixed-rate bank mortgage. Owners lease the land for a small monthly fee and are able to resell at a formula price which is still affordable. She explained how CLT balances allowing homeowners to build equity while still maintaining affordability for others. She reviewed examples of different types of home projects that CLT has done and discussed the community and homeowner governance aspect of CLT. She talked about the types of housing that can be included in a CLT and ways cities can support CLT home development and advance affordable homeownership.

Discussion:

Commissioner Brinson noted that one of the pushbacks that keeps coming up about CLTs is around the amount of equity that somebody acquires. She asked if there is data about people from CLT homes moving on to market rates homes. Ms. Hosfield replied that about 75% of the people who leave the CLT program in this area go on to purchase a market rate home.

Commissioner Callahan asked about the projects that contain both affordable and market rate homes and how they decide the proportions of each. Ms. Hosfield explained that CLT will never do a project where there is a majority of market rate homes; they will include just as many as needed to balance the budget.

Commissioner Lin commented on the value of this type of project to meet affordable housing needs and asked about the constraints for doing more projects. Ms. Hosfield said the biggest constraint in the current market is staffing limitations; they cannot do all the projects they would like. Beyond that, cities can provide a contribution to make sure that the Housing Trust Fund exists; look at permitting, zoning, and waivers of impact fees; and consider directing surplus property to home ownership development. There is a bill going through state legislature this year to make it easier for cities to use surplus property for home ownership specifically.

Ms. Hosfield commented that there is a group of folks in Lake Forest Park and Kenmore that are interested in working together to support CLT in the region. Anyone interested in connecting with them can contact her.

STUDY ITEM: DRAFT 2023 COMPREHENSIVE PLAN DOCKET

Senior Planner Szafran reviewed the annual docket process and the list of proposed amendments.

Staff-initiated:

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1. Amend the Parks, Recreation, Open Space, and Arts Element and Plan which includes updated goals and policies. This will fully replace the existing PROS element within the Comprehensive Plan and establish a long-term vision for Shoreline.

Public-initiated:

2. Amend the Comprehensive Plan to add a new policy: “Birds and wildlife are sustained by a diversity of native trees and vegetation which provide essential, co-evolved habitat of food, shelter, and place to raise young.”
3. Add a new policy: “City Planners and Developers should consider the short- and long-term effects of impervious and hardscape surfaces on the City’s environment.”
4. Add a new policy: “Projected sea level rise should be considered in determining the shoreline buffer areas or setbacks in which development is not permitted, and provide those regulations be implemented for such policy.”
5. Amend Housing Element Policy H23 and add a new policy to the Land Use Element – “Assure that site, landscaping, building, and design regulations create effective transitions between different land uses and densities. For zones which allow 70-foot buildings, provide in development regulations meaningful horizontal setbacks with height restrictions, significant tree preservation, and other transitions between buildings in such zones and abutting and across-the-street property designated on the Comprehensive Plan Land Use Map as Public Open Space, Public Facility, Low Density Residential, Medium Density Residential, and High Density Residential”.
6. Add a new policy – “Citizen participation is critical at the initial design phase of capital and major development projects”.
7. Amend Natural Environment Goal 1 – “Minimize adverse impacts on the natural environment through leadership, policy, and regulation, and address impacts of past practices where feasible, implement and promote best management practices under current conditions”.

Staff recommends that the Planning Commission recommend Amendment 1 be placed on the proposed 2023 Comprehensive Plan Docket. Staff also recommends Amendment Nos. 2-7 be included as proposals in the 2024 major update of the Comprehensive Plan to review and consider these proposed amendments holistically with all other components of the major update. A Public Participation Plan for the 2024 major update is currently in development and will be presented to the Commission at an upcoming meeting. Staff is planning for robust participation from a wide variety of community members, with a goal to reach residents and stakeholders that we haven’t heard from before. Kickoff of engagement activities is anticipated to begin shortly. Evaluating all the comments together will provide a more complete draft of the Comprehensive Plan and will allow staff and the public to consider all the proposed changes together. This will also streamline environmental review by considering the environmental impacts of the revised elements together at one time.

Commissioner Mosier asked about the process going forward. Mr. Szafran reviewed the process from here if the Commission approves this docket.

Commissioner Callahan asked how the public-initiated proposals would be incorporated into the public outreach plan. Mr. Szafran explained that all public comments would be documented through the update process, and these would essentially be the first comments received.

Commissioner Lin agreed with looking at the amendments with the major updates but asked about the process if they chose to include all the amendments on the docket. Mr. Szafran explained that it would go to the Council as a recommendation from the Planning Commission, and if the Council agreed, it would come back to the Commission with proposed language for a recommendation on specific policies. Staff is concerned that there is not sufficient time to address all the amendments with the resources and timeline available. Planning Manager Bauer agreed that there are limited resources to address the additional amendments at this time. Folding proposed amendments 2-7 into the major update will allow for a more holistic review. Mr. Szafran stressed that amendment 1 must be adopted with the update in 2023 or the City loses its funding capabilities.

Commissioner Callahan asked about communication with the public about the major update process and wondered how these submissions might be impacted by the major update. Mr. Szafran replied that the public participation plan has not been completed yet. Planning Manager Bauer explained that staff will be coming back and updating the Planning Commission about the draft public participation plan which will outline how they engage with the community and different stakeholders.

Chair Sager asked if the proposed amendments 2-7 will be available for the public to review as part of the outreach process? Mr. Szafran thought they could include them on the major update webpage.

Commissioner Brinson spoke in support of moving amendments 2-7 to the major update to allow for them to be more holistically integrated.

Commissioner Mosier recommended that if the proposed amendments are posted for public comment, they should be worded more broadly.

THE PLANNING COMMISSION VOTED UNANIMOUSLY TO INCLUDE AMENDMENT 1 ON THE PROPOSED 2023 COMPREHENSIVE PLAN DOCKET AND THAT AMENDMENTS 2-7 SHOULD BE CONSIDERED IN THE 2024 MAJOR UPDATE OF THE COMPREHENSIVE PLAN.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

REPORTS OF COMMITTEES AND COMMISSIONER ANNOUNCEMENTS

Planning Manager Bauer reported that an email was sent to the Planning Commission regarding City Council’s review of proposed amendments that would allow compensation for the city’s boards and commissions. This would include the Planning Commission. He explained that funding was allocated with the adoption of the 2023-2024 biennium budget, but they are still working out the details.

AGENDA FOR NEXT MEETING

At staff’s request, the January 19 meeting was cancelled. The next meeting is scheduled for February 2.

ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

Pam Sager
Chair, Planning Commission

Carla Hoekzema
Clerk, Planning Commission

PLANNING COMMISSION AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: 2024 Comprehensive Plan Update: Discussion of Middle Housing Work Plan

DEPARTMENT: Planning & Community Development

PRESENTED BY: Elise Keim, Senior Planner
Andrew Bauer, Planning Manager

Public Hearing
 Discussion

Study Session
 Update

Recommendation Only
 Other

INTRODUCTION

On November 7, 2022 Council adopted Resolution No. 502, establishing the scope and schedule for the 2024 major update to the Comprehensive Plan. The scope includes an evaluation of policy and code amendments to allow middle housing types in low density residential zones. Tonight, staff will introduce to Planning Commission the work plan for middle housing.

BACKGROUND

What is Middle Housing?

Housing is built in a variety of different forms. Middle housing is a term used to describe types of housing that lie somewhere on the spectrum between detached single-family homes and high-rise apartment buildings. Examples include duplexes, triplexes, fourplexes, cottages, townhomes, live/work and low-rise apartments.

Middle housing can take many forms. Sometimes they are a cluster of separate units (cottages), or multiple units attached to one another (duplex or triplex). These units are compatible in scale with single-family homes. Middle housing can help meet: the demand for more housing in walkable neighborhoods; the need for more housing choices at different price points; and the need for housing that fits the needs of a growing and diversifying population.



Image of the missing middle housing spectrum

6a. 2024 Comprehensive Plan Update - Middle Housing Work Plan

This type of housing is often called “*missing* middle housing” because it is not legal to build in most cities today. Houses like duplexes, cottages and small apartments were once common in America, and played an important role in providing housing choices and affordable options. As a result of zoning barriers and financial incentives after World War II, detached single-family homes were built at the expense of other housing types, leading to middle housing disappearing from new construction in the 1940s. Today residents of a city typically have a choice between detached single-family homes or a unit in a large apartment building. In many cities regulations have eliminated the spectrum of housing choices in between these two extremes.

With the creation of the two light rail station areas Shoreline is beginning to see an additional form of housing come to market, the townhouse. Through a separate planning effort, the Planning Commission is reviewing code amendments to allow cottages, a form of middle housing, to be built in Shoreline¹. As part of the broader 2024 Comprehensive Plan update, the City will be studying other forms of middle housing, like duplexes and triplexes, for low density residential areas.

Why is Shoreline looking at middle housing?

Simply put, it is a matter of population growth and the need for more diverse and affordable types of housing.

A recent statewide housing survey² conducted by Puget Sound Regional Council and the Washington State Department of Commerce found that housing, especially housing cost, is an issue of serious concern in Washington State. Some highlights of the survey are listed below:

- 78% of survey respondents in King County agreed rents are too high and increasing too much.
- 81% of survey respondents in King County agreed it costs too much to buy a home.
- 72% of survey respondents in King County agreed their community needs more diverse and affordable housing types
- 83% of survey respondents in King County said they want more housing options

The City’s 2022 Resident Satisfaction Survey³ indicates mixed views from residents on the topic. The survey asked residents if they support changing the City’s zoning code to allow denser housing options in single family zones:

- 49% of survey respondents in the City would support allowing denser housing options in single family zones.
- 16% of survey respondents in the City identified “Don’t know” as whether they would support allowing denser housing options in single family zones.
- 39% of survey respondents in the City would not support allowing denser housing options in single family zones.

¹ Learn more about cottage housing at www.shorelinewa.gov/cottagehousing

² The full survey results can be found online here: <https://www.psrc.org/media/7324>

³ See the full [2022 City of Shoreline Resident Satisfaction Survey Findings Report](#)

6a. 2024 Comprehensive Plan Update - Middle Housing Work Plan

Middle housing is one of several strategies identified in the City's 2021 Housing Action Plan⁴ to address the City's housing needs. Shoreline must plan for 13,330 new households by 2044⁵. The City is tasked by the Growth Management Act⁶ to plan for these new residents. This planning occurs through updates to the city's Comprehensive Plan, a 20-year plan that reflects the community's vision and values⁷.

Approximately 66% of the City's land is designated low density residential. Broadening the range of housing types that can be built in low density residential areas would allow for the ability to create not only more housing, but more choices in the types of housing available.

WORK PLAN

Grant funding from the state Department of Commerce will be utilized to study the appropriateness of middle housing types in low density residential areas and to develop draft policies and implementation concepts that can be further studied and considered concurrently with the 2024 Comprehensive Plan update.

The work plan and schedule for middle housing through the first half of 2023 will include the following:

Existing Conditions Report:	Current demographics, policies, regulations, fee structures, incentives and permitting procedures
Informational Material for the Public:	What is middle housing?
Middle Housing Policy Analysis:	What local policy changes are needed to support middle housing? This includes reviewing the Comprehensive Plan
Racial Equity Analysis:	Review the history of housing development in North King County/Shoreline through a racial equity lens. Include a review of anti-displacement policies
Public Engagement & Summary:	Meet with Community Based Organizations and stakeholders, hold a public meeting and summarize community feedback
Draft Policies and Implementation Concepts:	Draft middle housing Comprehensive Plan policies and implementation concepts, to be considered as part of the 2024 Comprehensive Plan update

⁴ See the full [City of Shoreline Housing Action Plan](#)

⁵ See the [King County Urban Growth Capacity Report](#)

⁶ The full text of the Growth Management Act is in [Chapter 36.70A RCW](#)

⁷ View a copy of Shoreline's current [Comprehensive Plan](#)

6a. 2024 Comprehensive Plan Update - Middle Housing Work Plan

The grant-funded portions of the work are to be completed by June of 2023 and will be conducted with a team consisting of staff and consultants.

The grant does not require middle housing policies or regulations be adopted. The draft goals and policies developed as part of the middle housing work will be incorporated for consideration with the applicable elements of the Comprehensive Plan update and would be considered as part of the adoption of the Comprehensive Plan, anticipated by the end of 2024.

The City team anticipates working closely with the Commerce technical team that will be providing additional support to Shoreline for both technical/research work and expertise on racial equity analysis. In addition, Commerce is working with a firm called Opticos Design with special expertise in middle housing. They will be preparing a toolkit of communication materials (posters, informational videos, etc.) to share with the public, objective design standards for middle housing as well as financial analysis for middle housing development.

While completing this work staff will continue to check in with Planning Commission to report back on findings and request guidance.

COORDINATION WITH ONGOING PLAN UPDATES

The middle housing work will overlap in some areas with the Comprehensive Plan update⁸. For example, middle housing policies have the potential to influence the Land Use, Housing, and Community Design Elements of the Comprehensive Plan. Aligning the engagement and policy work with the broader Comprehensive Plan update is imperative to avoid potential conflicts or misalignment between the goals and policies of the plan.

DISCUSSION QUESTIONS

1. Do you have any questions on middle housing, the work plan, or the Commerce grant?
2. Are there specific points of emphasis to consider as the public engagement gets underway?
3. Are there topics to incorporate into the racial equity analysis, or policy analysis?
4. Commerce staff have offered to present materials on middle housing, racial equity analysis or other topics related to middle housing, would Planning Commission be interested in a presentation from Commerce (this would likely occur in April or May 2023)?

SCHEDULE AND NEXT STEPS

The Public Participation Plan for both the Comprehensive Plan and middle housing are anticipated to be completed for the Commission to be briefed at the February 16th meeting.

⁸ Visit the [Comprehensive Plan Update webpage](#) to learn more.

6a. 2024 Comprehensive Plan Update - Middle Housing Work Plan

RECOMMENDATION

There is no recommendation at this time. The purpose of tonight's meeting is to update the Commission on the scope of work for middle housing.

Att. A - Proposed Cottage Code Summary Table

Cottage Code Summary Table

STANDARD	REQUIREMENT
Density	Twice the underlying zone density
Max. Lot Coverage	Same as underlying zone requirements Exceptions: R-4 and R-6 zones may have a maximum lot coverage of 45%
Min. Floor Area	700 sq ft
Max. Floor Area	1,500 sq ft
Max. Cottages per Development	24 units
Min. Cottages per Development	2 units
Min. Lot Size	Same as underlying zone requirements
Impervious Surfaces Max	75%
Unit size variety	Min 20% of units must vary at least 250 sq ft above or below average size
Building Height max.	22 feet
Pitch roof requirement	Structures greater than 15 feet in height must have a roof pitch between 12:6 and 12:12
Minimum percent of cottages 15 feet or shorter in height	20%
Minimum total floor area on ground floor	60%
Front setback for development	Same as underlying zone
Rear setback for development	Same as underlying zone
Side setback for development	Same as underlying zone

Att. A - Proposed Cottage Code Summary Table

Minimum distance building to building	8 feet ¹
Parking stalls per cottage with 1,250 square feet or less	Min. 1 stall
Parking stalls per cottage with 1,251 square feet or more	Min. 1.5 stalls
Garages per unit	Min. 1 detached garage per unit
Interior parking lot landscaping	Min. 20 square feet per stall
Interior parking lot trees	Min. 1 tree for every 5 stalls
Parking lot islands	Min. 1 island for every 6 stalls
Min. common space amenities	Min. 1 amenity for every four cottage units
Common space per cottage	Min. 250 square feet per every cottage
Common space linear dimension	Min. 20 feet
Max. lawn allowance	60% of open space
Min. pollinator habitat	10% of common open space
Community structure height	Max. 15 feet
Private open space min.	300 square feet per cottage
Porch size	Min. 10% of cottage square footage
Porch min. depth	6 linear feet

¹ Building to building setbacks are not required when two units are attached. In cottage developments, up to two cottage units can be attached.

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DRAFT

20.20.014 C definitions. **EDITED**

Cottage Housing

~~(Repealed by Ord. 462 § 1, 2007).~~ A cottage is a type of single-family dwelling structure developed in a group of cottages around a common open space. Cottages have similar architectural characteristics to single family homes but differ by their smaller size, higher density, and communal amenities.

20.20.040 P definitions. **EDITED**

Pollinator Habitat

A landscaping area which is entirely comprised of native plants, includes at least one educational sign, is at least eighty percent (80%) flowering vegetation, and is managed without the application of pesticides. The intent of pollinator habitat is to provide an area for native pollinator foraging, increase the connectivity of all pollinator habitat, and educate residents on the importance of pollination.

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20.30.297 Administrative Design Review (Type A) EDITED

A. Administrative design review approval of departures from the design standards in SMC 20.40.300.K, SMC 20.50.160 through 20.50.190, 20.50.220 through 20.50.250, 20.50.450 through 20.50.510 and SMC 20.50.530 through 20.50.620 shall be granted by the Director upon their finding that the departure is:

1. Consistent with the purposes or intent of the applicable subsections; or
2. Justified due to unusual site constraints so that meeting the design standards represents a hardship to achieving full development potential.

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**Chapter 20.40
Zoning and Use Provisions**

Subchapter 2.

Permitted Uses

20.40.120 Residential uses. EDITED

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
RESIDENTIAL GENERAL									
	Accessory Dwelling Unit	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	<u>Cottage Housing Development</u>	<u>P-i</u>	<u>P-i</u>						
	Home Occupation	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Manufactured Home	P-i	P-i	P-i	P-i				
	Mobile Home Park	P-i	P-i	P-i	P-i				
	Multifamily		C	P	P	P	P-i	P	P
	Single-Family Attached	P-i	P	P	P	P			
	Single-Family Detached	P	P	P	P				
GROUP RESIDENCES									
	Adult Family Home	P	P	P	P				
	Assisted Living Facility		C	P	P	P	P	P	P
	Boarding House	C-i	C-i	P-i	P-i	P-i	P-i	P-i	P-i
	Residential Care Facility	C-i	C-i	P-i	P-i				
721310	Dormitory		C-i	P-i	P-i	P-i	P-i	P-i	P-i
TEMPORARY LODGING									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Enhanced Shelter							P-i	
	Homeless Shelter						P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
MISCELLANEOUS									
	Animals, Small, Keeping and Raising	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
P = Permitted Use					S = Special Use				
C = Conditional Use					-i = Indexed Supplemental Criteria				

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20.40.300 Cottage housing. EDITED

Repealed by Ord. 408. (Ord. 321 § 1, 2003; Ord. 299 § 1, 2002; Ord. 238 Ch. IV § 3(B), 2000).

A. Purpose: The purpose of Cottage housing development shall be to:

1. Increase the supply and variety of dwelling units available in the city by providing an alternative to larger single family residential homes;
2. Support residential infill development that is compatible in scale with other forms of low-density residential uses;
3. Be a smaller scale version of a neighborhood with a variety of home sizes, heights, and inviting open spaces;
4. Create opportunities for healthy outdoor recreation with accessible, usable, open spaces supporting physical and mental wellbeing and fostering community relationships;
5. Support the efficient use of land by providing flexibility in density and lot standards for higher density, clustered residential developments;
6. Implement Shoreline’s Comprehensive Plan Housing Element and Housing Action Plan to encourage development of an appropriate mix of housing choices.

B. Density:

1. The permitted density for each cottage housing development shall be twice the base density of the underlying zone district. Density calculations shall be conducted according to the procedures set forth in SMC [20.50.020 B](#).

<u>Zoning District</u>	<u>Existing Residential Density per District</u>	<u>Max Cottage Development Size per District</u>
<u>R-4</u>	<u>4 units/acre</u>	<u>8 cottage units/acre</u>
<u>R-6</u>	<u>6 units/acre</u>	<u>12 cottage units/acre</u>
<u>R-8</u>	<u>8 units/acre</u>	<u>16 cottage units/acre</u>
<u>R-12</u>	<u>12 units/acre</u>	<u>24 cottage units/acre</u>

2. The maximum number of units per development which may be permitted under this title is twenty-four units.

3. The minimum number of units per development which may be permitted under this title is two units.
4. Cottages may be developed in multiple smaller developments when a cottage development includes a minimum of eight (8) units as shown in **Figure X**.

INSERT FIGURE UPON CITY APPROVAL

- C. Minimum Lot Size: The minimum lot size shall be the same as the underlying zone.
- D. Impervious Surfaces: The maximum amount of impervious surface coverage for a cottage housing development is 75 percent.
- E. Floor Area and Building Height: A cottage housing development shall be a mix of unit sizes so as to create variety within a development.
 1. Variation of units. A minimum of twenty percent (20%) of units within a cottage development shall vary at least 250 square feet (250 sq ft) above or below the average square footage. The same cottage unit may count towards this requirement and the variety requirement given in SMC 20.40.300.E.5.
 2. Minimum and Maximum Floor Areas per cottage unit
 - a. A unit shall be a minimum of seven hundred square feet (700 sq. ft.)
 - b. A unit shall not exceed a maximum of fifteen hundred square feet (1,500 sq. ft.).
 3. Building Height per cottage unit
 - a. A unit shall not exceed a maximum of twenty-two feet (22 ft) in height.
 - b. Units that exceed 15 feet shall have a pitched roofline. The roofline may not exceed the maximum height permitted and must be between a 12:6 and a 12:12 pitch. Dormers must also meet this pitch requirement.
 4. A minimum of twenty percent (20%) of all units within a development shall not exceed 15 feet in height. The same unit may count towards this requirement and the variety requirement given in SMC 20.40.300.E.1.
 5. At least sixty percent 60% of the gross floor area of a unit shall be on the ground floor.
- F. Setbacks
 1. Front, rear, and side setbacks for cottage housing development site shall meet the setback standards for the underlying zone specified in SMC Table 20.50.020(1). Developments shall not be subject to the requirement for increased setbacks from R-4 and R-6 zones when there are three or more cottages in a development.
 2. Aggregate setbacks may be allowed for sites with unusual site conditions as provided for in 20.50.040 (F).

3. The building-to-building setback between units shall be a minimum of eight feet (8 ft) except that a maximum of two units may be attached or share a wall as shown in **Figure X**.

INSERT FIGURE UPON CITY APPROVAL

G. Cottage Design Standards

1. Cottage housing development shall be architecturally cohesive
2. Architectural techniques to create a variety of unit designs are required. A development shall select a minimum of three techniques to diversify units, including but not limited to: windows, articulation, variation, trim, and varied rooflines. Other architectural features may be considered by the city if the design meets the overall intent of this subchapter.
3. Units with identical architectural designs shall be separated. Variation in materials and colors between adjacent units are required to create distinct units within a development.
4. Site layout shall ensure privacy units. Unit orientations, window locations, landscaping, and staggering units are examples of strategies that support privacy.
5. Units shall be oriented around the common open space(s) to create a sense of community and safety within the development. Front porches shall face the common open space area or right-of-way.
6. Units may be attached or detached. A maximum of two units may be attached to one another within a development.

H. Parking Requirements

1. Parking shall be clustered within a common parking area that is accessible but peripheral to the units.
2. Parking shall be placed to minimize visual impact on the site. Parking shall be screened from public view and preferably accessed by an alley which prevents parking from visually dominating the site frontage.
3. The priority order of the location of parking access shall be as follows:
 - a. Located in the rear of the development, accessed from an alley
 - b. Located on the side of the development accessed by a private driveway;
 - c. Located on the front or side of the development and accessed by a non-arterial street;
 - d. Located on the front or side of the development and accessed via an arterial street;
 - e. If accessing from the street and the site has multiple street frontages, the frontage with the lowest street classification shall be the primary access point as shown in **Figure X**.

INSERT FIGURE UPON CITY APPROVAL

- f. If parking cannot be provided in a priority location, the applicant shall demonstrate the design is not feasible or that a lower priority location is desired.
- 4. The number of parking stalls shall be provided based on the size of the cottage units:
 - a. For each unit with 1,250 square feet or less, one parking stall shall be provided on site
 - b. For each unit with 1,251 square feet or more, one and one half (1.5) parking stalls shall be provided on site;
- 5. One detached garage shall be provided for each unit and assigned to each unit.
 - a. Eligible parking reductions described in SMC 20.50.400 may not reduce the number of required detached garage stalls.
 - b. Carpports shall not count as enclosed garage structures.
 - c. Garages shall meet all applicable setback requirements.
 - d. Garage elevations facing a public street shall design the structure to minimize the visual impact of the structure with fencing, lattices, landscaping, or other screening methods.
 - e. Garages shall utilize the same architectural style as the units.
 - f. Garages shall not be attached to cottage structures, however up to four garages may be attached to one another.
- 6. Parking Lot Landscaping:
 - a. Parking shall be screened from public streets per the provisions outlined in SMC 20.50.470.
 - b. Interior parking lot landscaping shall be consistent SMC 20.50.500 (A, C-E).
- I. Storage Space and Staging Area for the Collection of Solid Waste.: Service areas shall be provided for the location of trash, composting, and/or recycling storage and collection in accordance with the waste standards in SMC 20.50.160(E).
- J. Perimeter Landscaping:
 - 1. A five-foot Type 2 landscaping buffer, and a 6-foot tall solid wood fence is required along the side and rear properties lines as specified in SMC 20.50.460(A).
 - 2. Perimeter landscaping shall not count towards parking lot landscaping requirements, private or common open space requirements. Parking lot landscaping shall not count towards perimeter landscaping.
- K. Common Open Space:
 - 1. Purpose: Common open space is one of the key characteristics of cottage housing. Common open spaces shall be provided with attractive landscaping and usable open space for recreation and community activities or events for the development. Common open spaces shall serve as the focal point of developments.

- a. Common open spaces should be a usable space that can be comprised of lawns, gardens, community buildings or plazas.
 - b. Amenities shall be provided within common open space.
 - c. A minimum of one amenity shall be provided for every four units. An amenity is defined as interactive social or recreational spaces and/or equipment. At least one exterior amenity must be provided in each development. Interior amenities may be provided within a community building serving the residents of the development.
 - i. Amenities shall be placed a minimum of twenty feet from residential units.
 - ii. Exterior amenities include, but are not limited to gazebos, community gardens, water features, wind sculptures, green houses, cornhole or other affixed lawn games, or communal lounging areas.
 - iii. Exterior amenities are prohibited from generating lights and sounds.
 - d. Common open spaces may include seating areas. Seating areas may be covered with a permanent structure.
2. Accessibility:
- a. Common open spaces shall be connected by a walkway to the rest of on-site pedestrian walkways.
 - b. Common outdoor space shall be made accessible to all residents of the cottage housing development.
3. Dimensional Requirements:
- a. A minimum of two hundred fifty square feet (250 sq ft) of common open space shall be provided per unit.
 - b. No outdoor space with any dimension less than twenty linear feet (20 ft) and a minimum area of 500 square feet shall count towards common open space requirements.
4. Design Considerations:
- a. Common open space areas shall be a maximum of 60% lawn space.
 - b. A minimum of ten percent (10%) of the required common open space area shall be dedicated as pollinator habitats.
 - i. Pollinator habitats may count toward the required amenity if the development provides a habitat of at minimum 20% of the required common open space.
 - c. If a development has a minimum of eight units, common open spaces area is permitted to be separated into smaller areas as shown in **Figure X**, provided that:
 - i. Total common open space required by this subchapter shall be satisfied.

- ii. A separated area is permitted for every four (4) units. There shall be a primary common open space that comprises a minimum of 60% of the required common open space area.

INSERT FIGURE UPON CITY APPROVAL

- 5. Perimeter landscaping, setbacks, private open space, and parking lot landscaping shall not count towards common open space requirements.
 - a. Existing trees that will encroach into the common open space area are encouraged to be retained. See SMC 20.40.300(O) for the *Tree Preservation Incentives*.
 - 6. Community buildings, clubhouses, or structures are optional and can be counted towards the common open space requirement if the community structure meets the following requirements:
 - a. Community building, clubhouse, or structures must be permanently affixed to the site and shall be located in a centralized area.
 - b. Community structures shall compliment the aesthetic and architectural design of cottages and provide amenities for residents.
 - c. The maximum size of a community building or clubhouse shall be 2,000 square feet.
 - d. Community structures must be located on the same site as the units. No off-site structures will be permitted to satisfy common open space requirements.
 - e. Community structures may not exceed 15 feet in height.
 - f. Indoor pools, saunas, hot tubs, and sports courts may be located within the community building or clubhouse and may count as both an amenity and common open space..
 - g. Community structures are not subject to the design considerations in SMC 20.40.300.K.3
- L. Private Open Space:
- 1. Each unit shall be provided private open space. Private open space shall be directly contiguous to and accessed from each unit.
 - 2. Dimensional Requirements:
 - a. Porches: Each unit shall have a covered front porch which equals no less than ten percent (10%) of the total square footage of the unit.
 - i. All porches shall have a minimum depth of six feet (6 ft). Each porch must be attached to the unit and must provide access into the unit.
 - ii. Porches shall be oriented toward the common open space, or right of way.
 - b. Each unit shall be provided with no less than three hundred square feet (300 sq ft) of private open space. Covered porch areas may be counted towards this requirement.
 - c. Except for covered porches, no open space with a dimension less than six linear feet (6 ft) shall count towards private open space requirements.

- 3. Private open space may be fenced. Chain-link materials and fences exceeding 4-feet in height are not permitted.

- M. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and responsibilities of the owner(s) and/or a homeowners' association shall be executed for the use and maintenance of common garage, parking and vehicle access areas; solid waste storage and/or collection area(s); on-site recreation; landscaping; underground utilities; common open space; exterior building facades and roofs of common buildings; and other similar features, and shall be recorded with the King County Recorder's Office. Critical Areas: The critical area regulations in SMC 20.80 apply to all cottage developments.

- N. Critical Areas: The critical area regulations in SMC 20.80 apply to all cottage housing developments.
 - 1. Critical areas and their associated buffers are not counted towards any landscaping requirements.
 - 2. If critical areas overlap with areas proposed for use as common open space, the critical areas may count toward the required common open space if a natural viewing area is maintained on-site.

- O. Tree Preservation Incentives: The tree retention regulations in SMC 20.50 Subchapter 5 shall apply to all developments.
 - 1. Developments that retain significant trees over 24-inch dbh in quantities greater than required by SMC 20.50 Subchapter 5 may reduce the required amount of common open space in the following increments:

<u>Number of retained significant trees > 24-inch DBH</u>	<u>Reduction of Common Open Space</u>
<u>1</u>	<u>Two percent</u>
<u>2</u>	<u>Four percent</u>
<u>3</u>	<u>Six percent</u>
<u>4</u>	<u>Eight percent</u>
<u>5 s</u>	<u>Eight percent and counts as an amenity¹</u>
<u>More than 7 significant trees</u>	<u>Eight percent plus an additional two percent for every two trees, up to 20 percent open space reduction and counts as an amenity</u>

- 1. For significant trees to count as an amenity, an interpretive sign is required to recognize the value of the tree. Signs shall be weather resistant and permanently affixed.
- 2. Additionally, significant trees over 24-inch dbh in size may use the drip line of the tree to count as eligible common open space area. Eligible trees may be located outside the designated common open space area(s).

20.50.390 Minimum off-street parking requirements – Standards. EDITED

A. Off-street parking areas shall contain at a minimum the number of parking spaces stipulated in Tables 20.50.390A through 20.50.390D.

Table 20.50.390A – General Residential Parking Standards

RESIDENTIAL USE	MINIMUM SPACES REQUIRED
Single-family detached:	2.0 per dwelling unit.
Single-family attached:	2.0 per dwelling unit. 1.0 per dwelling unit in the MUR zones.
Multifamily dwelling:	
Studio units:	0.75 per dwelling unit
One-bedroom units:	0.75 per dwelling unit
Two-bedroom plus units:	1.5 per dwelling unit
Accessory dwelling units:	1.0 per dwelling unit
Mobile home park:	2.0 per dwelling unit
<u>Cottage Development</u>	1.0 <u>per cottage less than 1,250-sf, 1.5 per cottage over 1,251-sf</u>

Table 20.50.390E – Electric Vehicle (EV) Charging Infrastructure Parking Standards

RESIDENTIAL USE	MINIMUM EV SPACES REQUIRED
Single-family detached/single-family attached/ <u>Cottage housing development</u> :	An EV-ready space for each private garage or private parking area provided for a dwelling unit
Multifamily Dwelling/ <u>Cottage housing development</u> :	A minimum of 20 percent of EV-ready spaces in shared parking garages or shared parking spaces
Nonresidential:	A minimum of 10 percent EV-ready spaces of the required parking spaces

1. An EV-ready space is a space that provides a complete electric circuit with 208/240 volt, 40-ampere capacity charging receptacle outlet or termination point, including electrical service capacity.
2. For multifamily and nonresidential uses, one accessible parking space shall be an EV-ready space.
3. If the formula for determining the number of EV-ready spaces results in a fraction, the number of required spaces shall be rounded to the nearest whole number, with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Exception 20.50.390(A)(1): If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number, with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Exception 20.50.390(A)(2): When the City of Shoreline has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the shell permit. When the range of possible uses results in different parking requirements, the Director will establish the amount of parking based on a likely range of uses.

Exception 20.50.390(A)(3): Where other provisions of this Code stipulate higher maximum parking or reduced minimum parking requirements, those provisions shall apply.

Exception 20.50.390(A)(4): Minimum parking requirements may be reduced through provisions in SMC [20.50.400](#).

DRAFT

20.50.410 Parking design standards. EDITED

A. All vehicle parking and storage for single-family detached dwellings, cottage housing units, and duplexes must be in a garage, carport or on an approved impervious surface or pervious concrete or pavers. Any surface used for vehicle parking or storage must have direct and unobstructed driveway access.

DRAFT

**20.50.480 Street trees and landscaping within the right-of-way
- Standards. **EDITED****

A. When frontage improvements are required by Chapter [20.70](#) SMC, street trees are required for all commercial, office, public facilities, industrial, multifamily developments, ~~and for single-family subdivisions,~~ and cottage housing developments on all arterial streets.

DRAFT

20.50.500 Internal landscaping for parking area. EDITED

Required parking area landscaping shall include landscape areas that are located in areas within or adjacent to parking areas. However, landscaping designed to meet perimeter landscaping requirements cannot also be used to meet parking lot landscaping requirements.

A. Multifamily developments and Cottage housing developments with common parking areas shall provide planting areas in parking lots at a rate of 20 square feet per parking stall.

DRAFT



To: City of Shoreline
Attn: Steve Szafran, Senior Planner
cc: Andrew Bauer, Elise Keim, Planning Commission
Re: Cottage Housing Regulations
Submitted by the Tree Preservation Code Team (TPCT)
by: Kathleen Russell <krussell@russell-gordon.com>
Date: January 12, 2023

Cottage Housing: NEW tree code regulation

Based on existing SMC tree code
SMC Chapter 20.50 General Development Standards
Subchapter 5. Tree Conservation, Land Clearing and Site Grading Standards
20.50.310 Exemptions from permit

Proposed tree code for cottage housing development:

The removal of three significant trees on lots up to 7,200 square feet,
and one additional significant tree for every additional 7,200 square feet.

Justification for Proposed Code

Since the majority of Shoreline's urban tree canopy is located in residential zones, a protective tree code must be incorporated into cottage housing regulations. The proposed cottage housing tree code provides this protection. In addition, this proposed tree code, already in Shoreline Municipal Code (SMC) for residential property, limits the removal of significant trees, and balances the zero-tree retention regulation on the seven development zones in Shoreline, CB, NB, MB, MUR-70', TC-1,2,3, where none of the trees have to be retained and no tree replacement is required.

Att. C - Save Shoreline Trees Public Comments

In the City 2021 cottage housing survey of residents, it is reported on page 14: *Shoreline residents have a strong desire to preserve the urban tree canopy.*

No Net Loss. It is stated in Shoreline Municipal Code 20.50.290: *“Preservation and enhancement of trees and vegetation which contribute to the visual quality and economic value of development; provide habitat for birds and other wildlife; protect biodiversity; lower ambient temperatures; and store carbon dioxide and releasing oxygen, thus helping reduce air pollution in the City and provide continuity and screening between developments. Preserving and protecting healthy significant existing trees and the urban tree canopy shall be encouraged instead of removal and replacement.”* Protection of trees on cottage housing properties will help maintain Shoreline’s tree canopy. Despite plantings of new trees to counter the removal of mature trees, there remains the effectiveness of a mature tree versus a new tree. Preservation of mature trees combined with tree replacements will produce no net loss as well as guarantee that Shoreline’s tree skyline will be protected for the benefit of current residents and future generations.

DBH of Significant Trees. Shoreline Municipal Code defines any healthy tree six (6) inches or greater in diameter at breast height (dbh) as a significant tree. This means that a developer can select which trees to remove and which trees to retain in accordance with the proposed code: The removal of three significant trees on lots up to 7,200 square feet, and one additional significant tree for every additional 7,200 square feet. This discretion allows a planner/architect the leeway to design the building(s) around a single tree or groups or cluster of trees.

Option to the 25%/30% Tree Retention Code. The proposed code: The removal of three significant trees on lots up to 7,200 square feet, and one additional significant tree for every additional 7,200 square feet is the recommended option to the proposed tree code of 25% tree retention/30% tree retention on critical areas, which **will result in the removal of 75% of the trees on cottage housing zones.** The 25%/30% tree code, which now applies to MUR-35’ and MUR-45’ zones, will not retain enough of the significant trees to protect Shoreline’s tree canopy. Examples of 25%/30% tree code can be seen on MUR-35’ and MUR-45’ development sites where hundreds of significant trees have been cut down.

Stewardship of the Environment.

- Shoreline Municipal Code 20.50.310 A.1a confirms: *Retention of significant tr*

Att. C - Save Shoreline Trees Public Comments

ees and vegetation is necessary in order to utilize natural systems to control surface water runoff, reduce erosion and associated water quality impacts, reduce the risk of floods and landslides, maintain fish and wildlife habitat and preserve the City's natural, wooded character.

- The 2022 Climate Action Plan, states: “Based on community priorities, Shoreline will...prioritize, protect and restore its urban forest.” (CAP, page 17). CAP ES-1.1 directs planners to “Maintain and increase tree canopy and urban forest health.” and CAP ES1.11 advises: “Increase tree protection requirements during development.”
- The proposed cottage housing tree code supports City Council 2022-2024, Goal 2: Sustainable environment – preserving our environmental assets and enhancing our built environment so that it protects our natural resources.
- Resolution 494 approved by Council on August 15, 2022, directs the City to “protect Shoreline’s community from the impact of climate change” including the protection of “all natural assets, including established trees...”

In summary, it is acknowledged in the research pertaining to cottage housing and supported by existing code and recent Council action that it is imperative to protect Shoreline’s urban tree canopy. Tree preservation is key to maintain the attributes of Shoreline’s neighborhoods and sustaining the environment.

Decision Criteria Explanation

Please describe how the amendment is in accordance with the Comprehensive Plan. There are numerous statements in the 2012 Comprehensive Plan supporting the preservation of Shoreline’s urban tree canopy.

Comprehensive Plan

- **Framework Goal FG7:** *Conserve and protect our environment and natural resources, and encourage restoration, environmental education and stewardship.*

Att. C - Save Shoreline Trees Public Comments

- **Element 1: Land Use, Supporting Analysis.** Background and Context: *One of the factors that contribute to Shoreline's high quality of life is attractive and vital residential neighborhoods. Residents often credit this aesthetic appeal to abundant and healthy trees.*
- **Land Use 5, as approved by Council in 2022:** *Develop regulations to maintain and increase Shoreline's urban tree canopy with the goal of encouraging tree retention and protection while also increasing housing opportunities and choice."*
- **Land Use 6:** Protect trees and vegetation, and encourage additional plantings that serve as buffers. Allow flexibility in regulations to protect existing stands of trees.
- **Natural Environment 3:** *Balance the conditional right of property owners to develop or alter their land with protection of native vegetation....*
- **Natural Environment 19:** *Minimize the removal of healthy trees...*
- **COMMUNITY DESIGN 16:** *Where feasible, preserve significant trees and mature vegetation.*
- **Community Design 37:** *Minimize the removal of existing vegetation, especially mature trees, when improving streets or developing property.*

Please describe how the amendment will not adversely affect the public health, safety and general welfare.

As highlighted in Shoreline's Urban Forest Strategy Plan 2014: trees "... reduce stormwater runoff, cool heat islands, mitigate wind, provide wildlife habitat and increase property value." Not only do trees provide these benefits to Shoreline citizens, but trees sequester carbon and release oxygen. Therefore, removal of significant trees on residential properties for cottage housing, will diminish air quality and reduce the many benefits trees provide. Public health, safety and general welfare are intertwined with the health of Shoreline's urban forest.

Please describe how the amendment is not contrary to the best interest of the citizens and property owners of Shoreline.

The intention of the proposed code to regulate retention of trees on cottage housing zones is to provide the essential environmental and health benefits of trees for all citizens in Shoreline. Since many of the trees in Shoreline are located on low and medium density property it is necessary to consider the cottage housing development interests with those of the entire community. Due to the

Att. C - Save Shoreline Trees Public Comments

climate change emergency, and heat islands that have already emerged in Shoreline, maintaining the mature urban forest is critical. The protection and retention of trees on residential zones is necessary stewardship of land use and is in the best interest of all the citizens and property owners in Shoreline.

Citizens' and property owners' continuing interest in Shoreline's tree canopy is reflected in the City of Shoreline extensive support documents and Council actions pertaining to the protection of Shoreline's urban forest, including the 2022 Climate Emergency Resolution 494; 2022 Climate Action Plan, 2020 Climate Impacts & Resiliency Study; Sustainability Reports 2019, 2020, 2021; 2020 Green Shoreline 20-Year Forest Management Plan; Urban Forest Canopy Assessment, July 2018; Urban Forest Strategic Plan 2014; Ordinance 617, and Ordinance 627.

"Shoreline is dedicated to protect and manage the vibrant urban forest to enhance its benefit to the environment and its contribution to the livability of the community today and for generations to come." (Urban Forest Strategic Plan Mission)



TO: City of Shoreline, Planning & Community Development – Attn: Steve Szafran, Senior Planner

FROM: Tree Preservation Code Team (TPCT) by Susanne Tsoming, Member (stsoming@frontier.com)

DATE: January 13, 2023

RE: Cottage Housing - Development Code Amendment Application re SMC 20.50.350D. Site Design.
New subsection k

Amendment Proposal

SMC 20.50.350D Site Design. Design Goal.

(k) To ensure cottage housing regulations recognize the importance of trees and other vegetation elements of the physical environment, cottage housing structures and dwellings will be planned and designed around established significant trees to blend into similar single-family neighborhoods for the purposes of continuity and screening between developments.

Justification/Reason for Proposed Amendment

The cottage housing concept is appropriate for Shoreline with provisos.

First, in the Staff Report on Cottage Housing Development Code Amendments to Planning Commission on Dec. 1, 2022, it stated that cottage housing “[w]ith appropriate design standards would be the easiest to fit into single family neighborhoods. It conducted two public engagements on cottage housing in 2022 which indicated five major preferences, one was “for retention of existing tree canopy, especially large conifer trees.” (pg. 4).

Second, it is an opportunity to integrate and align appropriate design standards with the City’s recently approved Climate Action Plan under Ecosystems and Sequestration as well as Community Resilience and Preparedness as follows:

- Strategy CRP-1: Ensure that new buildings, land use decisions, and public infrastructure improvements increase resilience to current and future climate impacts. (pg. 9).
- CRP 1.2: Develop recommended design practices for urban heat. Develop a list of recommended design practices for private development and City capital projects to increase resilience to urban heat impacts and surface water vulnerabilities and update regularly based on best available science. Practices may include trees, green stormwater infrastructure, reduced impervious surface area, cool roofs, green corridors, or high-albedo pavement. (pg. 50)
- CRP 1.3. Climate resilient urban design standards. Review and update codes and design standards to increase citywide resilience to climate change. For example, modify design standards to encourage reduced impervious surfaces, retention of mature trees, increased tree planting, and increased green stormwater infrastructure. Consider specific requirements for development in areas with identified urban heat impacts, surface water vulnerabilities, or environmental health disparities. (pg. 50)

Present and future Shoreline residents want and prefer housing choices; they want to be climate resilient and respect their physical environment. TPCT's proposal to require the retention of established trees, is consistent with public preferences, complies with City's 2022 Climate Action Plan, and increases the likelihood of purchases of and living in cottage housing.

Decision Criteria Explanation

Please describe how the amendment is in accordance with the 2012 Comprehensive Plan.

- Element 1: Land Use – Policies for Residential Land Use. “LU5: Review and update infill standards and procedures that promote quality development and consider the existing neighborhood.” (pg. 21)
- Element 1: Land Use – Policies for Residential Land Use. “LU6: Protect trees and vegetation, and encourage additional plantings that serve as buffers. Allow flexibility in regulations to protect existing stands of trees.” (pg. 21)
- Element 1: Land Use – Supporting Analysis. “One of the factors that contribute to Shoreline’s high quality of life is attractive and vital residential neighborhoods. Residents often credit this aesthetic appeal to abundant and healthy trees. A variety of housing types add to Shoreline’s diversity and allure.” (pg. 85)
- Element 2: Community Design – Vegetation and Landscaping – Policies “CD16: Where feasible, preserve significant trees and mature vegetation.” (pg. 35)
- Element 2: Community Design – Residential – Policies “CD37: Minimize the removal of existing vegetation, especially mature trees, when improving streets or developing property.” (pg.36)
- Element 6: Natural Environment – Goal “NE X. Maintain and improve the city’s tree canopy.” (pg. 63)
- Element 6: Natural Environment – Policies – General “NE18: Develop educational materials, incentives, policies, and regulations to conserve native vegetation on public and private land for wildlife habitat, erosion control, and human enjoyment. The City should establish regulations to protect mature trees and other native vegetation from the adverse impacts of residential and commercial development, including short-plat development.” (pg. 64)
- Element 6: Natural Environment – Policies – General “NE19 “Minimize removal of healthy trees, and encourage planting of native species in appropriate locations.” (pg. 64)
- Element 6: Natural Environment – Policies – Sustainability “NE 42 Recognize that a sustainable community requires and supports economic development, human health, and social benefit. Make decisions using the “triple bottom line” approach to sustainability (environment, economy, and social equity).” (pg. 66)

Please describe how the amendment will not adversely affect the public health, safety and general welfare.

In the 2022 Climate Action Plan, Strategy CRP-1 states “Ensure that new buildings, land use decisions, and public infrastructure improvements increase resilience to current and future climate impacts.” This applies to the proposed design goal amendment by specifying and requiring urban planners to design around the trees. Trees have been scientifically documented to benefit the public by:



1. Minimizing the adverse impacts of stormwater runoff, soil erosion, land instability and waterway pollution.
2. Decreasing and/or mitigating impacts of climate change by improving the air quality, reducing urban heat island effect, assimilating carbon dioxide and generating oxygen.
3. Reducing the effects of noise pollution and screening buffers.
4. Providing habitat, cover, food supply for a diversity of fish and urban wildlife.
5. Providing natural visual relief that reduce stress, promotes mental well-being and produces restorative health effects.
6. Providing recreational benefits.
7. Providing economic benefit by enhancing property values and contributing to the livability of a community.

Please describe how the amendment is not contrary to the best interest of the citizens and property owners of Shoreline.

In "Climate Impact & Resiliency Study, City of Shoreline" of June 2020, the recommendations, "Common opportunities for advancing resiliency strategies across master planning processes" are pertinent and relevant. All six recommendations mentioned can be traced back to the benefits of retaining established trees (as inserted by applicant in brackets) below:

- **Proactively collect data and map areas** with flooding or other stormwater vulnerabilities and/or urban heat island vulnerabilities when conducting any inventory or data collection for the specific master planning process to improve the City's ability to evaluate stormwater system deficiencies, improve system resilience, and protect critical areas. [Trees filter runoff, prevent surface soil erosion which benefits Shoreline citizens and property owners.]
- **Require capital project managers to review near-term planned and proposed projects** for their potential to improve surface water issues, reduce urban heat island effects, and/or increase equitable services by using the Climate Impacts Tool. [Retention of trees is a part of good stewardship of the natural environment which in turn will serve the public better.]
- **Construct more green stormwater infrastructure (GSI)** through new construction, retrofit programs, and/or policies to include GSI on City projects. [Trees qualifies as "green infrastructure" under the U.S. Environmental Protection Agency (EPA) where it captures stormwater from impervious surfaces, such as roadways and rooftops.]
- **Develop a framework for public and private partnerships** that works toward a more resilient city through stormwater management strategies that increase green space, habitat connections, and mobility. [Retention of established trees in housing designs will afford citizens not only the health benefits of trees, but help build trust between them and City government to keep its commitment to work in the best interests of its citizens.]
- **Increase tree plantings of species that will be more resilient to climate impacts** in open spaces, parks, along roads and trails, and other areas. Co-benefits include more resilient urban habitat, expanded urban forest canopy, reduced urban heat island effect, and greenhouse gas emissions mitigation. [This is self-explanatory.]
- **Consider modifying design standards citywide** to ensure that future development increases resilience to climate change. [Modifying design standards keeps up with current times and follows best management principles.]

6b. Cottage Housing Development Code Amendments

Planning Commission Meeting Date: February 2, 2023

Agenda Item: 6b.

PLANNING COMMISSION AGENDA ITEM CITY OF SHORELINE, WASHINGTON

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

Public Hearing
 Discussion

Study Session
 Update

Recommendation Only
 Other

INTRODUCTION

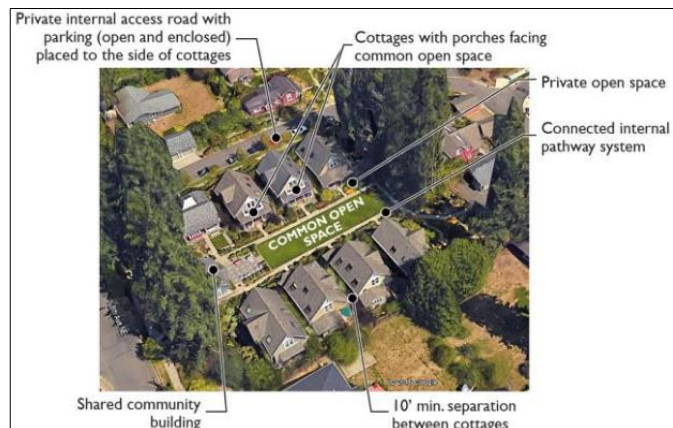
The City Council identified cottage housing as the first priority for implementation of the Housing Action Plan adopted in May 2021.¹ The City received a Washington State Department of Commerce grant to assist in preparation of cottage housing Development Code amendments. Work to develop the amendments has been ongoing in recent months with the completion of an initial draft code (A summary table of code changes is included as Attachment A and the draft code is included as Attachment B).

Tonight, staff will be presenting this initial draft code and is seeking input from the Planning Commission on the code to date.

BACKGROUND

Cottage housing regulations generally allow for 1 or 2 story houses that may be attached or detached. Houses are small, with a maximum floor area and are arranged around a common interior courtyard.

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.



*Image: Cottage Housing Site Plan Example
Source: City of Anacortes Municipal Code*

Cottage housing is currently not a permitted type of development in Shoreline. The City previously had cottage housing regulations and permitted seven cottage housing

¹ The Housing Action Plan can be reviewed at the following link:

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

6b. Cottage Housing Development Code Amendments

developments from 2000-2004. These regulations were repealed in 2006 due to concerns about design and compatibility.

Cottage housing was most recently discussed at the December 1, 2022 Planning Commission meeting. The staff report from the December 1st meeting is at the following link: <https://www.shorelinewa.gov/home/showdocument?id=57630>

COTTAGE HOUSING DEVELOPMENT CODE AMENDMENTS

Below is a summary of the first draft of the cottage code organized by topic. Staff are seeking input on the draft code to date.

Location – Zones Suitable for Cottage Housing:

Based on feedback from Planning Commission at the December 1, 2022 meeting, cottages are proposed to be a permitted use in the following zones: R-4, R-6, R-8 and R-12.

Question: Should staff explore permitting cottages in the MUR-35 zone district?

Density, Minimum/Maximum Number of Cottages:

Based on feedback from Planning Commission at the December 1, 2022 meeting, cottages, by virtue of being cottages, are proposed to be outright permitted to be developed at twice the density of the underlying zone. No criteria for this increase in density is proposed beyond compliance with cottage development standards. Community feedback indicated their priorities for cottage development included tree retention, sustainability, walkability and single-level living. The cottage development standards have been written with these priorities in mind.

To regulate development size, a minimum and maximum number of units in a cottage development is proposed between 2 and 24 units. Public feedback indicated a maximum development size of between 10-12 units for a cottage development felt reasonable. Since cottages are still subject to density limits, larger developments would necessitate larger parcels of land.

Minimum Lot Size:

Based on feedback from Planning Commission at the December 1, 2022 meeting, cottage developments need to comply with the minimum lot size of the underlying zone. Ultimately, the required lot size will be determined by the number of cottages and required development standards like open space, parking, and setbacks.

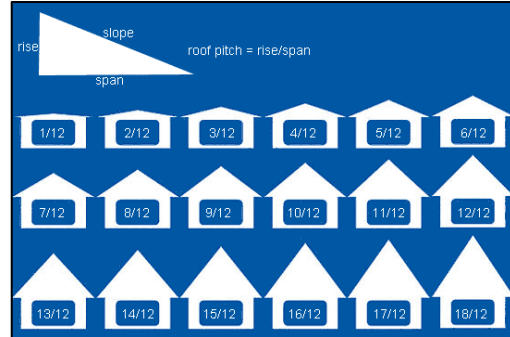
Maximum Unit Size:

Based on feedback from Planning Commission at the December 1, 2022 meeting, cottages are proposed to have a minimum gross floor area of 700 square feet (sf) and a maximum gross floor area of 1,500sf. To encourage a mix of unit sizes and types, a priority of both Planning Commission and public feedback, the draft code proposes a minimum of 20% of units have variation in unit size from other units by at least 250sf.

6b. Cottage Housing Development Code Amendments

Maximum Building Height:

Based on feedback from the public and Planning Commission, cottages are proposed to have a maximum building height of 22 feet. Height is measured from average existing grade to the highest point of the roofline. To reduce upper floor mass and visual impact, a concern of neighbors, the draft code proposes cottages that exceed 15 feet in height have a pitched roofline between 6:12 and 12:12. On the right is an infographic of roof pitch and how to calculate roof pitch. Dormers would be permitted, but must also meet roof pitch standards.



Source: <https://neworleansmetalroofing.com/home-determine-roof-pitch/>

To further reduce a building's upper floor mass, a concern for neighbors worried about a loss of privacy, the draft code proposes a requirement that at least 60% of the gross floor area of a cottage be at ground level.

To encourage a mix of unit sizes and types, a priority of both Planning Commission and public feedback, the draft code proposes a minimum of 20% of all cottages within a single development not exceed 15 feet in height.

Building and Hardscape Coverage:

The draft code proposes a maximum amount of impervious surface coverage (buildings, walkways, driveways, parking etc.) on a cottage development to be 75% of the lot area. The draft code proposes the maximum building coverage match the underlying zone, except R-4 and R-6 could increase their maximum building coverage from 35% to 45%. This increase in allowable impervious area is proposed in order to encourage more livable single-story units and acknowledge the desire for on-site parking, vehicle maneuvering and waste storage.

Question: Is an increase in impervious surface and building coverage appropriate for cottages? Existing cottages have impervious surface coverage from 23-31% of the lot area, however they also had more restrictive building footprint requirements.

Setbacks:

Setbacks are proposed to be consistent with the underlying zone. Staff are proposing that cottages not be subject to the 15-foot setback increase from R-4 or R-6 when more than three units are proposed as the site will have a required privacy fence and perimeter landscaping.

Question: Is Planning Commission supportive of cottages not being subject to increased setbacks when there are three or more cottages on a site abutting an R-4 or R-6 zone?

Tree Preservation:

6b. Cottage Housing Development Code Amendments

The City’s tree code requires a minimum retention of 25% of significant trees and 30% on sites with critical areas in residential zones. The draft code proposes cottages be subject to the existing tree code with some additional incentives for preservation of large trees which are described below.

Proposed Tree Preservation Incentives:

- The dripline of significant trees greater than 24” DBH can count as required common open space.
- Significant trees greater than 24” DBH that are preserved in excess of the code requirement (25 or 30%) can also reduce the required open space.
- If at least five significant trees greater than 24" DBH are preserved in excess of the code requirement (25% or 30%) the trees can count as a required amenity.

A public comment was received from Save Shoreline Trees on January 12, 2023. The comment includes an alternative tree code specific to cottage developments (Attachment C). To assist the Planning Commission, staff has prepared a summary of the tree code compared against the proposal included in the comment. The summary is below:

Current Proposed Tree Code for Cottages	Save Shoreline Trees Proposed Tree Code for Cottages
<ul style="list-style-type: none"> • Use existing significant tree definition • Use existing minimum retention percentage (25%) • Certain significant trees can be removed as exempt (3 trees plus one tree for every additional 7,200sf lot area. Tree must be 24” DBH or under) • Non-exempt significant trees can be removed, but require replacement and compliance with minimum retention percentage 	<ul style="list-style-type: none"> • Use existing significant tree definition • No minimum retention percentage • 3 trees plus one tree for every additional 7,200sf lot area can be removed. No size limit to removed trees, removed trees are the developer’s choice • Any significant trees over the allowed removal amount must remain
<p>Example</p>	<p>Example</p>
<ul style="list-style-type: none"> • 42 significant trees on a 30,000 sf lot • 6 exempt significant trees can be removed – no replacement (tree must be 24” DBH or under) • Of the remaining 36 non-exempt significant trees, at least 9 cannot be cut (minimum 25% retention) • Could cut down up to 27 of the 36 remaining trees, would require replacement for those trees up to a 3:1 ratio 	<ul style="list-style-type: none"> • 42 significant trees on a 30,000 sf lot • 6 significant trees can be removed – no replacement (no size limits are proposed, developer to pick any trees) • 36 remaining significant trees cannot be cut (an 86% tree retention) • No replacement required

6b. Cottage Housing Development Code Amendments

An additional public comment was submitted by Save Shoreline Trees on January 13, 2023 with further cottage-specific tree language in the clearing/grading code (see Exhibit B).

SMC 20.50.350(D)(1) Site improvements shall be designed to give priority to protection of trees with the following characteristics, functions, or location including where the critical root zone of trees on adjoining property is within five feet of the development:

(k)To ensure cottage housing regulations recognize the importance of trees and other vegetation elements of the physical environment, cottage housing structures and dwellings will be planned and designed around established significant trees to blend into similar single-family neighborhoods for the purposes of continuity and screening between developments.

Items a-j in this code section (SMC 20.50.350(D)(1)) describe prioritization of preserving trees with certain attributes like an existing stand of healthy trees, trees over 50 feet in height, and trees within setbacks. If Planning Commission would like to see this language in the code, staff recommend it be located with the cottage code, perhaps in a site design section, as it is cottage code specific and does not describe attributes of trees to be prioritized for preservation as the other items in SMC 20.50.350(D)(1) describe.

Question: Should staff study the proposed cottage-specific tree code recommended by Save Shoreline Trees in their public comment? Presently, the tree code is applicable based on a property's zoning designation. Does Planning Commission support a separate tree code for a specific type of development, regardless of its zoning designation?

Parking Standards:

Based on Planning Commission feedback staff are proposing the required parking for cottages depends on unit size, either 1 or 1.5 parking stalls. Guest parking is not required. Electric vehicle ready parking will be required. Existing potential parking reductions would apply (for example, proximity to high capacity transit). From community feedback we heard private garages are the most preferred form of vehicle storage. The draft code requires each unit have one parking stall in a detached garage that is not eligible for parking reduction.

Question: Should a garage be a required feature for a cottage development or should it be left to the developer to determine the style of provided parking and meet standards for the chosen style?

Landscaping:

To address concerns of privacy staff are proposing five feet of perimeter landscaping (Type II filtered screen) combined with a solid wood 6-foot-tall privacy fence along side and rear property lines. Common open space is to be a mix of lawns, gardens, and plazas with at least 10% of the required open space programmed as a pollinator habitat (native species, no pesticides). Staff are proposing internal landscaping standards

6b. Cottage Housing Development Code Amendments

remain minimal so that the future residents have maximum flexibility over how their shared space is programmed and maintained.

Site Design Standards:

The proposed code focuses site design of a cottage development on parking design, pedestrian circulation, solid waste storage, common open space, and private open space.

Parking Design:

Location and design of parking can have a significant impact on the appearance of a cottage development. The potential location of parking on site is described based on a preference for minimizing visual impact to the site frontage. This means parking at the rear of the lot off an alley or parking along the side is preferable to parking at the front of the lot along the street.

An applicant will need to provide parking that is in the most preferred location or demonstrate why they cannot locate parking in a more preferable location (for example, no alley access, or preserving trees at rear of lot).

If surface parking lots or carports are provided, they must meet parking lot landscaping requirements. Required garages must be architecturally consistent with cottages, must be detached from cottages and must be screened from view with fencing and landscaping.

Pedestrian circulation:

Paved walkways are required between parking areas, common open space, waste storage areas, and individual cottages.

Solid Waste Storage and Staging:

Solid waste storage on site require individual bins either be in individual garages and wheeled out to the curb on pickup day by the homeowner, or allow for a common indoor trash room or a screened outdoor enclosure that Recology confirms they can access and service.

Common Open Space:

Common open space is an important characteristic of cottage development. Specific standards are recommended to ensure adequate access to open space.

Open space is to be usable for recreation, either formally programmed like a community garden, or informally programmed like a preservation of trees.

Amenities are to be provided on site at a rate of one amenity per four cottages. Amenities are to be located in common open spaces and accessible to all cottage residents.

A minimum of 250sf of common open space per cottage with a minimum dimension of 20 feet and a minimum area of 500sf.

6b. Cottage Housing Development Code Amendments

If community buildings are provided (clubhouses, gazebos, etc.) they can count towards common open space.

Question: Should community buildings count as common open space? If so should the square footage of a community building count for more, the same, or less square footage as outdoor common open space?

Private Open Space:

To ensure residents have areas of private outdoor enjoyment specific standards are recommended to ensure adequate private outdoor space.

Each cottage shall have 300sf of private open space with a minimum dimension of 6 feet. Private outdoor space must be directly accessible and contiguous with the cottage it serves.

Attached front porches are to provide direct access to a cottage and required to be at least 10% of the total square footage of a cottage with a minimum dimension of 6ft. Porches can count toward private open space.

Building Design Standards”

Planning Commission supported minimal building design standards as these are private residences and design standards that are too proscriptive or specific may be overburdensome. Building design standards focus on main themes of architectural cohesiveness, variation in design, design for privacy and design for community.

Cottages are to be architecturally consistent with one another, but identical units shall not be placed right next to one another. Techniques to diversify cottage units include varying window type, building articulation, trim, height, and rooflines. Buildings are to be offset from one another to allow privacy within the homes while front porches are required to face the shared open space to facilitate a sense of community and safety. Up to two cottages can be physically attached to one another in a cottage development.

Process:

Cottage developments will be reviewed for consistency with development regulations through building, site development, utility, and right-of-way permits. This process would be similar to other forms of single-family detached/attached review.

Discussion Questions:

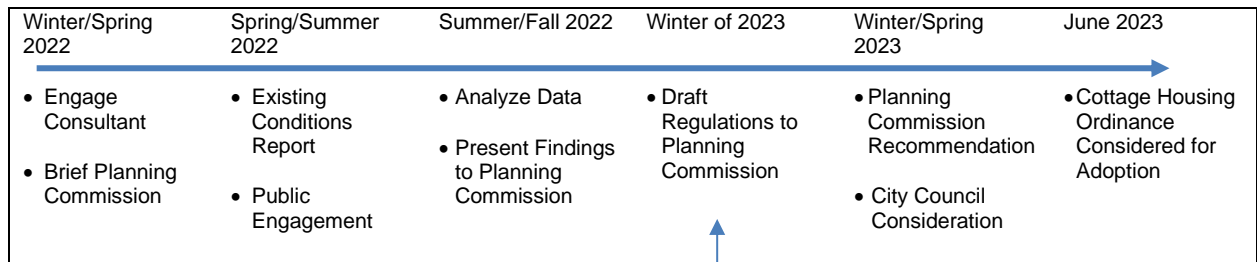
1. Should any additional density bonuses be explored beyond the base density being doubled for cottages?
2. Should staff explore unit lot subdivisions for cottages? This would require an update to the subdivision code, not the cottage code.
3. Are there any additional code provisions you think a graphic would help clarify?

NEXT STEPS

6b. Cottage Housing Development Code Amendments

With direction received this evening, staff will revise the draft Development Code amendments and bring them back for discussion at the March 2, 2023 meeting.

A project timeline is shown below.



↑
We are here

ADDITIONAL INFORMATION

For more information about the cottage housing code, please visit the project webpage: www.shorelinewa.gov/cottagehousing or contact Elise Keim, Senior Planner, at ekeim@shorelinewa.gov or (206) 801-2553.

ATTACHMENTS

- Attachment A – Proposed Cottage Code Summary Table
- Attachment B – Proposed Cottage Code
- Attachment C – Save Shoreline Trees Public Comments