



**CITY OF EDGEWOOD  
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)  
MEETING AGENDA**

Monday, June 2, 2025 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

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Meeting Link: <https://zoom.us/j/92275379112>

- 1. CALL TO ORDER**
- 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.** Meeting Minutes of May 5, 2025
- 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 in the meeting.*
- 4. ITEMS OF BUSINESS**
  - A.** Food Trucks/Mobile Food Vendors
  - B.** Short Term Rentals
  - C.** Land Uses / Interim Zoning Ordinance 25-0676
  - D.** Home Business Regulations
  - E.** Current Permits / Proposals
- 5. STAFF COMMENTS**
- 6. BOARD MEMBER UPDATES**
- 7. 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  
ECONOMIC DEVELOPMENT ADVISORY BOARD (EDAB)  
MEETING AGENDA SUMMARY**

Monday, May 5, 2025 – 6:00 PM ♦ City Hall – 2224 104th Avenue East ♦ Edgewood, WA

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**1 CALL TO ORDER**

Chair Wiesenfeld called the meeting to order at 6:00pm.

**Present:** Andrew Wiesenfeld, Steven Weiss, Shawn Olesen, Michael Stacey **Excused:** Michael Pearce, Kelsey Morgan

**2 CONSENT AGENDA:**

**A. Meeting Minutes of April 7, 2025**

**Motion:** As Read **Action:** Approve, **Moved by:** Commissioner Weiss **Seconded by:** Michael Stacey  
**Motion Passed 4-0**

**3 CITIZEN COMMENT PERIOD:**

There were no citizen comments.

**4 ITEMS OF BUSINESS**

**A. Land Use Table**

**Recommendation:** As Read **Moved by:** Commissioner Wiesenfeld **Seconded by:** Michael Olesen **Motion Passed 4-0**

**B. Transportation Impact Fees**

**Recommendation:** As Read **Moved by:** Commissioner Wiesenfeld **Seconded by:** Michael Stacey **Motion Passed 4-0**

**C. Sales Tax Revenues**

Board members discussed the data and how it might inform future recommendations for policy regarding business development and sales taxes.

**D. Development Project Updates**

Feedback was provided to staff on what they would like to review and have available at a regular frequency, depending on staff time and resources.

**E. EDAB Appointments**

Staff reminded board members of their upcoming expiring terms.

**5 STAFF COMMENTS**

There were no staff comments.

**6 BOARD MEMBER UPDATES**

Board members discussed pressing topics.

**7 ADJOURN**

Chair Wiesenfeld adjourned the meeting at 7:33pm.



**CITY OF EDGEWOOD  
STAFF REPORT  
EDAB AGENDA ITEM**

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**Date:** June 2, 2025  
**Title:** Food Trucks/Mobile Food Vendor Regulations  
**Attachments:** Exhibit A: Puyallup Food Truck Program Guidelines  
Exhibit B: Puyallup Municipal Code 5.65 Mobile Vendors  
**Submitted By:** Josh Kubitza, AICP – Planning Manager

**Background Information:**

The Edgewood City Council has prioritized local initiatives like food truck courts as a key focus for the Economic Development Advisory Board (EDAB) in its 2025-2026 work plan.

Currently, the City of Edgewood classifies food trucks as “mobile vendors” and permits them in Mixed-Use Residential, Town Center, Commercial, Business Park, Industrial, and Public zones—provided they obtain a \$500 Temporary Use Permit. This applies even for short-term events, creating a financial and logistical hurdle for vendors. Local food truck operators have voiced concerns that these regulations hinder their ability to serve the community, and there has been increasing interest in allowing weekend visits to city parks.

As mobile food businesses gain popularity, outdated policies can impede growth, limit economic opportunities, and discourage these vendors from transitioning into permanent brick-and-mortar establishments. By modernizing regulations and streamlining the permitting process, Edgewood could attract new businesses while strengthening existing ones.

Neighboring cities have begun revising their food truck regulations. The Washington State Food Truck Association (WSFTA), a leading advocate for mobile vendors, has developed pilot programs for cities like [Auburn](#) and [Bellevue](#)—demonstrating the significant investment other communities are making in this sector. While Edgewood may not require a \$15,000–\$25,000 program, these efforts highlight the growing emphasis on food truck operations.

One successful example is the City of Puyallup, which initially launched a WSFTA pilot program and later codified it into city code. Their approach exempts food trucks from mobile vendor regulations and replaces the previous permitting requirements with a streamlined Food Truck License. The \$50 fee covers proof of a General Business License, a Tacoma Pierce County Health Department Permit, and a Fire Operations Permit. If all required documents are up to date, approval is automatic, eliminating permit-related staff workloads (approximately 2-4 hours) and food truck operational delays.

Other cities take an even simpler approach, requiring only a general business license for food truck operations.

Food Truck Resources:

[Washington State Food Truck Association](#)

[Puyallup Launches New Food Truck Licenses \(Article\)](#)

[Puyallup Food Truck License Webpage](#)

[City of Lakewood \(vendor truck\)](#)

City of Sumner ([Parking on Street](#), [Dedicated Food Truck Parking](#), [Special Events](#))

City of Fife ([Mobile Food Vendor Permit](#))

**Existing Data:**

Since late 2023, only one Temporary Use Permit has been issued for a food truck operation in Edgewood. Staff believes the cost and complexity of the permit deter operations from applying, despite multiple operators expressing interest in serving Edgewood residents.

**Current Discussion:**

Given this information, staff seeks EDAB's input on the potential revision of food truck regulations and guidance on the next steps.

**Staff Recommendation:**

Review the provided information and resources, discuss potential updates to food truck regulations, and provide feedback for further evaluation by the City Council before proceeding.



## City of Puyallup Food Truck Program Guidelines

The Puyallup City Council has authorized a program to allow licensed and permitted food trucks to operate city-wide utilizing private properties (as authorized by property owner), existing street parking and other public property locations. Food trucks that comply with the following regulations are exempt from PMC 5.65.020-.130 Mobile Vendors and/or PMC 20.70 Temporary Uses. Other local and state laws may apply.

A food truck is defined as a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Sales of ice cream, candy, gum, soft drinks, and similar pre-packaged products does not constitute operation of a food truck.

### 1. Program Guidelines

Food trucks operating within the regulations of this program shall be exempt from the mobile vendor license and/or temporary use permit, but must apply for and obtain the following:

- City of Puyallup food truck license;
- City of Puyallup business license;
- Certificate of Insurance showing the food truck is carrying the following minimum amounts of insurance: (1) public liability insurance in an amount of not less than \$1,000,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$75,000 for damages on account of any one accident or occurrence;
- Tacoma-Pierce County Health Department approval;
- Central Pierce Fire Department operations permit; and
- Any required State Labor and Industry regulations.

The license fee for a food truck license is \$50.00 per year and shall expire December 31<sup>st</sup> each year.

### 2. Operating Conditions and Regulations

Food trucks shall comply with all parking time limits and location limitations, including sight distance, established in PMC 10.36.070.

Food trucks shall not be parked more than 12 inches from curb nor any place where official signs prohibit parking. These distance requirements are all measured in a straight line from the closest point of the proposed food truck location to the closest point from the buffered object.

Signage: One sandwich board sign allowed, placed within the same block the truck is parked; sign shall not impede ADA access.

### 3. Allowable Locations and Times

Food trucks shall be allowed to operate on any City sidewalks or on-street parking rights-of-way, subject to the following prohibitions; and any private property with property owner approval. Vendor shall not park and operate the truck in front of another restaurant without business owner permission.

The following locations are **prohibited**; please see the attached Food Truck Map for more detail:

- City parks;
- Within 300 feet of public events in public parks or right-of-way that include food vendors or food sales, except when authorized in writing by the event organizer. Examples include Farmer’s Market, Meeker Days, Night Market, and Concerts in the Park.
- Public rights-of-way as follows:
  - South Meridian, between Main and Pioneer
  - East Stewart, between North Meridian and 2<sup>nd</sup> St NE
  - West Meeker, between 4<sup>th</sup> St SW and 3<sup>rd</sup> St SW
  - West/East Pioneer, north side of street between 4th St SW and 3<sup>rd</sup> St SE

Vendors shall not park in any 15-minute parking zones. Vendors are exempt from posted time limits in right-of-way location, however, shall not park overnight.

### 4. Prohibitions and Violations

Prohibitions: Food trucks operating in the right-of-way shall not utilize tables, chairs, or audio amplification in conjunction with the food truck. All equipment shall be contained within or on the food truck.

Prohibitions for all food trucks (operating in right-of-way or on private property): The food truck operator is responsible for disposing of all trash and waste associated with the operation of the food truck. City trash receptacles may not be used to dispose of trash or waste, and waste disposal and spill prevention regulations must be followed. All areas within 5 feet of the food truck must be kept clean.

Violations: A license issued pursuant to these guidelines may be revoked, in writing, by the city manager for any of the following reasons:

- (a) Any fraud, misrepresentation or false statement contained in the application for license;
- (b) Any fraud, misrepresentation or false statement made in connection with the selling of products;
- (c) Any violation of these policies;
- (d) Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or

- (e) Conducting the business licensed under this program in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

A violation of any provision of these guidelines is subject to a penalty as set forth in PMC 5.65.140.

## **5. Appeal**

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such an administrative decision to the hearing examiner as provided in PMC 2.54.

## Chapter 5.65 MOBILE VENDORS

Sections:

- 5.65.010 Definitions.**
- 5.65.020 License – Required.**
- 5.65.030 Exemptions.**
- 5.65.040 Limitation on activities permitted by mobile vendor license.**
- 5.65.050 Mobile vendor license – Application.**
- 5.65.055 Investigation of applicants.**
- 5.65.060 License fee.**
- 5.65.070 Expiration of license.**
- 5.65.080 Exhibition of license – Transfer.**
- 5.65.090 Health regulations.**
- 5.65.100 Mobile vendor standards.**
- 5.65.110 Mobile vendor insurance requirement.**
- 5.65.120 Revocation of license.**
- 5.65.130 Appeal.**
- 5.65.140 Violation – Penalty.**

### **5.65.010 Definitions.**

Use of Words and Phrases. As used in this chapter, unless the context or subject matter clearly requires otherwise, the words or phrases defined in this section shall have the indicated meanings.

(1) "Concessionaire" means a person, firm or corporation engaged in the sale of food or other goods or services in a city park or city property, including without limitation those who operate or maintain a concession stand, in accordance with a written agreement or franchise therefor as lawfully approved in writing by the city manager.

(2) "Food" for the purposes of this chapter includes ice cream, candy, gum, soft drinks, and other similar prepackaged products.

(3) "Mobile vendor" shall mean any business operator or vendor who conducts business from a motor vehicle or pedal cab upon public streets, not including food trucks as defined below.

(4) "Motor vehicle" in this chapter shall mean a motorized vehicle that is registered with the Washington State Department of Motor Vehicles and licensed by the Washington State Department of Licensing.

(5) "Pedal cabs" shall mean anyone offering taxi or transportation services to the public on any three-wheeled conveyance that is powered exclusively by the driver and does not involve use of any motor-driven components or power sources of a similar nature, other than as allowed by state law.

(6) "Food truck" shall mean a motor vehicle, or trailer, used to prepare and serve food and that vends food from a curbside location or on private property. Food trucks that comply with the city of Puyallup food truck program guidelines and have an active food truck license are exempt from this section through PMC 5.65.130 and/or Chapter 20.70 PMC, Temporary Uses. (Ord. 3278 § 1, 2023; Ord. 3164 § 1, 2018; Ord. 3016 § 6, 2012; Ord. 2792 § 3, 2004).

### **5.65.020 License – Required.**

It is unlawful for a mobile vendor to engage in business within the city of Puyallup except when licensed as a mobile vendor or concession in compliance with the provisions of this chapter, and which is in addition to a general business license that may be required under Chapter 5.04 PMC. A separate license shall be required for each concession location and for each vehicle or pedal cab. (Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.030 Exemptions.**

The following activities, businesses, and/or persons, as such are commonly known, shall be exempt from coverage of this chapter, but this exemption shall not be construed to limit or restrict the application of other laws and regulations pertaining to such activities, businesses and/or persons:

- (1) Newspaper couriers;
- (2) Lemonade stands;
- (3) Stands used to sell or distribute flowers, fruit, vegetables, produce or plants grown on the property where the stand is located;
- (4) Delivery or distribution of food, goods or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while traveling or while located on city streets or property;
- (5) Delivery or distribution of food by or for any not-for-profit organization, governmental agency, or other charitable organization, including without limitation Meals on Wheels and the Food Bank; and
- (6) Concessionaires as defined in this chapter, except that concession agreements with the city shall include health, sanitation and insurance requirements generally conforming to those established for similar businesses and vendors covered by this chapter. (Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

#### **5.65.040 Limitation on activities permitted by mobile vendor license.**

Mobile vendors shall be limited to the business of selling food. They shall not:

- (1) Operate the motor vehicle in such a manner as to impede the normal usage of the arterial streets;
- (2) Stop on the traveled portion of the street or within 50 feet from a corner to dispense food products;
- (3) Stop in dangerous locations for dispensing food products, such as on streets with inadequate shoulders and restricted sight distance;
- (4) Be operated on any arterial street during the peak hours of traffic, generally between 4:00 p.m. and 6:30 p.m.;
- (5) The retail sale of any product from pedal cabs is prohibited;
- (6) The preparation and sale of any other food item not defined by this chapter shall fall under the food truck program guidelines policy. (Ord. 3278 § 2, 2023; Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.050 Mobile vendor license – Application.**

(1) A person, firm, or corporation desiring to secure a license as a mobile vendor shall make application to the city clerk. The applicant shall attest to the truthfulness of the information provided in the application and shall complete the entire application by providing, at the minimum, the following information:

(a) Name, prior name(s) and aliases; address; present place of residence and the length of residence at such address; and business address if other than the present address;

(b) Address or place of residence during the past two years if other than present address;

(c) In the event the name or address of the applicant has changed within the last two years, each name and address used over the last two-year period;

(d) Applicant's date of birth;

(e) Name(s) and address(es) of any person, firm, or corporation whom the applicant is employed by or represents; and the length of time of such employment or representation;

(f) A description of the item(s) or services being sold and/or a description sufficient for identification of the subject matter of the business in which the applicant will engage;

(g) Period of time for which the license is applied;

(h) Whether the applicant has ever been convicted of a violation of a felony under the laws of this state or any other state or federal law of the United States;

(i) Signature of applicant; and

(j) A letter from the Tacoma-Pierce County health department, certifying that the motor vehicle vending business has complied with health department regulations, as required. (Ord. 3278 § 3, 2023; Ord. 3164 § 1, 2018; Ord. 3016 § 7, 2012; Ord. 2792 § 3, 2004).

### **5.65.055 Investigation of applicants.**

(1) It shall be the duty of the chief of police to investigate each application made under PMC 5.65.050. In his/her investigation, the chief of police shall determine:

- (a) The genuineness of all credentials presented by the principal applicant and/or the individual applicant;
  - (b) If the principal applicant and/or the individual applicant has a criminal record; and
  - (c) The truth of the facts set forth in the application.
- (2) The chief of police shall endeavor to complete such investigation within seven to 10 working days after receipt of the application.
- (3) No license shall be issued to any person who has been convicted of a felony under the laws of any state within the United States or federal law of the United States, within five years from the termination of any court-ordered time served and including any probationary period ordered; nor to any person whose license issued under this chapter has previously been revoked.
- (4) The chief of police has the authority to deny, suspend or revoke any license if an applicant for a mobile vendor license or a mobile vendor is convicted of any of the following categories of crimes under the laws of any state within the United States or federal law of the United States:
- (a) Homicide;
  - (b) Assault;
  - (c) Domestic violence crimes;
  - (d) Crimes of dishonesty;
  - (e) Sex crimes;
  - (f) Drug-related crimes;
  - (g) Crimes against children and/or vulnerable adults;
  - (h) Burglary and/or trespass; or
  - (i) Kidnapping and/or unlawful imprisonment. (Ord. 3164 § 1, 2018; Ord. 3016 § 8, 2012).

### **5.65.060 License fee.**

The license fee for a mobile vendor, concession, or pedal cab shall be \$50.00 per year per vehicle, location, or pedal cab. (Ord. 3164 § 1, 2018; Ord. 3016 § 9, 2012; Ord. 2792 § 3, 2004).

### **5.65.070 Expiration of license.**

A license issued under this chapter shall expire December 31st each year. (Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.080 Exhibition of license – Transfer.**

A license issued under this chapter shall be posted conspicuously by the mobile vendor or concessionaire. Licenses issued under this chapter are not transferable. (Ord. 3164 § 1, 2018; Ord. 3016 § 10, 2012; Ord. 2792 § 3, 2004).

### **5.65.090 Health regulations.**

All food vendors shall comply with all laws, rules and regulations regarding food handling, and all vehicles, equipment, and devices used for the handling, storage, transportation and/or sale of food shall comply with all laws, rules and regulations respecting such vehicles, equipment, and devices as may be established by the Tacoma-Pierce County health department. (Ord. 3164 § 1, 2018; Ord. 3016 § 11, 2012; Ord. 2792 § 3, 2004).

### **5.65.100 Mobile vendor standards.**

All mobile vendors licensed under this chapter shall conform to the following standards:

(1) Geographical Restrictions. No mobile vendor shall sell or vend from his or her vehicle or conveyance:

(a) Within 400 feet of public or private school grounds during the hours of regular school session, classes, or school-related events in said public or private school, except when authorized by said school; or

(b) Within 300 feet of the entrance to a business establishment which is open for business and is offering for sale the same or similar product as an item offered for sale by the mobile vendor; or

(c) Within 300 feet of a restaurant, cafe, or eating establishment which is open for business; or

(d) Within 300 feet of a public park of the city where a city-authorized concession stand is located during times other than during the course of a public celebration except as

approved by the city manager or designate; or

(e) Within 300 feet of city property where a city-authorized concession stand is located during the course of a public celebration when nonprofit organizations are permitted to engage in the sale of merchandise and food in such park; or

(f) Within any one block for more than one hour in any four-hour period; except this shall not apply in those situations where the mobile vendor is serving organized and sanctioned community-sponsored ball games at public parks and schools provided there is no city-approved concession in the park or at the school.

(2) No mobile vendor shall conduct business so as to violate any ordinances of the city, including those regulating traffic and rights-of-way, as now in effect or hereafter amended.

(3) No mobile vendor shall obstruct or cause to be obstructed the passage of a sidewalk, street, avenue, alley or any other public place by causing people to congregate at or near the place where food is being sold or offered for sale.

(4) No customer shall be served on the street side of the mobile unit. All service must be on the curb side when the mobile unit is on or abutting a public street.

(5) All mobile vendors shall provide garbage receptacles for customer use.

(6) No mobile vendor shall locate his or her vehicle or other conveyance in such a manner as to cause a traffic hazard.

(7) At the conclusion of business activities at a given location the mobile vendor shall clean all the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities.

(8) All mobile vendors shall conclude daily business activities at sunset. (Ord. 3278 § 4, 2023; Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.110 Mobile vendor insurance requirement.**

No license shall be issued to a mobile vendor selling from a truck or other motor vehicle unless a certificate is furnished to the city showing that the vendor is carrying the following minimum amounts of insurance: (1) public liability insurance in an amount of not less than \$500,000 for injuries, including those resulting in death, resulting from any one occurrence, and on account of any one accident; and (2) property damage insurance in an amount of not less than \$25,000 for damages on account of any one accident or occurrence. (Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.120 Revocation of license.**

(1) A license issued pursuant to this chapter may be revoked, in writing, by the city manager for any of the following reasons:

- (a) Any fraud, misrepresentation or false statement contained in the application for license;
- (b) Any fraud, misrepresentation or false statement made in connection with the selling of products;
- (c) Any violation of this chapter;
- (d) Conviction of the licensee of a felony or of a misdemeanor involving moral turpitude; or
- (e) Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(2) A concessionaire or mobile vendor whose license is revoked pursuant to this section must immediately cease all business operations within the city upon issuance of the notice of revocation. (Ord. 3164 § 1, 2018; Ord. 3016 § 12, 2012; Ord. 2792 § 3, 2004).

### **5.65.130 Appeal.**

A person aggrieved by the denial of an application for a license, a license renewal, or by the revocation of a license as provided for in this chapter shall have the right to appeal such administrative decision to the hearing examiner as provided in Chapter 2.54 PMC. (Ord. 3164 § 1, 2018; Ord. 2792 § 3, 2004).

### **5.65.140 Violation – Penalty.**

Violation of any provision of this chapter or the city of Puyallup food truck guidelines adopted by the Puyallup city council, as they currently exist or as they may be modified in the future, by a person, firm, party, corporation, or other legal entity shall constitute a Class I civil infraction subject to the provisions of Chapter 1.02 PMC. A second violation of any provision

of this chapter shall constitute a misdemeanor subject to the penalties in PMC 9A.05.010(2).  
(Ord. 3278 § 5, 2023; Ord. 3164 § 1, 2018; Ord. 3016 § 13, 2012).

**Date:** June 2, 2025  
**Title:** Short Term Rentals Regulation  
**Attachments:** Exhibit A – RCW 64.37 Short-term Rentals Regulation  
**Submitted By:** Josh Kubitzka, AICP – Planning Manager

**Background Information:**

In 2019, the Washington State Legislature passed [Substitute House Bill 1789](#), establishing regulations for short-term rentals. Currently, the City's municipal code does not explicitly address short-term rentals except for [EMC 18.90.190](#), which requires property owners to obtain a business license when making an accessory dwelling unit (ADU) available for renting. In practice, staff has permitted short-term rentals without a specific permit, advising applicants that a business license is only required if their gross yearly income exceeds \$5,000.

**Existing Data:**

To assess the prevalence of short-term rentals, staff utilized [AirDNA's](#) free service, which identified 26 short-term rentals within City limits (Figure 1). This data represents a single point in time, and the actual number of rentals may fluctuate.

Figure 1: Short-Term Rentals in Edgewood

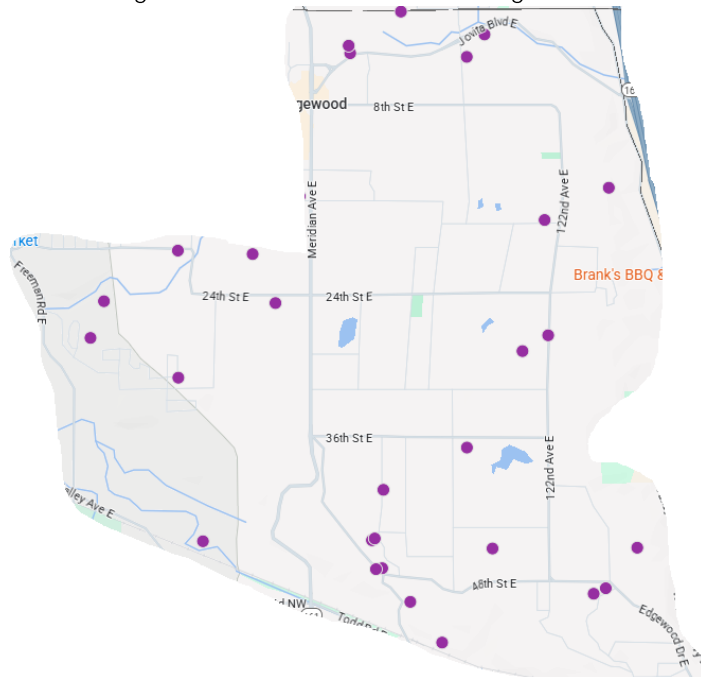


Image Provided by AirDNA.

**Current Discussion:**

In the next two months, Planning Staff anticipates that the City Council will adopt the proposed land use table and the middle housing/ADU amendments ([link to current amendments](#)).

The Planning Commission held their land use table amendment Public Hearing on [May 12, 2025](#). This amendment would explicitly permit short-term rentals outright in the R-1, R-2, MR-1, MR-2, MUR, and TC zoning districts. Additionally, this amendment included the following short-term rental definition:

*“Short-term Rentals” means a type of lodging sometimes called vacation rentals. A house, condo, or apartment (or a part of one) or other residential use/structure that is rented for a fee for fewer than 30 consecutive nights is a short-term rental. Examples of short-term rentals are those rented through platforms such as Airbnb and VRBO.*

Additionally, the proposed Middle Housing / ADU amendments by Planning Commission on recommended on [May 12, 2025](#), would allow up to two ADUs on properties with a detached single-family home or duplexes in all R-1, R-2, MR-1, and MR-2 zoned properties.

With clearer regulations in the land use table and an anticipated increase in the number of available ADUs, short-term rental availability could grow. Furthermore, the upcoming 2026 World Cup may drive a temporary surge in short-term rentals within Edgewood

Given these factors, staff seeks EDAB's input regarding the potential necessity of additional short-term rental regulations.

**Staff Recommendation:**

Staff requests EDAB's **feedback** on whether the City should pursue further regulations for short-term rentals, considering the projected increase in rental activity.

## Chapter Listing

### Chapter 64.37 RCW

#### SHORT-TERM RENTALS

##### Sections

- 64.37.010** Definitions.
- 64.37.020** Taxes.
- 64.37.030** Consumer safety.
- 64.37.040** Short-term rental platforms.
- 64.37.050** Liability insurance.

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#### RCW 64.37.010

##### Definitions.

The definitions in this section apply throughout this chapter unless the context clearly requires otherwise.

- (1) "Contact" means the operator or the operator's representative who is the point of contact for any short-term rental guest for the duration of the guest's stay in the short-term rental.
- (2) "Department" means the department of revenue.
- (3) "Dwelling unit" means a residential dwelling of any type, including a single-family residence, apartment, condominium, cooperative unit, or room, in which a person may obtain living accommodations for less than thirty days, but not including duly licensed bed and breakfast, inn, hotel, motel, or timeshare property.
- (4) "Fee" means remuneration or anything of economic value that is provided, promised, or donated primarily in exchange for services rendered.
- (5) "Guest" means any person or persons renting a short-term rental unit.
- (6) "Operator" or "short-term rental operator" means any person who receives payment for owning or operating a dwelling unit, or portion thereof, as a short-term rental unit.
- (7) "Owner" means any person who, alone or with others, has title or interest in any building, property, dwelling unit, or portion thereof, with or without accompanying actual possession thereof, and including any person who as agent, executor, administrator, trustee, or guardian of an estate has charge, care, or control of any building, dwelling unit, or portion thereof. A person whose sole interest in any building, dwelling unit, or portion thereof is solely that of a lessee under a lease agreement is not considered an owner.
- (8) "Person" has the same meaning as provided in RCW **82.04.030**.
- (9)(a) "Short-term rental" means a lodging use, that is not a hotel or motel or bed and breakfast, in which a dwelling unit, or portion thereof, that is offered or provided to a guest by a short-term rental operator for a fee for fewer than thirty consecutive nights.
  - (b) "Short-term rental" does not include any of the following:
    - (i) A dwelling unit that is occupied by the owner for at least six months during the calendar year and in which fewer than three rooms are rented at any time;
    - (ii) A dwelling unit, or portion thereof, that is used by the same person for thirty or more consecutive nights; or
    - (iii) A dwelling unit, or portion thereof, that is operated by an organization or government entity that is registered as a charitable organization with the secretary of state, state of Washington, or is classified by the

federal internal revenue service as a public charity or a private foundation, and provides temporary housing to individuals who are being treated for trauma, injury, or disease, or their family members.

(10) "Short-term rental advertisement" means any method of soliciting use of a dwelling unit for short-term rental purposes.

(11) "Short-term rental platform" or "platform" means a person that provides a means through which an operator may offer a dwelling unit, or portion thereof, for short-term rental use, and from which the person or entity financially benefits. Merely publishing a short-term rental advertisement for accommodations does not make the publisher a short-term rental platform.

[ 2019 c 346 s 1.]

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## RCW 64.37.020

### Taxes.

Short-term rental operators must remit all applicable local, state, and federal taxes unless the platform does this on the operator's behalf. This includes occupancy, sales, lodging, and other taxes, fees, and assessments to which an owner or operator of a hotel or bed and breakfast is subject in the jurisdiction in which the short-term rental is located. If the short-term rental platform collects and remits an occupancy, sales, lodging, and other tax, fee, or assessment to which a short-term rental operator is subject on behalf of such operator, the platform must collect and remit such tax to the appropriate authorities.

[ 2019 c 346 s 2.]

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## RCW 64.37.030

### Consumer safety.

(1) All short-term rental operators who offer dwelling units, or portions thereof, for short-term rental use in the state of Washington must:

(a) Provide contact information to all short-term rental guests during a guest's stay. The contact must be available to respond to inquiries at the short-term rental during the length of stay;

(b) Provide that their short-term rental is in compliance with RCW 19.27.530 and any rules adopted by the state building code council regarding the installation of carbon monoxide alarms; and

(c) Post the following information in a conspicuous place within each dwelling unit used as a short-term rental:

(i) The short-term rental street address;

(ii) The emergency contact information for summoning police, fire, or emergency medical services;

(iii) The floor plan indicating fire exits and escape routes;

(iv) The maximum occupancy limits; and

(v) The contact information for the operator or designated contact.

(2) Short-term rental platforms must provide short-term rental operators with a summary of the consumer safety requirements in subsection (1) of this section.

(3) For a first violation of this section, the city or county attorney must issue a warning letter to the owner or operator. An owner that violates this section after receiving a warning letter is guilty of a class 2 civil infraction under chapter 7.80 RCW.

[ 2019 c 346 s 3.]

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**RCW 64.37.040****Short-term rental platforms.**

(1) No short-term rental platform may engage in the business in the state of Washington unless the short-term rental platform is in compliance with the requirements of this chapter.

(2) A short-term rental platform must register with the department.

(3) Short-term rental platforms must inform all operators who use the platform of the operator's responsibilities to collect and remit all applicable local, state, and federal taxes unless the platform does this on the operator's behalf.

(4) Short-term rental platforms must inform all operators who use the platform of short-term rental safety requirements required in this chapter.

(5) Short-term rental platforms must provide all operators who use the platform with written notice, delivered by mail or electronically, that the operator's personal insurance policy that covers their dwelling unit might not provide liability protection, defense costs, or first party coverage when their property is used for short-term rental stays.

[ 2019 c 346 s 4.]

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**RCW 64.37.050****Liability insurance.**

A short-term rental operator must maintain primary liability insurance to cover the short-term rental dwelling unit in the aggregate of not less than one million dollars or conduct each short-term rental transaction through a platform that provides equal or greater primary liability insurance coverage. Nothing in this section prevents an operator or a platform from seeking contributions from any other insurer also providing primary liability insurance coverage for the short-term rental transaction to the extent of that insurer's primary liability coverage limits.

[ 2019 c 346 s 5.]



CITY OF EDGEWOOD  
STAFF REPORT  
EDAB AGENDA ITEM

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Date: June 2, 2025  
Title: Land Uses – Interim Zoning Ordinance 25-0676  
Attachments: Interim Zoning Ordinance 25-0676  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

The City Council adopted an updated Comprehensive Plan in December 2024, which includes updates to several goals and policies regarding development in the Town Center and Commercial zoning districts. Since the update, City staff have received an increased frequency of inquiries regarding potential single-use residential developments along Meridian Ave E (SR 161), and the vesting of such developments under existing regulations could permanently alter the intended non-residential character of these zoning districts. The City Council recognized Edgewood Municipal Code (EMC) Section 18.80.080 required immediate attention and adopted Interim Zoning Ordinance 25-0676 on March 25, 2025 (attached).

The critical items addressed by the Interim Zoning Ordinance are as follows:

- Clarifies the purpose of the Town Center (TC), Commercial (C), and Business Park (BP) zoning districts
- Prohibits single-use residential projects in the TC and C zoning districts
- Prohibits all new residential projects in the BP zoning district
- Continues allowing single- and mixed-use residential in the Mixed Use Residential (MUR) zoning district
- Requires all properties in these zoning districts that abut arterial roadways (Meridian Ave E, Emerald St E, 8th St E, 24th St E) to develop permissible non-residential uses within 200 feet of said roadway, while allowing for mixed use (residential and commercial) if 50% of the building footprint area (ground floor) is a commercial use
- Removes the ability to simply "preserve", or set aside, the required frontage area "for future retail or office type commercial uses"
- Removes the allowance for vertical mixed use projects to develop ground floor residential if converted to commercial within three years of occupancy (not utilized)

RCW 36.70A.390 authorizes the City Council to adopt an interim zoning control ordinance for one (1) or more six (6) month periods without first holding a public hearing on the proposed interim zoning control ordinance, so long as a public hearing is held within 60 days of its adoption. The required public hearing was held on May 13, 2025 ([link to presentation](#)), where no comments were received.

Staff is preparing to start reviewing the Interim Zoning Ordinance with the Planning Commission at their June 9, 2025 meeting, to ultimately consider modifications and prepare a recommendation to the City Council regarding the adoption of permanent regulations, conducting public hearings as may be necessary or desirable.

Current Discussion:

Recognizing there may be economic development impacts to consider, staff is bringing this matter to the Economic Development Advisory Board (EDAB) this evening for discussion. As stated under EMC 2.32.030, in part:

The economic development advisory board is created to assist and advise... in connection with issues and programs involving economic policy, commercial business, land development policy and business retention...

Staff has the following initial questions for the EDAB:

1. Recognizing the mixed-use purpose of the TC and C zones ([EMC 18.80.080\(B\)](#), items 1 and 2), should the city prohibit single-use residential projects in these zoning districts?
2. Recognizing the employment and commercial purpose of the BP zone ([EMC 18.80.080\(B\)](#), item 4), should the city prohibit all new residential projects in this zoning district?
3. Does the EDAB have any suggestions regarding the proposed frontage non-residential use area / depth of 200 feet? How about the proposed 50% building footprint requirement?
4. Does the EDAB have any comments on the preservation / set aside "for future retail or office type commercial uses" versus requiring a developer to provide said non-residential use space?

Staff Recommendation:

Review and discuss the questions above regarding the attached Interim Zoning Ordinance, providing feedback to staff for review with the Planning Commission next week and in the coming months.

**ORDINANCE NO. 25-0676**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, ADOPTING AN INTERIM ZONING CONTROL ORDINANCE TO AMEND TITLE 18 OF THE EDGEWOOD MUNICIPAL CODE REGARDING NON-RESIDENTIAL DEVELOPMENT WITHIN THE TOWN CENTER, COMMERCIAL, MIXED USE RESIDENTIAL AND BUSINESS PARK ZONING DISTRICTS FOR A PERIOD OF ONE YEAR; ESTABLISHING A DATE FOR A PUBLIC HEARING; DECLARING AN EMERGENCY; PROVIDING FOR SEVERABILITY; AND PROVIDING THAT THE INTERIM REGULATIONS WILL TAKE EFFECT IMMEDIATELY UPON PASSAGE**

**WHEREAS**, the adoption of land use and zoning regulations is a valid exercise of the City's police power and is specifically authorized by Revised Code of Washington (RCW) 35A.63.100; and

**WHEREAS**, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

**WHEREAS**, local project review processes are governed by Chapter 36.70B RCW; and

**WHEREAS**, the City has experienced a substantial increase in inquiries for single-use residential developments in the Town Center, Commercial, Mixed-Use Residential, and Business Park zoning districts, which are inconsistent with the recently adopted Comprehensive Plan and threaten to permanently alter the intended non-residential character of these zones if not addressed immediately; and

**WHEREAS**, the City must amend portions of the development code in Title 18 of the Edgewood Municipal Code (EMC) as soon as practical in order to comply with provisions of the recently adopted Comprehensive Plan and preserve frontages in these zones for non-residential development; and

**WHEREAS**, while the City's Comprehensive Plan was adopted in December 2024, City staff have not yet been able to initiate critical development regulation updates needed to implement the plan due to other state-mandated regulations with imminent deadlines and limited staff availability; and

**WHEREAS**, the City Council has determined that to adequately preserve said frontages for non-residential development and thoroughly analyze permanent regulations, interim development regulations adopted under the provisions of RCW 36.70A.390 are necessary to allow adequate time for the City to adopt permanent development regulations; and

**WHEREAS**, failure to adopt interim zoning controls immediately would result in the acceptance and processing of applications under outdated regulations, potentially leading to vested rights that would prevent the City from implementing the Comprehensive Plan’s intended land use policies, thereby threatening the long-term economic viability of these zoning districts; and

**WHEREAS**, the City is authorized under RCW 35A.63.220 and 36.70A.390 to pass an interim zoning and official control ordinance for up to one (1) year if a work plan is developed for related studies providing for such a longer period; and

**WHEREAS**, City Staff have developed a work plan for related studies and such work plan is specified below; and

**WHEREAS**, RCW 36.70A.390 authorizes the City Council to adopt an interim zoning control ordinance for one (1) or more six (6) month periods without first holding a public hearing on the proposed interim zoning control ordinance so long as a public hearing is held within at least 60 days after its adoption; and

**WHEREAS**, the City Council has scheduled a public hearing regarding the adopted interim zoning ordinance on May 13, 2025; and

**WHEREAS**, the increasing demand for residential development in the City causes an emergency which necessitates that this ordinance become effective immediately in order to preserve the public health, safety, and welfare and also requires action prior to the preparation of a State Environmental Protection Act (SEPA) threshold determination pursuant to WAC 197-11-880; and

**WHEREAS**, the City Council considered this Ordinance during its regular City Council meeting of March 25, 2025;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EDGEWOOD, WASHINGTON, HEREBY ORDAINS AS FOLLOWS:**

**Section 1. Findings Adopted.** The “Whereas Clauses” set forth in the recitals of this Ordinance are hereby adopted as the findings and conclusions of the City Council for passing this Ordinance.

**Section 2. EMC 18.80.080, Amended.** EMC Section 18.80.080, Town Center, Commercial, Mixed Use Residential and Business Park zoning districts, is hereby amended as shown in Exhibit A attached and incorporated by this reference.

**Section 3. Duration of Interim Zoning Controls.** The interim zoning and official controls approved by this Ordinance shall be effective immediately upon passage of this ordinance and continue in effect for a period of one (1) year, commencing on March 25, 2025, and ending on March 25, 2026, unless extended or modified by City Council or unless a final ordinance is adopted amending the Edgewood Municipal Code before March 25, 2026.

**Section 4. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing to accept public testimony on this interim ordinance within sixty (60) days of its adoption. The Council shall hold this hearing at Edgewood City Hall on May 13, 2025, at 7:00 pm or as soon as possible thereafter. After the public hearing, the City Council may adopt additional legislative findings in support of this Ordinance and/or otherwise modify the provisions of this Ordinance.

**Section 5. Adoption of Work Plan.** Within the next six (6) months following the passage of this Ordinance, the Edgewood Planning Commission is hereby directed to review the permanent regulations and to make a recommendation on whether said regulations, or some modification thereof, should be permanently adopted. The Edgewood Planning Commission is directed to complete its review, to conduct such public hearings as may be necessary or desirable, and to forward its recommendation to City Council.

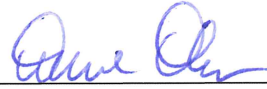
**Section 6. Transmittal to Commerce.** Pursuant to RCW 36.70A.106, the Community Development Director is hereby directed to transmit this ordinance to the Washington State Department of Commerce for review, as may be required or desired.

**Section 7. Corrections.** The City Clerk and codifiers of this Ordinance are authorized to make necessary corrections to this ordinance including, but not limited to, the correction of scrivener/clerical errors, references, ordinance numbering, section/subsection numbers for the purposes of codification, and any other references thereto.

**Section 8. Severability.** If any section, sentence, clause, or phrase of this Ordinance or any municipal code section amended hereby should be held to be unconstitutional or unlawful by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this Ordinance or the amended municipal code section.

**Section 9. Effective Date.** The City Council hereby finds and declares that without immediate action, single-use residential projects may be vested under existing regulations before necessary zoning amendments can be adopted, permanently altering the intended non-residential character of the Town Center, Commercial, and Business Park zoning districts. The inability to implement these zoning controls before new development applications are processed threatens the City's ability to maintain compliance with its Comprehensive Plan and protect critical commercial corridors, thereby creating an emergency necessitating immediate action. This ordinance shall become effective immediately upon passage by at least a majority plus one of the full City Council. The City Clerk is directed to publish a summary of this ordinance at the earliest possible publication date.

**ADOPTED THIS 25<sup>TH</sup> DAY OF MARCH, 2025.**



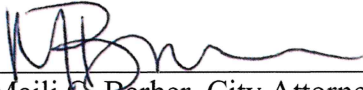
\_\_\_\_\_  
Dave Olson, Mayor

ATTEST/AUTHENTICATED:



\_\_\_\_\_  
Jill Schwerzler-Herrera, CMC  
City Clerk

APPROVED AS TO FORM:



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Maili C. Barber, City Attorney

*Published: March 28, 2025*

*Effective Date: March 25, 2025*

**18.80.080 Town Center, Commercial, Mixed Use Residential and Business Park zoning districts.**

A. Applicability. This section establishes development standards for the Town Center, Commercial, Mixed Use Residential and Business Park zoning districts. All standards contained in other chapters of the Edgewood Municipal Code shall apply unless specifically modified by the standards contained in this section. Where a conflict exists between code standards, the specific standards contained in this section shall control.

B. Purpose.

1. The Town Center (TC) zoning district is envisioned as the heart of Edgewood, reflecting a unique local character and rural roots. Borrowing from traditional town development patterns and forms, the TC is envisioned as the most walkable area of the city, with a mix of multistory and single-story buildings framing the street and other public spaces. The TC zone accommodates a range of compatible uses emphasizing a variety of vertical and horizontal mixed use development, blending pedestrian-oriented retail, multifamily residential, senior housing and civic uses. The TC zone complements local traffic, bicycle, and pedestrian circulation and provides connectivity to public open spaces.

2. The Commercial (C) zoning district accommodates a wide range of commercial development, including large format retail, auto-oriented uses, and regional scale commercial uses. Development standards seek to balance the needs of the pedestrian with those of the automobile and are flexible to accommodate a wide range of uses and forms. This area provides a visual and functional transition to the Town Center and adjacent zones and assures that there is ample area to accommodate potential economic development opportunities. While commercial development is emphasized, this zone also allows mixed-use development that may combine commercial uses with multifamily housing.

3. The Mixed Use Residential (MUR) zoning district accommodates a range of medium density residential housing types to meet consumer preferences, changing household sizes and market demands. A mix of land uses is allowed including some commercial uses and professional office uses to provide diverse economic development opportunities, while maintaining neighborhood compatibility. This zone provides a visual and functional transition to areas of more intensive development and adjacent residential neighborhoods. Within the Meridian Corridor, achieving a high level of connectivity with streets, pedestrian and bicycle routes both within this district and to the adjoining TC district is a major goal.

4. The Business Park (BP) zoning district accommodates a wide range of employment and commercial uses, including professional office, retail, and light industrial uses, as well as senior housing as a mixed use. Development standards seek to accommodate a wide range of business, while ensuring an urban design that is compatible with adjacent zones. Significant landscaping is emphasized in this zone, both for aesthetic appeal and as a tool to ensure greater compatibility between a wide range of uses. Residential uses are not allowed in the BP zoning district.

C. Permitted Uses. For permitted uses within the Town Center, Commercial, Mixed Use Residential, and Business Park zoning districts see EMC 18.70.050 Table 1, Land Use Table.

D. Development Standards. This subsection establishes the development standards that apply to the zones described. Please note that the provisions below include both minimum and maximum standards, as well as certain standards, such as height and floor area ratio, that may be modified up to the limits stated herein if certain development intensity bonus options elements (as provided for in Table 2) are included in the proposal.

**Table 1: Development Standards**

Standards	TC	C	MUR	BP
Maximum Height (without Any Bonus)	45 feet	35 feet	35 feet	35 feet
Maximum Height (with FAR Bonus)	57 feet (minimum 3:1 FAR)	45 feet (minimum 1.5:1 FAR)	35 feet	35 feet

Standards	TC	C	MUR	BP
Maximum Residential Net Density (1)(3)(14)	Controlled by maximum height, FAR and building code	48 D.U./acre	48 D.U./acre (1)	N/A
Minimum Residential Net Density (1)(3)	24 D.U./acre	24 D.U./acre	10 D.U./acre	N/A
Minimum Lot Frontage Occupied by a Building	50%	35%	35%	Meridian: 25% Other: None
Minimum Setback to TC, C, MUR or BP Zones (8)	None	None	None (9)	None, except 20 feet for light industrial
Minimum Setbacks to Zones Other Than TC, C, MUR or BP (10)	25 feet	25 feet	20 feet	25 feet
Maximum Floor Area Ratio (FAR) with Bonus Features (11)	4:1	3:1	2:1 (12)	2:1
Maximum Floor Area Ratio (FAR) without Bonus Features (13)	1:1	0.5:1	0.5:1 (12)	0.5:1
Maximum Hard Surface Area (Including Lot Coverage)	90%	85%	75%	80%
Maximum Effective Impervious Surface (14)	75%	70%	60%	65%

Table 1: Development Standards Exceptions and Notes.

- (1) New residential uses are not allowed in the Business Park zone. Residential uses are only allowed in the Town Center and Commercial zones if they are part of mixed use project. Maximum Residential Net Density for projects in the Mixed Use Residential zone without a mixed use is 24 D.U./acre.
- (2) Reserved
- (3) All properties fronting arterial roadways (principal and minor) must develop permissible non-residential uses within 200 feet of said roadway. If part of a mixed use project, a minimum of 50 percent of the building footprint area within 200 feet of said roadway must contain a permissible commercial use, unless otherwise approved by the director to meet the purpose and intent of the underlying zone.
- (4) Reserved
- (5) Reserved
- (6) Reserved
- (7) Reserved
- (8) Setbacks may be necessary to accommodate utility easements or to accommodate required landscaping.
- (9) Setbacks for single-family detached dwellings shall be as follows:
  - (a) Front yard/street setback: 15 feet.
  - (b) Garage setback: 20 feet.
  - (c) Principal arterial and state highway setback: 25 feet.
  - (d) Rear yard setback: 10 feet.

- (e) Interior setback: five feet or shall meet the minimum fire separation required per the International Fire Code (IFC) as adopted by the city of Edgewood.
- (10) Twenty-foot setback required from any public property other than a street. Parks, open space, or stormwater ponds may be reduced or exempt from this requirement as determined by the community development director and public works director. Any reduction or exemption from this requirement must be supported by the City’s comprehensive plan and capital improvement plan, as adopted.
- (11) See Table 2: Development Intensity Bonus Options necessary to achieve maximum FAR.
- (12) FAR does not apply to single-family detached dwelling or cottage housing.
- (13) There is no minimum FAR in the TC, C, MUR or BP zones.
- (14) Director and city engineer may establish administrative rules for allowing partial credit for pervious paving materials.

The following optional features may be used alone or in combination to increase the allowed height and floor area ratio (FAR) up to the maximum limits identified in Table 1 (subsection (D) of this section). Table 2 below identifies the allowed FAR bonus and any additional requirements pertaining to the described bonus feature.

**Table 2: Development Intensity Bonus Options**

Bonus Feature	FAR Bonus	Description, Additional Requirements and Limitations
1. Parallel Road Network	1.5	Dedication and construction of those portions of the adopted parallel road network that are within or adjacent to the subject property. Design shall be consistent with the adopted street standards, including, but not limited to, travel lanes, on-street parking, landscaping and sidewalk.
2. Significant Public Plaza or Public Green Space	1.25	Available in the Town Center district only, and at the discretion of the director. Location and design shall be consistent with Town Center and Meridian Avenue Corridor master plan, and, if possible, complementary to any planned public plaza or development. Must be a minimum of five percent of the interior floor area of the development and no less than 1,500 square feet. This bonus must be in addition to any pedestrian-oriented space as required in subsection (F) of this section and EMC 18.95.030 or as required by any underlying land use approval. Plazas and green spaces shall incorporate LID to the maximum extent feasible (per Minimum Requirement No. 5 of the PCM).
3. Through Block Connection or Alley Enhancement	1.0	A pedestrian walkway and accompanying landscaping that shall be at least 15 feet wide and extend along a property line or through a site to allow the public to pass from one street to another street or an alley. The surface shall consist of stone, unit pavers, textured concrete, permeable pavement, or other material approved by the community development director or designee, with pedestrian scale lighting at least every 50 feet. Walkways and landscaping shall incorporate LID to the maximum extent feasible (per Minimum Requirement No. 5 of the PCM).
4. Mixed Use Development	1.0	Ground floor commercial with minimum of 12 feet in height measured from finished floor to finished ceiling and residential uses on upper floors at or above minimum residential density. Note additional required standards for pedestrian-oriented ground floor commercial in No. 8 below shall also apply.
5. Structure Parking, Below Grade	1.0	At least 80 percent of the parking shall be contained within a structure that is below grade.
6. Affordable Housing	1.0	For all new development within the Town Center, total square footage may be increased by two square feet for every one square foot of affordable housing (for a maximum of 1.0 FAR in bonus) provided an affordable housing plan (AHP) is developed and submitted to the director for review and approval. The developer shall commit to implementing the AHP as a part of a signed comprehensive development

Bonus Feature	FAR Bonus	Description, Additional Requirements and Limitations
		agreement with the city. This agreement shall be reviewed by a housing consultant or nonprofit group at the expense of the applicant with recommendations made to the director prior to any city commitment to that agreement.
7. Other Public Plaza or Public Green Space	0.75	Location and design shall be consistent with Town Center and Meridian Avenue Corridor master plan and any planned public plaza or development. Must be a minimum of two percent of the interior floor area of the development and no less than 500 square feet. This bonus must be in addition to the minimum pedestrian-oriented space requirement in subsection (F) of this section and EMC 18.95.030. Plazas and green spaces shall incorporate LID to the maximum extent feasible (per Minimum Requirement No. 5 of the PCM).
8. Ground Floor Pedestrian-Oriented Commercial	0.75	Ground floor commercial with minimum of 12 feet in height measured from finished floor to finished ceiling. Buildings shall include windows with clear vision glass on at least 50 percent of the area between two and 12 feet above grade for all ground floor building facades that are visible from an abutting street. Weather protection with a minimum of six feet in depth shall be provided over sidewalks and pedestrian connections on 80 percent of the length of the building frontage.
9. Structured Parking, At Grade or Above Grade	0.75	At least 80 percent of the parking shall be contained within a structure. The structure may be part of the building or a separate structure. The structure shall be designed to minimize visibility of the parking area from the street. The street level floor shall be mixed use.
10. LEED Gold Certification (or Better)	0.75	As certified by the USGBC. Applicant is responsible for providing LEED precertification submittal documentation and annotated checklist to the city. City will review documentation at the applicant's expense. If accepted, the city will make this a condition of approval of the subsequent building permit.
11. Multi-Modal Pathway	0.5	A pathway for the movement of pedestrians and bicyclists that is consistent with the Town Center and Meridian Avenue Corridor master plan, transportation plan, and city's parks and recreation plan and approved by city staff. Pathways shall incorporate LID to the maximum extent feasible (per Minimum Requirement No. 5 of the PCM).
12. Public Meeting Room	0.5	Available in the Town Center district only. A room available to the community for meetings and events. The size shall be a minimum of 500 square feet, with windows on at least one side and shall be directly accessible from the outside or by a controlled lobby that allows public access.
13. LEED Silver Certification	0.5	As certified by the USGBC. Applicant is responsible for providing LEED precertification submittal documentation and annotated checklist to the city. City will review documentation at the applicant's expense. If accepted, the city will make this a condition of approval of the subsequent building permit.
14. Water Feature	0.25	A decorative water feature shall be equivalent to at least one percent of the project's construction cost and shall be directly accessible and visible to the public by being adjacent to a plaza, sidewalk, pathway or through-block connection. Documentation shall be provided of construction value and the cost of the water feature.
15. Exterior Art Element	0.25	Exterior art element shall be equivalent to at least one percent of the total value of the project's construction cost. Such elements include but are not limited to sculptures, bas-reliefs, metalwork and murals. Documentation shall be provided of the construction value and the value of the art as appraised by an art appraiser. Art elements shall be visible to the public at all times and will be reviewed and approved by an arts body designated by the city.

#### E. Design Standards.

1. Site and Building Design. Site and building design standards shall be required for all development as set forth in Chapter 18.95 EMC. Where the standards in Chapter 18.95 EMC conflict with the standards in this section, the development standards contained in this section shall control.

2. Street Design. Location, design and configuration of all streets shall be in accordance with the adopted street standards contained in EMC Title 12, Streets, Sidewalks and Public Places.

#### F. Open Space Requirements.

1. **Applicability.** New development within the Town Center (TC), Business Park (BP), Commercial (C), and Mixed Use Residential (MUR) zoning districts shall be required to meet the open space requirements in this subsection.
2. **Numeric Standards.** All new development shall provide accessible public space equivalent to one and one-half percent of the gross floor area of all structures. The design and location of public spaces shall consider the design and location of public spaces on adjacent properties and if feasible shall be oriented and connected to those spaces pursuant to the concepts presented in the Town Center and Meridian Corridor master plan.
3. If it can be demonstrated by the applicant to the satisfaction of the director that a required public space is adjacent to, integrated with and can be accessed from a public space on an adjoining property, this requirement may be reduced to one percent of gross floor area.
4. All required public spaces shall be oriented towards, and have direct connections (both physical and visual) to, a public street.
5. Where public spaces are integrated into new development, or where new development abuts an existing or planned public plaza, the primary building entrance shall be oriented towards or connected to that plaza.

#### G. Landscaping.

1. **Applicability.** The requirements of EMC 18.90.090 shall apply to the TC, C, MUR and BP zones, except as provided in this subsection. Please also see Chapter 18.95 EMC for applicable design standards. Where landscape regulations in this section conflict with the provisions in EMC 18.90.090 or Chapter 18.95 EMC, the regulations in this subsection shall control. Please note: Where this section is silent on a specific requirement, such as irrigation requirements or minimum standards for plantings, the standards contained in EMC 18.90.090 and 18.95.050 shall apply. The standards contained in EMC 18.90.090(G) (Landscaping Types) are specifically modified by this subsection and the standards contained in EMC 18.90.090(H) (Landscaping Regulations by Zoning Districts) do not apply to TC, C, MUR and BP zones.
2. **Street Frontages.** In addition to landscape standards contained below, five percent of the total area between the building facade and the curb shall be landscaped. Within the BP zoning district 10 percent of the total area between the building facade and curb shall be landscaped. This shall be in addition to street trees and landscaping provided in public spaces and parking lots that are required in other subsections.
  - a. Required landscaping may be planted within planting areas surrounding trees, in raised planters, and on vegetative walls mounted to the ground-level building facade. Landscaping shall incorporate LID systems to the maximum extent feasible (per Minimum Requirement No. 5 of the PCM).
  - b. Where a building or portion of a building is located more than 10 feet from a public sidewalk or usable public space, all area between the building and the public sidewalk that is not used for vehicle or pedestrian access, circulation, parking or seating shall be landscaped.
  - c. Potted landscape material may be substituted for required landscaping in areas designed for outdoor eating with the approval of the department.
3. **Public Spaces.** A minimum of 15 percent of the total area of a public space, such as a courtyard or plaza, shall be landscaped.
4. **Surface Parking Areas.** Surface parking areas shall be landscaped as set forth in EMC 18.90.090.
5. **Street Frontages.** Street frontage design and landscaping shall be provided as contained in Chapter 18.95 EMC and EMC Title 12, Streets, Sidewalks and Public Places.
6. **Landscape Buffers – Standards and When Required.**
  - a. Development in the TC, C and MUR zoning districts shall provide a minimum 20-foot Type IV landscape buffer where they abut Single-Family zoning districts or 15 feet of Type I landscaping where

they abut Mixed Residential or Public zoning districts. The director may waive or modify this requirement for pedestrian-oriented development adjacent to the Public zoning district where consistent with the purpose of this section.

b. Development in the BP zoning district shall provide a minimum 25-foot Type IV landscape buffer where it abuts Single-Family or Public zoning districts. In addition, 15 feet of Type I landscaping shall be provided between adjacent BP zoned properties.

c. Commercial or light industrial development in the C and MUR zoning districts shall provide a minimum 10-foot-wide Type I landscape buffer adjacent to the TC zoning district. The director may waive this requirement for pedestrian-oriented commercial development that includes a minimum of 50 percent of the lot frontage occupied by a building. Landscaping for surface parking areas shall still apply.

d. A minimum of a 10-foot Type I landscape buffer shall be provided between more intensive zones and the MUR, and along abutting properties in the MUR district. The director may waive or modify this requirement for pedestrian-oriented commercial development that includes a minimum of 50 percent of the lot frontage occupied by a building or for abutting residential development in the MUR zone in common ownership. Required landscaping for surface parking areas is required in accordance with EMC 18.90.090 and Chapter 18.95 EMC.

7. Special Landscaping in the Business Park (BP) Zone. In order to achieve the urban design intent and provide an environment suitable to a wide range of employment uses, a minimum of 20 percent of the total site area in the BP zone shall be landscaped.

#### 8. Tree Preservation and Protection Standards.

a. Significant tree identification and preservation and/or replacement shall be required as set forth in EMC 18.90.180, Tree preservation. Mixed-use development shall be considered commercial development for the purposes of the tree preservation.

b. The director shall have the authority to reduce the required tree replacement ratio where such requirement would conflict with the urban design intent of this section and applicable design provisions of Chapter 18.95 EMC.

c. If the standards contained in Chapter 18.95 EMC are modified, the director shall at a minimum ensure that representative native vegetation is retained or replanted totaling at least five percent of the site area and that such landscaping is provided in excess of the requirements contained in this section.

#### H. Parking, Access and Circulation.

1. Applicability. Parking facilities and access drives shall be designed in accordance with EMC 18.90.130, except as provided below.

a. Where a conflict exists between the standards contained in EMC 18.90.130 and the standards contained in this section, the standards contained in this section shall control.

b. If this subsection does not specify a parking requirement for a land use, the director shall establish the minimum requirement based on a study of anticipated demand as provided in EMC 18.90.130(C)(8).

2. Purpose. The purpose of this subsection is to provide adequate parking for all allowed uses; to reduce demand for parking by encouraging alternative transportation such as rideshare, public transit, bikes and pedestrian mobility; to promote a “park once and walk” strategy and to ensure the location and design of parking facilities is consistent with urban design and economic development goals.

#### 3. Parking Location.

a. Site design, including parking lot and building location, shall comply with the minimum lot frontage requirements in subsection (D) of this section.

- b. A parking lot shall not be located on a corner where two streets intersect.
  - c. Within the TC zone, a parking lot shall not be located between the principal building and the street, adjacent to a park or open space or at a street terminus.
  - d. Within the TC zone, parking structures shall contain ground level commercial uses.
  - e. Within the C, MUR and BP zones, parking structures that front on a street that are not part of a residential or mixed use building shall contain ground level commercial uses.
4. **Parking Facility Design and Integration.** It is the city's intent to encourage the integration and connection of parking facilities, including shared parking and physical connections between parking facilities in adjoining developments. Applicants shall demonstrate how they meet this objective, including shared parking, or document why it is not feasible to do so. Please see Chapter 18.95 EMC, Design Standards, for additional urban design requirements for parking facilities.
5. **Minimum Parking Requirements.** Except as provided in subsection (H)(9) of this section, off-street parking areas shall contain the minimum number of parking spaces as stipulated in EMC 18.90.130(G). Please note that maximum parking requirements as contained in subsection (H)(10) of this section also apply.
6. **Loading Areas.** Please see EMC 18.90.130(D).
7. **Disabled Parking.** Please see Chapter 19.27 RCW, State Building Code, and Chapter 70.92 RCW, Public Buildings – Provisions for Aged and Disabled.
8. **Bike Parking.** In any development required to provide six or more parking spaces, bicycle parking shall be provided. Bicycle parking shall be bike rack or locker-type facilities unless otherwise specified.
- a. One bicycle parking space shall be provided for every 12 motor vehicle parking spaces, except as follows:
    - i. The director may reduce bike rack parking facilities for patrons when it is demonstrated that bicycle activity will not occur at that location.
    - ii. The director may require additional spaces when it is determined that the use or its location will generate a high volume of bicycle activity. Such a determination shall include but not be limited to the following uses: park, library, museum, school, sports club or retail business located along a developed trail or designated bicycle route.
  - b. Bicycle parking shall be located within 100 feet of the principal building and directly adjacent to a sidewalk or pedestrian walkway that connects directly to building entrance(s).
  - c. Bicycle frame or wheels to be locked to a structure attached to the pavement.
  - d. All bicycle parking and storage shall be located in safe, visible areas that do not impede traffic flow and shall be well lit for nighttime use.
  - e. When more than 15 people are employed on site, bicycle storage facilities for employees shall be provided. The director shall allocate the required number of parking spaces between bike rack parking and enclosed locker-type facilities.
  - f. One secured bicycle storage space shall be provided for every two dwelling units in attached single-family and multifamily units, unless individual garages are provided for every unit. The director may reduce the number of bike rack parking spaces if indoor storage facilities are available to all residents.
9. **Parking Reductions.** The amount of off-street parking required by subsection (H)(5) of this section may be reduced by an amount determined by the director pursuant to the provisions below.

a. Car Share Parking. Required parking for multifamily residential developments (or the residential portion of mixed use developments) containing more than 30 units may be reduced by three spaces for each one dedicated car share space. A signed agreement between the property owner and car share provider must be submitted for approval of the parking reduction.

b. Shared-Use Parking. Developments may receive a reduction in required parking of up to 20 percent of the minimum parking requirements, provided:

i. The total parking area exceeds 5,000 square feet;

ii. The parking facilities are designed and developed as a single on-site common parking facility, or as a system of on-site and off-site facilities, if all facilities are connected with improved pedestrian facilities and no building or use involved is more than 800 feet from the most remote shared facility;

iii. The total number of parking spaces in the common parking facility is not less than the minimum required spaces for any single use;

iv. The director may increase the reduction where compelling evidence is provided in a parking study submitted by the applicant that the proposed reduction is warranted. See criteria in EMC 18.90.130;

v. A covenant or other contract for shared parking between the cooperating property owners is approved by the director. This covenant or contract must be recorded with the Pierce County auditor's office as a deed restriction on both properties and cannot be modified or revoked without the consent of the director; and

vi. If any requirements for shared parking are violated, the affected property owners must provide a remedy satisfactory to the director or provide the full amount of required off-street parking for each use, in accordance with the requirements of this chapter, unless a satisfactory alternative remedy is approved by the director.

c. Transit Availability. The director may reduce the number of required off-street parking spaces when one or more scheduled transit routes provide service within 750 feet of the site. The amount of the reduction shall be based on the number of scheduled transit runs between 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m. each weekday up to a maximum reduction of two percent for each transit run up to a maximum of 20 percent.

10. Maximum Parking Requirements. Please see EMC 18.90.130(G).

11. Transit Facilities. All development shall provide transit facilities as provided in EMC 18.90.130(E)(2).

12. Parking Stall and Aisle Design and Access. Please see EMC 18.90.130(C)(5).



CITY OF EDGEWOOD  
STAFF REPORT  
EDAB AGENDA ITEM

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Date: June 2, 2025  
Title: Home Business Regulations and Business Licensing  
Attachments: Business License Model Threshold Information  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

The City of Edgewood currently regulates home businesses at two levels:

1. [EMC 18.100.070](#), Home business, and
2. [EMC 18.100.080](#), Limited home business.

Both sections of code are very similar, contain conflicting language, and are redundant in many ways. Staff believes there may be opportunity here to consolidate and simplify Edgewood Municipal Code. Here are some example code references for nearby agencies:

- [Pierce County Code 18A.37.110](#)
- [Puyallup Municipal Code 20.75](#)
- [Milton Municipal Code 17.44.090](#)

Also, Edgewood's business license applications are accepted through the Washington State Department of Revenue's (DOR) system. As currently programmed, if an applicant reports they are making less than \$5,000 within the City of Edgewood, the DOR system states, "*Based on the gross income amount entered, a city license is not required and will not be added.*" There are other instances under EMC 5.05.040 where a city license may be required, but an applicant is not able to secure said license through the DOR system. There is also a new model ordinance going into effect on January 1, 2026, that changes the minimum thresholds for cities relating to out-of-city businesses, and ties the threshold to the Consumer Price Index (CPI) for future years. While Edgewood's threshold is currently \$5,000, the new minimum threshold of \$4,000 might escalate to \$5,000 or more with six years.

Current Discussion:

Staff is seeking the EDAB's input on how to proceed and prioritize the items discussed above.

Staff Recommendation:

Review and discuss the items discussed above regarding Home Business Regulations and Business Licensing, providing feedback to staff for consideration and prioritization in the coming months.

## City Business License Model Ordinance

### 1. Outline of Changes to Business License Model Ordinance

- Effective date to January 1, 2026.
- One-time increase to a higher threshold to \$4,000 for out-of-city businesses.
- Combined with an automatic periodic increase four years later based on cumulative inflation. The rate of inflation would be calculated as zero in any year in which inflation was negative and capped at 5% per year or 20% over four years if inflation exceeded those amounts.
- The rates of inflation would be calculated using the Consumer Price Index-U (CPI-U) Western for June of each year compared to the previous year for the previous four years.
- To make the threshold easier to administer, the cumulative inflation amount would be rounded to the nearest \$100.
- Cities that partner with the state's Business License Service would need to update their ordinance in time to provide 75-days' notice to the Department of Revenue of the change. Cities that partner with File local would need to notify them of an expected system change by August.
- Cities would retain the local option of requiring a no-fee registration for out-of-city businesses below the threshold and the local option of imposing a higher threshold than the model minimum threshold.

### 2. Changes to Model Threshold

The 2018 model is amended to include the threshold change effective January 1, 2026.

Model business license threshold options: (cities would adopt one of the options effective January 1, 2026)

#### 1. **Threshold Exemption Option:**

To the extent set forth in this section, the following persons and businesses shall be exempt from the registration, license and/or license fee requirements as outlined in this chapter: (1) Any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 [or higher threshold as determined by city] and who does not maintain a place of business within the city shall be exempt from the general business license requirements in this chapter. The exemption does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4000 [or higher threshold as determined by city]. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

#### 2. **Threshold with Fee-free License/Registration-only Option:**

For purposes of the license by this chapter, any person or business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is equal to or less than \$2,000 [or higher threshold as determined by city] and who does not maintain a place of business within the city, shall submit a business license registration to the Director or designee. The threshold does not apply to regulatory license requirements or activities that require a specialized permit.

Beginning January 1, 2026, the threshold amount is \$4000 [or higher threshold as determined by city]. The threshold amount will be adjusted every forty-eight months on January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States Department of Labor Bureau of Labor Statistics or successor agency. To calculate this adjustment, the current rate will be multiplied by one plus the cumulative four-year (forty-eight month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-eight-month period, a zero (0) percent increase will be used in computing the annual basis.

[Note: City would list this fee-free license in its business license rates section as \$0 or no fee.]

### 3. **Background Information**

- Model threshold was required by 2017 legislation ([RCW 35.90.080: Adoption of model ordinance](#)) to address out-of-city licensing/delivery concerns.
- 2018 final recommendation was \$2000 for out-of-city businesses, with option to require no-fee registration only requirement below threshold.
- Changes must be adopted by cities with same effective date (RCW 35.90.080(1)(c)).
- Model cannot be updated more frequently than every 4 years.



CITY OF EDGEWOOD  
STAFF REPORT  
EDAB AGENDA ITEM

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Date: June 2, 2025  
Title: Update – Current Permits and Proposals  
Attachments: N/A  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

Item 2.b.i.1 of the EDAB's 2025-2026 Work Plan proposes a new monthly meeting agenda item to include updates on Town Center or other Meridian Corridor proposal or permits in process.

Current Discussion:

Here is a brief summary of said projects:

- Dhaliwal TC Landing – *Developer Agreement has expired, potential sale in progress*
- Sedona Mixed Use – *Land Use Decision Issued, Building Permits Under Review (no change)*
- Edgewood Memory Care – *Building Permit Under Review (no change)*
- The Woods Coffee and Café – *Preapplication Review Completed (no change)*

Staff Recommendation:

Suggest making this a standing item, but reducing the frequency to once each quarter.