



PLANNING COMMISSION MEETING AGENDA

January 9, 2023, 6:00 p.m. • City Hall, 2224 104th Avenue E Edgewood
(Zoom Meeting ID: 970 6596 9184)

1. Call to Order

- a. Pledge of Allegiance
- b. Roll Call
 - i. Position 1: Carly Guillory
 - ii. Position 2: JoAnn Overfield, Chair
 - iii. Position 3: Tom Greene
 - iv. Position 4: Sarah Wagner
 - v. Position 5: Jason Ramirez
 - vi. Position 6: Allison Pincas, Vice-Chair
 - vii. Position 7: Karla Slate

2. Consent Agenda: *All matters listed under Item 2, Consent Agenda, are considered routine in nature and will be enacted by one motion. Individual discussion of these items is not planned. A member, however, may remove any item to discuss as an item for separate consideration under New Business.*

The following items are presented for the board's approval:

- a. Agenda Approval or Modifications
- b. Planning Commission Meeting Minutes of December 12, 2022
- c. Review of December 2022 Development Review Reports

3. Citizen Comment Period: *Reserved for the public to comment on items not on the agenda. The Board may invite additional public comment on agenda items noted for discussion later.*

4. Public Hearings: None

5. Action Items:

- a. 2023 Work Plan

6. Discussion Items:

- a. Public Zoning District Land Uses
- b. General Sewer Plan (GSP) Update
- c. Middle Housing

7. Staff Comments

8. Commissioner Comments

9. Adjourn



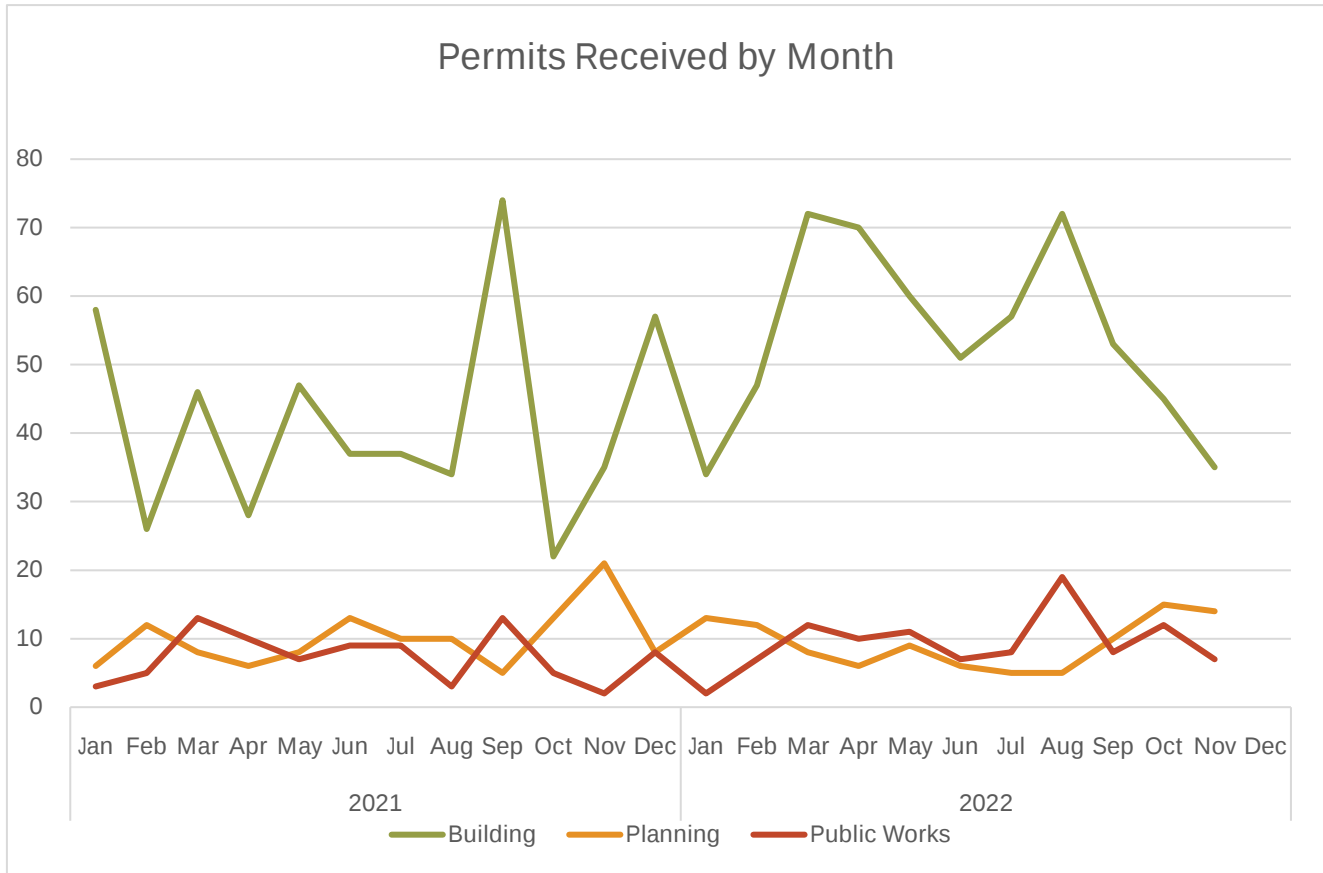
**CITY OF EDGEWOOD
PLANNING COMMISSION MEETING MINUTES**

Monday, December 12, 2022 – 6 p.m. • Edgewood City Hall – 2224 104th Ave. E
Meeting Held Virtually via Zoom

1. **CALL TO ORDER:** Chair Overfield called the meeting to order at 6:00 PM.
 - A. **Commissioners Present:** Guillory; Overfield; Greene; Wagner (6:05); Ramirez; Slate
 - B. **Commissioners Absent:** Pincas
 - C. **Staff Members Present:** Evan Hietpas, Senior Planner
Morgan Dorner, Senior Planner
Jeremy Metzler, Public Works Director
 - D. **Others Present:** Councilmember Tomin
Mayor Eidinger
2. **CONSENT AGENDA:** Chair Overfield requested a motion to approve the consent agenda. Slate motioned to approve as presented, Guillory seconded. Commission voted 5-0 to approve.
3. **CITIZEN COMMENTS:** None
4. **PUBLIC HEARINGS:** None
5. **ACTION ITEMS:**
 - A. Sewer Connection Requirements
 - i. Hietpas introduced the agenda item.
 - ii. Chair Overfield requested a motion to recommend approval of seven (7) sewer connection requirement policies.
 - iii. Greene motioned, Ramirez seconded, Commission voted 6-0 to recommend approval.
6. **DISCUSSION ITEMS:**
 - A. Public Zoning District Land Use
 - i. Metzler and Hietpas opened the agenda item, and discussion was held.
 - B. Auto-Related Land Uses
 - i. Dorner opened the agenda item, and discussion was held.
 - C. 2023 Work Plan
 - i. Hietpas opened the agenda item for discussion.
 - ii. Planning Commission will recommend a final 2023 Work Plan on January 9, 2023.
 - D. 2022 Work Plan
 - i. No discussion held.
7. **STAFF COMMENTS:** None
8. **COMMISSIONER COMMENTS:** Commissioners discussed virtual and in-person participation.
9. **ADJOURN:** Chair Overfield adjourned meeting at 7:11 PM.

Nov 2022

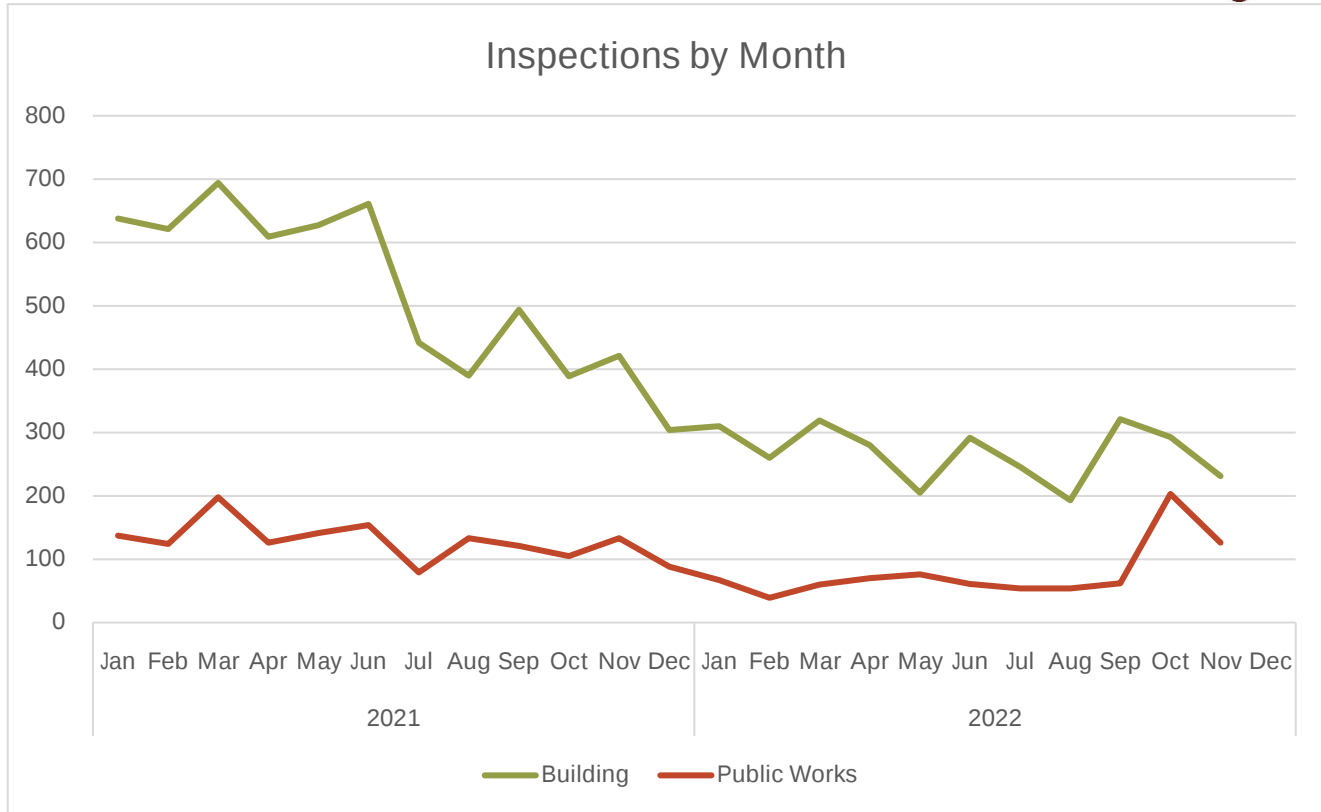
Monthly Development Report



Permits	Building		Planning		Public Works	
	Received	Issued	Received	Issued	Received	Issued
Nov 2022	35	29	14	0	7	5
Nov 2021	35	24	21	18	2	11
Average 2022	54	31	9	3	9	7
Average 2021	40	36	10	8	7	7
YTD 2022	596	338	103	38	103	78
YTD 2021	444	397	112	89	79	78
	Building		Planning		Public Works	
	Month	Received	Month	Received	Month	Received
Highest Month 2022	Mar	72	Oct	15	Aug	19
Highest Month 2021	Sep	74	Nov	21	Mar	13

Nov 2022

Monthly Development Report



<i>Inspections</i>	Building		Public Works	
Nov 2022	231		126	
Nov 2021	421		133	
Average 2022	268		79	
Average 2021	524		128	
YTD 2022	2950		872	
YTD 2021	5986		1451	
	Building		Public Works	
	Month	Insp.	Month	Insp.
Highest Month 2022	Sep	321	Oct	203
Highest Month 2021	Mar	694	Mar	198

Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
ADMINISTRATIVE INTERPRETATION								
22-1611	REASONABLE ACCOMMODATION - JUMA CARPORT	9014 33RD ST E	3945000230	PLANNING	ADMINISTRATIVE INTERPRETATION	APPLICATION	11/28/2022	11/28/2022
BLA								
22-1452	EDGEVUE ESTATES BLA	4524 CALDWELL RD E	6755000184	PLANNING	BLA	INCOMPLETE	08/29/2022	09/20/2022
22-1565	SMITH BLA	11606 24TH ST E	420108012	PLANNING	BLA	REVIEW PENDING PAYMENT	10/26/2022	11/30/2022
22-1577	PASQUIER BLA	12513 44TH STREET CT E	6755000040	PLANNING	BLA	INCOMPLETE	11/02/2022	11/22/2022
CLEAR AND GRADE								
21-1298	PROLOGIS PARK PHASE I CLEAR AND GRADE	3926 90TH AVE E	420163076	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	06/29/2021	09/08/2022
22-1101	DEROSS CLEAR AND GRADE	1105 108TH AVE E	420037014	ENGINEERING	CLEAR AND GRADE	WAITING ON REVISIONS	03/24/2022	10/14/2022
CODE UPDATES AND CHANGES								
22-1064	TOWN CENTER SUBAREA PLAN	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	02/09/2022	08/16/2022
22-004CODE	2021 CITY INITIATED COMPREHENSIVE PLAN AMENDMENT	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	04/26/2022	11/03/2022
22-005CODE	COMMERCIAL ZONING DISTRICT LAND USES (LIGHT INDUSTRIAL)	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
22-006CODE	INDUSTRIAL ZONING DISTRICT HEIGHT STANDARDS	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	UNDER REVIEW	10/19/2022	10/31/2022
22-007CODE	GENERAL SEWER PLAN (GSP) UPDATE	2224 104TH AVE E	420102012	PLANNING	CODE UPDATES AND CHANGES	APPLICATION	11/22/2022	11/22/2022
CRITICAL AREAS								
22-1580	SANDU SFR - CRITICAL AREAS	3822 108TH AVE E	420152028	PLANNING	CRITICAL AREAS	APPLICATION	11/04/2022	11/04/2022
DESIGN STAND REVIEW								
20-1348	DHALIWAL TC LANDING DESIGN STANDARDS REVIEW	1914 MERIDIAN AV E	420091158	PLANNING	DESIGN STAND REVIEW	WAITING ON REVISIONS	07/13/2020	11/22/2022
HOME OCCUPATION								
22-1584	BIG DOG LITTLE DOG HOME BASED BUSINESS	501 121ST AVENUE CT E	420026024	PLANNING	HOME OCCUPATION	APPLICATION	11/07/2022	11/28/2022
POST REVISION - ENG								
19-1413 PR1	WOLF POINTE SITE DEVELOPMENT POST REVISION	9810 36TH ST E	420165030	ENGINEERING	POST REVISION - ENG	WAITING ON REVISIONS	03/10/2022	09/08/2022
PRE APP								
22-1555	TAGUE SUBDIVISION PRE-APP	1116 122ND AVE E	420023069	PLANNING	PRE APP	UNDER REVIEW	10/21/2022	11/29/2022
22-1598	EDGEWOOD HEIGHTS NORTH PRE-APPLICATION	10308 16TH ST E	420102114	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/10/2022	11/30/2022
22-1602	FALK PLAZA PRE-APPLICATION	1311 MERIDIAN AVE E	420033142	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/14/2022	11/30/2022
22-1606	GREEN BELT APARTMENTS REZONE PRE-APPLICATION	9917 24TH ST E	420091014	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/16/2022	11/22/2022
22-1609	SANDU SFR PRE-APPLICATION	3822 TO 3826 108TH AVE E	420152028	PLANNING	PRE APP	REVIEW PENDING PAYMENT	11/22/2022	11/28/2022
SEPA								
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022

Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
22-1574	SEPA for PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SEPA	APPLICATION	10/28/2022	10/28/2022
22-1581	SANDU SFR - SEPA	3822 108TH AVE E	420152028	PLANNING	SEPA	APPLICATION	11/04/2022	11/04/2022
SHORT PLAT - FINAL								
21-1613	TEBALDI SHORT PLAT FINAL PLAT	4625 126TH AVE E	6755000240	PLANNING	SHORT PLAT - FINAL	UNDER REVIEW	01/10/2022	11/23/2022
22-1570	JENNA ACRES FINAL SHORT PLAT	1419 114TH AVE E	420034061	PLANNING	SHORT PLAT - FINAL	UNDER REVIEW	10/27/2022	12/01/2022
SHORT PLAT - PRELIMINARY								
22-1385	AFICHUK PRELIMINARY SHORT PLAT	1625 112TH AVE E	9770000011	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	07/15/2022	11/01/2022
22-1479	JONES PRELIMINARY SHORT PLAT	11517 34TH ST E	420151002	PLANNING	SHORT PLAT - PRELIMINARY	WAITING ON REVISIONS	09/16/2022	11/01/2022
SITE DEVELOPMENT								
19-1401	BEREZNYOV SHORT PLAT SITE DEVELOPMENT	8904 20TH ST E	420096012	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	08/16/2019	10/25/2022
20-1624	DHALIWAL TC LANDING SITE DEVELOPMENT	1914 MERIDIAN AV E	420091158	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	11/30/2020	12/01/2022
21-1430	WINDMILL PARK TOWNHOMES SITE DEVELOPMENT	3117 MERIDIAN AVE E	420103072	ENGINEERING	SITE DEVELOPMENT	WAITING ON REVISIONS	09/24/2021	09/23/2022
22-1218	TAPPS APARTMENT SITE DEVELOPMENT	XXX 29TH ST E	3625000372	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	04/22/2022	10/24/2022
22-1397	VIEW POINTE RV SITE DEVELOPMENT	10315 12TH STREET CT E	420037059	ENGINEERING	SITE DEVELOPMENT	UNDER REVIEW	07/26/2022	11/29/2022
SITE PLAN DESIGN REVIEW								
21-1031	PROLOGIS PARK SITE PLAN REVIEW (PHASE I AND II)	3926 90TH AVE E	420163076	PLANNING	SITE PLAN DESIGN REVIEW	WAITING ON REVISIONS	01/22/2021	11/09/2022
22-1505	2513 MERIDIAN MIXED-USE SITE PLAN REVIEW	XXX MERIDIAN AVE E	420103027	PLANNING	SITE PLAN DESIGN REVIEW	UNDER REVIEW	09/29/2022	11/21/2022
STREET USE								
22-031	DUNCAN STREET USE	113 MERIDIAN AVE E	420032021	ENGINEERING	STREET USE	UNDER REVIEW	06/09/2022	07/15/2022
SUBDIVISION - FINAL								
22-1433	NORTHWOOD ESTATES WEST PHASE 2 SUBDIVISION FINAL PLAT	9609 24TH ST E	420091136	PLANNING	SUBDIVISION - FINAL	UNDER REVIEW	08/18/2022	11/01/2022
SUBDIVISION - PRELIMINARY PLAT								
21-1282	WINDMILL PARK TOWNHOMES SUBDIVISION PRELIMINARY PLAT	3117 MERIDIAN AVE E	420103072	PLANNING	SUBDIVISION - PRELIMINARY PLAT	WAITING ON REVISIONS	06/17/2021	11/16/2022
SURFACE WATER								
21-1328	MANZA SIMPLE PAVING PERMIT	1019 114TH AVE E	420038030	ENGINEERING	SURFACE WATER	WAITING ON REVISIONS	07/19/2021	09/08/2022
TUP								
22-1513	TACOS EL PONY TUP	2105 MERIDIAN AVE E	420102110	PLANNING	TUP	INCOMPLETE	10/04/2022	11/02/2022
WCF - ELIGIBLE FACILITIES								
22-1610	VERIZON WIRELESS FACILITIES	12224 48TH ST E	420236041	PLANNING	WCF - ELIGIBLE FACILITIES	UNDER REVIEW	11/22/2022	11/29/2022
WETLAND MONITORING								
22-1570WM	JENNA ACRES WETLAND MONITORING	1419 114TH AVE E	420034061	PLANNING	WETLAND MONITORING	APPLICATION	11/28/2022	11/28/2022

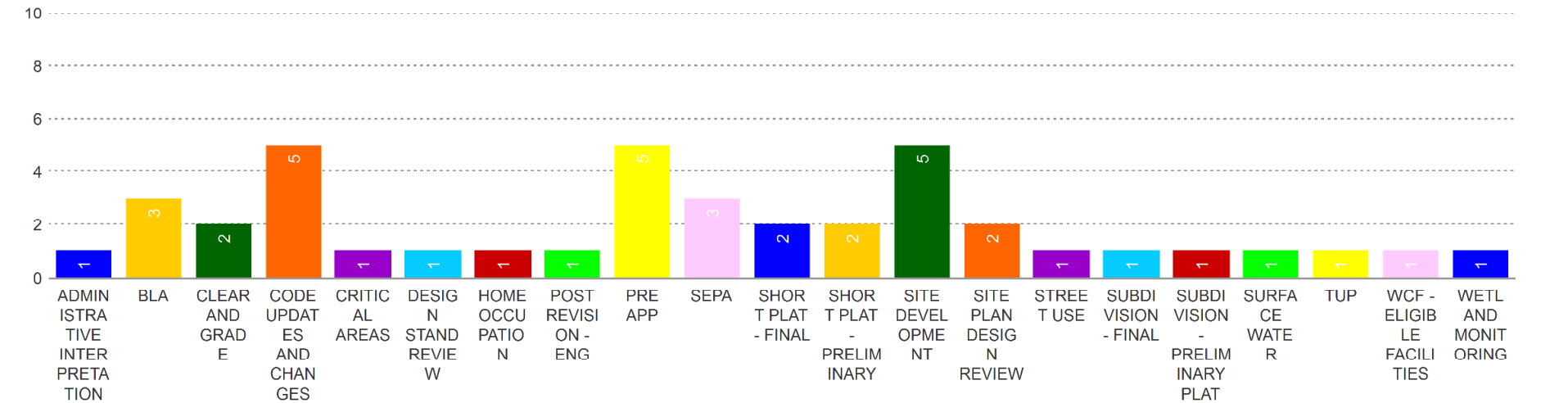
Pending Projects - Planning and Engineering Permits

41 Permits

Exported: 12/01/2022

Permit #	Project	Site Address	Parcel	Department	Type	Status	Submitted	Last Activity
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Permits by Type



Plat Construction Tracking Report- November 2022

Preliminary Plat						Site Development	Final Plat		Buildout	
Submitted	Project	Address	Total Lots	Status	Approved	Status	Status	Lots Recorded	Completed Homes #	Completion Date
2022	JONES SHORT PLAT	11517 34TH ST E	3	APPLICATION						
	AFICHUK SHORT PLAT	1625 112TH AVE E	2	APPLICATION						
2021	WINDMILL PARK TOWNHOMES	3117 MERIDIAN AVE E	45	APPLICATION		APPLICATION				
	BREYER SHORT PLAT	2114 95TH AVCT E	5	APPROVED	9/20/2021	ISSUED				
2020	HUNTINGTON SHORT PLAT	9605 18TH STCT E	3	APPROVED	2/8/2021	FINALED	APPROVED	3	2	66%
	TEBALDI SHORT PLAT	4625 126TH AV E	2	APPROVED	11/12/2020	N/A	APPLICATION			
	PADEN SHORT PLAT	1302 114TH ST E	2	APPROVED	2/1/2021					
	HARRISON SHORT PLAT	12121 42ND ST E	2	APPROVED	2/1/2021	FINALED	APPROVED	2	1	50%
	PHILLIPS RIDGE SUBDIVISION	XXX 86TH AVCT E	14	APPROVED	12/29/2020	ISSUED	APPROVED	14	1	7%
	DODDS SHORT PLAT	4902 EDGEWOOD DR E	2	APPROVED	9/3/2020	N/A	APPROVED	2	1	50%
	SMITH SHORT PLAT	2506 117TH AV E	2	APPROVED	10/5/2021	ISSUED				
2019	BJERK SHORT PLAT	9815 31ST ST E	2	APPROVED	1/14/2020	N/A	APPROVED	2	1	50%
	ESTATES ON CALDWELL SUBDIVISION	XXX CALDWELL RD E	6	APPROVED	5/5/2020	FINALED	APPROVED	6	1	17%
	JENNA ACRES SHORT PLAT	1419 114TH AV E	4	APPROVED	9/14/2020	FINALED	APPLICATION			
	SELLERS SHORT PLAT	11215 13TH ST E	2	APPROVED	9/27/2019					
	WAGNER SHORT PLAT	11226 18TH ST E	3	APPROVED	10/23/2019	ISSUED	APPROVED	3	3	33%
	RAMSAUR SHORT PLAT	9505 24TH ST E	4	APPROVED	6/21/2019	N/A	APPROVED	4	1	25%
	BECKER SHORT PLAT	4122 CALDWELL RD E	2	APPROVED	7/1/2019	ISSUED	APPROVED	2	1	50%
2018	BARTH SUBDIVISION	XXX 96TH AV E	37	APPROVED	6/4/2020	ISSUED	APPROVED	35	0	
	GRUBB SHORT PLAT	12325 48TH ST E	3	APPROVED	12/29/2020					
	HEART & SOUL SHORT PLAT	9725 18TH STCT E	4	APPROVED	12/26/2018	FINALED	APPROVED	4	3	75%
	CHUMAKIN SHORT PLAT	2005 112TH AV E	4	APPROVED	6/22/2018	FINALED	APPROVED	4	1	25%
	BEREZNYOV SHORT PLAT	8904 20TH ST E	4	APPROVED	1/10/2019	APPLICATION				
	ABEL SHORT PLAT	12321 16TH ST E	6	APPROVED	9/13/2018	ISSUED	APPROVED	6	2	33%
2017	CIRILIUM (RESERVE AT HILLCREST) SUBDIVISION	12311 31ST ST E	18	APPROVED	8/15/2018	FINALED	APPROVED	18	17	94%
	WOLF POINT SUBDIVISION	XXX MERIDIAN AV E	56	APPROVED	3/20/2019	ISSUED				
	GAGNON SHORT PLAT	2620 110TH AV E	2	APPROVED	11/17/2017	FINALED	APPROVED	2	1	50%
2016	VOLENTE SUBDIVISION	8626 33RD ST E	15	APPROVED	6/6/2017	ISSUED	APPROVED	15	0	
	DOMUS TOWNHOMES PRD (THE WOODLANDS)	10525 11TH ST E	55	APPROVED	1/11/2017	FINALED	APPROVED	55	17	31%
	EDGEWOOD VIEW ESTATES SUBDIVISION PHASE 2	8224 20TH ST E	67	APPROVED	12/14/2017	FINALED	APPROVED	67	63	94%
	GERVAIS SHORT PLAT	1607 112TH AVE E	3	APPROVED	12/22/2016	ISSUED	APPROVED	3	1	33%
	NORTHWOOD ESTATES WEST SUBDIVISION- PHASE 2	9623 24TH ST E	41	APPROVED	10/24/2017	ISSUED	APPLICATION			
	PASCOLO ESTATES SUBDIVISION	2806 117TH AVE CT E	19	APPROVED	3/21/2017	FINALED	APPROVED	19	7	37%
2015	EDGEWOOD TERRACE SUBDIVISION	2907 122ND AVE E	28	APPROVED	7/5/2017					
	NICKLAUS (ASTER POINT) SUBDIVISION	2305-2307 94TH AVE CT E	38	APPROVED	12/15/2016	FINALED	APPROVED	38	30	78%
	CALIBER SHORT PLAT	3312 106TH AVE E	6	APPROVED	9/8/2016	FINALED	APPROVED	6	5	83%
	EDGEWOOD ESTATES SUBDIVISION	12220 12TH ST E	14	APPROVED	9/29/2016	ISSUED	APPROVED	14	10	71%
	VIEW POINTE SUBDIVISION	10413 13TH ST E	44	APPROVED	4/29/2016	FINALED	APPROVED	44	43	98%
2014	CURRAN ESTATES SUBDIVISION	412 114TH AVE E	9	APPROVED	12/30/2015	FINALED	APPROVED	9	5	55%
2014	LISITSYN SHORT PLAT	11120 COUNTY LINE RD E	6	APPROVED	7/15/2014	FINALED	APPROVED	6	3	50%
2013	WESTRIDGE SUBDIVISION	FREEMAN RD	290	APPROVED	9/4/2014	FINALED	APPROVED	284	279	98%



CITY OF EDGEWOOD

STAFF REPORT

PLANNING COMMISSION AGENDA ITEM

Date: January 9, 2023

Title: 2023 Work Plan

Attachments:
1) Proposed 2023 Work Plan Detailed Outline
2) Draft Planning Commission Recommendation

Submitted By: Evan Hietpas, Senior Planner

Action:

This action item is intended to allow the Planning Commission to make a recommendation to City Council for setting their Work Plan for 2023. A draft recommendation is included as attachment 2. The proposed Work Plan Items and Objectives are shown below.

2023 Work Plan Items

1. Comprehensive Plan Periodic Update
2. Town Center
3. Housing
4. Edgewood Municipal Code (EMC) Updates
5. Public Facilities and Infrastructure
6. Development Review Process

2023 Planning Commission Objectives

1. Identify community outreach, education, and engagement opportunities
2. Identify training opportunities for Planning Commissioners
3. Promote diversity, equity, and inclusion in recommendations to City Council
4. Collaborate with the Economic Development Advisory Board (EDAB)
5. Collaborate with Parks and Recreation Advisory Board (PRAB)

Proposed 2023 Work Plan Items

#1 Comprehensive Plan Periodic Update (due December 2024)

- A. Consistency with PSRC and Pierce Co. Policies and Growth Targets
- B. Land Use and Zoning (Employment/ Retail, Residential, Town Center, Public)
- C. Housing (goals, policies, regulations, partnerships, incentives)
- D. Public Engagement
- E. Capital Facilities and Utilities
 - General Sewer Plan and projects
 - Capital Improvement Plan
 - Public Works Department facilities
 - Potable water capacity (inter-agency coordination)
- F. Transportation
 - City-wide roadway network update
 - Multi-Modal Transportation Level of Service (LOS) Standards
 - Regional public transit/ transportation coordination
 - Complete Street standards
- G. Environment
 - Critical Area Protection and Tree Preservation
 - Sustainability and Energy Efficiency Initiatives
- H. Community Character
- I. Puyallup Tribe coordination
- J. Economic Development (EDAB will lead)
- K. Parks Recreation, Open Space, and Trails (PRAB will lead)

#2 Town Center

- A. Subarea Plan Completion (May/April 2023)
- B. Land Use Review
 - Permitted uses
 - Mixed-use requirements
- C. Development and Design Regulation Review
 - Minimum and maximum densities
 - Building height, design, and location
 - Site design requirements (parking, landscaping, frontage improvements, etc.)
- D. Public Projects and Investments
 - Civic Campus property
 - Multi-modal loop trail (PRAB will lead)
 - Neighborhood beautification (PRAB will lead)
 - Community and cultural event programming (PRAB will lead)
- E. Economic Development Strategies (EDAB will lead)

#3 Housing

- A. Middle Housing Grant Project
 - Collaboration with Pierce County SSHA3P and cities (Milton & Fife)
 - Public Engagement
 - Equity Analysis (Disparate Impacts, Displacement, Exclusion)
 - Middle Housing Suitability Analysis
- B. Housing Types and permitted uses (ADU, duplex, tri-plex, etc.)
- C. Promotion of affordable housing projects
 - Identify partnering organizations
 - Develop incentives and subsidies

#4 Edgewood Municipal Code (EMC) Updates

- A. Clerical (cross-references, typos, formatting, etc.)
- B. “Core Four” Development Standards EMC 18.80.080 (TC, C, MUR, BP)
- C. Definitions in Title 18
- D. Development Review Processes and Procedures
- E. EMC Title 17: Planning and Development (form-based code development)
- F. Land Uses (Business Park, Commercial, Mixed-Use Residential, Town Center)
- G. Landscaping Requirements
- H. Processes and Procedures
- I. Public Works Standards
- J. Residential Cluster Development Standards
- K. Site Design and Lot Standards (dimensions, fences, signs, etc.)
- L. Special Use Regulations

#5 Public Facilities and Infrastructure Improvements

- A. City-wide General Sewer Plan
 - Sewer connection requirements
 - Publicly funded projects
- B. Potable Water Supply
- C. Public Works Department Facilities

#6 Development Review Process

- A. Current Development Project Updates
- B. Application, Submittal Checklist, and Tip Sheet Forms
- C. Customer Service Expectations
- D. Existing and Proposed Permit Types



CITY OF EDGEWOOD
PLANNING COMMISSION
RECOMMENDATION

The Planning Commission voted X-X to recommend APPROVAL of the proposed 2023 Work Plan as outlined in the staff report submitted by Senior Planner Evan Hietpas on January 9, 2023, in preparation for the Tuesday February 21, 2023 meeting.

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 9TH DAY OF JANUARY 2023.**

Planning Commission Chair

Attest by:

Evan Hietpas
Senior Planner



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: January 9, 2023

Title: Public Zoning District- Permitted Land Uses

Attachments: 1) EMC 18.70.050 Land Use Table (with proposed changes shown)

Submitted By: Evan Hietpas, Senior Planner

Background Information:

[EMC 18.80.110 - Public Zoning District](#) (Purpose)

A. The Public (P) zoning district provides for moderate-scale and large-scale activities relating to the purpose of state and local governmental entities and semi-public institutions providing necessary public services. The designation allows for the specialized needs of providing public services to all areas of Edgewood.

Applicable City of Edgewood Comprehensive Plan Goals and Policies

Capital Facilities Goal I. Provide capital facilities and public services necessary to support existing and new development envisioned in the Land Use Element.

- a. Plan capital facilities that have the capacity and are located to serve existing development and future growth planned in the Land Use Element.
- b. Provide capital facilities that are the responsibility of the City, including parks, police, surface water management, transportation, wastewater (in portions of the City), city hall and public works.

Capital Facilities Goal II. Provide adequate capital facilities that address past deficiencies, meet the needs of growth and enhance the quality of life through acceptable levels of service.

Capital Facilities Goal V. Maintain capital facilities so that they are reliable, functional, safe, sanitary, clean, attractive and financially sustainable.

As Edgewood grows, there are increasing expectations by its residents for various services to be provided locally, particularly by the Public Works Department. Since 2016, the City has purchased several new vehicles, a portable radar speed limit sign, a variable message board, and other useful tools and equipment to keep up with demands. The number of Full-Time Employees (FTE's) in the field has increased from 1.5 to 5 in just the last two and a half years, also in an effort to satisfy these increased expectations. Improvements to our park system, like the opening of the brand-new Edgewood Community Park and renovated Edgemont Park Playground, further increase demand and expectations. With all of these comes the need for more Public Works operational space.

Current Discussion:

Attachment 1 shows several edits to the Land Use Table, for the Planning Commission's consideration. Staff believes these suggested changes are compatible with the Public Zoning District's purpose (EMC 18.80.110) and associated Comprehensive Plan goals and objectives.

City staff recently reviewed the Land Use Table contained in EMC 18.70.050 and found that it does not allow uses that a municipal Public Works Department typically needs to operate efficiently. Following a discussion with the Planning Commission, it became evident that a specific land use definition should be established for these governmental functions that support public services. A local example from the City of Sumner is a land use definition for [Public Facilities](#), shown below:

“Public facilities” means buildings or uses of land owned and operated by a public agency for such purposes as providing places for public assembly and recreation, operating services of benefit to the public, or for the administration of public affairs. Examples include, but are not limited to, city offices, police and fire stations, senior center, museum, and maintenance facilities. Public housing, utility facilities, streets, and parks do not constitute a public facility.

In addition to the adoption of a new land use definition, the following changes are proposed to the Land Use Table:

Public Facilities Land Use

Requiring this land use to undergo an Administrative Use Permit (AUP) process, per [EMC 18.50.030](#), would ensure the proposed use is consistent with the Public Zoning District's purpose and allow for evaluation of the surrounding neighborhood for compatibility.

- Public Facilities (A)

“Community-Supportive” Land Uses

While reviewing permitted uses in the Public zoning district, staff identified other “community-supportive” land uses that are compatible with the purpose of the Public zoning district, and could support community functions.

- Caretaker Residence (CUP)
- Hospitals (CUP)
- Child Daycare Services (CUP)
- Emergency Housing (CUP)
- Emergency Shelter (CUP)
- Special Food Services (✓)
- Parking Lots (CUP)
- Parking Structures (CUP)

Gambling

While reviewing permitted uses in the Public zoning district, staff identified one conflicting land use that is not compatible with the purpose of the Public zoning district.

- Gambling Industries (Prohibit)

Staff Recommendation:

Following the Planning Commission's discussion this evening, staff is prepared to move forward with this item as advised. The Planning Commission and staff may determine if further discussion is needed, or if a Public Hearing should be scheduled on the proposed code amendments. The Public Hearing would be followed by formal recommendation to the City Council for action. It is only after this action becomes effective that the Public Works Department could submit any required application(s) for future Public Works facilities improvements.

Table 1: Land Use Table

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
☒ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Residential													
Accessory													
Accessory Dwelling Unit (ADU), Attached	Special	✓	✓	✓	✓	✓	✓	–	–	–	–	–	See EMC 18.90.190 for ADU requirements for both attached and detached (backyard cottage) ADUs
ADU, Detached (Backyard Cottage)	Special	✓	✓	✓	✓	✓	✓	A	A	–	–	–	Detached ADU allowed secondarily in TC and C zones only when paired with townhouse use
Caretaker Residence	Special	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	CUP	–	– CUP	
Single-Family													
Detached Dwelling	Special	✓	✓	✓	✓	✓	✓	–	–	–	–	–	
Cottage Court	Special	–	✓	✓	✓	✓	✓	–	–	–	–	–	
Multifamily													
Duplex: Side by Side	Special	–	✓	✓	✓	✓	✓	–	–	–	–	–	
Duplex: Back to Back	Special	–	✓	✓	✓	✓	✓	–	–	–	–	–	
Duplex: Top and Bottom	Special	–	✓	✓	✓	✓	✓	–	–	–	–	–	
Attached Dwelling	Special	–	✓	✓	✓	✓	✓	–	–	–	–	–	
Multi-plex	Special	–	–	–	✓	✓	✓	–	–	–	–	–	
Townhouse	Special	–	–	–	✓	✓	✓	✓	✓	–	–	–	
Apartment	Special	–	–	–	–	–	✓	✓	✓	✓	–	–	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Other													
Adult Family Home	623990, part	✓	✓	✓	✓	✓	✓	✓	✓	✓	–	–	In accordance with RCW 70.128.010(1), as amended
Nursing and Residential Care Facilities	6231; 6232	–	–	–	–	CUP	✓	✓	✓	✓	–	–	
Assisted Living Facilities	6233	–	–	–	CUP	CUP	✓	✓	✓	✓	–	–	
Live/Work Unit	Special	–	–	–	–	–	✓	✓	✓	✓	–	–	
Permanent Supportive Housing		✓	✓	✓	✓	✓	✓	✓	✓	✓	–	–	
Transitional Housing		✓	✓	✓	✓	✓	✓	✓	✓	✓	–	–	
Agriculture and Resource (Sector 11-21)													
Family Farm	111; Special	✓	✓	A	–	–	–	–	–	–	✓	✓	Activities must be performed on parcels larger than two acres in size, unless in the SF2 or SF3 zone
Agricultural Sales	454390, part	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Activities permitted in all districts, but require TUP and must comply with EMC 18.50.070
Crop Production													
Marijuana Production	111; Special	–	–	–	–	–	–	–	–	–	–	–	See Condition 2
Crop Production, All Other	111	✓	✓	A	–	–	–	–	–	–	✓	✓	
Animal Production and Aquaculture													
Hog and Pig Farming	112210	–	–	–	–	–	–	–	–	–	–	–	
Cattle Feedlots	112112	CUP	–	–	–	–	–	–	–	–	–	–	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Animal Production and Aquaculture, All Other	112 except 112210; 112112; 112511, part	✓	CUP	–	–	–	–	–	–	–	✓	CUP	
Mining, Quarrying, and Oil and Gas Extraction	21	–	–	–	–	–	–	–	–	–	–	–	Unless otherwise authorized or permitted by the state where city of Edgewood is preempted from regulating
Utilities (Sector 22)													
Electric Power Generation	22111	CUP	CUP	CUP	CUP	CUP	–	–	–	–	CUP	CUP	Not applicable to small-scale, independent residential units or single-building power supply units
Potable Water Treatment	221310, part	CUP	CUP	CUP	CUP	CUP	–	–	–	–	CUP	CUP	
Sewage Collection or Treatment Facility	221320, part	CUP	CUP	CUP	CUP	CUP	–	–	–	–	CUP	CUP	
Wireless Communication Facilities	517312; 517919, part	See Note											Activities subject to Edgewood Ord. No. 18-526 and any successors, as modified (EMC 18.100.110)
Manufacturing (Sector 31-33)													
Animal Slaughtering and Processing	3116	–	–	–	–	–	–	–	–	–	–	–	
Marijuana Processing	Special	–	–	–	–	–	–	–	–	–	–	–	See Condition 2
Manufacturing, Craft	Special	–	–	–	–	–	CUP	CUP	CUP	CUP	✓	–	
Manufacturing, Light	23, part; 311 except 3116; 312; 313; 314; 315; 316; 337	–	–	–	–	–	–	–	CUP	CUP	✓	–	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
☒ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Manufacturing, Heavy	23, part; 321; 322; 323; 324; 325; 326; 327; 331; 332; 333; 334; 335; 336; 339	–	–	–	–	–	–	–	–	–	CUP	–	
Wholesale and Retail Trade (Sector 42, 44-45)													
Wholesale Trade	423; 424; 425	–	–	–	–	–	–	–	CUP	A	✓	–	
Retail Trade													
Automobile and Other Motor Vehicle Dealers	4411; 4412	–	–	–	–	–	–	–	CUP	A	A	–	
Gasoline Stations	447	–	–	–	–	–	CUP	CUP	A	✓	✓	–	
Pet and Pet Supplies Stores	453910	–	–	–	–	–	A	✓	✓	✓	✓	–	
Fuel Dealers	454310	–	–	–	–	–	–	–	CUP	CUP	✓	–	
Marijuana Retailers	453998, part	–	–	–	–	–	–	–	–	–	–	–	See Condition 2
Sexually Oriented Retail Businesses	Special	–	–	–	–	–	–	–	–	CUP	–	–	Per Ord. Nos. 11-356, 13-410, 14-425, 17-502, and regulations regarding cannabis in Chapter 69.51A RCW or I-502 Subject to standards provided in EMC 18.100.100
Retail Trade, All Other	All Other 44; 45	–	–	–	–	–	✓	✓	✓	✓	✓	CUP	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Transportation and Warehousing (Sector 48-49)													
Transportation													
Pipeline Transportation	486	See Note											Activities must follow city of Edgewood permitting requirements and are subject to Condition 3
Transportation, All Other	48 except 486	See Note											See Condition 4
Warehousing and Storage													
Mini-Warehouses and Self-Storage Units	53113	–	–	–	–	–	–	–	CUP	✓	✓	–	
Warehousing and Storage, All Other		–	–	–	–	–	–	–	–	CUP	✓	–	
Business and Professional Services (Sector 51-56)													
General	All Office Use, plus: 51 except 517; 52; 531; 533; 54 except 541940; 55; 561; 813	–	–	–	–	–	✓	✓	✓	✓	A	–	
Rental and Leasing													
Passenger Car Rental and Leasing	53211	–	–	–	–	–	✓	✓	✓	✓	✓	–	
Truck, Utility Trailer, and RV Rental and Leasing	53212	–	–	–	–	–	CUP	CUP	A	✓	✓	–	
Consumer Goods Rental	5322; 5323, part	–	–	–	–	–	✓	✓	✓	✓	✓	–	
Commercial and Industrial Equipment Rentals	5323, part; 5324	–	–	–	–	–	–	–	A	✓	✓	–	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Waste Management and Remediation Services													
Waste Management and Remediation Services, All Other	5622, part; 5629	–	–	–	–	–	–	–	–	–	CUP	–	Subject to Condition 5
Educational Services (Sector 61)													
Elementary and Secondary Schools	6111	CUP	CUP	CUP	CUP	CUP	A	✓	✓	✓	CUP	CUP	
Junior Colleges, Colleges, Universities, and Professional Schools	6112; 6113; 6114	–	–	–	–	–	A	✓	✓	✓	CUP	–	
Technical and Trade Schools	6115	–	–	–	–	–	A	✓	✓	✓	CUP	–	
Educational Services, All Other	6116; 6117	–	–	–	–	–	A	✓	✓	✓	CUP	–	
Health Care and Social Assistance (Sector 62)													
Ambulatory Health Care Services, All Other	All Other 621	–	–	–	–	CUP	✓	✓	✓	✓	CUP	CUP	
Hospitals	622	–	–	–	–	–	–	✓	✓	✓	CUP	–CUP	
Social Assistance													
Services for the Elderly and Persons with Disabilities	624120	–	–	–	–	CUP	✓	✓	✓	✓	CUP	CUP	
Vocational Rehabilitation Services	624310	–	–	–	–	CUP	✓	✓	✓	✓	CUP	CUP	
Child Daycare Services, Home-Based	624410, part	A	A	A	A	A	✓	✓	✓	✓	–	–	Subject to standards provided in EMC 18.100.040
Child Daycare Services, All Other	624410, part	–	–	–	–	CUP	✓	✓	✓	✓	CUP	–CUP	Subject to standards provided in EMC 18.100.040
Social Assistance, All Other	All Other 624	–	–	–	–	CUP	✓	✓	✓	✓	CUP	CUP	
Emergency Housing		–	–	–	–	–	CUP	✓	✓	CUP	✓	–CUP	
Emergency Shelter		–	–	–	–	–	CUP	✓	✓	CUP	✓	–CUP	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
☒ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Arts, Entertainment, and Recreation (Sector 71)													
Libraries	Special	–	–	–	A	A	✓	✓	✓	✓	A	✓	
Museums and Art Galleries	712 except 712130	–	–	–	A	A	✓	✓	✓	✓	A	✓	
Zoos, Aquariums, and Botanical Gardens	712130	–	–	–	–	–	A	✓	✓	✓	✓	A	
Golf Courses and Country Clubs	713910	A	A	–	–	–	A	✓	✓	✓	✓	A	
Sexually Oriented Entertainment	Special	–	–	–	–	–	–	–	–	CUP	–	–	Subject to standards provided in EMC 18.100.100
Gambling Industries	7132	–	–	–	–	–	–	CUP	A	A	✓	– CUP	
Indoor Arts, Entertainment, and Recreation Activities, Other	Special	–	–	–	–	–	CUP	✓	✓	✓	A	✓	
Outdoor Arts, Entertainment, and Recreation Activities, Other	Special	–	–	–	–	–	CUP	A	A	A	–	✓	
Accommodation (Sector 721)													
Hotels (except Casino Hotels) and Motels	721110	–	–	–	–	–	CUP	✓	✓	CUP	✓	–	
Bed-and-Breakfast Inns	721191	–	–	–	CUP	CUP	CUP	✓	✓	CUP	–	–	
RV Parks and Recreational Camps	7212	–	–	–	–	–	–	–	–	–	–	–	
Food Service and Drinking Places (Sector 722)													
Special Food Services	7223 except 722330	See Note					✓	✓	✓	✓	–	– ✓	Allowed as incidental use in residential districts
Mobile Vendors	722330	–	–	–	–	–	✓	✓	✓	✓	✓	✓	Activities always require TUP and must comply with EMC 18.50.070

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Drinking Places for Alcoholic Beverages	722410	–	–	–	–	–	CUP	✓	✓	✓	✓	CUP	Subject to regulation and classification by the Washington State Liquor and Cannabis Board
Restaurants, Full Service	722511	–	–	–	–	–	✓	✓	✓	✓	✓	✓	
Restaurants, Limited Service	722513; 722514	–	–	–	–	–	✓	✓	✓	✓	✓	✓	Subject to compliance with drive-up windows (special) use, if also applicable
Snack and Nonalcoholic Beverage Bars	722515	–	–	–	–	–	✓	✓	✓	✓	✓	✓	Subject to compliance with drive-up windows (special) use, if also applicable
Services (Sector 811-812)													
Automotive Repair and Maintenance													
Automotive Oil Change and Lubrication Shops	811191	–	–	–	–	–	–	–	CUP	A	✓	–	
Car Washes	811192	–	–	–	–	–	CUP	✓	✓	✓	✓	–	
Automotive Repair and Maintenance, All Other	All Other 8111	–	–	–	–	–	–	–	CUP	CUP	✓	–	
Personal Care Services	8121; 812310; 8123200	–	–	–	–	–	CUP	✓	✓	✓	✓	–	
Other Repair and Maintenance													
Other Repair and Maintenance, Consumer	811 except 8111	–	–	–	–	–	–	–	CUP	CUP	✓	–	
Other Repair and Maintenance, Commercial/Industrial	811 except 8111	–	–	–	–	–	–	–	CUP	CUP	✓	–	
Funeral Homes and Funeral Services	812210	–	–	–	–	–	–	–	CUP	CUP	✓	–	
Crematoria	812220, part	–	–	–	–	–	–	–	–	CUP	CUP	–	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
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Pet Care Services													
Kennels	812910, part	–	–	–	–	–	–	–	–	CUP	A	–	
Veterinary Services	541940	–	–	–	–	–	A	A	✓	✓	A	–	
Pet Care Services, All Other	812910, part	–	–	–	–	–	✓	✓	✓	✓	A	–	
Civic and Public Uses (Sector 813)													
Cemeteries	812220, part	–	–	–	–	–	–	–	–	–	–	CUP	
Religious Assembly													
Up to 10,000 sq. ft.	813110, Assembly Only	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
10,000 to 19,999 sq. ft.	813110, Assembly Only	✓	✓	✓	A	A	CUP	CUP	✓	✓	–	CUP	
20,000 to 29,999 sq. ft.	813110, Assembly Only	A	A	A	A	A	CUP	CUP	✓	✓	–	CUP	
30,000 to 39,999 sq. ft.	813110, Assembly Only	CUP	CUP	CUP	A	A	CUP	CUP	✓	✓	–	CUP	
40,000 sq. ft. or greater	813110, Assembly Only	–	–	–	–	–	–	–	✓	✓	–	CUP	
Correctional Institutions	922140	–	–	–	–	–	–	–	CUP	CUP	–	CUP	<u>Subject to Condition 5</u>
Administrative Government Facilities and Services	92 except 922140	–	–	–	–	–	✓	✓	✓	✓	✓	✓	<u>Subject to Condition 5</u>
(Public Facilities) Non-Administrative Government Facilities and Services	22, 48, Special	=	=	=	=	=	=	=	=	=	=	A	<u>Subject to Condition 5;</u> <u>Activities with Outside</u> <u>Storage also subject to EMC</u> <u>18.90.120.</u>
Parks, Open Space, and Public Recreation	Special	✓	✓	✓	✓	✓	✓	✓	✓	✓	A	✓	

Land Use Table	NAICS Code	Single-Family 2	Single-Family 3	Single-Family 5	Mixed Residential 1	Mixed Residential 2	Mixed Use Residential	Town Center	Commercial	Business Park	Industrial	Public	Notes
✓ – Permitted Use CUP – Use may be approved via CUP – Prohibited Use A – Approval Requires AUP	NAICS Code	SF2	SF3	SF5	MR1	MR2	MUR	TC	C	BP	I	P	All Uses Subject to Conditions 1 and 6
Other Uses													
Parking Lots	812930, part	–	–	–	–	–	–	–	CUP	–	–	–CUP	
Parking Structures	812930, part	–	–	–	–	–	–	CUP	CUP	–	–	–CUP	
Drive-Up Windows	Special	–	–	–	–	–	CUP	CUP	CUP	CUP	CUP	CUP	Window shall not face a public ROW and facility must be screened from ROW
Outside Displays	Special	–	–	–	–	–	✓	✓	✓	✓	✓	✓	Activities also subject to EMC 18.95.030(I)
Outside Storage	Special	–	–	–	–	–	–	CUP	CUP	CUP	A	–	Activities also subject to EMC 18.90.120

Conditions

- (1) Operations shall not disseminate dust, fumes, gas, noxious odor, smoke, glare, or other atmospheric influence beyond the boundaries of the site, property, or parcel on which such use is located.
- (2) Subject to regulation and classification by the Washington State Liquor and Cannabis Board, where applicable and must comply with Edgewood City Ordinance Nos. 14-425 and/or 17-502; plus any regulations regarding cannabis in Chapter 69.51A RCW or I-502.
- (3) Subject to Washington Utilities and Transportation Commission regulations and the federal Pipeline and Hazardous Materials Safety Administration (PHMSA). As allowed under state or federal regulations, any use(s) or appurtenances subject to local municipal control will require a CUP in all zoning districts.
- (4) NAICS Subsector Codes 481-485 and 487 (Air Transportation; Rail Transportation; Water Transportation; Truck Transportation; Transit and Ground Passenger Transportation; and Scenic and Sightseeing Transportation) permitted as services or systems, to include necessary support activities. The physical location of facilities, maintenance grounds, offices, or other structures incidental to the service or system is subject to the use regulations for said structure.
- (5) Essential Public Facilities are subject to EMC 18.50.060, Public facilities permit.
- (6) Subject to EMC 18.100.030, Animals.



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: January 9, 2023

Title: Sewer Connection Requirements (General Sewer Plan)

Attachments: 1) December 12, 2022 Policy Recommendation

Submitted By: Evan Hietpas, Senior Planner
Jeremy Metzler, Public Works Director

Background Information:

All development within the City of Edgewood must provide for adequate sanitary waste disposal. There are typically two methods to achieve compliance with this standard: 1) public sanitary sewer connection, or 2) a private on-site septic system (OSS). The City has recognized the need for a city-wide sewer plan, because without it, holistic infrastructure management is not possible. It is crucial to look at things holistically to avoid inequitable decisions. The updated General Sewer Plan (GSP) will establish clear strategies that achieve environmental, community cultural, and economic equity. The GSP will also enable efficient resource management.

April 2021 recommendation:

The Commission voted 6-0 to recommend that the City should incorporate the following six (6) topics into the review process of the GSP:

- City's Comprehensive Plan goals and policies
- WA State Growth Management Act (GMA) requirements ([WAC 365-196-300](#))
- City's Local Improvement District (LID) geographic restrictions
- Compatibility between current zoning boundaries and sewer service boundaries
- Community on-site septic system allowance and long-term feasibility
- Sewer system extension requirements for new development

September 2021 discussion:

Part of this updated plan will address the economic impacts associated with public sewer service expansion, and an Issue Paper by FCS Group was presented to the Planning Commission. The paper acknowledges three challenges that the City will face when expanding sewer service: treatment, timing, and funding. The paper also provides three "key tools" to face the challenges: planning, development regulations, and funding sponsorship.

March 14, 2022 discussion:

Staff shared a DRAFT Collection System Map to demonstrate how the planning effort is considering the six points identified in the Planning Commission's April 2021 recommendation (above), requiring a significant level of effort to plan comprehensively / city-wide.

June 13, 2022- November 14, 2022 discussion:

The Planning Commission held discussions to prepare to give policy direction to City staff regarding the draft GSP and municipal code updates on several policy topics, as requested by staff to help in developing the capital improvement program.

December 12, 2022 recommendation:

After months of discussion, the Planning Commission provided seven (7) policy recommendations for inclusion in the GSP final draft, to be completed by the City's consultants in the coming months.

Discussion:

Staff has been working on an update to the City's General Sewer Plan (GSP) since August 2019 with consultant, Grey & Osborne, Inc., with the goal of establishing a path to sewer availability for everyone in Edgewood. The current plan and code, established around 2007, created three phases for our sanitary sewer utility:

- Phase 1 along Meridian Avenue and at the former Fife Sand & Gravel pit (available now),
- Phase 2 near the Meridian Avenue Phase 1 area (available after 2027), and
- Phase 3 being the rest of the City (available after 2057).

After more than 3 years of discussion, review, and collaboration, a complete draft of our updated plan is finally ready for review, published on a new project webpage: cityofedgewood.org/424. Instead of time-based phases, this plan identifies which areas in Edgewood are routed to the four proposed receiving sewer utilities (Lakehaven, Fife, Pierce County, and Puyallup), and what improvements are needed in order to provide sewer service no matter where you are located in Edgewood. Also, as stated on the web page linked above, here is staff's tentative timeline moving forward:

- January 3, 2023: City Council Study Session briefing
- **January 9, 2023: Planning Commission (PC) briefing**
- February 2023: Initiate Coordination Meetings with Receiving Sewer Utilities
- **February 13, 2023: PC Introduction to Draft Code Amendments and Review Draft GSP Update**
- Late February 2023: Publish SEPA Notice of Application, Transmit Notice to Dept. of Commerce
- **March 13, 2023: PC Public Hearing on Draft Code Amendments and GSP Update**
- Mid- April 2023: Transmit materials to Dept. of Ecology for review
- Summer/Fall 2023: Dept. of Ecology approval
- Fall/Winter 2023: Complete code and GSP adoption process
 - Planning Commission final review and recommendation to Council
 - City Council review, discussion, possible public hearing, and final action
- Winter 2023 / Spring 2024: Complete Coordination with Receiving Sewer Utilities, Execute Agreements

The Planning Commission and City Council, as well as the public, will have ample opportunity to provide feedback on details of the Draft GSP, code amendments, and agreements in the coming months.



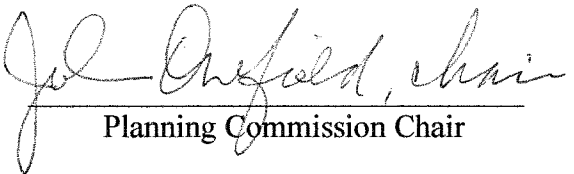
CITY OF EDGEWOOD PLANNING COMMISSION RECOMMENDATION

The Planning Commission voted 6-0 to recommend APPROVAL of the proposed policies pertaining to the City's General Sewer Plan (GSP). It is the recommendation of the City of Edgewood Planning Commission to include the following seven (7) policies in the GSP final draft.

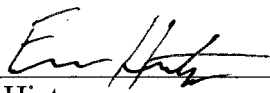
1. Community on-site septic systems should not be permitted anywhere in the city.
2. New individual OSSs should only be allowed on existing lots of record where the nearest parcel boundary is more than 300 horizontal feet from the nearest existing sanitary sewer main.
3. If an existing structure's OSS fails, the OSS may only be repaired if the existing sanitary sewer main is more than 300 horizontal feet away from the subject property. The horizontal distance shall be measured along a straight line from the available connection point to the closest property line. (*Consistent with Pierce County Code 13.04.030(B)(2) and TPCHD standards*)
4. The allowance or prohibition of new individual OSSs in newly proposed subdivisions will follow the requirements outlined below:
 - a. Sewer Extension Requirement: For proposed short and full subdivisions that are no more than three hundred (300) feet from the nearest existing sanitary sewer main, prohibit new individual OSSs and require sanitary sewer extension to serve the subdivision.
 - b. Dry Sewer Requirement: All proposed short and full subdivisions that are exempt from (a), above, shall follow the Dry Sewer Requirements outlined below:
 - i. Require installation of a "dry" sanitary sewer main at the time of the subdivision process.
 - ii. Once the sanitary sewer is extended to the area, the "dry" sanitary sewer main will be connected to the live system, and all existing structures in the subject subdivision must be connected consistent with the Connection Requirement policy #6, above.
5. If a new sanitary sewer main is installed by **a private developer**, and the new sewer is adjacent to property with an existing structure served by an OSS, then the existing structure shall be required to connect to the new sewer:
 - a. prior to any City permit approval that would result in increased use of the existing OSS beyond its currently approved capacity,
 - b. prior to any City permit approval for any reclassification of use for the existing structure (*ex., from residential to non-residential*),
 - c. if the existing OSS requires a repair that requires a permit from the Tacoma-Pierce County Health Department (TPCHD) to maintain its function, or
 - d. if the existing OSS is failing as defined by the Tacoma-Pierce County Health Department (TPCHD).

6. If a new sanitary sewer main is installed by the City, the first step before any work begins is a public noticing and engagement process with affected property owners. The public process and construction effort can take several months, sometimes a year or more, and connections cannot be made until that has been completed. Once the sewer main is deemed ready for connections, the requirement for an adjacent existing structure served by an OSS to connect will follow the process below:
 - i. The existing OSS shall be assigned an age based on the date of the last permitted activity in TPCHD records, such as evidence of a completed installation or repair permit.
 - ii. The existing structure served by said OSS will not be required to connect to the new sanitary sewer main until its age is at least fifteen (15) years.
 - iii. Once the age of said OSS reaches fifteen (15) years, existing structures must connect to the sanitary sewer within 180 days.
 - iv. Regardless of the conditions above, existing structures must connect to sanitary sewer if the conditions listed under Policy #5(a-d), above, are met.
7. The City should prioritize funding for the expansion of sanitary sewer in the following order:
 - a. Areas where road conditions warrant repair and/or replacement
 - b. Areas where other capital improvements are planned or warranted
 - c. Existing neighborhoods with aging OSS's (being more than 20 years old and/or otherwise identified problem areas, such as odor complaints or recent repair activity)
 - d. Other developable areas

**RECOMMENDED BY THE CITY OF EDGEWOOD PLANNING COMMISSION
ON THE 12TH DAY OF DECEMBER 2022.**


Planning Commission Chair

Attest by:


Evan Hietpas
Senior Planner



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: January 9, 2023

Title: Housing Policies and Regulations

Attachments:

- 1) Middle Housing Analysis Grant Scope of Work
- 2) SSHA³P draft Public Engagement Plan
- 3) SSHA³P draft Racial Equity Analysis Framework

Submitted By: Evan Hietpas, Senior Planner

Background Information:

“The (Puget Sound) region is expected to grow by 830,000 households by the year 2050. Meeting the housing needs of all households at a range of income levels is integral to creating a region that is livable for all residents, economically prosperous and environmentally sustainable.” - [PSRC](#)

House Bill 1220 and GMA 2024 Periodic Update

[House Bill \(HB\) 1220](#) amended the Growth Management Act (GMA) to instruct local governments to “*plan and accommodate*” for housing affordable to all income levels. This significantly strengthens the previous goal, which was to *encourage* affordable housing. The [Department of Commerce](#) will provide guidance to communities to meet the new housing goal and updated requirements for housing elements in [RCW 36.70A.070\(2\)](#), including:

- Projected housing needs for all economic segments of the population (moderate, low, very low and extremely low income). Projections will be provided at the county level and must be incorporated into local planning efforts. This includes projected need for emergency housing, emergency shelters and permanent supportive housing.
- Guidance on provisions for moderate density housing options within an Urban Growth Area (UGA), including but not limited to duplexes, triplexes and townhomes.
- Guidance on reviewing for adequate housing for existing and projected needs for all economic segments of the community, including sufficient land capacity for all projected housing. This includes guidance on how to assess zoning and regulations to allow, encourage and incentivize housing to meet the projected housing needs in each income band.
- Guidance on examining racially disparate impacts, displacement and exclusion in housing policies and regulations, and recommended policies to address them.

Middle Housing

“Missing Middle Housing is a range of house-scale buildings with multiple units-compatible in scale and form with detached single-family homes-located in a walkable neighborhood.” (Duplexes, fourplexes, cottage courts, and multiplexes) - missingmiddlehousing.com

The City of Edgewood and Pierce County South Sound Housing Affordability Partners ([SSHA3P](#)) have been awarded WA State Dept. of Commerce [Middle Housing grants](#). The grant program provides funding to take actions that will evaluate the authorization of middle housing types on at least 30% of lots currently zoned for single family. The funded efforts must use a racial equity analysis and establish anti-displacement policies to ensure there will be no net displacement of very low, low, or moderate-income households, as defined in [RCW 43.63A.510](#), or individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past (see attached scope of work in attachment 1).

Current Discussion:

To accomplish this important work, the City is working closely with SSHA³P, regional partners (Fife, Gig Harbor, Milton, University Place), and [BERK Consulting](#) to:

- Produce a Racial Equity analysis report
- Identify proposed policies to address anti-displacement
- Provide a summary assessment (middle housing suitability, comprehensive plan, buildable lands)
- Develop a “menu” of strategies to consider (policies, regulations, fees, incentives, permitting, etc.) the required middle housing analysis by May 2023.

To provide a progress update to the Commission, two draft documents, prepared by BERK Consulting, are included in this packet for Planning Commission review and comment. Attachment 2 is draft Public Engagement Plan and Attachment 3 is a draft Racial Equity Analysis Framework

Additionally, the WA State Dept. of Commerce created a [Middle Housing Team](#) to provide technical assistance and support throughout this process. Dave Osaki is a member of this team and has offered to facilitate a presentation to Edgewood’s Planning Commission at their February 13th meeting.

Staff Recommendation:

City staff recommends the continuation of focused discussions on housing policies and regulations in Edgewood as the regional analysis is completed by June 2023, and the City begins to work on its GMA Comprehensive Plan periodic update, due in December 2024. This will most likely include public outreach efforts, education and training opportunities, collaboration with community-based organizations, and policy recommendations.

Scope of Work

SOURCE: Section 189 of [Engrossed Substitute Senate Bill 5693](#), of the supplemental operating budget for fiscal year 2023 is provided solely for Commerce to administer grants to eligible cities for actions relating to adopting ordinances that would authorize middle housing types on at least 30 percent of lots currently zoned as single family residential. For the purposes of this grant program, "middle housing types" include duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats.

- (a) A city is eligible to receive a grant if:
 - i. The city is required to plan under RCW 36.70A.040; and
 - ii. The city is required to take action on or before June 30, 2024, to review and, if needed, revise its comprehensive plan and development regulations pursuant to RCW 36.70A.130(5)(a).
- (b) Grant recipients must use grant funding for costs to conduct at least three of the following activities:
 - i. Analyzing comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential;
 - ii. Preparing informational material for the public;
 - iii. Conducting outreach, including with the assistance of community-based organizations, to inform and solicit feedback from a representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers;
 - iv. Drafting proposed amendments to zoning ordinances for consideration by the city planning commission and city council;
 - v. Holding city planning commission public hearings;
 - vi. Publicizing and presenting the city planning commission's recommendations to the city council; and
 - vii. Holding city council public hearings on the planning commission's recommendations.
- (c) Before updating their zoning ordinances, a city must use a racial equity analysis and establish antidisplacement policies as required under RCW 36.70A.070(2)(e) through (h) to ensure there will be no net displacement of very low, low, or moderate-income households, as defined in RCW 43.63A.510, or individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- (d) Commerce will prioritize applicants who:
 - i. Aim to authorize middle housing types in the greatest proportion of zones; and
 - ii. Subcontract with multiple community-based organizations that represent different vulnerable populations in overburdened communities, as defined in RCW 70A.02.010, that have traditionally been disparately impacted by planning and zoning policies and practices, to engage in eligible activities as described in (b) of this subsection.

Commerce will be monitoring the contracts biannually to review progress in meeting milestones, deliverables and invoicing.

Grant Objective: Land use assessments and the development and review of policy and program actions to consider allowing middle housing on a minimum of 30% of area or lots currently zoned as single family residential, along with racial equity and anti-displacement analysis.			
Steps/ Deliverables	Description	Start Date	End Date
Action 1	Prepare staff report addressing middle housing, racial equity (i.e. racially disparate impacts, exclusion, displacement and anti-displacement), and public engagement activities.	October 2022	June 15, 2023
Step 1	Participate with SSHAP3 to identify Edgewood policies and regulations that result in and begin to undo racially disparate impacts, displacement, and exclusion in housing, and also draft anti-displacement policies.	October 2022	April 2023
Step 2	Participate with SSHA3P to assess areas of the city that are suitable to allow middle housing types in the city's single-family zoning districts and identify amendments to Edgewood policies and codes to implement middle housing.	November 2022	May 2023
Step 3	Review and customize information from SSHA ³ P's work to Edgewood and prepare staff report addressing middle housing policy and code amendments, draft racial equity analysis and anti-displacement policies, to also include if applicable a summary grant related public engagement and informational materials done separately from SSHA3P.	April 2023	June 2023
Deliverable 1	Staff report for Planning Commission and/or City Council: a) Identifying potential single family zone(s) middle housing policy and code amendment(s) (code amendments may be in the form of a draft ordinance or a detailed outline of code sections needing to be amended), and draft racially disparate impacts, displacement, exclusion and anti-displacement analysis and policies; and, b) Summarizing grant related public engagement, including activities and outreach materials in addition to that done by SSHAP3.	April 2023	June 15, 2023

Budget

Grant Objective: Land use assessments and the development of policy and program actions to consider allowing middle housing on a minimum of 30% of area or lots currently zoned as single family residential, along with racial equity analysis.	Commerce Funds
Deliverable 1: Staff report for Planning Commission and/or City Council: a. Identifying potential single family zone(s) middle housing policy and code amendment(s) (code amendments may be in the form of a draft ordinance or a detailed outline of code sections needing to be amended), and draft racially disparate impacts, displacement, exclusion and anti-displacement analysis and policies; and, b. Summarizing grant related public engagement, including activities and outreach materials in addition to that done by SSHAP3.	\$30,000
Total	\$30,000

Public Engagement Plan

DISCUSSION REVIEW DRAFT | December 15, 2022

SSHAP Middle Housing Grant

Introduction

The Public Engagement and Communication Plan is a working document that describes the goals, objectives, activities, and timeline for community engagement conducted in support of the SSHAP Middle Housing Grant. This includes the following elements:

- **Objectives** of the Public Engagement and Communication Plan.
- **Key messages** we want to convey to the public about middle housing and this project.
- **Summary of previous engagement done by cities** to create a shared understanding of what the five SSHAP cities have done to engage the community on housing issues, including shared challenges.
- **Stakeholder groups** to engage as part of the process, including details on the information needs or engagement objectives for each group.
- **Strategies** for engagement corresponding to the timeline in the project plan.
- **Timeline** of the project and engagement activities.

Objectives

The objectives for public engagement are:

1. **Engage community members** that have not reliably participated in previous community planning efforts.
2. **Identify racially disparate impacts, previous displacement, and exclusion in housing** in the SSHAP cities, how these impacts are experienced day-to-day, and how might changes in city or regional policy impact the affected communities.
3. **Identify areas and communities at greater displacement risk.**
4. **Identify barriers for building middle housing in existing neighborhoods.**

5. Lay the groundwork for successful comprehensive plan updates by **disseminating key messages and information (see key messages below)** and addressing common concerns about updating the city's policies and codes to allow for more diverse housing types.
6. Increase the community's understanding of **middle housing types** and the benefits they can bring the community.

Key Messages

The following key messages will guide communications throughout all community engagement efforts. In addition, BERK will be developing communications collateral to support engagement activities.

About Middle Housing

1. Middle housing refers to homes that are between single-family homes and larger apartment buildings.
 - Middle Housing was commonly built throughout Washington communities until the rise in popularity of single-family zones in the mid-twentieth century. **Error! Reference source not found.** illustrates types of middle housing.

Exhibit 1: Missing Middle Examples



Source: <https://missingmiddlehousing.com/>

2. Middle Housing includes diverse housing options such as townhouses, duplexes, triplexes, fourplexes, courtyard buildings, cottage housing, live/work lofts, accessory dwelling units among others.
 - The architectural style, scale, and density of middle housing can be similar to single-family homes or different. Middle housing options are often compatible in primarily single-family neighborhoods.
 - Middle housing can be rented or owned.

Commented [DC1]: Please review the following messages for accuracy. Are there key messages missing? Are there any you would emphasize?

Commented [DC2]: Do you have any photos or illustrations of middle housing types more relevant to your communities?

3. Middle housing serves housing needs not met by single-family homes or large-scale multifamily development.

- Middle housing offers housing that meets the needs of multigenerational households, households that don't have the interest or capacity to maintain a larger home and yard, single households, allow a worker to live near their workplace or clients, a young family to be close to the support of relatives, someone experiencing hardship to stay near friends, a young adult to remain in the neighborhood they grew up in, or an older adult to age in place..:
- Middle Housing promotes more efficient use of urban land and more walkability in neighborhoods.
- Middle Housing can allow for more affordable options.
- Middle Housing can prevent large cross-sections of the community from being excluded from areas of the community.

4. City zoning regulates where middle housing can be built.

- Common prior to 1940, these housing types were outlawed in planning practices due to the rising popularity of exclusive single-family zones, which only permitted single detached housing structures.
- Existing middle housing continues to provide housing options in older neighborhoods but has been excluded from neighborhoods built after 1940.
- Where middle housing is allowed, it must meet city development standards.
- Development standards regulate development according to a range of topics like parking requirements, impervious surface, building height, setbacks, and architectural design.

5. Changing zoning to allow for missing middle housing does not affect the property value of existing homes.

- Property values are based on the condition and size of your land and structure(s) as well as market conditions.
- Allowing missing middle housing is associated with potential land value increases on lots that are suitable for redevelopment.

6. Cities who have legalized middle housing have seen incremental change in neighborhoods.

- Cities that have legalized middle housing types have increased the variety of new housing, though only modest upticks in number of middle housing units. Most of the new housing remained single-family or apartment units.

7. Why aren't we just building more affordable housing?

- Our current housing challenges largely stem from not enough housing relative to job growth and new household formation. The solution is more housing.

- Local government does not build housing, it establishes rules on what can be built where. Housing is primarily built by private homebuilders.
- Current regulations, including restricting most of our residential areas to low numbers of housing units, prevents homebuilders from innovating in response to market demand.
- All types of new housing are needed, including affordable housing and more expensive housing. Housing prices tend to continue to appreciate when there is a variety of housing options, but at more manageable rates.

About the project

8. This project is funded by a grant by the Washington State Department of Commerce and is a collaborative effort between the cities of Milton, University Place, Fife, Gig Harbor, and Edgewood.
9. This project is one of many efforts to address the housing affordability crisis in Pierce County, and more generally Washington State.
 - Housing costs have risen three times as fast as incomes over the past decade in Pierce County (2010-2021), creating challenges for both owner and renter households. One-third of all Pierce County households spend more than 30% of their income on housing costs.
 - The cost to purchase an average home is only affordable to those with incomes more than one and a half times the county median income.
 - About half of renters in Pierce County are spending more than 30% of their income on rent.
10. This project aims to identify unmet housing needs and policy options to meet those needs.
11. This project does not enact new rules but will inform future updates to local land use and zoning regulations.
 - Washington State Law requires all cities in Pierce County to update their comprehensive land use policies by 2024. The updates are required ([RCW 36.70A.070\(2\)](#)) to account for housing needs at all economic levels, include provisions for middle housing options, and to identify and remedy existing policies that may have a discriminatory impact.
 - This project will identify areas in each city that are compatible with middle housing types. Cities will use this information to inform future changes to zoning and regulations to allow more diverse housing types in existing communities.
 - Where new housing types will be built depends on development opportunities and market demand.

Stakeholder Matrix

Stakeholder Group	Engagement Objectives	Approach	Groups
RESIDENTS			
Community Based Organizations and Institutional Partners	- Gather landscape-level information on historical factors that may contribute to racially disparate impacts, displacement, and exclusion in housing. - Identify areas or communities that may be at greater risk of displacement. - Identify barriers to meeting housing needs in the communities - Identify potential community engagement partners.	Interviews	Some ideas for initial connections: - Pierce County Health Department Lutheran Community Services Northwest Tacoma Community House Mi Centro Asia Pacific Cultural Center United Way, Resilient Pierce County - Mountain View Community Center (Edgewood, Milton, Fife) - Gig Harbor Peninsula FISH Food Bank - School District Representatives - Connections through cities: TBD Rebuilding Together, South Sound Elevate Health - Rosean Martinez, Assistant Director for Student Advocacy and Support, UW Tacoma
Communities facing racially disparate impacts	- Provide information on the historical and current experiences of displacement and housing insecurity - Provide information on the push and pull factors that may be contributing to displacement, exclusion, and racially disparate impacts.	- Interviews - Engagement lead by CBOs	TBD
Communities at risk of displacement Will be identified through analysis of secondary data	- Identify unmet housing needs - Identify causal factors that are driving displacement risk including decisions/actions by older and newer residents and businesses.	- Document Review - Interviews - Engagement from CBOs	- Milton: Manufactured home communities - Other cities TBD

Commented [DC3]: This is a long list, do you have any recommendations for first best contact?

Commented [DC4]: Are there any first guesses where displacement pressure may be occurring in your communities?

Stakeholder Group	Engagement Objectives	Approach	Groups
Residents of single family areas that may be impacted by zoning changes to allow missing middle housing	▪ Raise awareness of Missing Middle housing types, reasons for their consideration, and regulatory obligations. ▪ Clarify and answer frequently asked questions	▪ Website Content ▪ Communication Collateral ▪ Meetings in a Box	▪ Fife: David Ct E neighborhood (near 54th and Valley Ave E) ▪ Milton: Commercial area ▪ Other cities TBD
OTHER LOCAL STAKEHOLDERS			
Policy makers	▪ Provide information about the project approach, methods, and findings. ▪ Increase confidence in the project's recommendations ▪ Answer questions about project and recommendations	▪ Decision Maker Workshop	▪ Planning Commissions/Economic Development Boards ▪ City staff ▪ Interested Councilmembers (while meeting Open Meeting Act requirements)
Homebuilders/Developers	▪ Identify parts of the planning and regulator schema that place a prohibitive influence on middle housing ▪ Review proposed policy and code changes with developers ▪ Solicit suggestions on what neighborhoods may be most suitable for middle housing and why.	▪ Document review, including past interviews from the Pierce County HAP ▪ Interviews ▪ Communication Collateral	▪ Future interviews TBD, based on document review ▪ Vintage Housing ▪ Catholic Community Services, Pierce County ▪ Louis Rudolph Homes (infill housing) ▪ Zac Baker, Vaughn Bay Construction
Puyallup Tribe of Indians	▪ Hear the tribe's concerns about housing and identify desired housing outcomes. ▪ Inform about project and coordinate with tribal leadership. ▪ Understand historical context of displacement and concerns of present displacement	▪ Interview conducted by BERK ▪ Document review	Potentially: ▪ Puyallup Tribe Housing Assistance
Local employers/businesses	▪ Identify housing constraints to recruiting and retaining staff.	Interviews	Fife Milton Edgewood Chamber of Commerce Gig Harbor Chamber of Commerce Specific Businesses TBD

Commented [M15]: Are there other known single-family areas at this time that may be good to flag for analysis?

Commented [M16]: Are there recommendations for who we should engage with first?

Commented [DC7]: In addition to the Chamber of Commerce, are there any businesses in your jurisdiction you feel we should prioritize in our engagement efforts?

Commented [DC8R7]: Milton: Business/Manufacturing to the west along Hwy 99, Business on the east along Meridian, and a large manufacturing center going in up North along Porter Way.
 Fife: Primary commercial corridors are along Pacific Hwy E and the City has a lot of industrial activity due to proximity to the Port of Tacoma (primary areas near 70th and Valley Ave E).
 Edgewood: Limited employment centers within City limits.
 Gig Harbor: The city has 5 "Centers of Local Importance" identified within the Comprehensive Plan: Gig Harbor North, Finholm, Downtown, Kimball, Westside. The adopting ordinance for these centers is No. 1322.

Strategies

1 Document Review

The Middle Housing project will build on the engagement work completed during previous planning efforts including the following:

- Pierce County Housing Action Plan (HAP)
- Pierce County Assessment of Barriers to Development
- Pierce County Needs Assessment
- [Resilient Pierce County 2020 Report](#) (United Way)
- Previous engagement efforts from cities

BERK will review available documents to gather and summarize helpful information for the Middle Housing project, including key stakeholder groups to engage. BERK will analyze previous engagement findings and synthesize the information to inform the racial equity analysis and recommendations for policies to address displacement.

2 Communication Collateral



BERK will produce materials for SSHAP cities to adapt and use for a project website or push out on social media. Cities that choose to host a housing-specific web page will be responsible for posting and updating the materials. A project or housing-specific web page can provide the public with background and context, indicate opportunities for participation, and provide a one-stop source for project materials. These materials could include fact sheets, timeline of this project, examples of middle housing, graphs/diagrams, and slide decks. It can also support additional public communications related to your comprehensive plan updates. BERK will get input for the types of collateral that will be most helpful to cities by mid-January.

3 Key Stakeholder Interviews



Interviews provide in-depth information on a particular person's point of view. They are effective at providing well-positioned, expert, or direct information on a topic as well as process needs. BERK will develop a standard list of interview questions, which will be modified to best use the input and time of individual stakeholders. BERK will conduct interviews with identified stakeholders via phone and in person. BERK will take interview notes and incorporate the input the summary of stakeholder engagement findings. Content will not be attributed to individual interviewees, however given the size of the community and specialized expertise of interviewees, BERK cannot guarantee anonymity.

- Early interviews will focus on landscape-level questions and inform later engagement activities.
- Later interviews will focus on specific policy alternatives to address identified housing needs, racially disparate impacts, displacement, and middle housing feasibility.

3 Meetings in a box (hosted by cities)

BERK will support SSHAP city staff with materials that cities can use to support public meetings during the Middle Housing project. The meeting-in-a-box will include all materials necessary for city staff to facilitate an effective group discussion including a short PowerPoint presentation and/or printable materials, facilitator's guide, talking points, and notetaking instructions. BERK can provide training to city staff as needed. Materials will be designed to communicate complex housing information to general audiences. The presentation and/or handouts may be updated over the course of the project to share preliminary findings and update questions.



Commented [DC9]: Is this a resource you see your self using? Are there specific audiences you would want to engage?

4 Engagement by Community Based Organizations (CBOs)

BERK will work with cities to identify CBOs to engage populations historically marginalized from public planning processes, including communities that face racially disparate impacts and housing challenges. BERK will provide a clear statement of project objectives and information needs and collaborate with SSHAP staff and CBOs to design meaningful engagement with impacted communities. The specific approaches will be designed based on the local and cultural expertise of CBOs. SSHAP has secured \$40,000 from Washington State's Department of Commerce to compensate CBOs for their efforts on behalf of this project and other comprehensive planning needs.

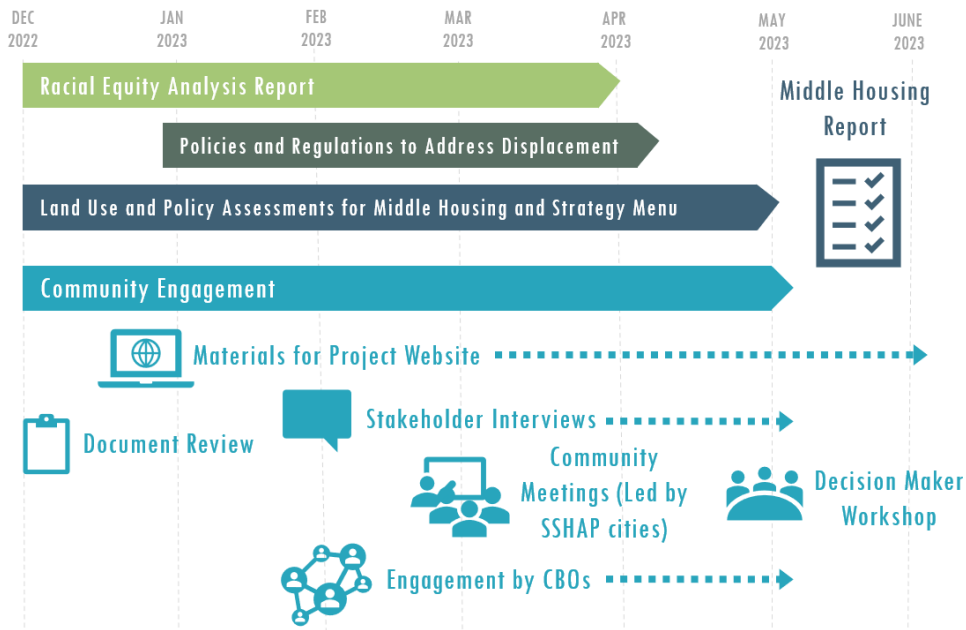


5 Decision Maker Workshop

To inform policy makers, city staff, and interested councilmembers about the Middle Housing project, BERK will host an online workshop to explain the technical analysis done throughout the project and share our findings and recommendations. In contrast to the public meeting(s) hosted by SSHAP cities, the Decision Maker Workshop will be designed for the education of policy makers. The workshop will provide a platform for decision makers to learn about the Middle Housing project with the goal of creating more buy-in and understanding and to lay the groundwork for successful Comprehensive Plan updates.

Commented [DC10]: We are proposing a workshop-type format for interested decision makers. This could be in addition to or in lieu of updates to planning commissions or city councils in each of the cities. What do you feel is necessary touch points with your jurisdictional decision makers to ensure that the results of this effort are useful for policy making?

High Level Timeline



Attachment A

Previous Engagement Efforts

City/ Effort	Themes	Key Stakeholders
Edgewood Town Center Subarea Plan that includes public engagement. Final report available in Spring 2022	About 70% respondents disagree or strongly disagree to using land for multi-family housing	- City Council, Planning Commission, Economic Development Board - Fife Milton Edgewood Chamber of Commerce - Mountain View Community Center - Puyallup, Fife, Sumner, Chief Leschi Schools
Fife Comprehensive Plan Update survey	- Concerns: Homelessness, traffic (including truck traffic), crime 46% interested in land use & zoning, 37% in housing - Almost 80% of respondents own a home	- Residents, business community, and Puyallup Tribe. City of Fife is located on the Puyallup Tribe Reservation and city staff regularly coordinate with Tribal staff. - The David Ct E neighborhood (near 54th and Valley Ave E) will be a major stakeholder, given that area is the majority of Single Family Residential-zoned land in the City and a logical place for infill (both for grant requirements and given its relative proximity to future light rail station).
Gig Harbor Parks, Recreation & Open Space (PROS) Plan in 2021	Summary of survey results	- Chamber of Commerce, Downtown Waterfront Alliance, Gig Harbor Peninsula FISH Food Bank, Gig Harbor Eagles 2809, Gig Harbor Rotary (two chapters), perhaps the Gig Harbor Land Conservation Fund. - The Food Bank may be the best conduit to reaching underrepresented folks, along with faith-based organizations.
Milton Comprehensive Plan Update (Framework) Public meeting, surveys, and reached out to the local High School/Junior High.		- Small group of active community members and a few churches but have not identified other organized groups. - A portion of City limits does overlap with the Puyallup Tribe of Indian Land.
University Place	TBD	TBD

Common Challenges

Participating cities anticipate challenges related to opposition to increased density or affordable housing, NIMBY-ism, stereotypes about people who live in multifamily housing, and misconceptions about what “affordable” means.

Participating cities tend to hear from the same people at public meetings and would like to hear more diverse perspectives and experiences.

Racial Equity Analysis Framework

SSHAP Middle Housing

Introduction

The five cities of Edgewood, Fife, Gig Harbor, Milton and University Place are collaborating on a Middle Housing Grant administered by the Washington State Department of Commerce (hereafter, “Commerce”). The grant requires participants to “use” a racial equity analysis and establish anti-displacement policies according to the requirements of the Growth Management Act (RCW 36.70A.070(2)(e) through (h)).

This document proposes a framework for a “racial equity analysis” to be conducted by BERK consulting for the Middle Housing Grant.

The framework describes the measures, data sources, analytic methods, and outputs that BERK will produce as part of the racial equity analysis. Data analysis will be augmented with findings from the community engagement process to inform the development of antidisplacement policies.

New Growth Management Act Requirements for Housing Planning

In 2021 the state legislature strengthened the Growth Management Act (GMA) housing goal from “encourage affordable housing” to “plan for and accommodate” housing affordable to all income levels. In addition, it added greater specificity for the requirements of the Housing Element to include:

New analytic requirements

- Identify areas at higher risk of displacement from market forces that occur with changes to zoning development regulations and capital investments (item “g”)
- Identify barriers and limitations to housing production

New policy evaluation requirements

- Identify policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing (item “e”)
- Document programs and actions needed to achieve housing availability, considering
 - All income levels
 - Employment locations
 - ADUs

New policy requirements

- Establishes antidisplacement policies (item “h”).
- Develop goals, policies, objectives, and mandatory provisions for housing including
 - Single-family residences
 - Moderate density options
- Identify and implement policies and regulations to address and undo racially disparate impacts, displacement, and exclusion in housing (item “f”).

To support jurisdictions in meeting the new requirements, Commerce is developing guidance related to racially disparate impacts, displacement, and exclusion in housing. BERK will follow Commerce’s recommended process, shown in Exhibit 1, to identify and address policies that contribute to racially disparate impacts, displacement, and exclusion in housing.

Exhibit 1. Commerce’s Recommended Approach to meet jurisdictional obligations for the Housing Element



The Guidance provides a range of options and illustrative measures to help cities evaluate disparate impacts related to housing and displacement risks for various demographic communities.

Proposed SSHAP Measures

Section 1 (Exhibit 2) and Section 2 (Exhibit 3) provide a list of measures that comprise the Racial Equity Framework for the SSHAP Middle Housing Grant. BERK will develop the analysis for each participating city to inform the grant’s policy review and suitability assessment. The analysis will also be appropriate for updating the cities’ existing conditions analysis in support of updating the housing element.

Section 1: Characteristics and Measures for Racially Disparate Impacts, Displacement, and Exclusion

Exhibit 2. Data measures to evaluate racially disparate impacts, displacement, and exclusion.

				Summary
				Options
Data measure	Data Source(s)	Scale	Definition and Considerations	(outputs)
Direct Measures of Disparate Impacts in Housing				
Housing tenure by race/ethnicity	ACS (2017-2021 5-year estimates)	City	This summarizes the share of each census-defined race/ethnicity that lives in a home they own, compared to the share that lives in a home they rent.	Table/chart
Compare housing unit affordability to household income by race/ethnicity	ACS (2017-2021 5-year estimates)	City	This comparison will summarize the affordability of housing units and the income distribution of households by race and ethnicity. It will highlight imbalances between income and housing affordability that exist among difference demographic groups.	Charts
Cost-burden status by race/ethnicity	CHAS (2015-2019)	City	This variable calculates the share of households that spend more than 30% of household income (cost-burdened) and more than 50% of income (extremely cost-burdened) on housing costs. When disaggregated by race/ethnicity at small scales (e.g., tracts), the margins of error (MOE) increase considerably. Grouping and summarizing as BIPOC, for example, is one method of mitigating MOEs.	Charts
More than 1 occupant per room (Overcrowding) by race/ethnicity	ACS (2017-2021 5-year estimates)	City	This measure summarizes households with more than one occupant per room (the Census definition of overcrowding). Important to acknowledge and understand cultural biases when interpreting data on overcrowding. Consultation with community members can help understand the needs related to the size of housing.	Table/charts
Indirect Measures of Housing Outcomes				
Commute burden by area	- ACS (2017-2021 5-year estimates) - LEHD (2019)	City or specified employment area	This characteristic can measure (1) minutes to work by race, (2) minutes to work by income group, and (3) distance/direction to work by income group. It is an indicator of workforce housing needs that are not being met, along with disproportional impacts on specific demographic groups.	Table/charts/maps

Commented [JL1]: Question for consideration: Are there specific characteristics or measures that you would like to analyze spatially to understand differences across subareas? Not all data is available at small scales, and margins of error tend to go up (for ACS and CHAS) as the level of geography gets smaller – but BERK can do our best to present certain findings spatially for characteristics that you'd like to see presented in that fashion.

Measures of Exclusion

Over- or under-representation of a subgroup (e.g., either % or location quotient for each race/ethnicity)	2020 Decennial Census - ACS (2017-2021 5-year estimates)	County, City and block group	This evaluates differences in the demographic composition of certain areas. For example, comparison sub-areas of a city to the city as a whole or comparing a city to the broader county or region.	Table/chart/map
Degrees of segregation and integration (e.g., a dissimilarity index comparing non-white race/ethnicities to white alone communities).	2020 Decennial Census - ACS (2017-2021 5-year estimates)	City and block group	These measures can show levels of relative concentration of demographic groups in different parts of a city or region, and can also calculate a citywide or region-wide score for the level of integration or segregation of different demographic groups.	Tables

Measures of Displacement and Displacement

Loss of housing units affordable to low- and moderate-income households	CHAS (2006-2010 and 2015-2019)	City	This measure summarizes the change over time in housing units (rental and ownership) affordable to households with low and moderate incomes.	Tables/charts
Parcels with underutilized development capacity or low improvement to land value ratios	- Buildable lands analysis - Assessor data	Parcel	This provides a granular look at specific parcels or that may be redeveloped, which can help identify specific areas or communities that may be a relatively high risk of displacement.	Maps

Section 2: Displacement Risk Mapping

The five partner cities are in the Puget Sound Region, which benefits from the work that the Puget Sound Regional Council (PSRC) has conducted on displacement risk analysis. Exhibit 3 presents PSRC's component measures and the scores associated with each of the partner cities. The PSRC index was completed in 2017 using 2016 data and assigns all of the characteristics equal weight when calculating the total displacement risk level on a census tract level. Through this analysis, PSRC calculates a Composite Risk Index Score for each census tract in the region.

As can be seen in Exhibit 3, a review of each of the component scores shows that the differentiation in the "displacement risk level" for the participating cities lies mostly in the variables (highlighted in red) of "people of color," "area withing a quarter mile of existing High Capacity Transit," and "weighted average distance to supermarket, pharmacy, and restaurant." In addition, many measures have null values, presumably because it was not applicable to the relevant census tracts or not available due to data suppression.

Commented [JL2]: Question for consideration: What types of businesses should we investigate for displacement? Are specific things to focus on – e.g., neighborhoods/corridors, business size, type of ownership, etc.?

Exhibit 3. Puget Sound Regional Council Displacement Risk Analysis, 2017

	Milton	Edgewood	Fife	Gig Harbor	University Place
Displacement Risk Level	lower	lower	moderate	lower	moderate
Socio-Demographics	9.5	9.5	18.5	8	12
Population of People of Color	1	1	4	0	1
Population 5 years and over who do not speak English very well	0	0	2	0	1
Population 25 years and over without bachelors degree	3	3	3	2	2
Renter households	2	2	4	2	3
Cost burdened and severely cost burdened households	1.5	1.5	2.5	2	2
Population below 200% of poverty level	2	2	3	2	3
Transportation Qualities	2	2	17.1	1	2
Jobs within 30min auto travel time and within 45min transit travel time	2	2	1.5	1	2
Population within quarter-mile of existing High Capacity Transit	0	0	0	0	0
Area within quarter-mile of 2030 Bus Rapid Transit and half-mile of other High Capacity Transit	0	0	15.6	0	0
Neighborhood Characteristics	5.3	5.3	4.7	4.3	7
Weighted average distance to supermarket, pharmacy, and restaurant	2.3	2.3	1.7	2.3	4
Weighted average distance to park and school	3	3	3	2	3
Adjacent to high income tract	0	0	0	0	0
Housing	3	3	3	3	4
Existing housing units potentially demolished for new development	3	3	3	3	4
Median Gross Rent for all rooms	0	0	0	0	0
Civic Engagement	2	2	4	0	2
Population 18 years and over who voted in most recent presidential election	2	2	4	0	2
Composite index risk score	22	22	33	16	27

Source: PSRC Displacement Risk Mapping, 2017 (highlighting added)

For this project, we propose a modified displacement methodology that focuses on three elements: (1) social vulnerability; (2) demographic change; and (3) market prices. This method includes many of the measures within PSRC's index but relates them in a different way to better reveal their contribution to displacement risk. BERK will also collect and analyze the data on a block group level, which will provide more spatial resolution when comparing subareas across the five participating cities. The three elements will describe distinct neighborhood characteristics:

- **Social Vulnerability:** Measures the existing level of several demographic characteristics that correlate with social vulnerability, including the share of households that rent, the BIPOC share of the population, and median income relative to the countywide median income. The model will then group the scores into quintiles (higher quintile score equals high normalized value for each characteristic), combine the quintiles into a single score, and assign that score a "yes" or "no" for social vulnerability.

Commented [DC3]: Question for consideration: What county or counties would be a useful comparison? We could use Pierce County throughout, or use a multi-county estimate.

- **Demographic Change:** Calculates the change over time (e.g., 2010 to 2021) in the BIPOC share of the population and median income and compares the level of change to the overall countywide change in those same characteristics. Based on the results and comparisons to the countywide measures, each area will receive a score based on the level and type of demographic change.
- **Market Prices:** Measures the change over time (e.g., 2010 to 2021) in occupied rental units and median rents in order to identify high/low rent areas along with areas that have high, moderate, or low rental appreciation. The model will then assign a score that describes that status of market prices (e.g., stable, appreciated, accelerating, etc.).

The results from these three elements will be evaluated using a matrix that layers the iterations of each score to determine the displacement risk. For example, an area with social vulnerability, no demographic change, but accelerating market prices would have a high displacement risk. Alternatively, an area with low social vulnerability, existing gentrification, and stable market prices may have low displacement risk.

The results from this displacement analysis can be visualized spatially at the census block group level to identify areas that warrant policy intervention. Moreover, this index can enable a nuanced understanding of the drivers behind the displacement risk in specific areas. For example, areas with high displacement risk may have high or low social vulnerability, various types or levels of demographic change, and different market characteristics. Understanding the nature and combination of these variables can allow for a more tailored policy response.

Report

Using the measures discussed above, the Racial Equity Analysis report will evaluate disparate impacts related to housing and identify geographic areas and specific demographic communities at higher risk of displacement. To contextualize the data and provide a foundation for a review of local jurisdiction policies and regulations, the report will provide the following **geographic comparisons** for each of the five cities in SSHAP, where appropriate:

1. City-to-city comparison
2. City-to-region comparison (county or the four-county Puget Sound Regional Council area, where appropriate)

In addition, the report will provide **"snapshots"** for each of the five SSHAP jurisdictions in an appendix. These snapshots will use a standardized template to summarize data about disparate impacts and displacement for each city, and they will be designed for potential re-use by SSHAP jurisdictions to support follow-on work related to comprehensive plan updates, community engagement, or other housing-related initiatives.

Commented [JL4]: Question for consideration: Would it be useful to also present any data in terms of the five-city aggregate area? For example, summarizing certain characteristics by combining data from all five cities – and potentially viewing individual cities compared to the five-city average/summary?

Commented [JL5]: Question for consideration: Are 1-2 page jurisdiction-specific "snapshots" useful? If so, how would you want to use them in the future (this will help us understand the design and content requirements).