



CITY OF EDGEWOOD

PLANNING COMMISSION MEETING AGENDA

Monday, April 8, 2024 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

Virtual Meeting Via Zoom
Zoom Meeting ID: 970 6596 9184

1. CALL TO ORDER

- a. Pledge of Allegiance, Roll Call

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.*

- a. Agenda Approval or Modifications

3. CITIZEN COMMENT PERIOD *This portion of the agenda is reserved for the public to comment on items not on the agenda. The Planning Commission may invite additional public comment on agenda items noted for discussion later in the meeting.*

4. PUBLIC HEARINGS

5. ACTION ITEMS

6. DISCUSSION ITEMS

- a. 2024 Comprehensive Plan Periodic Update
- b. Training Resources for Planning Commission
- c. 2024 Work Plan

7. STAFF COMMENTS

8. COMMISSIONER UPDATES

9. ADJOURN

This meeting is accessible to persons with disabilities. For individuals who may require special accommodations, please contact City Hall at (253) 952.3299, 24 hours in advance.



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: April 8, 2024

Title: Comprehensive Plan Periodic Update

Attachments: None

Submitted By: Lauren Balisky, C&ED Director

Background Information:

Introduction:

In 2023 and 2024, Edgewood is updating its Comprehensive Plan. In other words, Edgewood will be planning for its future. Comprehensive Plans set the goals and policies that serve as the day-to-day guide for City staff and representatives, including City Council and the Mayor. The concept of “growth management” is central to city planning in Washington State. The Growth Management Act (GMA) is a series of state statutes, first adopted in 1990, focused on managing population growth throughout Washington. The Growth Management Act requires cities and counties to update their own Comprehensive Plans to stay current on population growth and other key topics like housing, transportation, parks and recreation, capital facilities, utilities, land use and zoning, economic development, and the environment.

Current Discussion:

As part of the Comprehensive Plan Update, the City must evaluate various land use and housing scenarios in order to accommodate for growth at all income levels. Staff will present the results of the housing and land use survey and upcoming public engagement opportunities. Planning Commission is invited to give feedback on the results of the survey for incorporation or consideration as staff and the consultant team draft revisions to the Comprehensive Plan.

Upcoming Public Engagement

1. Transportation Open House – April 11, 6 PM, City Hall – Survey to be released the same day
2. Economic Development Open House – April 25, 6 PM, City Hall – Survey TBD

Attachments:

1. Housing and Land Use Survey Results

EDGEWOOD COMPREHENSIVE PLAN SURVEY #2

Open February 8 - March 18, 2024



INTRODUCTION

ADVERTISING THE SURVEY

The community was encouraged to participate in the survey with electronic distribution via email, Instagram, and Facebook posts and a link from the city website. There was also a feature in the city magazine.

City of Edgewood - Government
March 11 at 10:20AM
What Housing Types Suit Edgewood Best?
Participate in the City of Edgewood's Housing and Land Use Survey! Submissions will be accepted through March 17, 2024. The survey takes about 15 minutes to complete. Complete it by clicking the following link: <https://engage.ahbl.com/edgewood2>

Participate in the City of Edgewood's Housing and Land Use Survey
Submissions will be accepted through March 17, 2024

City Services **For Residents** **For Business** **I Want To...** Search

EDGEWOOD
Washington

Link 1 - 2024 Comprehensive Plan Periodic Update

2024 Comprehensive Plan Periodic Update

Introduction
In 2023 and 2024, Edgewood will be updating its Comprehensive Plan. In other words, Edgewood the goals and policies that serve as the day-to-day guide for City staff and representatives, including the community.

The concept of "growth management" is central to city planning in Washington State. The Growth first adopted in 1990, focused on managing population growth throughout Washington. The Growth update their own Comprehensive Plans to stay current on population growth and other key concepts to plan for their future.

The Comprehensive Plan covers important topics like housing, transportation, parks and recreation, economic development, and the environment. The update process looks closely at these topics with the community's vision.

Community Survey Open Until December 20, 2024

The city is looking for your participation in an online survey to provide your input on community growth. Your input will help to guide the plan and the future of Edgewood. Please click the link below to take the survey online.

Missing Middle Housing

When looking for a home, people typically have two options. The first option is to rent an apartment in a larger building. The second option is to buy a house on its own lot. This begs the question of why there aren't more housing options in the "middle" for people to choose from. In 2010, Opticos Design originated the term "Missing Middle" housing, which refers to structures like duplexes, triplexes, cottage housing, townhouses, and accessory dwelling units (ADUs). To be clear, middle housing refers to the middle range of density between detached single family houses and mid-rise apartments. It does not specifically mean housing that is only affordable to middle income households.

Most people are familiar with middle housing types but may not see them in their daily life. Middle housing is commonly found in neighborhoods built before 1940. These historic neighborhoods are often very walkable and highly desirable. However, subdivisions built after the 1940s typically only allowed detached single-family houses to be built. This means as people's lives and needs change over time, they are often forced to find an entirely new community to live in. Middle housing caters to a growing demand for walkable and diverse neighborhoods. Particularly, millennials and seniors desire homes in dense areas with access to public transportation, businesses, and community gathering places. This diagram shows how middle housing types can fit into established residential neighborhoods next to detached single-unit houses.

Housing Types: DADU, Townhouse, Triplex, Cottage housing, Attached ADU, Fourplex, Duplex.

EDGEWOOD
SPRING 2024

COMPREHENSIVE PLAN PERIODIC UPDATE
NEW SURVEY

In 2024, Edgewood is updating its Comprehensive Plan, which sets goals and policies for important topics like housing, transportation, parks and recreation, public facilities, utilities, land use and zoning, economic development, and the environment. The update process looks closely at these topics to make sure Edgewood continues to grow in line with the community's vision. The backbone of every Comprehensive Plan is community input. Through the public engagement process, people help shape the future by voicing what is important to them.

The city has held three (3) events so far and will have three (3) more in 2024. Additionally, a survey was conducted in 2022 with 129 respondents. A second survey is currently open until March 18th that focuses on housing, land use, and economic development. Take the survey online by visiting the project webpage at cityofedgewood.org/434 or scan this QR code. Paper copies of the survey are also available by request at city hall.

If you would like to receive e-mail updates on the comprehensive planning process, please contact the City of Edgewood's Planning Division at commdev@cityofedgewood.org.

TAKING THE SURVEY

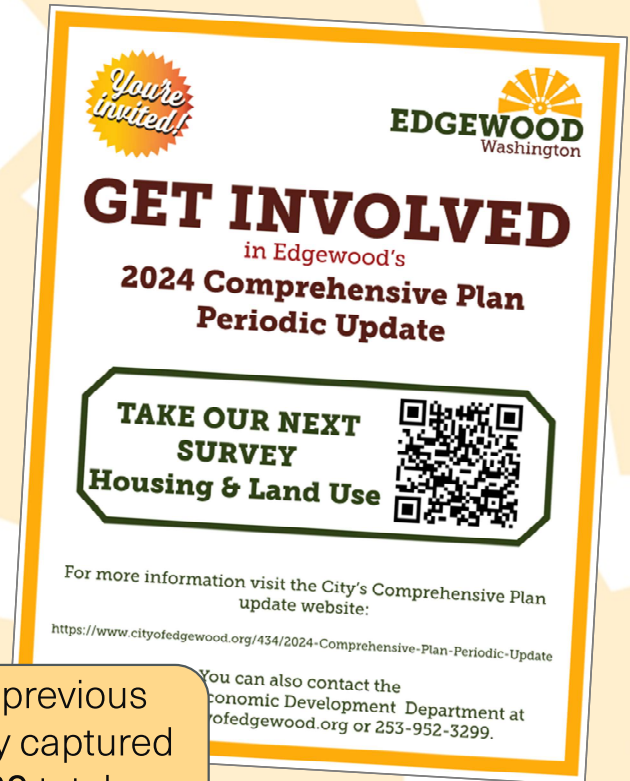
After typing in the address or scanning a QR code, it was convenient for participants to respond to the survey on their phone, tablets, computer or other devices.



SURVEY DATES:
February 8, 2024 –
March 18, 2024

TOTAL RESPONSES:
126

The previous survey captured 139 total responses



SURVEY INTRODUCTION & FORMAT



Welcome to the City of Edgewood 2024 Comprehensive Plan Update Survey #2 – HOUSING AND LAND DEVELOPMENT PREFERENCES

This survey is open through March 17, 2024. This survey will take about 20 minutes to complete.

The Comprehensive Plan is the 20-year framework for local policy, planning, and capital facility investment through the year 2044. The City of Edgewood would like the community's input when creating the newest plan and seeks to understand current community characteristics to focus our efforts.

Throughout the process, various public meetings and surveys will be available for the public to voice their opinions on topics related to the Plan. You can learn more about the Comprehensive Plan and this update here, including the results of the first survey titled "Community Preferences."

Please note: Information from this survey is collected by AHBL (Planning Consultant) and will be provided to the city thus all responses are subject to disclosure pursuant to RCW 42.56.

Various question types were used:

5. We'd also like to know your preferences for multi-family housing units. Which options would you prefer to see more of in Edgewood?

See the labeled images of each housing type together with the description (or additional information) below. Check all that apply.



Please rate the following statements on how important a given concept is on a 1-7 scale with 1 being very unimportant and 7 being strongly very important (4 = Neutral).
You should skip any question if you are unsure or don't have an opinion.

7. The city should encourage new housing in walkable locations.

Not very important

Neutral

Very important

Reset



ICON IDENTIFIERS



Throughout the slides different icons will appear to easily identify various aspects of questions.



- Questions that allowed for multiple responses



- Short response questions



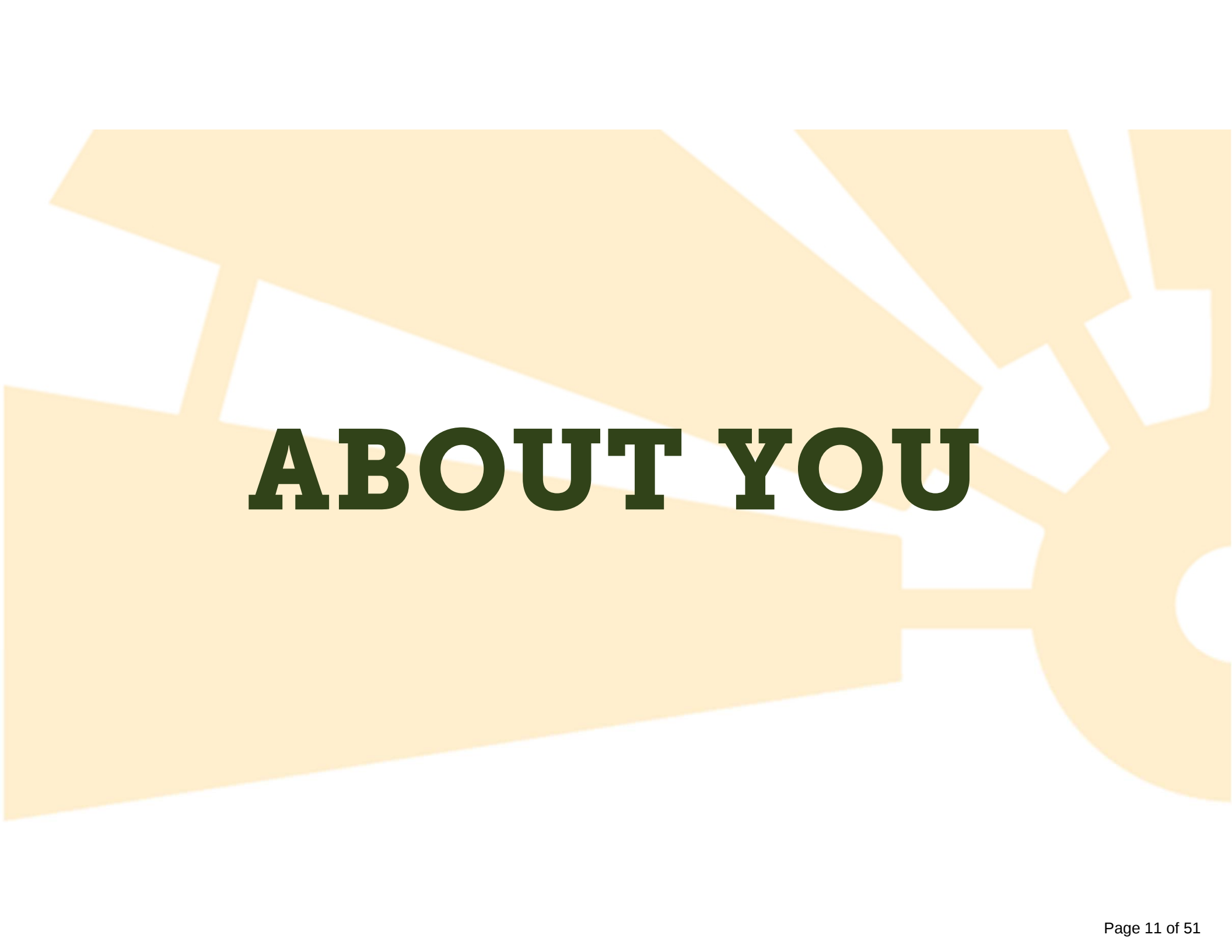
- Logic– based questions: the question was only included if an earlier question was responded to in a certain way - *for example, people who indicated they were homeowners were asked questions about having city sewer vs. on site (septic) systems*

SURVEY CONSIDERATIONS



- Not “statistically valid”
- Participants “opted-in” (no sampling)
- May not represent all segments of the community
- Conducted at low cost to the city
- The survey was one component of the broader Public Participation approach
- Questions / format reviewed and tested prior to survey launch
- Could re-use in the future to track against a “Baseline”

SURVEY RESULTS

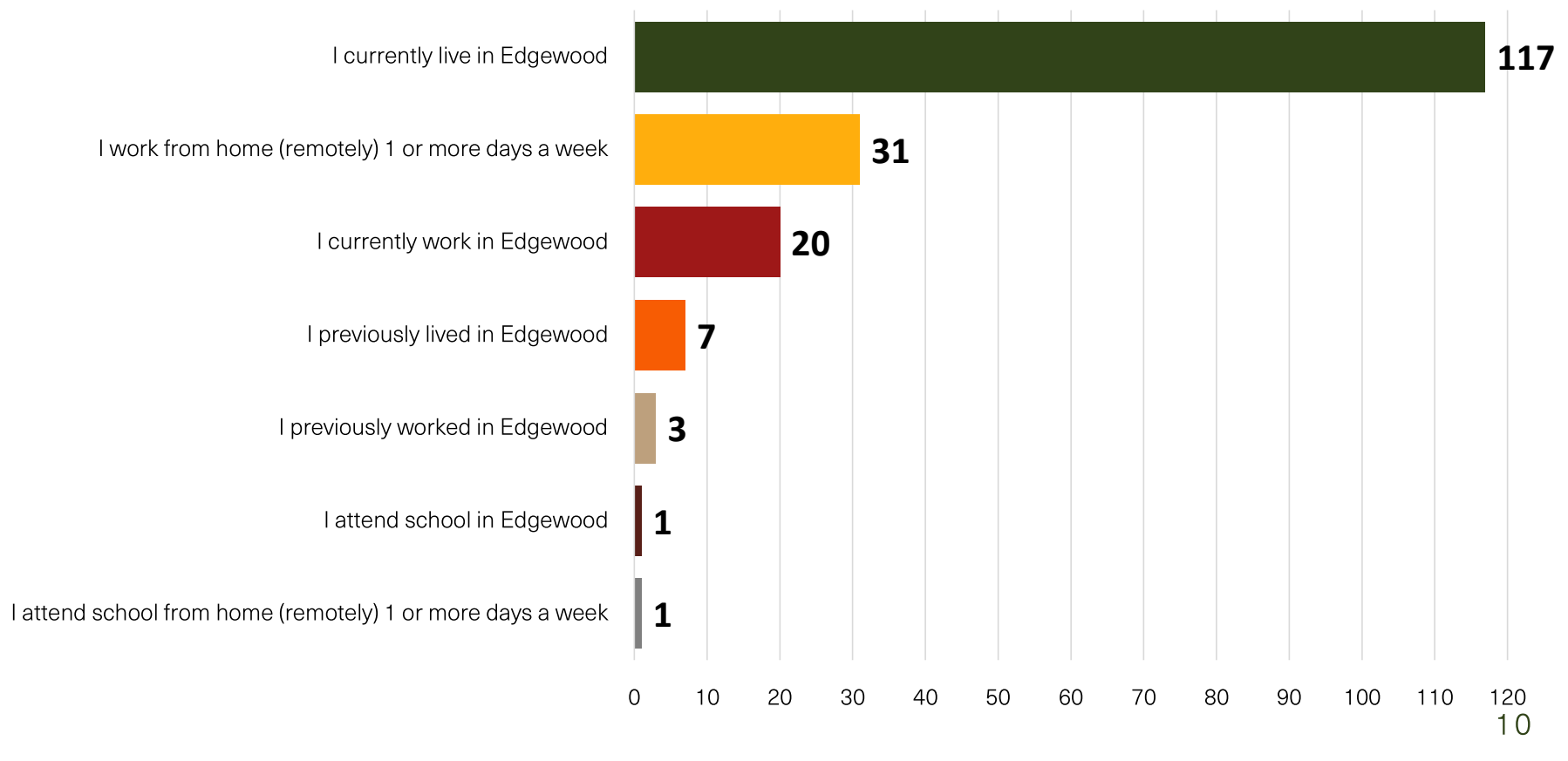


ABOUT YOU

Q1: WHAT BEST DESCRIBES YOUR CURRENT LIVING / WORKING / SCHOOLING SITUATION IN EDGEWOOD?



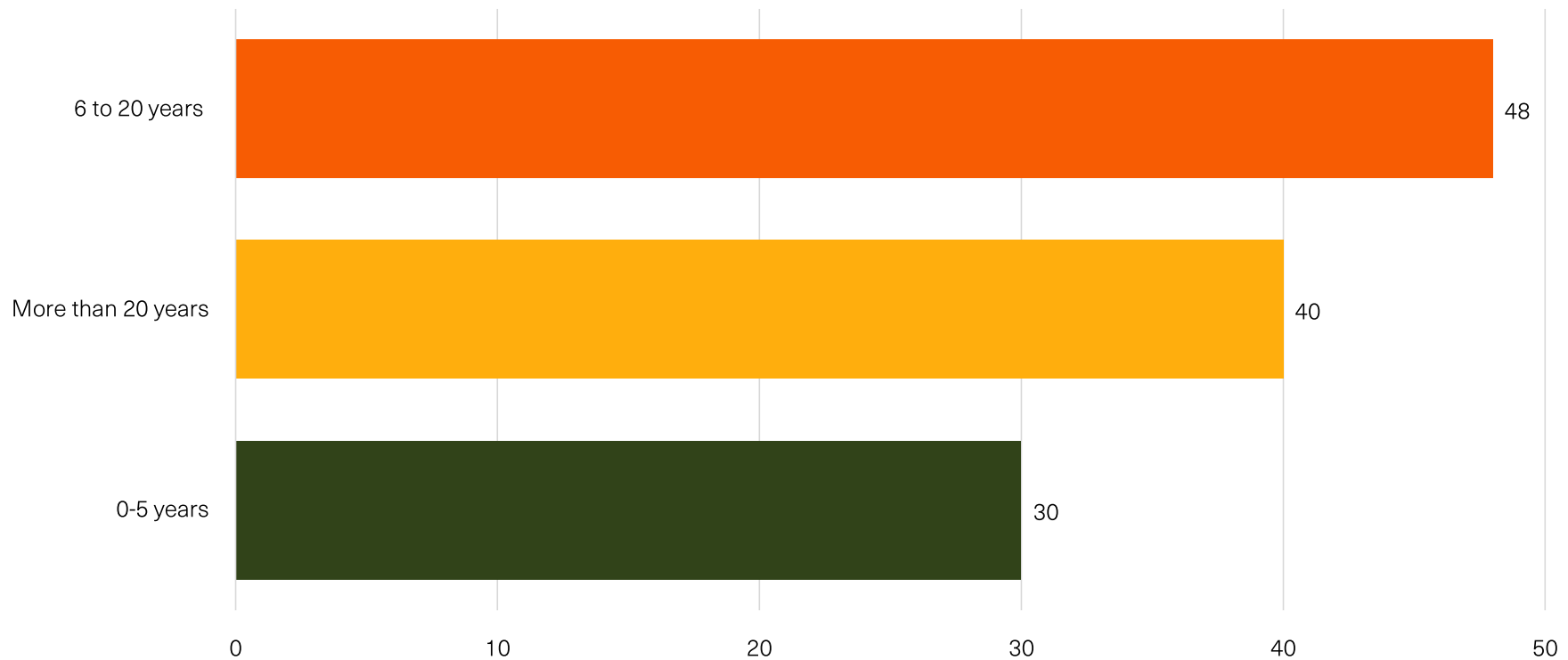
Answered: 124 Skipped: 2



Q2: HOW LONG HAVE YOU BEEN AN EDGEWOOD RESIDENT?



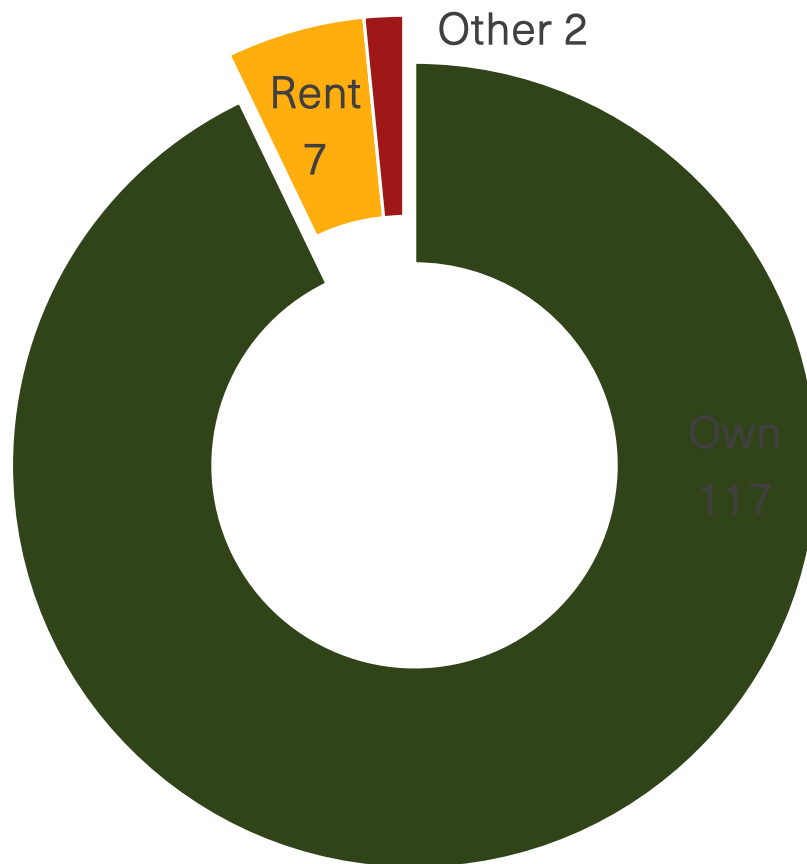
Answered: 118 Skipped: 8



Q3: DO YOU RENT OR OWN YOUR HOME?



Answered: 126 Skipped: 0



Q4: When asked
"What type of home do you live in?"
115 out of 126 participants responded
detached single family house (standalone
home).

Q20: When renters were asked
*"Do you plan on buying a home
in the next 5 years?"*
4 participants selected "No"
2 participants selected "Yes, in Edgewood"
1 participant selected "Yes, outside of
Edgewood"

The background features a large, stylized house silhouette in a light beige color. A sunburst or starburst graphic, also in beige, is positioned behind the house, with its rays extending towards the top right corner of the slide. The text is centered over the house silhouette.

HOUSING PREFERENCES

Q5: PLEASE REVIEW THE TYPES OF HOUSING BELOW. WHICH TYPES OF "MIDDLE HOUSING" WOULD YOU PREFER TO SEE MORE OF IN EDGEWOOD? (SELECT ALL THAT APPLY)



TOP HOUSING CHOICES (OF THE 6 OPTIONS):

#1

COTTAGE HOUSING



Groups of smaller detached housing units

Detached units typically 800 to 1,200 square feet, oriented around common open space (ex courtyard).

63 VOTES

#2

ACCESSORY DWELLING UNITS (ADUs)



AKA Mother-in-law apartments, Second Units, etc.

Attached or detached, small-scale unit, on the same lot as a single family home.

58 VOTES

#3

DUPLEXES



Two residential units in one building

Duplexes have two residential units in one building. Units can be side-by-side or stacked.

48 VOTES

14



(Q5 HOUSING TYPES - CONTINUED)



ADDITIONAL OPTIONS:



AKA Townhouses, Rowhomes or Single-Family Attached

Attached homes (sharing a wall or walls) that are sold individually (on their own lot).

30 VOTES



Three or four units in one building

Units may be stacked on one another or side-by side; entries may be common or separate.

16 VOTES



Tiny Homes or Tiny House

A unit that is 400 square feet or smaller and may be on wheels (but NOT an RV).

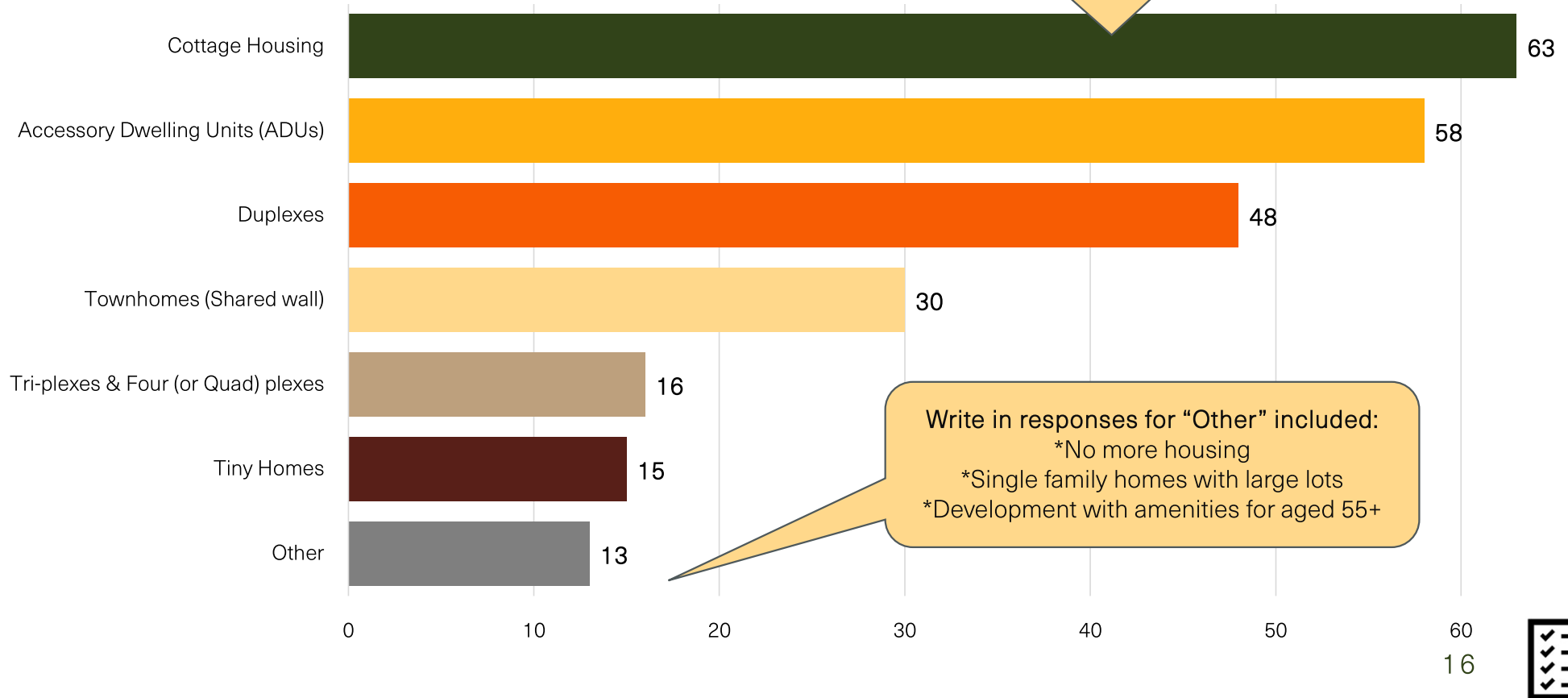
15 VOTES

15



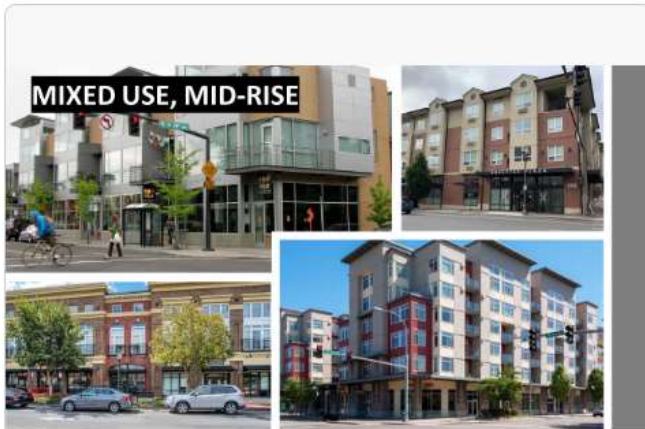
(Q5 HOUSING TYPES - SUMMARY)

Answered: 118 Skipped: 8





Q6: WE'D ALSO LIKE TO KNOW YOUR PREFERENCES FOR MULTI-FAMILY HOUSING UNITS. WHICH OPTIONS WOULD YOU PREFER TO SEE MORE OF IN EDGEWOOD? (SELECT ALL THAT APPLY)

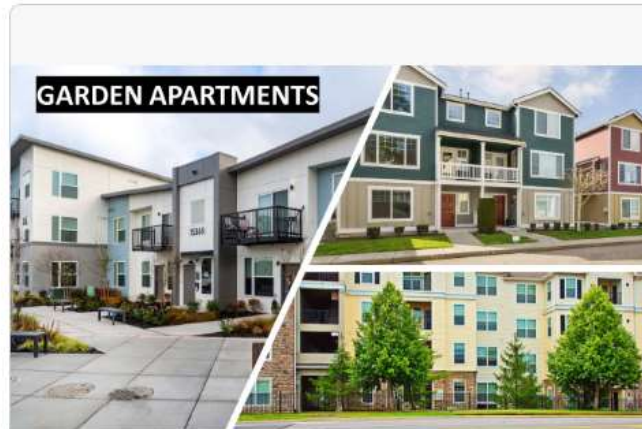


MIXED USE, MID-RISE

Housing units in a building with other uses

The building may have retail, commercial, office, civic or entertainment uses /functions.

56 VOTES

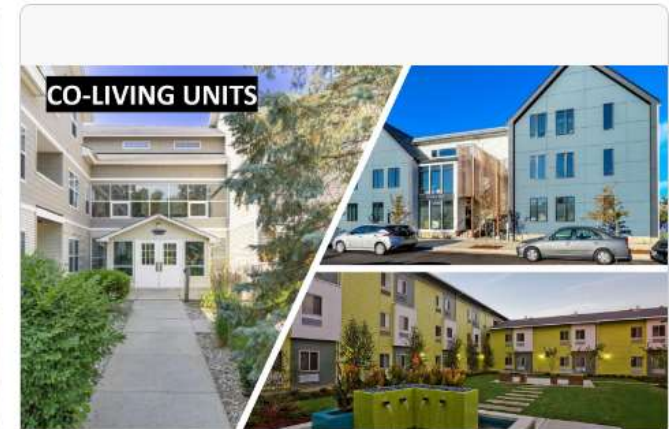


GARDEN APARTMENTS

Multiple side-by-side or stacked dwelling units

Multiple side-by-side or stacked dwellings oriented around a courtyard or greenspace.

30 VOTES



CO-LIVING UNITS

Small efficiency units in a larger building

May have shared bathrooms kitchen amenities (ex: dorms, single room occupant buildings).

11 VOTES

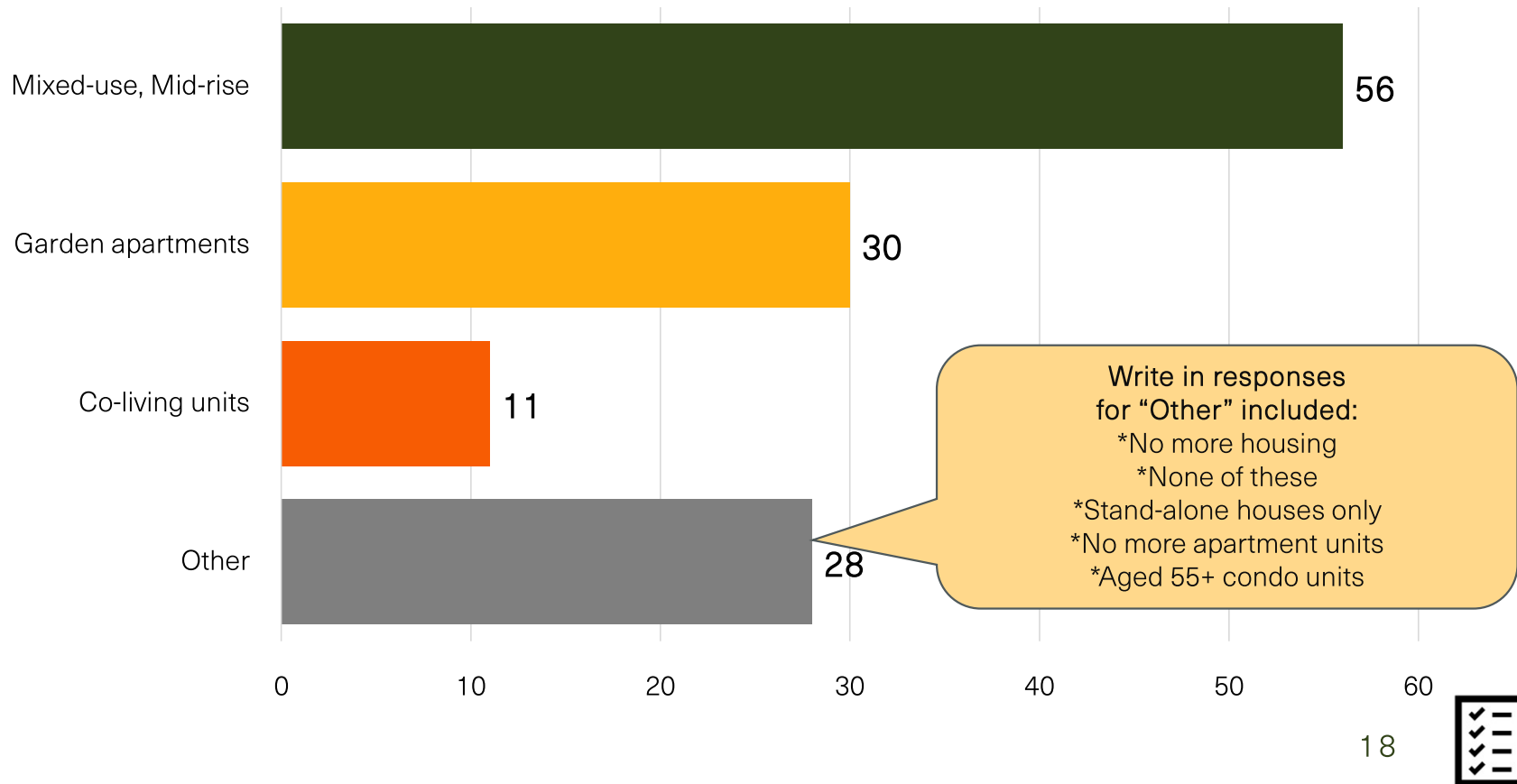


17

(Q6 MULTI-FAMILY HOUSING PREFERENCES- SUMMARY)



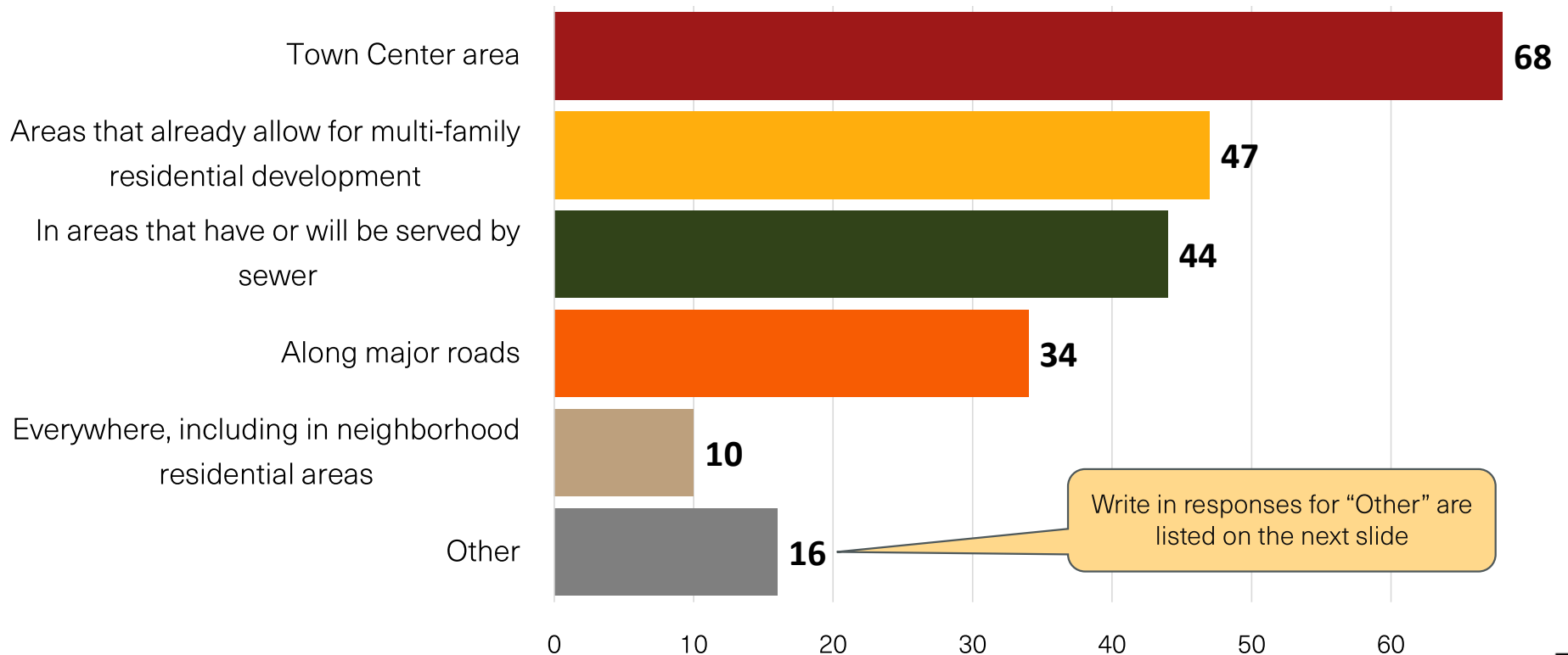
Answered: 103 Skipped: 23



Q7: THE COMPREHENSIVE PLAN UPDATE IS FOCUSED ON PROACTIVELY PLANNING FOR THE FUTURE POPULATION GROWTH IN EDGEWOOD. WHAT AREAS OF THE CITY ARE THE BEST FOR NEW HOUSING DEVELOPMENT?



Answered: 123 Skipped: 3



19



(Q7 BEST AREAS FOR NEW HOUSING DEVELOPMENT CONT.)



Answered: 16

Other (please specify):

- We don't need more houses! We need to keep the beautiful farming community that we have
- None of the choices-enough
- In no residential areas and Meridian is already over populated.
- None
- None
- None - we already have too many high-density housing units
- Anywhere as long as it isn't apartments. Don't we have enough of those along Meridian? I see there are already plans for more.
- Tear down the dilapidated structures on Meridian and build back from the road.
- There is no more room
- Stop building
- Incentivize ADU development on current large private parcels
- Other cities
- It depends on what the term new housing is meant to represent
- Keep this crap out of my town
- Areas need to also build sidewalks not just buildings
- It is already too crowded



REVIEW EACH STATEMENT AND CHOOSE BETWEEN 1(NOT VERY IMPORTANT) TO 7(VERY IMPORTANT)



Statement:	Average Score:
It is important for the city to have regulations and rules to ensure high quality design for new multi-family housing	5.91
Property owners should have a wide variety of options for what they can do with their land	5.46
The city should continue to require a minimum of off-street parking spaces for new housing	5.31
The city should encourage new housing in walkable locations	4.90
The city should encourage new housing in locations served by public transit (or which can be served by transit in the future)	4.70
The city should consider reducing the minimum of off-street parking spaces for new housing	2.93



 Neutral score 4



 21



Q14: IN YOUR OPINION, WHAT MAKES HAVING HOUSING AVAILABLE THAT IS AFFORDABLE TO YOU OR YOUR FAMILY IMPORTANT?

Answered: 122 Skipped: 4

TOP RESPONSES:	# OF TIMES CHOSEN
Older adults should be able to keep living here as they age	86
Families & single parent households should be able to live here	73
First-time homebuyers should be able to live here	66
Children should be able to keep living here when they become adults	52
People should be able to live without fear of being displaced	51
People who work here should be able to live here	47



22

Q15: WHEN YOU FOUND A PLACE TO LIVE (OR TRIED TO FIND A PLACE TO LIVE) IN EDGEWOOD, DID YOU ENCOUNTER ANY OF FOLLOWING BARRIERS OR CHALLENGES?



Answered: 122 Skipped: 4



34 participants chose *Cost*

15 participants chose
*Difficulty finding housing that
could accommodate multiple
generations*



*81 participants *did not encounter any of these challenges**

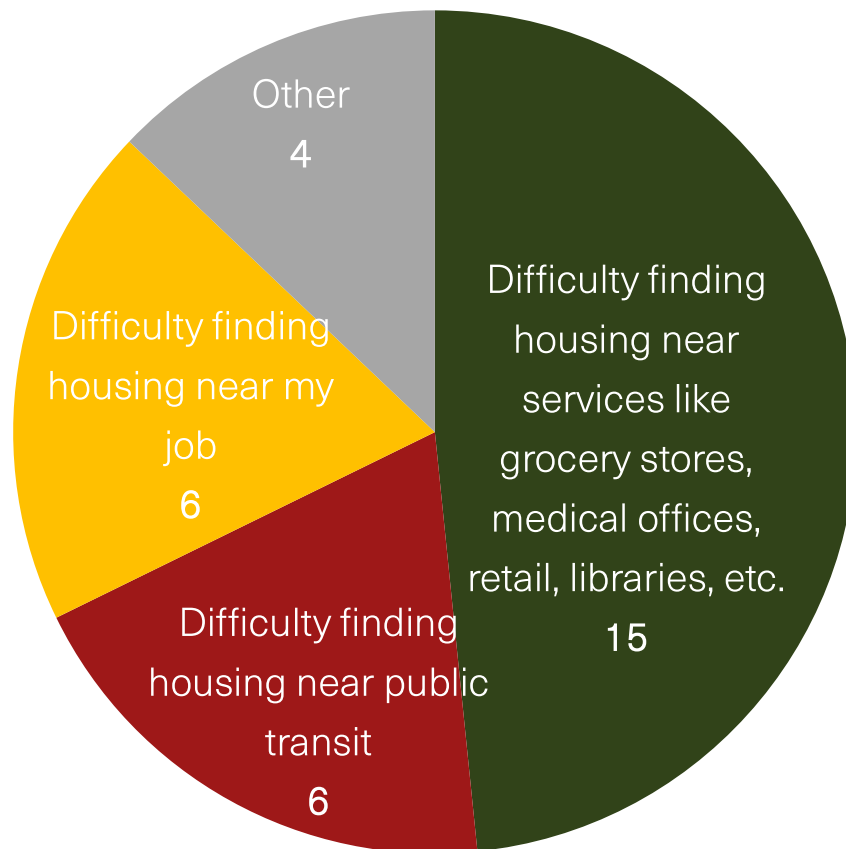
23



Q16: WHEN YOU FOUND A PLACE TO LIVE (OR TRIED TO FIND A PLACE TO LIVE) IN EDGEWOOD, DID YOU ENCOUNTER ANY OF FOLLOWING BARRIERS OR CHALLENGES RELATING TO LOCATION?



Answered: 120 Skipped: 6



100
respondents
indicated they
did not
encounter any
challenges

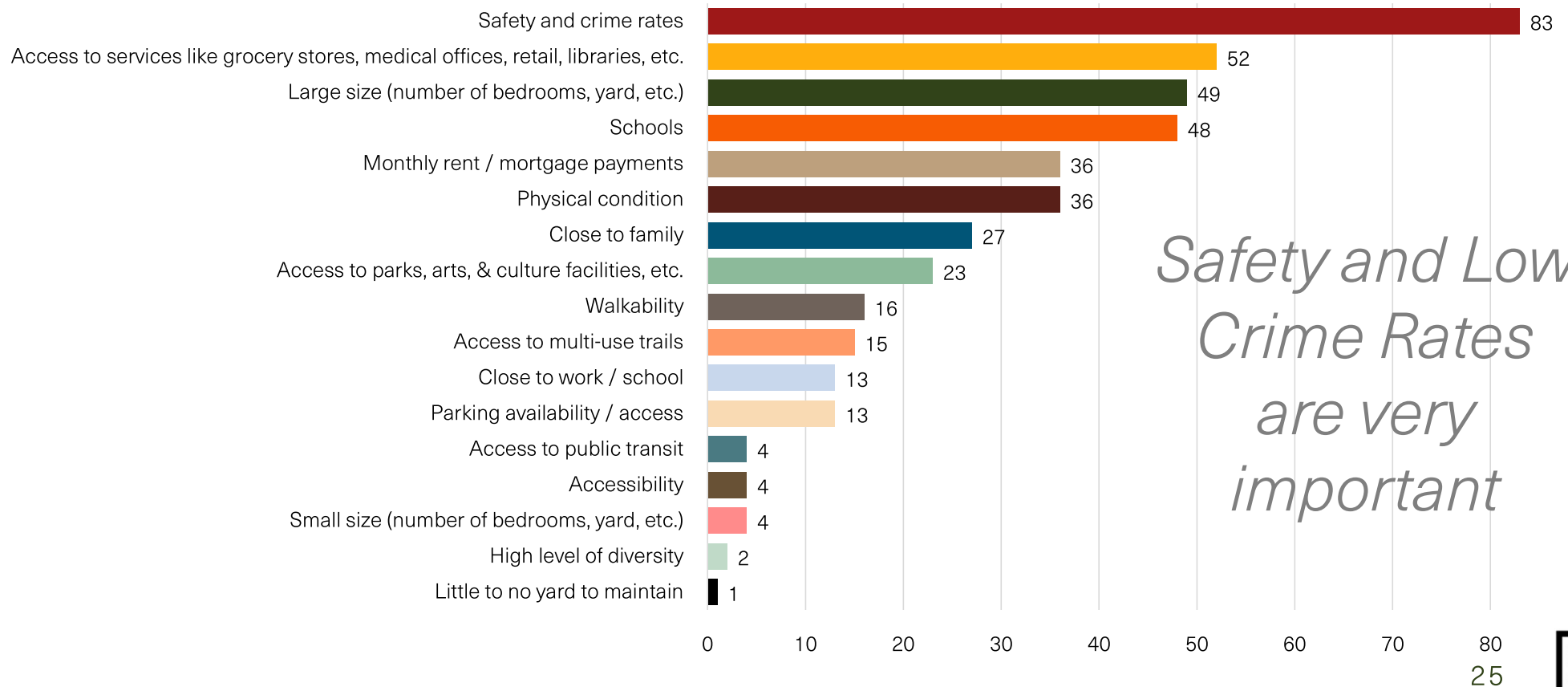
24



Q17: WHEN YOU CHOOSE A PLACE TO LIVE, WHICH OF THESE FACTORS ARE MOST IMPORTANT TO YOU?



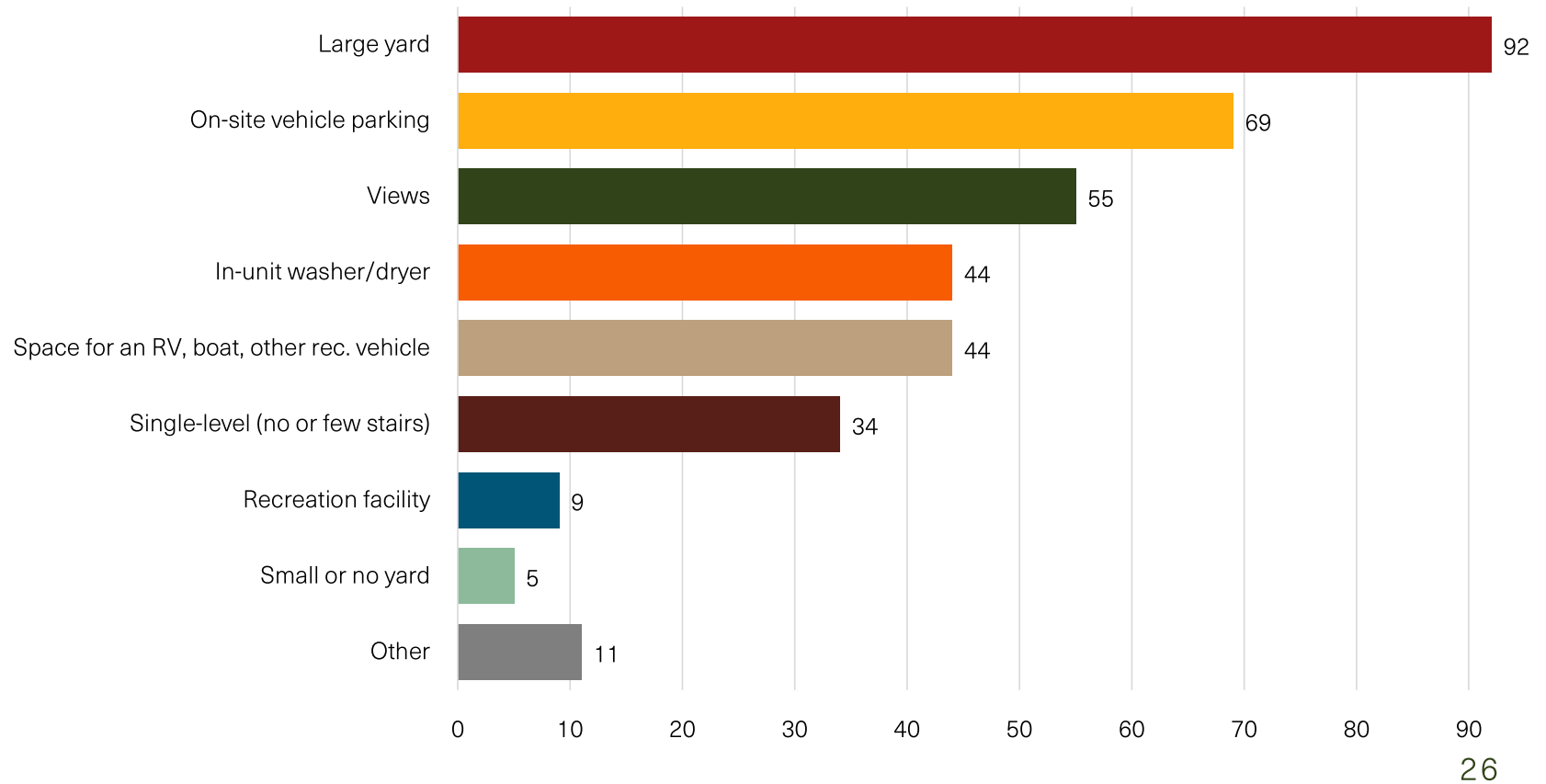
Answered: 125 Skipped: 1



Q18: WHEN YOU CHOOSE A PLACE TO LIVE, WHAT AMENITIES DO YOU PREFER?



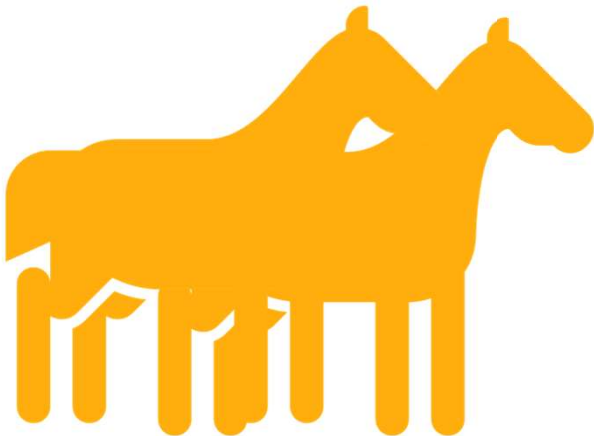
Answered: 123 Skipped: 3



Q18: OTHER WRITE IN RESPONSES



*Somewhere that already
had a barn for animals*



Acreage/farm



Place for my horses

Distance from neighbors



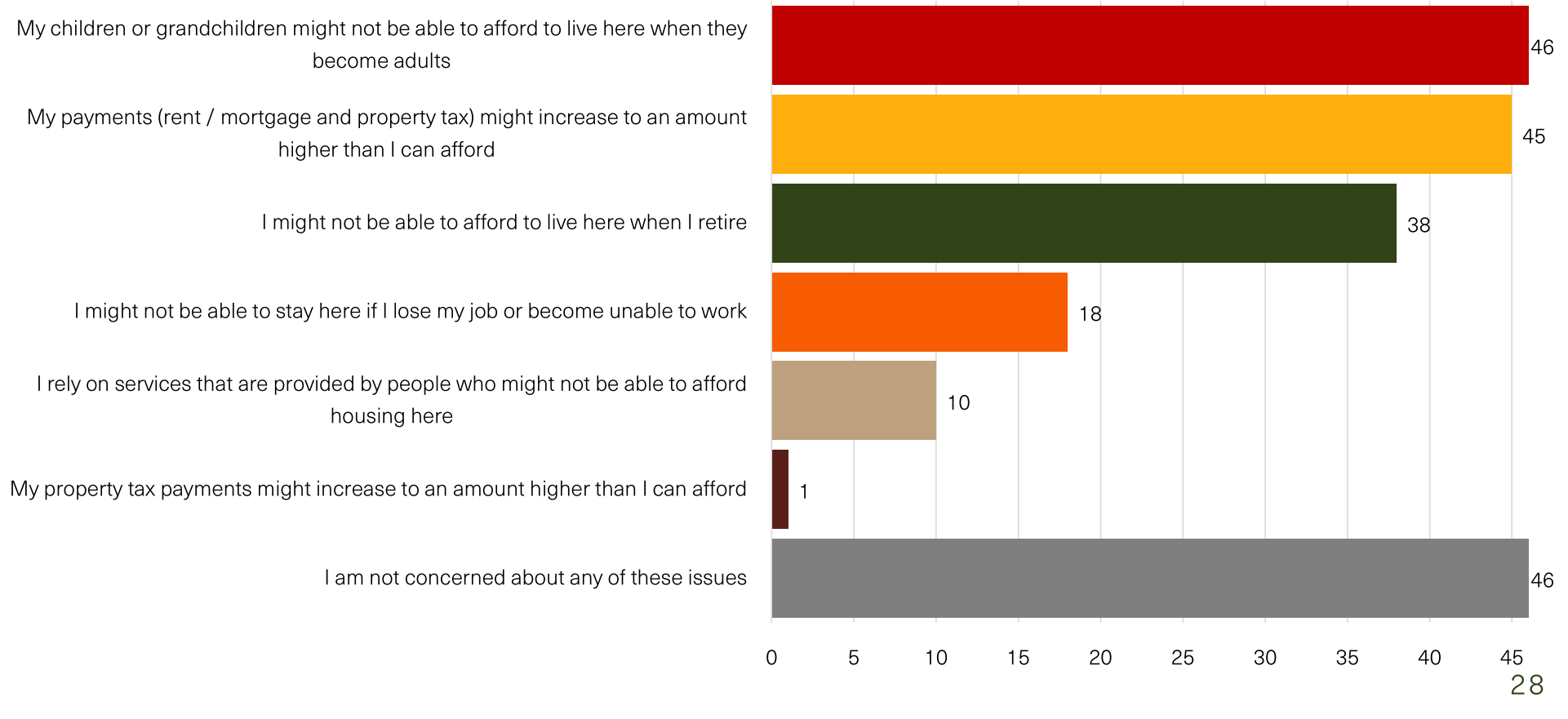
*Walkability of the area
surrounding the housing*

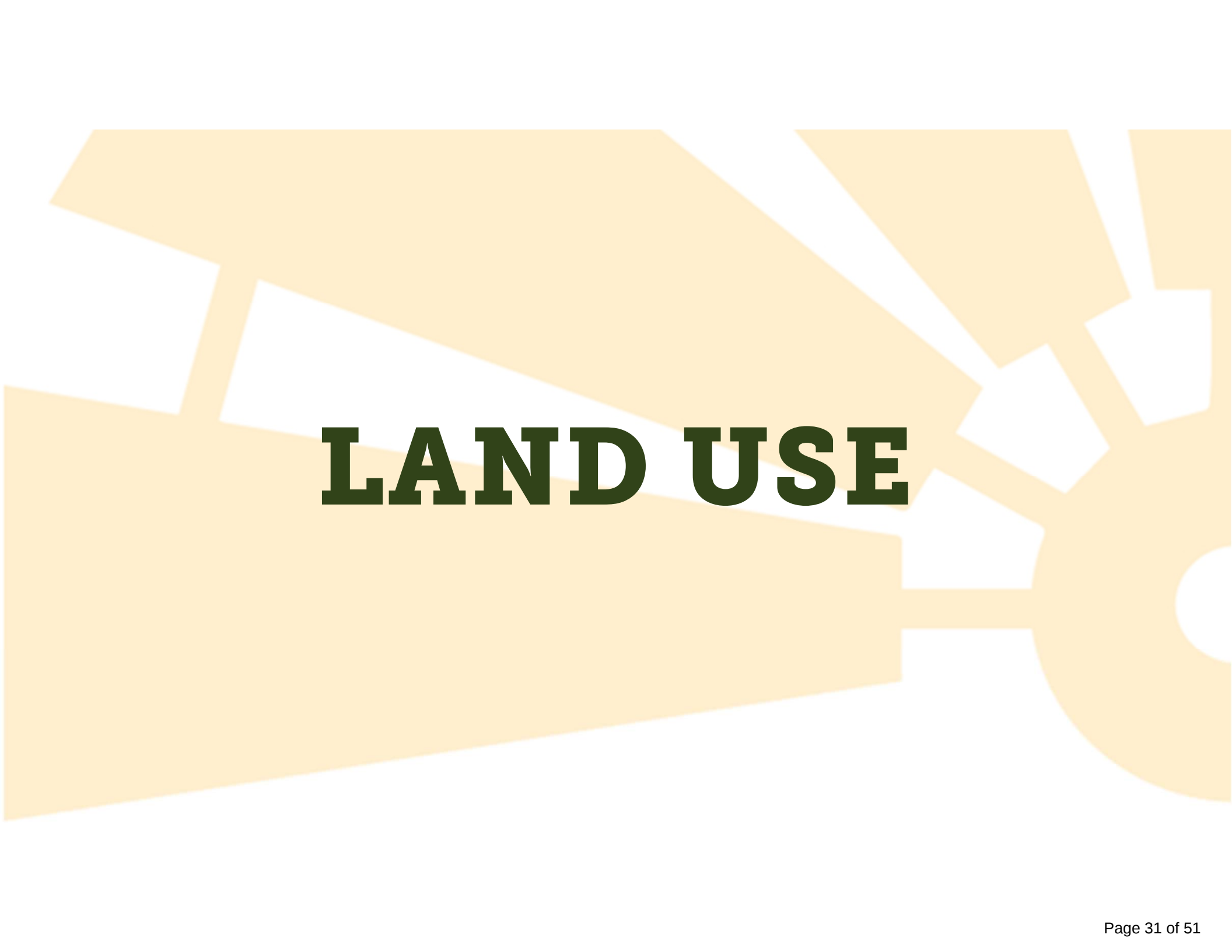


Q21: WHICH (IF ANY) OF THE FOLLOWING ISSUES ARE YOU CONCERNED ABOUT FOR THE FUTURE?



Answered: 120 Skipped: 6



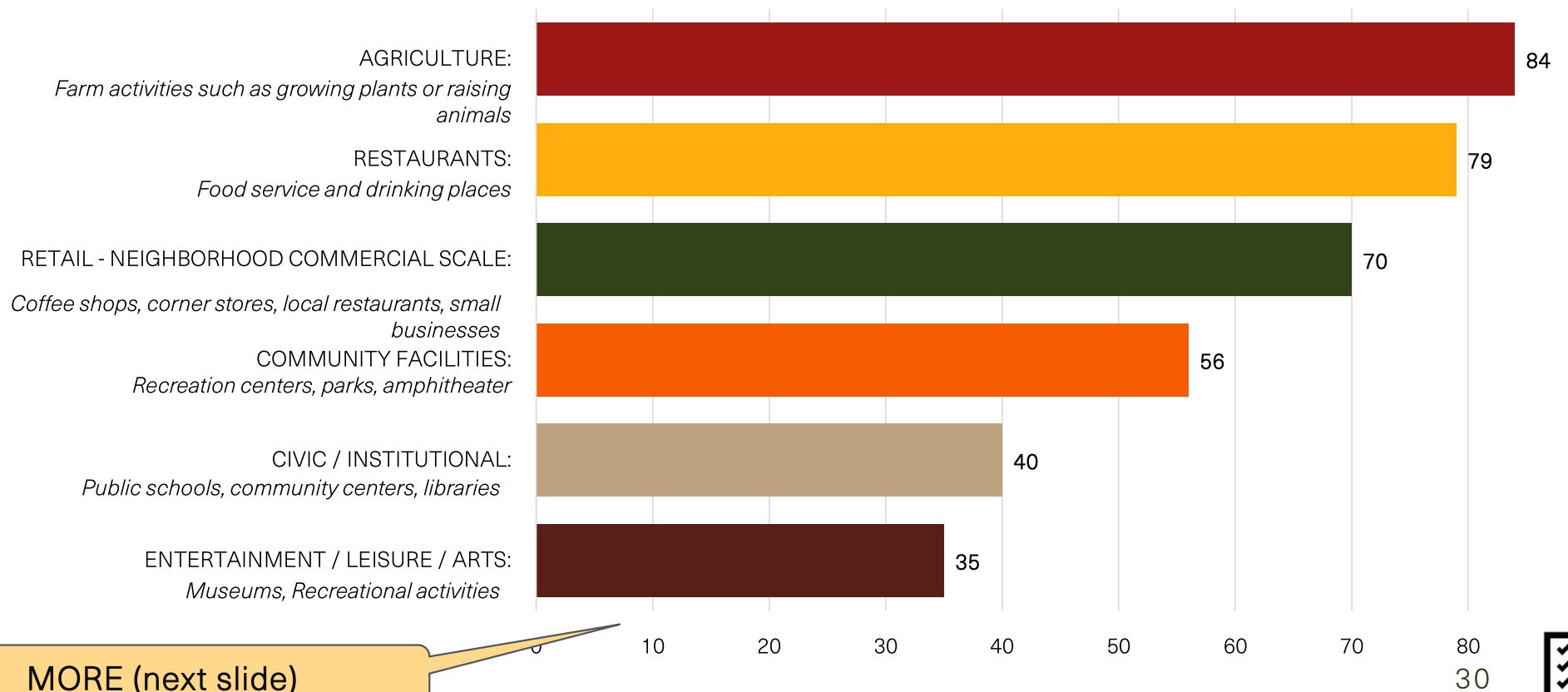


LAND USE

Q22: WHAT TYPES OF USES WOULD YOU LIKE TO SEE MORE OF IN EDGEWOOD? (TOP 6 CHOICES)



Answered: 125 Skipped: 1





Q22: OTHER CHOICES SELECTED

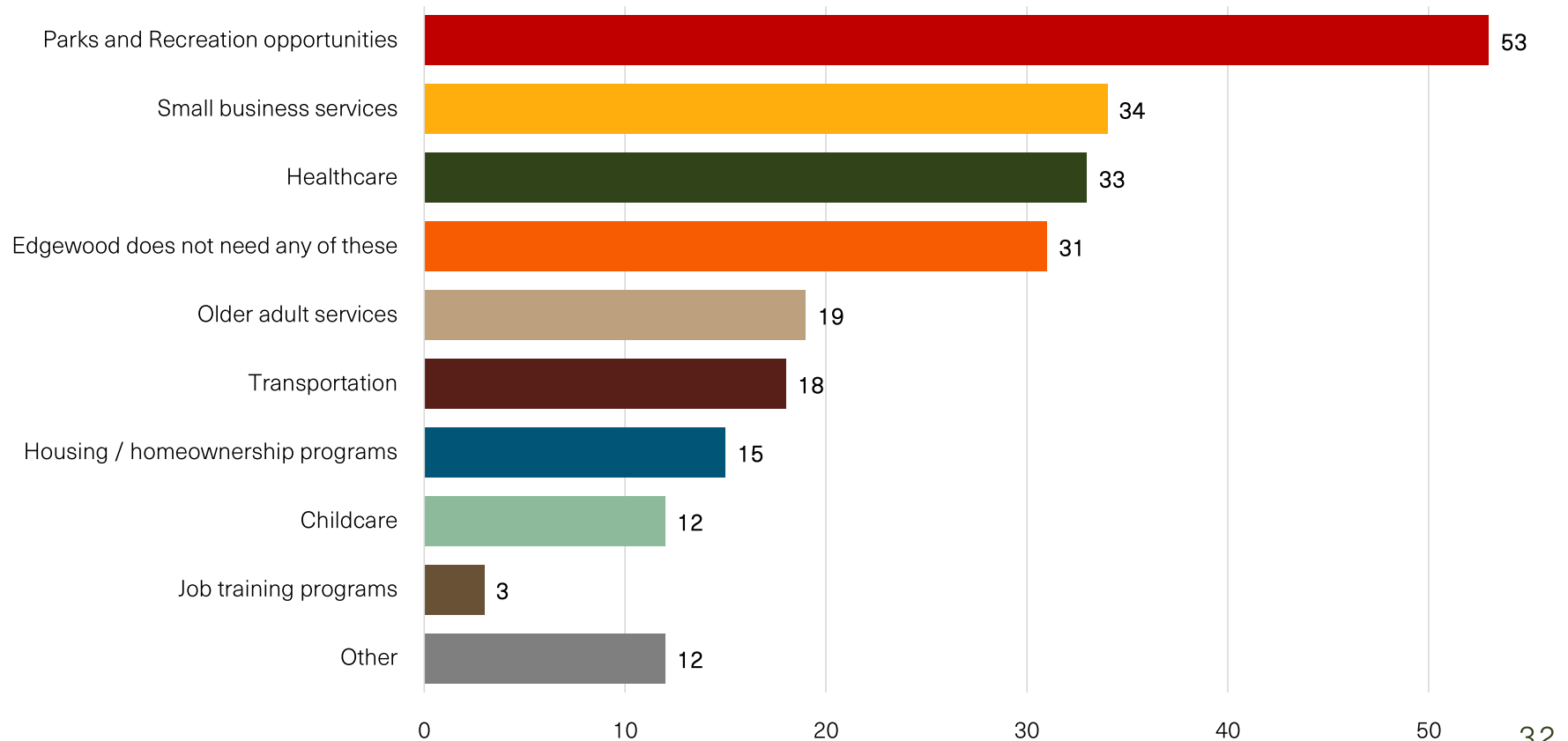
	# of responses
HEALTH CARE / CHILDCARE: <i>Medical clinics, rehabilitation services, daycare, dental offices, etc.</i>	33
RESIDENTIAL - GENERAL: <i>A wider variety of housing types and options in general</i>	33
RETAIL - GENERAL COMMERCIAL: <i>Large grocery stores, gyms, banks, retail stores</i>	31
EDUCATION (not public schools): <i>Educational services or trade schools, dance studios, martial arts, etc.</i>	28
RESIDENTIAL - SPECIALTY: <i>Housing for the aged, disabled, or those needing nursing/ assisted living</i>	17
LIGHT MANUFACTURING: <i>Warehousing, storage, small-scale manufacturing (and similar uses that add to the tax base and may provide jobs)</i>	14
CULTURAL / RELIGIOUS: <i>Places for religious assembly, fraternal organizations, clubs</i>	11
HOSPITALITY: <i>Hotels and Motels, RV camps</i>	6



Q23: WHAT TYPE OF NEW OR ENHANCED SERVICES ARE NEEDED TO HELP EDGEWOOD BECOME A MORE DESIRABLE PLACE TO LIVE AND WORK?



Answered: 119 Skipped: 7

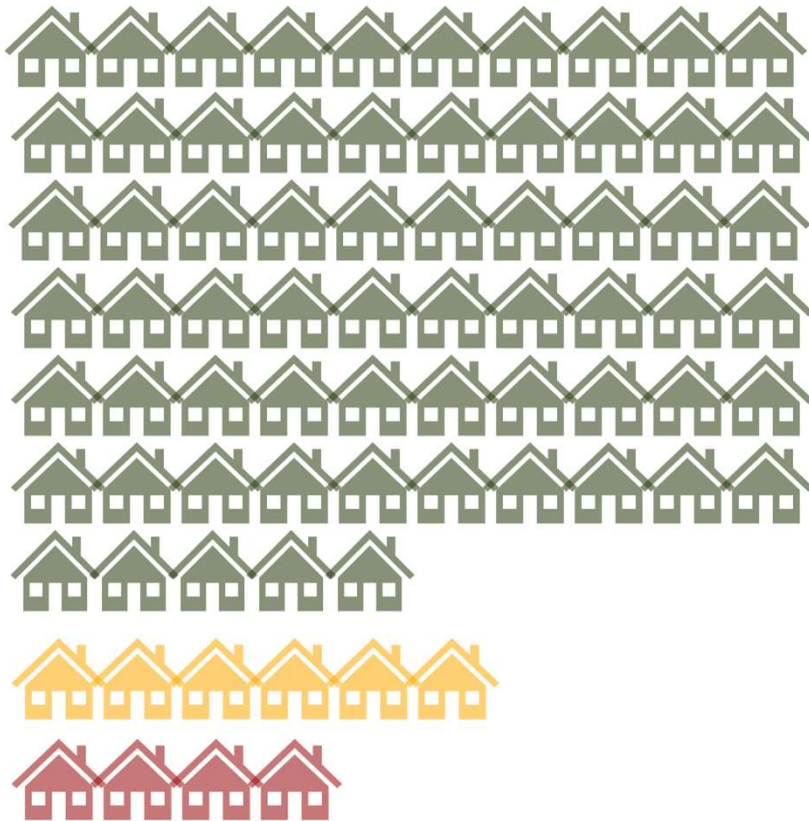




SEWAGE DISPOSAL

Q24: MY RESIDENCE IS SERVED BY THE FOLLOWING:

Answered: 75 Skipped: 51



65 responses: Private septic system

6 responses: City sewer

4 responses: Community septic system

*This question was asked
only to homeowners*



THE FOLLOWING SLIDER QUESTIONS WERE SCORED 1 (STRONGLY DISAGREE) TO 5 (STRONGLY AGREE)



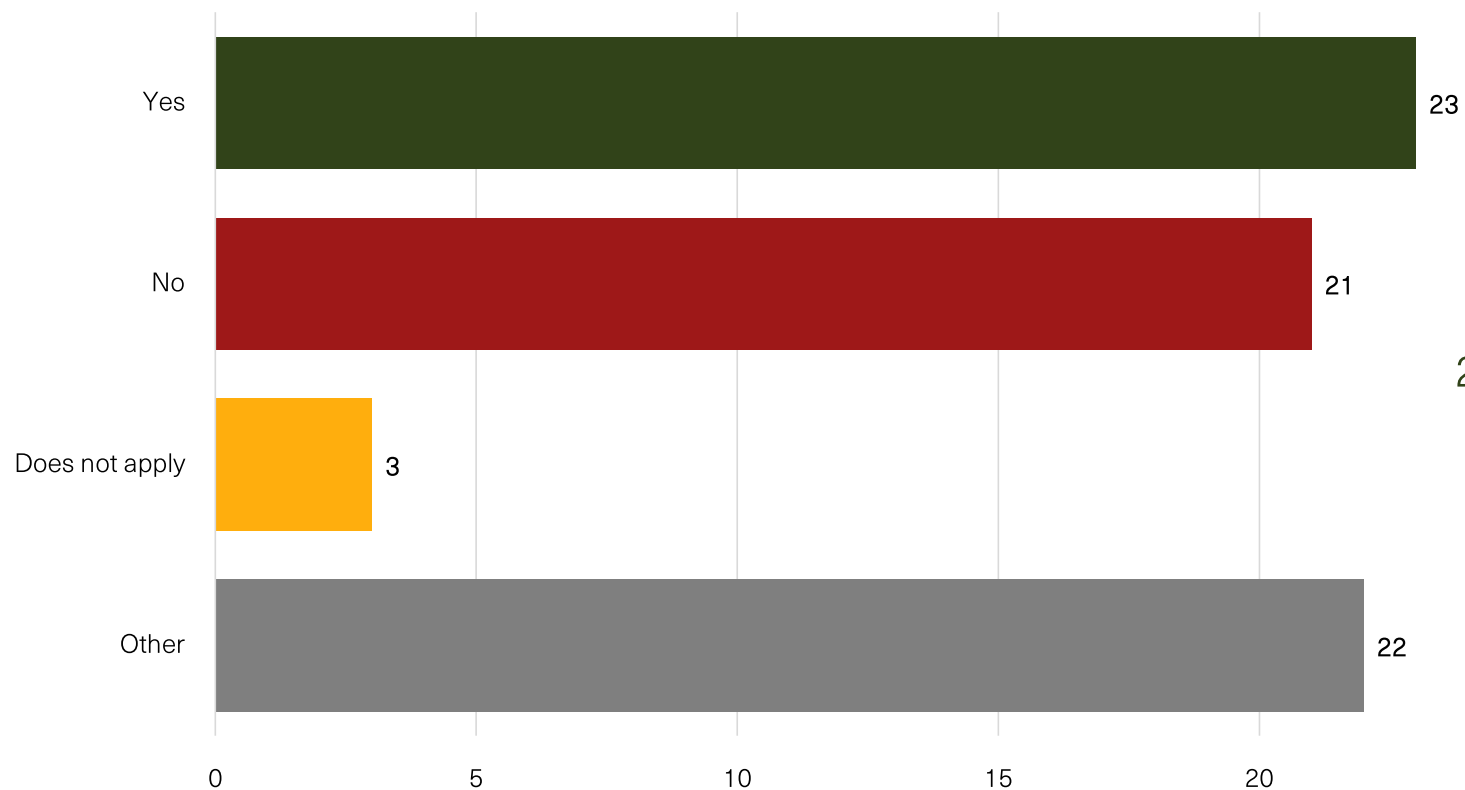
Question ranked from most agreeable to least agreeable	Average Score
I know the advantages and disadvantages of having a septic system.	4.67
I know the advantages and disadvantages of having a sewer system.	4.42
I am knowledgeable of the cost involved in septic to sewer conversion.	3.17
I am knowledgeable of the steps involved in septic to sewer conversion.	2.98
Converting properties in the city to a sewer system within the next 10 to 20 years is important.	2.92



Q30: IF SEWER WERE AVAILABLE, WOULD YOU BE INTERESTED IN CONVERTING YOUR HOME FROM SEPTIC TO SEWER?



Answered: 69 Skipped: 57



21 out of the 22 Other responses mentioned "Cost"



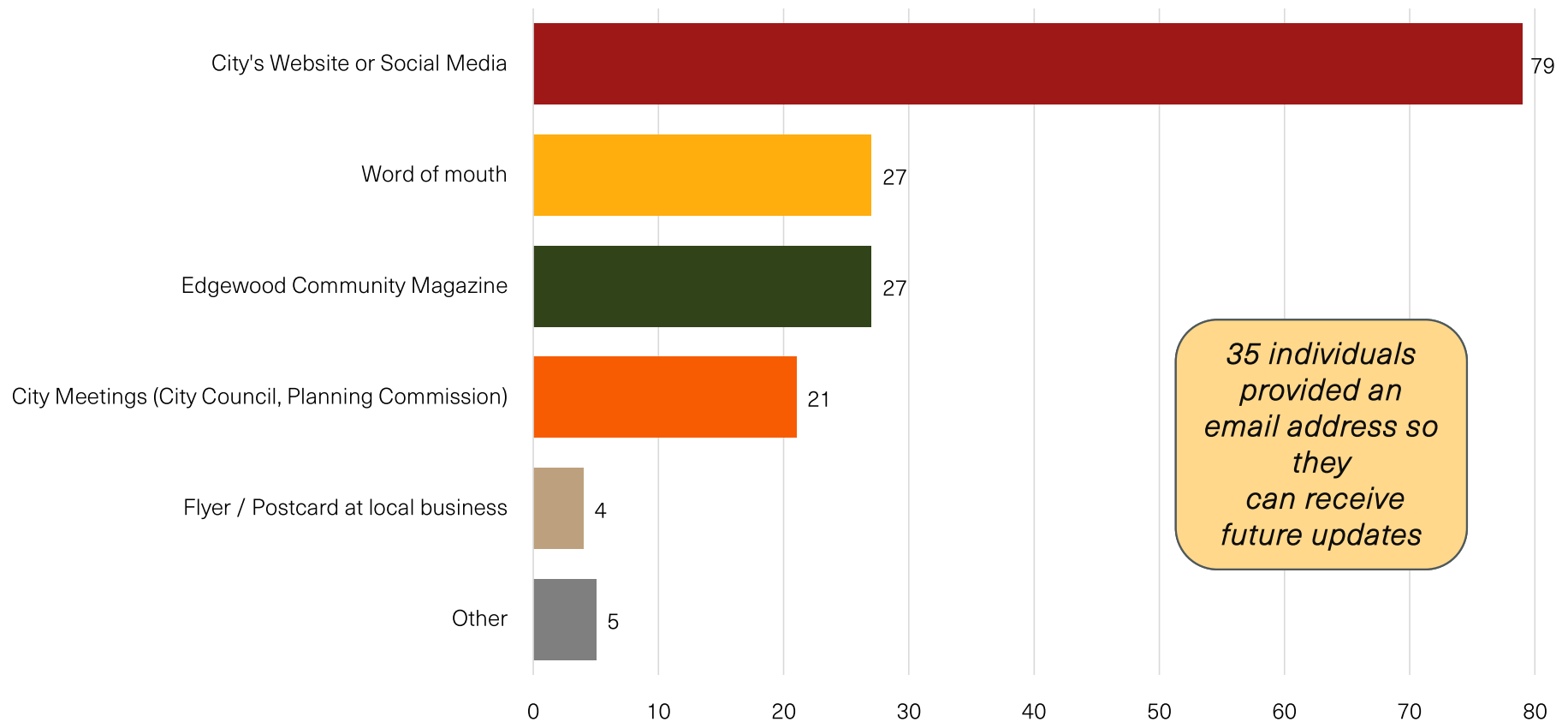
A large, stylized graphic in the background. It features a light orange hand with fingers spread, holding a large, light orange gear. The gear has several teeth, and the hand is positioned as if it is turning or supporting the gear. The entire graphic is set against a white background.

COMMUNITY ENGAGEMENT

Q31: HOW DID YOU HEAR ABOUT THE CITY'S COMPREHENSIVE PLAN PERIODIC UPDATE?



Answered: 125 Skipped: 1





Q32: HAVE YOU EVER PARTICIPATED IN A SURVEY CONDUCTED BY THE CITY OF EDGEWOOD BEFORE?

Answered: 126 Skipped: 0



Q33: HAVE YOU EVER ATTENDED A CITY MEETING BEFORE? (CITY COUNCIL, PLANNING COMMISSION, TOWN HALL MEETING, ETC.)

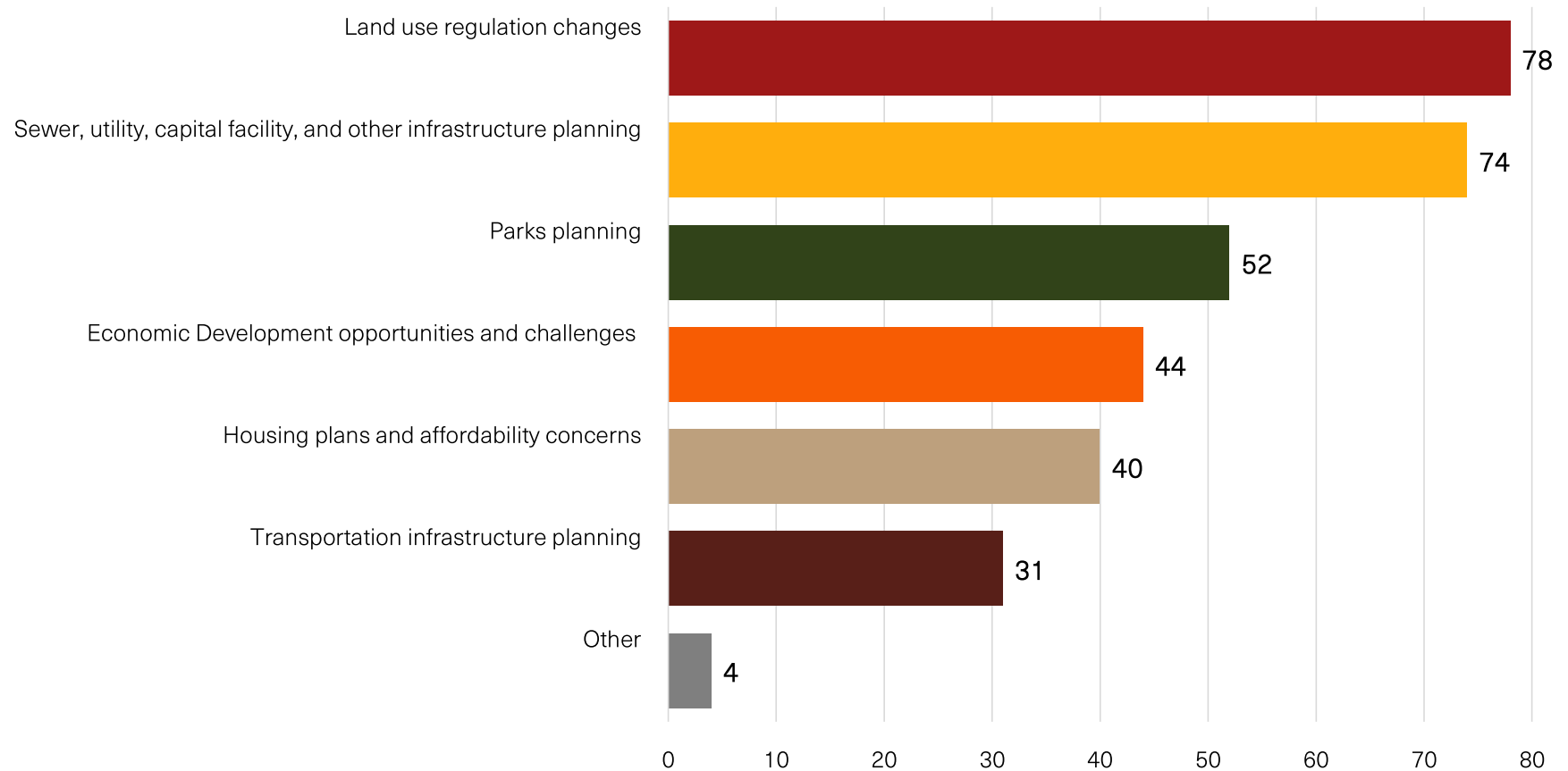
Answered: 123 Skipped: 3

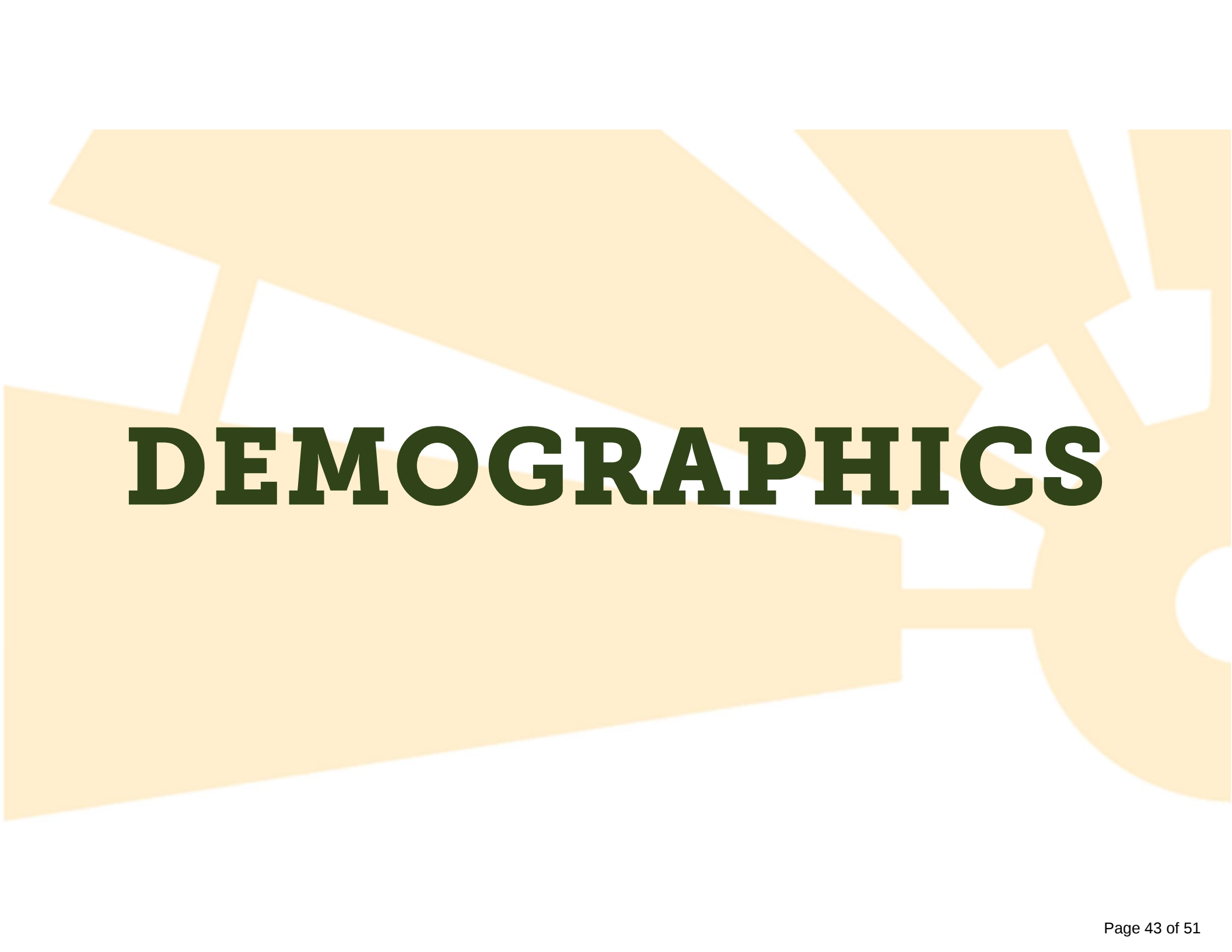


Q35: IF YOU WERE TO ATTEND A MEETING, WORKSHOP, OR OPEN HOUSE ABOUT THE CITY'S COMPREHENSIVE PLAN UPDATE, WHAT WOULD YOU LIKE TO LEARN MORE ABOUT?



Answered: 112 Skipped: 14



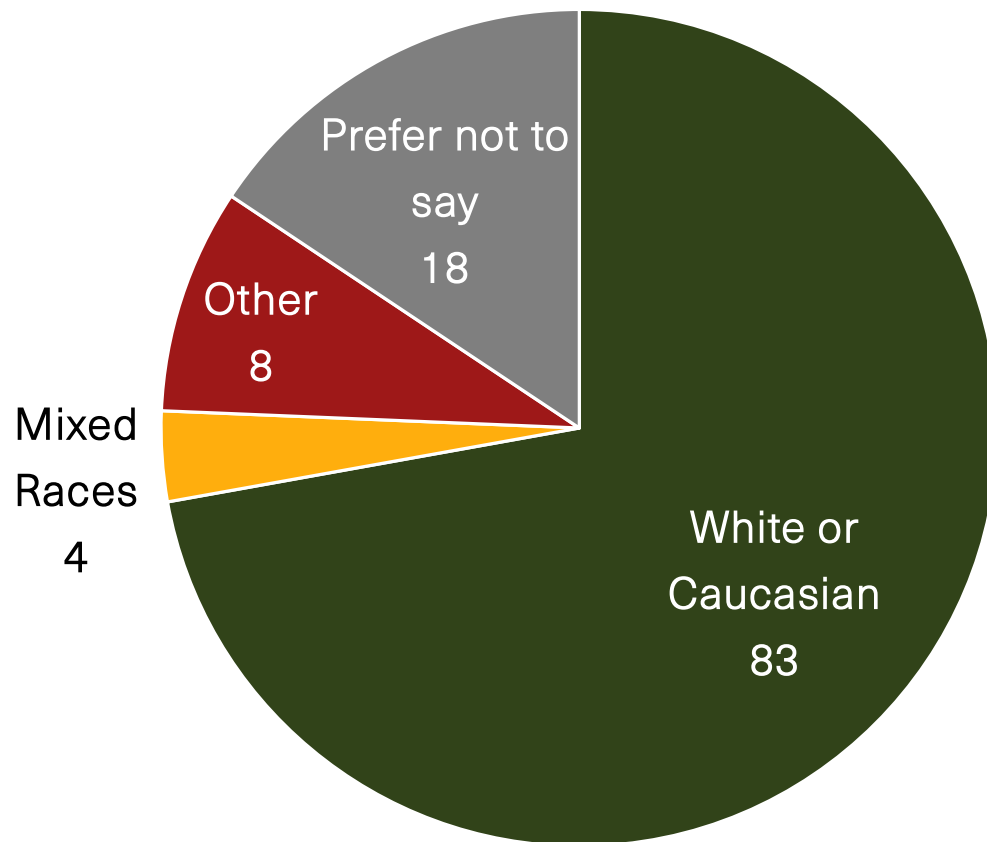


DEMOGRAPHICS

Q36: WHICH RACE/ETHNICITY DO YOU IDENTIFY AS?



Answered: 113 Skipped: 13



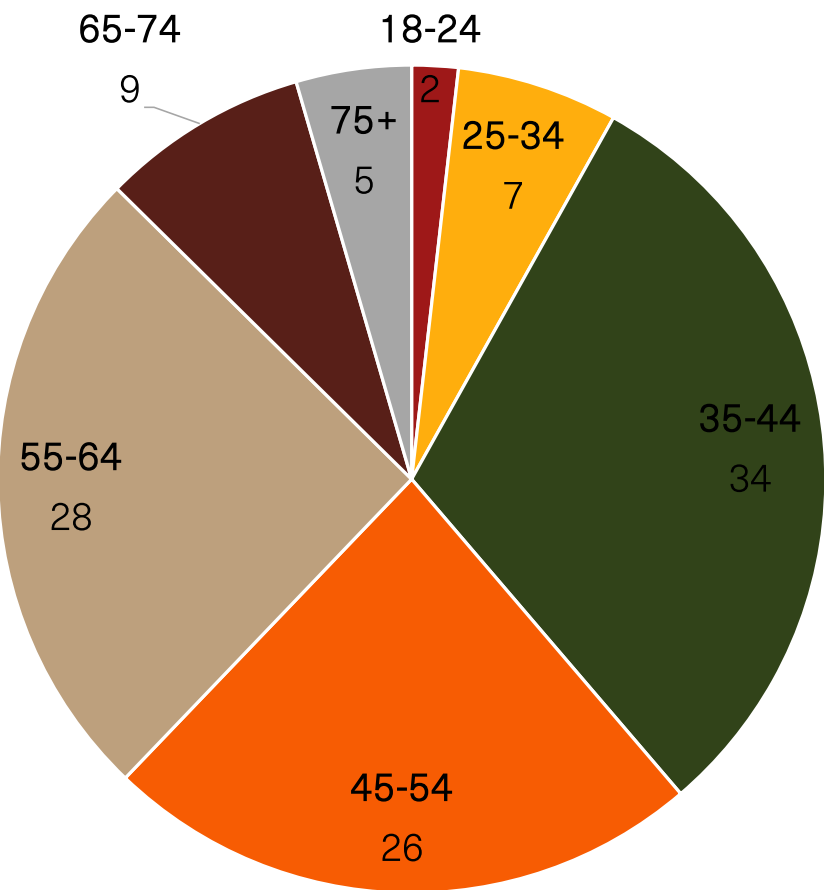
73% of participants were White or Caucasian

(This is the same rate as for Survey #1 responses)



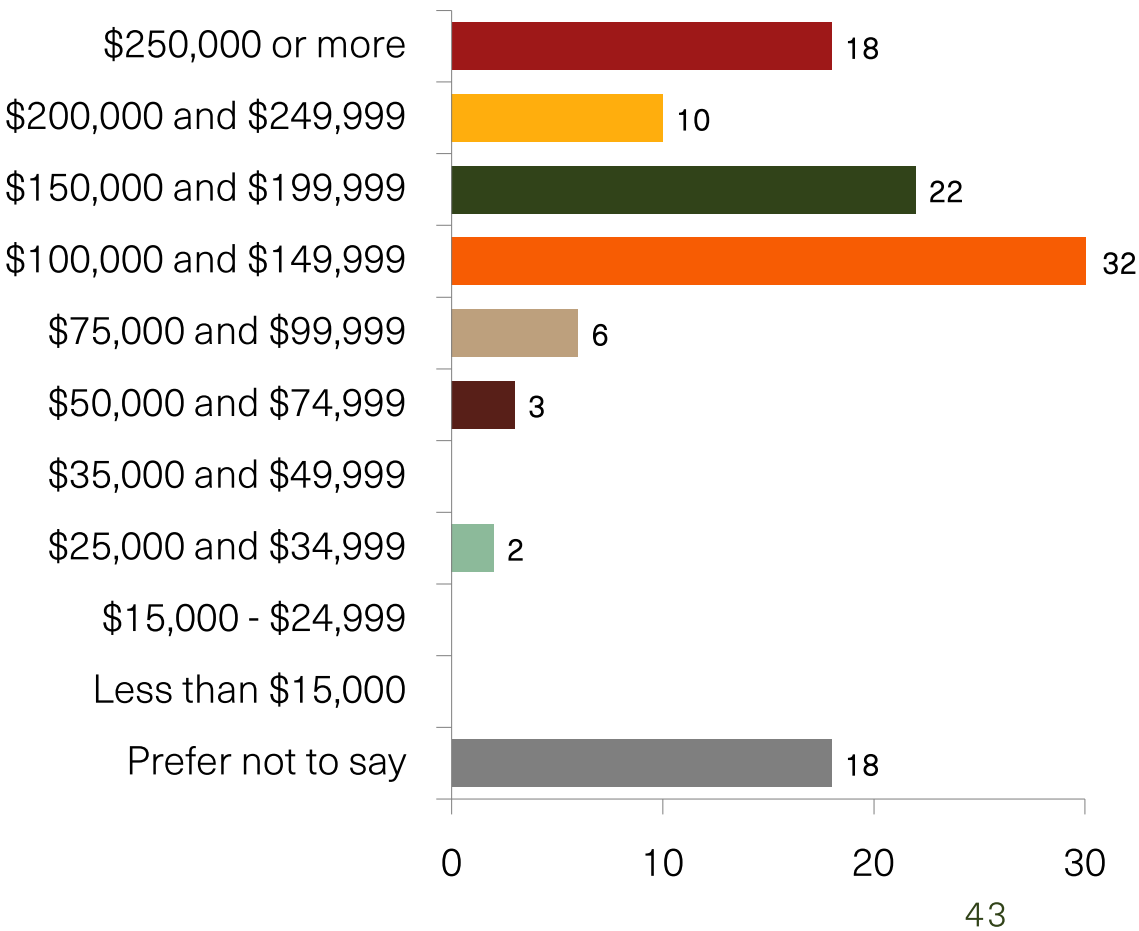
Q37: WHAT IS YOUR AGE?

Answered: 117 Skipped: 9



Q39: WHAT IS YOUR ANNUAL HOUSEHOLD INCOME?

Answered: 111 Skipped: 15



Q38: WHAT IS THE ZIP CODE FOR WHERE YOU LIVE?



Answered: 116 Skipped: 10



88 participants live in the
98372 zip code

18 participants live in the
98371 zip code

10 participants live in
other zip codes



Q40: WHAT DESCRIBES YOU?



Answered: 60 Skipped: 66

I volunteer in the community on a regular basis: 41



I operate a business
in Edgewood: 13



I attend Church or
another place of worship
in Edgewood :13

I am a
Veteran:
11



I was born
outside
the US: 6



I am
Disabled:
4



I own a
home in
Edgewood
that I do
not live in: 3



45





THANK YOU!



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: April 8, 2024

Title: Training Resources for the Planning Commission

Attachments: None

Submitted By: Lauren Balisky, C&ED Director

Background Information:

This agenda item provides information on required and optional training resources available to Planning Commission.

Open Public Meetings Act – Mandatory

All members of the City's governing bodies are required to complete OPMA training within the first 90 days of assuming your official duties and every 4 years thereafter. If you have not taken this training yet or if you'd like a refresher, you can do so online here:

- [Open Government Training | Washington State](#)

If you have any questions about your training requirements or the OPMA, please contact the City Clerk, Rachel Pitzel, at rachel@cityofedgewood.org.

Short Course on Local Planning – Optional

Available in person, as a live webinar, or in video segments, this training from the Washington State Department of Commerce provides an introduction to comprehensive planning and plan implementation under the Growth Management Act, and an overview of the complex mix of land use planning laws that work together to support land-use decision-making in Washington.

- [Short Course on Local Planning | Washington State](#)

Public Hearings – Optional

Municipal Research Services Center (MRSC) has an excellent webpage going over public hearings, procedures, and best practices. In Edgewood, the Planning Commission only holds certain legislative public hearings (changes to the Comprehensive Plan and development regulations) and does not hold any quasi-judicial public hearings.

- [Public Hearings | MRSC](#)
- [Parliamentary Procedure: A Brief Guide to Robert's Rules of Order | MRSC](#)
- [How to Testify | Washington State Legislature](#)

American Planning Association (APA) Group Planning Board Membership (GPBM) - Optional

In the past, Planning Commissioners were provided with a membership to the American Planning Association (APA). This resource provides access to *Planning* magazine, current and archived publications of the *Planning Advisory Service*, *Research KnowledgeBase*, and *Interact*.

- [Join as a Commissioner | APA](#)

Commissioners will be signed up for this service using your home address and personal email.

If you do not want to join or you need to update your contact information, please contact the Community & Economic Development Director, Lauren Balisky, at lauren@cityofedgewood.org.

Other (Usually) Free Resources

- [Commerce Comprehensive Plan Periodic Update Workshops](#)
- [MRSC On-Demand Webinars](#)
- [Puget Sound Regional Council \(Vision 2050\) Webinars and Workshops](#)



CITY OF EDGEWOOD STAFF REPORT PLANNING COMMISSION AGENDA ITEM

Date: March 11, 2024

Title: 2024 Work Plan

Attachments: None

Submitted By: Lauren Balisky, C&ED Director

Discussion:

The 2024 Work Plan was reviewed by City Council on February 20, 2024. There were no adjustments.

2024 Work Plan Items

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

2024 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)

This is a standing item for the remainder of 2024 to allow the Planning Commission to discuss items and plan future agendas as necessary.