



## CITY OF EDGEWOOD

### PLANNING COMMISSION MEETING AGENDA

Monday, May 11, 2026 – 6:00 PM ♦ City Hall –10440 Dom Calata Way E ♦ Edgewood, WA

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Virtual Meeting Via Zoom <https://zoom.us/j/97065969184>

Zoom Meeting ID: 970 6596 9184

- 1. CALL TO ORDER**
- 2. PUBLIC HEARINGS**
  - a. Electric Alarm Systems, Fencing and Retaining Wall Code Amendments
  - b. Home Business and Licensing
- 3. CITIZEN COMMENT PERIOD** *This portion of the meeting is reserved for the public to comment on items not on the agenda. It is not a back and forth, or an open discussion. If you wish to speak, please raise your hand and wait to be called on. Comments are limited to three minutes.*
  - a. Derek Sellers Email
- 4. 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. Review Planning Commission meeting minutes from April 13, 2026
- 5. DISCUSSION ITEMS**
  - a. Electric Alarm Systems, Fencing and Retaining Wall Code Amendments
  - b. Home Business and Licensing
  - c. Multifamily Tax Exemption (MFTE's) - Standards and Guidelines
  - d. Introduction - Concurrency Code Updates
- 6. STAFF UPDATES/BOARD MEMBER COMMENTS**
- 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  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Electric Alarms Systems, Fencing and Retaining Wall Code Amendments  
Attachments: Attachment A – DRAFT EMC Title 18 Redlines  
Submitted By: Josh Kubitz, AICP – Planning Manager

Background Information:

This topic has been discussed with the Planning Commission (PC) for the last few meetings, and links to prior meeting materials are provided here for reference:

- January 12, 2026 – [Meeting Materials](#) and [Recording](#)
- February 9, 2026 – [Meeting Materials](#) and [Recording](#)
- March 9, 2026 – [Meeting Materials](#) and [Recording](#)
- April 13, 2026 - [Meeting Materials](#) and [Recording](#)

Edgewood Municipal Code (EMC) 18.90.060 contains regulations regarding fences, “artificially constructed barriers”, and retaining walls. Pursuant to prior conversations with the PC, staff recommends amending EMC Title 18 to clarify existing definitions, add new definitions in alignment with recent state law changes, cleanup other outdated language, update fence height restrictions within building setback areas along arterial and collector streets, and update retaining wall height and setback regulations.

Tentative Schedule:

*January 12, 2026 – Planning Commission Introduction (COMPLETE)*  
*February 9, 2026 – Planning Commission Discussion (COMPLETE)*  
*March 9, 2026 – Planning Commission Discussion (COMPLETE)*  
*April 13, 2026 – Planning Commission Discussion (COMPLETE)*  
April 24, 2026 – SEPA Issuance and Comment Period  
May 11, 2026 – Planning Commission Public Hearing  
June 8, 2026 – Planning Commission Recommendation  
July 7, 2026 – City Council Study Session Introduction  
July 14, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:

This is the Planning Commission Public Hearing for Electric Alarms Systems, Fencing and Retaining Wall Code Amendments. Following staff’s brief presentation on the draft amendments, the public may submit written or oral testimony to the Planning Commission.

Public Hearing:

The Planning Commission is scheduled and duly noticed to hold a public hearing this evening to accept public comments regarding proposed draft amendments to EMC Title 18 related to Electric Alarms Systems, Fencing and Retaining Wall Code Amendments.

**Chapter 18.20**  
**DEFINITIONS**

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**18.20.050 B definitions.**

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"Bulkhead" means a type of retaining~~vertical~~ wall ~~of steel, timber or concrete~~ used to hold back earth and provide a solid surface to resist wave action from an abutting water body. Bulkheads are considered a hard armoring technique ~~for erosion protection or as a retaining wall.~~

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**18.20.080 E definitions.**

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"Electric security alarm system" means an outdoor alarm system that connects a wire structure to an alarm system and transmits a signal intended to detect and alert the property owner of an intrusion by utilizing an electric charge, as defined under RCW 35.21.993.

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**18.20.090 F definitions.**

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"Fence" means a wall or barrier for the purpose of enclosing space, separating property, providing security, visual impacts. The term "fence" does not include retaining wall or landscaping features including but not limited to trees, shrubs, hedges or other vegetation.

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**18.20.210 R definitions.**

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"Retaining wall" means any structure used to resist the lateral displacement of any material.

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**18.20.220 S definitions.**

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~~"Security barrier" means a wall, fence, or berm that has the purpose of securing a wireless telecommunications facility's wireless service facility from unauthorized entry or trespass.~~

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1 **Chapter 18.90**  
2 **DEVELOPMENT STANDARDS – CITYWIDE APPLICABILITY**  
3

4 **18.90.060 Fences, ~~bulkheads and~~ retaining walls, and electronic security alarm systems.**

5 ~~A. Artificially constructed barriers to enclose, screen, or separate areas may be erected within required setbacks as~~  
6 ~~follows, provided fences or other barriers:~~

7 ~~1. Do not obstruct the sight distance of a driveway, private street, or public street;~~

8 ~~2. Within the interior and rear setbacks do not exceed a maximum height of six feet;~~

9 ~~3. Within the front yard setbacks do not exceed a maximum height of four feet:~~

10 ~~a. Except the back half of a front yard setback on a corner lot, the rear lot line and the rear of the structure~~  
11 ~~may be enclosed with a maximum six-foot-high fence, and~~

12 ~~b. Except that within the required front yard setback of a lot fronting on a principal arterial street, the~~  
13 ~~maximum height shall be six feet;~~

14 ~~4. Razor wire, embedded glass, or other similar materials construction not to include electric fences or~~  
15 ~~barbwire, or anti-entry techniques, which may cause injury, shall not be permitted.~~

16 A. Intent. The intent of this section is to establish minimum requirements for fences, retaining walls, and electric  
17 security alarm systems in order to promote safety, provide screening, and protect neighborhood character.

18 B. Permit. Unless exempt pursuant to EMC 15.20.030, a building permit is required for fences and retaining walls.  
19 For the purposes of permit exemption, a free-standing wall is regulated as a fence.

20 C. Fences and free-standing walls performance standards.

21 1. Measurement.

22 a. The height shall be measured from the lowest point on the finished ground surface immediately adjacent  
23 to the feature to the top of the feature.

24 b. In the case of a fence located on or within two horizontal feet of a retaining wall, the total height shall be  
25 measured from the lowest side of the retaining wall to the top of the fence. In this case, the maximum  
26 combined height shall not exceed 10 feet.

27 2. Features shall not obstruct the required minimum sight distance of any vehicular access.

28 3. Residential (R-1 and R-2) and Mixed Residential (MR-1 and MR-2) Zoning Standards:

29 a. Front Setback. Features shall not exceed 4 feet in height within the required front yard setback, except  
30 when lots fronting on arterial or collector roads where the maximum height shall be 6 feet if located  
31 behind 5-feet of pedestrian oriented landscaping maintained by the property owner.

32 b. Interior/Rear Setback. Features not exceeding 6 feet in height may be located anywhere on the lot  
33 outside of the required front yard.

34 c. Prohibited Materials: Barbed wire, razor wire, and similar anti-entry techniques are prohibited. In case  
35 of legal non-conforming industrial use, barbed wire may be permitted subject to complying with the  
36 standards provided in EMC 18.90.060(C)(4)-(f).

37 4. All Other Zoning District Standards

April 6, 2026

Red = Removed

Blue = Inserted

- 1 a. Front Setback. Features shall not exceed 4 feet in height, unless otherwise approved below.
- 2 b. All other areas. Features shall not exceed 6 feet in height if located within 5 feet of a property line or
- 3 within the required perimeter landscaping strip. If located on the interior edge of the required perimeter
- 4 landscaping areas, features shall not exceed 8 feet in height in nonindustrial zones and 10 feet in Industrial
- 5 zones.
- 6 c. Recreational Exception. Golf driving range nets, baseball nets, and other similar recreational safety nets
- 7 and fences are exempt from the above listed height standards.
- 8 d. Chain link fencing. Except in Industrial and Public zoning districts, chain link fencing is not permitted
- 9 between the building and street right-of-way, except for wetland preservation, recreation uses, stormwater
- 10 facilities, or as may be approved through design review. In all allowed locations, chain link fencing shall
- 11 be black or green vinyl-coated.
- 12 e. Barbed or razor fencing. All industrial and public zones and legal nonconforming industrial and public
- 13 uses may utilize barbed or razor wire subject to the following standards:
- 14 i. Barbed or razor fencing is limited to those areas not visible to adjacent residential use.
- 15 ii. Barbed or razor fencing is setback a minimum of 5-feet from front lot lines and located outside
- 16 any required perimeter landscaping areas.
- 17 iii. Barbed or razor fencing maximum height shall not exceed 10 feet, with no more than 2 feet of
- 18 barbed or razor wire on top of the fence.
- 19 iv. On existing developed sites, the Director may approve deviations from these standards.
- 20 ~~DB. Bulkheads and Retaining walls –performance standards. Any structure constructed and erected between lands~~
- 21 ~~of different elevations which is used to resist the lateral displacement of any material, control erosion, or protect~~
- 22 ~~structures may be placed within required setbacks to a maximum height of four feet on front property lines and eight~~
- 23 ~~feet on side and rear property lines, provided all applicable site distance requirements and building permit~~
- 24 ~~requirements are met.~~
- 25 1. Retaining walls may be erected within required setbacks to a maximum of four feet on front property lines
- 26 and six feet on interior/side and rear property lines.
- 27 2. Retaining walls within the Town Center and Mixed-Use Residential zoning districts, and located adjacent to
- 28 public right-of-way, shall utilize terracing such that no individual wall exceeds two feet. In all other areas, and
- 29 outside of required setbacks, terracing shall be utilized such that no individual retaining wall exceeds 6 feet in
- 30 height.
- 31 3. Terracing Standards. The minimum terracing width, or the distance between structures, shall be a minimum
- 32 of 2 feet and landscaped to soften the view of the wall.
- 33 4. The Director may allow deviations for retaining wall height if the structures are not visible from adjacent
- 34 properties, stormwater public open space, public and private streets or if associated with a stormwater facility
- 35 and is requested as part of the overall design review application. In this case, the applicant must demonstrate, to
- 36 the satisfaction of the Director, that the proposed height deviation provides for better visual and aesthetic public
- 37 benefit than the code requirement.
- 38 5. Retaining walls in nonresidential and multifamily development are subject to the blank wall design standards
- 39 provided in EMC 18.95.040(H).

April 6, 2026

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~~C. Access control shall be applied, at the discretion of the community development director or designee, to all street frontages to minimize traffic conflicts and, where appropriate, to preserve on-street parking and promote nonmotorized modes.~~

E. Electric security alarm systems and electric fencing.

1. Applicability. Electric security alarm systems or electric fencing are allowed around the outdoor storage areas within the Commercial (C), Business Park (BP), and Industrial (I) zoning districts, and on parcels in any zone used for livestock, provided that they comply with all of the performance standards provided in EMC 19.090.060(E)(2). This section does not apply to underground or invisible pet fences.

2. Performance Standards:

a. Electric fencing shall be prohibited between the front of a building and the adjacent street(s), except when located within the Industrial zoning district, and complies with appropriate landscaping and screening standards.

b. When adjacent to a dwelling or dwellings, a playground, a school, a park, other recreation area, or right-of-way, the electric fence shall be setback a minimum of 5 feet from property line and no taller than 8-feet. Otherwise, the electric security alarm system may be up to two feet higher than the perimeter barrier, fence, or wall, whichever is greater.

c. A minimum six-foot-tall perimeter barrier, fence, or wall, is located around the exterior of the electric security alarm system. If the perimeter barrier is an existing fence or wall, it must have been installed in compliance with the fence code at the time of installation.

d. Electric fences shall comply with minimum critical area setbacks, as defined in EMC Title 14, and shall not surround said critical area.

e. The electric security alarm is powered by an energizer that is driven by a battery of no more than 12 volts of direct current and that does not produce an electric charge on contact that exceeds energizer characteristics set forth in IEC 60335-2-76;

f. The electric security alarm is marked with conspicuous warning signs that are located on the system at not more than 30-foot intervals that have clear infographics and contain the phrase "Warning: Electric Fence."

g. The electric security alarm includes a device such as a rapid entry device that enables first responders to deactivate the electric security alarm system in response to an emergency.

3. Enforcement. Electric security alarm systems or electric fencing that do not meet the standards of this section are subject to Title 7 Code Enforcement.

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CITY OF EDGEWOOD  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Home Businesses & Licensing Regulations  
Attachments: Attachment A - DRAFT Redline Code Amendments  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

EMC 18.100.070 (Home Business) and EMC 18.100.080 (Limited Home Business) establish regulations for home-based businesses within the City of Edgewood. These rules were primarily enacted in 2003 and last significantly updated in 2015. The City has only made minor edits since 2015 to address conflicts with other sections of the municipal code. Staff and the Economic Development Advisory Board (EDAB) have recently flagged these regulations as being repetitive and convoluted, which can be a significant deterrent to home-based businesses.

In December 2024, following several years of review with the Planning Commission (PC) and EDAB, the City Council adopted the 2024 Comprehensive Plan Periodic Update. This update included the following home-based business goals:

- ED.3a: Provide support for existing small businesses, home-base businesses, and entrepreneurs with initiatives such as facilitating regular meetings for home-based businesses, maintaining and circulating a list of local small businesses, and providing education and resources.
- ED.3b: Encourage home-based businesses that do not impact the residential character of the neighborhood. Limit signs, parking and truck deliveries, and other potential adverse impacts and consider an amnesty program for existing unlicensed or unregistered home-based businesses.

Finally, the Department of Revenue (DOR) and Association of Washington Cities (AWC) have both flagged Edgewood's business licensing regulations for an update to comply with recent changes in state law. In short, EMC 5.05 must include indexing language before the state's minimum threshold exceeds \$5,000. Staff does not expect this to occur for several years, but rather than wait and possibly forget, it may be appropriate to update that section of code now while it is fresh in our minds.

This topic has been discussed with the Planning Commission (PC) for the last few meetings, and links to prior meeting materials are provided here for reference:

- March 9, 2026 – [Meeting Materials](#) and [Recording](#)
- April 13, 2026 - [Meeting Materials](#) and [Recording](#)

Resources:

- [EMC 5.05](#) General Business License Code
- [EMC 18.100.070](#) Home Business Code
- [EMC 18.100.080](#) Limited Home Business Code

Tentative Schedule:

*March 9, 2026 – Planning Commission Introduction (COMPLETE)*

*April 13, 2026 – Planning Commission Discussion (COMPLETE)*

April 24, 2026 – SEPA Issuance and Comment Period

May 11, 2026 – Planning Commission Public Hearing

June 8, 2026 – Planning Commission Recommendation

June 16, 2026 – City Council Study Session Introduction

June 23, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:

This is the Planning Commission Public Hearing for home businesses & licensing regulations amendments. Following staff's brief presentation on the draft amendments, the public may submit written or oral testimony to the Planning Commission.

Public Hearing:

The Planning Commission is scheduled and duly noticed to hold a public hearing this evening to accept public comments regarding proposed draft amendments to EMC Title 7 and Title 18 related to home businesses & licensing regulations.

1 **Chapter 5.05**

2 **GENERAL BUSINESS LICENSE CODE**

3 **5.05.010 Title.**

4 This chapter shall be known, cited, and referenced as the "General Business License Code."

5 **5.05.020 Definitions.**

6 A. Unless the context clearly requires otherwise, the definitions in this section apply throughout this chapter. Any  
7 word or phrase not contained herein shall be first referenced to Chapter 18.20 EMC for meaning.

8 1. For any word or term not defined herein, the latest edition of Webster's Dictionary shall be used.

9 2. The director or their designee has the final authority to determine the interpretation or usage of terms used in  
10 this chapter.

11 B. Additional definitions not contained in Chapter 18.20 EMC that apply to this title are:

12 1. "Business" means all activities, occupations, pursuits or professions engaged in the city of Edgewood (as the  
13 term "engage in" is defined below).

14 2. "City clerk" means the city clerk for the city or their designee.

15 3. Engage In or Engaging In. The city expressly intends that this definition includes any activity sufficient to  
16 establish nexus for the purpose of applying the business license fee under the law and constitutions of the  
17 United States and the state of Washington. Nexus is presumed to continue as long as the taxpayer benefits from  
18 the activity that constituted the original nexus-generating contact or subsequent contacts. This definition is  
19 satisfied through any of the activities described in subsections (3)(a) through (e) of this section.

20 a. Commencing, conducting or continuing in business, and also the exercise of corporate or franchise  
21 powers, as well as liquidating a business when the liquidators thereof hold themselves out to the public as  
22 conducting such business.

23 b. This subsection sets forth examples of activities that constitute engaging in business in the city and  
24 establishes safe harbors for certain of those activities so that a person who meets the criteria may engage in  
25 de minimis business activities in the city without having to pay a business license fee. The activities listed  
26 in this section are illustrative only and are not intended to narrow the definition of "engaging in business" in  
27 subsection (B)(3)(a). If an activity is not listed whether it constitutes "engaging in business" in the city shall  
28 be determined by considering all the facts and circumstances and applicable law.

29 c. Without being all-inclusive, any one of the following activities conducted within the city by a person, or  
30 its employee, agent, representative, independent contractor, broker or another acting on its behalf,  
31 constitutes engaging in business and requires a person to register and obtain a business license:

32 i. Owning, renting, leasing, maintaining, or having the right to use, or using, tangible personal  
33 property, intangible personal property or real property permanently or temporarily located in the city.

34 ii. Owning, renting, leasing, using or maintaining an office, place of business, or other establishment in  
35 the city.

36 iii. Soliciting sales.

37 iv. Making repairs or providing maintenance or service to real or tangible personal property, including  
38 warranty work and property maintenance.

- 1 v. Providing technical assistance or service, including quality control, product inspections, warranty  
2 work, or similar services on or in connection with tangible personal property sold by the person or on  
3 its behalf.
- 4 vi. Installing, constructing or supervising installation or construction of real or tangible personal  
5 property.
- 6 vii. Soliciting, negotiating, or approving franchises, licenses or other similar agreements.
- 7 viii. Collecting current or delinquent accounts.
- 8 ix. Picking up and transporting tangible personal property, solid waste, construction debris or  
9 excavated materials.
- 10 x. Providing disinfecting and pest control services, employment and labor pool services, home nursing  
11 care, janitorial services, appraising, landscape architectural services, security system services,  
12 surveying and real estate services, including the listing of homes and managing real property.
- 13 xi. Rendering professional services such as those provided by accountants, architects, attorneys,  
14 auctioneers, consultants, engineers, professional athletes, barbers, baseball clubs and other sports  
15 organizations, chemists, psychologists, court reporters, dentists, doctors, detectives, laboratory  
16 operators, teachers, or veterinarians.
- 17 xii. Meeting with customers or potential customers, even when no sales or orders are solicited at the  
18 meetings.
- 19 xiii. Training or recruiting agents, representatives, independent contractors, brokers or others  
20 domiciled or operating on a job in the city, acting on its behalf, or for customers or potential  
21 customers.
- 22 xiv. Investigating, resolving, or otherwise assisting in resolving customer complaints.
- 23 xv. In-store stocking or manipulating products or goods, sold to and owned by a customer, regardless  
24 of where sale and delivery of the goods took place.
- 25 xvi. Delivering goods in vehicles owned, rented, leased, used or maintained by the person or another  
26 acting on its behalf.
- 27 d. If a person, or its employee, agent, representative, independent contractor, broker, or another person  
28 acting on the person's behalf, engages in no other activities in or with the city but the following, it need not  
29 register and obtain a business license:
- 30 i. Meeting with suppliers of goods and services as a customer.
- 31 ii. Meeting with government representatives in their official capacity, other than those performing  
32 contracting or purchasing functions.
- 33 iii. Attending meetings, such as board meetings, retreats, seminars and conferences, or other meetings  
34 wherein the person does not provide training in connection with tangible personal property sold by the  
35 person or on its behalf. This provision does not apply to any board of directors member or attendee  
36 engaging in business, such as a member of a board of directors who attends a board meeting.
- 37 iv. Renting tangible or intangible property as a customer when the property is not used in the city.
- 38 v. Attending, but not participating in, a "trade show" or "multiple vendor events." Persons participating  
39 at a trade show shall review the city's trade show or multiple vendor event ordinances.

- 1 vi. Conducting advertising through the mail.
- 2 vii. Soliciting sales by phone from a location outside the city.
- 3 e. A seller located outside the city merely delivering goods into the city by means of a common carrier is
- 4 not required to register and obtain a business license; provided, that it engages in no other business
- 5 activities in the city. Such activities do not include those in subsection (B)(4) of this section.

6 4. "Licensee" means any business or business enterprise that applies for or is granted a business license. The  
7 term "licensee" shall also mean the person who submits a business license for approval, the owner or operator  
8 of a business or business enterprise, and any corporation, partnership, nonprofit or organization which owns or  
9 operates the business or business enterprise.

10 5. "Business Licensing Service" and "BLS" mean the office within the Washington State Department of  
11 Revenue providing business licensing services to the city of Edgewood.

12 **5.05.030 Administration and enforcement.**

13 A. The city clerk shall have general charge of, and supervision over, the administration and enforcement of this  
14 chapter.

15 B. The city clerk may call upon other city departments to aid in the enforcement of this chapter.

16 C. The licensee shall, upon reasonable request, provide or allow the city clerk to inspect relevant documentation for  
17 verification of the information provided by the licensee on the business license application.

18 **5.05.040 General business license required – Exemption.**

19 A. Unless exempt per subsection B below, ~~it~~ is unlawful for anyone to engage in business in the city without having  
20 first obtained a general business license for the current calendar year or unexpired portion thereof and paid the fees  
21 prescribed in this chapter.

22 B. To the extent set forth in this section, ~~the following~~ persons and businesses whose annual value of products, gross  
23 proceeds of sales, or gross income of the business conducted within the city is equal to or less than the threshold  
24 listed in the city of Edgewood fee schedule adopted pursuant to EMC 3.35.020 shall be exempt from the registration,  
25 license, and license fee requirements. This exemption does not apply to regulatory license requirements, activities  
26 that require a specialized permit, or other occupancy requirements of the city. Said exemption threshold shall be at  
27 least \$5,000 or the amount determined as outlined below if higher:

28 1. Beginning January 1, 2026, this threshold amount will be adjusted every four-years (forty-eight months) on  
29 January 1, by an amount equal to the increase in the Consumer Price Index ("CPI") for "West Urban, All Urban  
30 Consumers" (CPI-U) for each 12-month period ending on June 30 as published by the United States  
31 Department of Labor Bureau of Labor Statistics or successor agency. The first such adjustment calculation will  
32 occur on January 1, 2030, with subsequent calculations occurring every four years thereafter. To calculate this  
33 adjustment, an initial value of \$4,000 will be multiplied by one plus the cumulative four-year (forty-eight  
34 month) CPI increase using each 12-month period ending on June 30 of each prior year, and rounded to the  
35 nearest \$100. However, if any of the annual CPI increases are more than five (5) percent, a five (5) percent  
36 increase will be used in computing the annual basis and if any of the annual CPI decreased during the forty-  
37 eight-month period, a zero (0) percent increase will be used in computing the annual basis. ~~Any person or~~  
38 ~~business whose annual value of products, gross proceeds of sales, or gross income of the business in the city is~~  
39 ~~equal to or less than \$5,000 and who does not maintain a place of business within the city shall be exempt from~~  
40 ~~the general business license requirements in this chapter.~~

41 2. ~~The exemption does not apply to regulatory license requirements, activities that require a specialized permit,~~  
42 ~~or occupancy requirements required by the city.~~

1 **5.05.050 Separate business license required.**

2 A. A separate license shall be obtained for each physical location of a business enterprise within the city and each  
3 license shall authorize the licensee to carry on, pursue or conduct business only at the physical location of the  
4 enterprise as stated on the license.

5 B. A separate license shall not be required for a facility determined by the city clerk to be an accessory facility to a  
6 business for which a license is issued.

7 C. When the licensee wishes to change the location of their business within the city, the licensee shall notify the  
8 BLS sufficiently in advance of the intended move to allow BLS to notify the city clerk, and any other regulatory  
9 agencies with an interest in the business, and providing enough time for the clerk and other agencies to review the  
10 intended new location. Business shall not commence at the new location until approved. If the move is approved, a  
11 new license will be issued for the new place of business, as long as no grounds exist for denial or revocation of the  
12 license, as set forth in EMC 5.05.130. A change of location may require submitting a zoning change of use for the  
13 new location.

14 **5.05.060 License not transferable.**

15 A. No license issued under the provisions of this chapter shall be transferred or assigned.

16 B. In the event that the ownership of a business changes, the acquiring person shall obtain their own license for the  
17 business as provided for in this chapter before commencing business activities under the acquired business.

18 **5.05.070 License posting.**

19 All licenses issued pursuant to this chapter shall be posted in a conspicuous place at the business location for which  
20 it was issued.

21 **5.05.080 Disclaimer of city liability.**

22 A. Issuance of a license pursuant to this chapter does not constitute the creation of any duty by the city to indemnify  
23 the licensee for any wrongful acts against the public or any individual, or to guarantee the quality of goods, services,  
24 or expertise of a licensee.

25 B. The issuance of a license does not shift responsibility from the licensee to the city for proper training, conduct, or  
26 equipment of the licensee or his/her agents, employees or representatives.

27 **5.05.090 Application procedure – License fee.**

28 A. Application for the general business license provided for in this chapter is made by filing a business license  
29 application with BLS. The application shall include all information required for each license requested, all fees due  
30 for all licenses and any fee set forth in the city of Edgewood fee schedule, as well as the application handling fee  
31 required by RCW 19.02.075 and any other fees required by this code

32 B. The BLS shall provide all necessary information to the city clerk for review. The city clerk shall determine  
33 whether to approve issuance of the license through the BLS which will then produce the license document. If the  
34 determination is made to deny the application, the city shall provide the decision to the applicant in writing. An  
35 applicant who is denied may pursue an appeal as provided for in EMC 5.05.130 through 5.05.180.

36 **5.05.100 License does not indicate legality of business.**

37 A. The issuance of a license pursuant to this chapter shall not be evidence of the legality of a business or indicate  
38 that the business is conducted in conformity with any laws or regulations of the city, the state of Washington or the  
39 United States.

40 B. The issuance of a business license shall not prevent the city, the state of Washington or the United States from  
41 taking any action relating to the conduct of the business or the licensee, including, but not limited to, action to  
42 revoke the license or deny an application for a future license, an action to cause the cessation of the business, or any  
43 enforcement action described in this chapter.

1 **5.05.110 License renewal – Late penalties.**

2 A. The business license issued through the provisions of this chapter shall expire on the date established by the BLS  
3 and must be renewed on or before that date to lawfully continue to engage in business within the city.

4 B. Application for renewal of the license is made through the BLS and shall include all information required for  
5 renewal of all licenses involved, the total fee for all licenses, as well as the renewal application handling fee required  
6 by RCW 19.02.075.

7 C. The license expiration date and respective city license fee amount may be prorated as necessary in order to  
8 synchronize the license expiration with the expiration date of the business license account maintained by the BLS.

9 D. Failure to complete the business license renewal by the expiration date shall incur the late renewal penalty  
10 required by RCW 19.02.085 in addition to all other fees due.

11 E. Failure to complete the license renewal within 120 days after expiration shall result in the cancellation of the  
12 license and shall require submitting a new application for a business license in order to lawfully engage in business  
13 within the city. The city may require payment of all past due amounts prior to approving the new business license.

14 F. The city may impose additional penalties in addition to those referenced in this section, as provided for in EMC  
15 5.05.190.

16 **5.05.120 Overpayment or refund of license fee.**

17 Whenever a business makes an overpayment, and within two years after the date of such overpayment makes an  
18 application for a refund or credit for the overpayment, the claim shall be considered by the city clerk and, if  
19 approved, shall be repaid by the city.

20 **5.05.130 Grounds for denial or revocation of license.**

21 A. In addition to other actions or penalties provided by law, the city may deny or revoke any license applied for or  
22 issued pursuant to this chapter for any of the following reasons:

23 1. The license application contains an omission or misrepresentation of material fact.

24 2. The license was procured by fraud.

25 3. The license is used or is intended to be used for a business materially different from that applied for.

26 4. The licensee or business fails to pay the licensing fee applicable to such license.

27 5. The licensee or business violates any of the requirements of this chapter.

28 6. The business engages in, or the licensee seeks a license to engage in, an unlawful business or activity.

29 7. The business operates in a manner that constitutes a nuisance pursuant to common law or the ordinances and  
30 codes of the city of Edgewood or the statutes of the state of Washington.

31 8. The licensee is not 18 years of age or older at the time the license is applied for.

32 9. The licensee or the business has had a similar license denied or revoked and has not corrected the basis for  
33 the denial or revocation.

34 B. The issuance of a license that could have been denied pursuant to subsection (A) of this section shall not prohibit  
35 the city from taking action to revoke the license at a later date, and it shall at all times remain the exclusive  
36 responsibility of the licensee to ensure that the business complies with the requirements of this chapter.

37 **5.05.140 Denial or revocation of license – Notice and opportunity to be heard.**

38 In accordance with EMC 5.05.150 through 5.05.180, a licensee shall have an opportunity to be heard subsequent to  
39 the denial of a business license, or prior to the revocation of an existing license.

1 **5.05.150 Notice of license denial or revocation and scheduling of hearing.**

2 A. Denial of License. Any action to deny a license applied for or issued shall be commenced by the city clerk's  
3 notice of the denial. A notice issued under this subsection shall substantially comply with the following:

4 1. The notice shall be delivered, by first class mail or by personal service, to the business license applicant or  
5 the holder of the business license as set forth in the most recent business license application.

6 2. The notice shall describe the basis for the denial.

7 3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for denial.

8 4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner in order to  
9 request an appeal hearing to contest the denial. If an appeal is filed, the appeal hearing shall be scheduled not  
10 less than 14 but not more than 60 days after the date the notice is delivered in accordance with this subsection  
11 (A).

12 5. The notice shall provide that if the licensee fails to appear on the date specified in the notice, the appeal of  
13 the denial is waived.

14 B. Revocation of License. Any action to revoke an issued license shall be commenced by a notice of the revocation.  
15 A notice issued under this subsection shall substantially comply with the following:

16 1. The notice shall be delivered, by first class mail or personal service, to the holder of the business license as  
17 set forth in the most recent business license application or business license issued.

18 2. The notice shall describe the basis for the revocation.

19 3. The notice shall describe the corrective action, if any, that may be taken to eliminate the basis for the  
20 revocation.

21 4. The notice shall specify the deadline for the applicant to submit an appeal to the hearing examiner, in order  
22 to request an appeal hearing to contest the revocation. If an appeal is filed, the appeal hearing shall be  
23 scheduled not less than 14 but not more than 60 days after the date the notice is delivered in accordance with  
24 subsection (A) of this section.

25 5. The notice shall provide that if the holder of the business license fails to appear on the date specified in the  
26 notice, default judgment shall be entered and the license shall be revoked on the failure to appear.

27 C. Operation during Appeal. When a license application has been denied or revoked and during the pendency of any  
28 appeal on the denial or revocation, the applicant/licensee shall not engage in the business for which the license was  
29 denied or revoked unless or until the license issues pursuant to the hearing examiner's order or court judgment.

30 **5.05.160 Hearing to deny or revoke business license.**

31 A. Parties to Hearing. The parties to a hearing provided pursuant to this chapter shall be the city and the licensee  
32 (and/or legal counsel for the two parties).

33 B. Date for Hearing. Hearings shall be scheduled to occur no less than 14 but not more than 60 days after the date  
34 the notice of denial or revocation is delivered in accordance with EMC 5.05.150; provided, that additional hearings  
35 may be held after 60 days as determined by the hearing examiner. The hearing examiner shall have discretion to  
36 grant continuances and reschedule hearings in the interest of the parties and justice.

37 C. Prehearing Conferences. The hearing examiner may, in the examiner's discretion or at the request of either party,  
38 hold a prehearing conference to schedule additional hearings, order discovery, and to make other appropriate pretrial  
39 determinations. A prehearing conference may be held by telephone.

40 D. Hearing Process. The parties to the hearing, or legal counsel for the parties, may call witnesses and present  
41 evidence and rebuttal evidence subject to the following:

- 1 1. The city shall have the burden of proving, by a preponderance of the evidence, that there are sufficient  
2 grounds for the denial or revocation of the license pursuant to EMC 5.05.130. Violations subject to civil  
3 infraction or criminal penalties shall be enforced in Pierce County District Court (PCDC). (See EMC 5.05.190.)
- 4 2. The parties shall be responsible for securing the appearance of any witnesses they may call. Neither the city  
5 nor the hearing examiner shall have the burden of securing any witnesses on behalf of the licensee.
- 6 3. Formal rules of evidence shall not apply. The hearing examiner may allow hearsay evidence and may permit  
7 the admission of evidence without proof of the chain of custody of evidence. Notes, reports, summaries,  
8 notices, photographs, or other materials prepared by the parties may be admitted into evidence if requested,  
9 without satisfaction of formal rules of evidence. Notwithstanding the admission of evidence, the hearing  
10 examiner shall determine the proper weight to be assigned to any evidence admitted.
- 11 E. Default Judgment. If the licensee fails to appear on the hearing date specified in the notice or at any other hearing  
12 set by the hearing examiner, the right to a hearing shall be forfeit and default judgment shall be entered and the  
13 license shall be denied or revoked.
- 14 **5.05.170 Authority of hearing examiner – Order – Appeal.**
- 15 A. Authority. The hearing examiner shall have the authority to determine whether or not there are sufficient grounds  
16 for the denial or revocation of the business license, pursuant to EMC 5.05.130.
- 17 B. Order. The hearing examiner shall issue a written order that sets forth a procedural summary of the hearing, his or  
18 her findings of fact and conclusions of law, and his or her determination. In the event of a default judgment, the  
19 written order shall set forth whether notice was properly issued, the facts regarding the failure of the licensee to  
20 appear, and a determination of default in the event notice was proper. The written order shall be delivered to the  
21 parties by first class mail, deposited in the mail no more than 21 days following the conclusion of the hearing. The  
22 order of the hearing examiner shall become effective on the third day following placement of the order in the mail.
- 23 C. Appeal. An appeal of the order of the hearing examiner must be filed with the superior court within 21 days of  
24 the effective date of the order.
- 25 **5.05.180 Corrective action prior to hearing.**
- 26 In the event the licensee takes corrective action and the grounds for the denial or revocation are abated, and such  
27 corrective action and abatement occurs prior to the date set for hearing, the hearing shall be canceled, and the license  
28 shall be issued or reissued.
- 29 **5.05.190 Violations and enforcement – Penalties.**
- 30 A. Any violation of any provision of this chapter may be enforced as provided in this section.
- 31 B. Each separate date, or portion thereof, during which any violation occurs shall constitute a separate violation.
- 32 C. Enforcement.
- 33 1. Civil Infraction. Any person who violates this chapter is subject to issuance of a Class 1 civil infraction as set  
34 forth in RCW 7.80.120(1)(a), filed in PCDC and processed in the same manner as other infractions. If a person  
35 cited for failure to obtain a business license appears before the PCDC and provides written evidence that he or  
36 she obtained a business license prior to adjudication of the infraction, the monetary penalty shall be reduced to  
37 \$100.00 and the court may assess court administrative costs of \$25.00. The court administrative costs shall be  
38 in lieu of the statutory assessments referenced in RCW 7.80.120.
- 39 2. Criminal Violation. A person who knowingly violates a provision of this chapter, or commits a repeat  
40 violation of this chapter, is guilty of a misdemeanor, punishable by up to the maximum penalty established in  
41 RCW 9A.20.021(3). For purposes of this section, "repeat violation" means either a prior committed finding by  
42 the PCDC of an infraction issued under this chapter, or a committed finding by the hearing examiner of a  
43 violation of this chapter by the same business, licensee or person within a five-year period.

1           3. Injunction. In addition to or as an alternative to any other enforcement or penalty provided for in this chapter,  
2           and because a violation constitutes an actual injury to the community, the city may seek injunctive relief or  
3           other equitable relief to prevent any activity in violation of this chapter.

4           4. Collections. Any license fees or penalties due and unpaid under this chapter, and all costs and expenses,  
5           constitute a debt to the city and may be collected by referral to a collection agency in accordance with Chapter  
6           3.55 EMC and RCW 19.16.500 or court proceedings the same as any other debit in like amount which is in  
7           addition to all other existing remedies. In any such action, the prevailing party shall be entitled to recover its  
8           reasonably incurred costs, expenses, and fees, including attorneys' fees.

9

DRAFT

Chapter 18.100

DEVELOPMENT STANDARDS – USE SPECIFIC

...

**18.100.070 Home businesses**

A. Purpose. The purpose of this section is to provide standards which allow residents to operate businesses or conduct commercial activity from their principal residence or from a permitted accessory structure while achieving the goals of retaining the residential character of the dwelling and the neighborhood.

BA. Applicability – Home business permit required. Unless the proposed business or commercial activity is exempt per subsection C or complies with the limited activity restrictions under subsection E.2, ~~Home businesses are limited to an accessory use in conjunction with a residential detached dwelling use type. Obtaining~~ a home business permit is required ~~in addition to the general business license required by Chapter 5.05 EMC.~~ The home business permit is subject to the regulations of this section, reviewed under the Type 1 permit process as provided in EMC 18.50.050, and administered through the community development department~~city clerk's office.~~

CB. Exemptions. The following uses are exempt from the regulations of this section:

1. Any non-residential use in a permitted accessory structure that is otherwise permissible in the zoning district under EMC 18.70.050. This exemption does not apply to non-residential uses within any residential dwelling unit. ~~Child daycare services, home based (624410, part), except a home business permit is still required to ensure compliance with EMC 18.100.040.~~

2. Accommodation (NAICS Sector 721) – bed-and-breakfast inns (NAICS 721191).

3. Garage sales, yard sales, bake sales, temporary home bazaars for hand-crafted items or parties for the display of clothing, gifts and household products, and other similar uses shall not be subject to regulation pursuant to this section; provided, that:

a. Any such use shall not be in existence for more than four times in any one calendar year, and is not in violation of any other section of the title or other city ordinances; and

b. Any such garage sales and yard sales involve only the sale of household goods, none of which were purchased for the purpose of resale.

4. For the profit sale of produce or other food products is limited to the temporary seasonal sale of produce grown on the premises.

5. Hobbies which do not result in payment to those engaged in such activity.

DC. Prohibited Activities. No business or commercial activity shall be allowed on property that a person owns, occupies, or is in lawful control of, within residential dwellings or structures accessory thereto, contrary to the provisions of this section. The following on-site activities are prohibited as home businesses:

1. Repair, bodywork, painting, washing, detailing, or storage of ~~No home business or business use on residential property that a person owns, occupies or is in lawful control of, contrary to the provisions of this section.~~

~~2. The following on-site activities are prohibited as home businesses:~~

~~a. Motor vehicles, commercial trucks and/or other heavy equipment repair.~~

~~b. Motor vehicle, commercial truck and heavy equipment bodywork.~~

1 ~~e. Motor vehicle, commercial truck and heavy equipment painting.~~

2 ~~d. Motor vehicle, commercial truck and heavy equipment wash and/or detailing services.~~

3 ~~e. Storage of motor vehicles, commercial trucks or heavy equipment.~~

4 ~~f.2.~~ Storage of used parts of vehicles and/or used machinery in inoperable condition.

5 ~~g.3.~~ Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials  
6 unless being used to construct a specific structure on the premises, pursuant to a current city building permit.

7 ED. Performance Standards. The following performance standards prescribe the parameters under which one or  
8 more home business activities may be conducted on private property when incidental to a residential use. Said  
9 Aactivities that exceed these performance standards are subject to the use standards under Chapter 18.70 EMC,  
10 Permitted Land Uses, ~~to determine the appropriate civic, commercial, or industrial use category that applies to the~~  
11 ~~activity.~~

12 1. The following standards apply to all home business activities within the city of Edgewood:

13 ~~a. A home business permit shall be obtained directly through the city clerk's office for each home business~~  
14 ~~and any property on which a home business is undertaken.~~

15 ~~a~~b. All home business activities are subject to the general business license requirements under ~~A city~~  
16 ~~business registration shall be obtained and maintained for each home business as described in~~ Chapter 5.05  
17 EMC.

18 ~~e. The home business shall be clearly incidental and secondary to the use of the property as residential~~  
19 ~~purposes and shall not change the residential character of the dwelling or neighborhood.~~

20 b. The activities must be operated by a resident of the property on which the activity is located, with no  
21 more than one non-resident employee on site at any given time. If there is a non-resident employee, the site  
22 must have one parking space in addition to any parking required for the dwelling on the same parcel of  
23 land.

24 c. The activities shall be accessory to residential detached dwelling and middle housing use types, limited  
25 to 40 percent of the gross floor area of the residence, including garages and unfinished basements, and  
26 accessory buildings, with proof of owner authorization if the applicant is not the property owner.

27 d. The activities shall not change the residential character of the dwelling and/or neighborhood, being  
28 conducted completely within the dwelling or other permitted accessory structure(s), including the storage  
29 of all materials, parts, tools and other equipment used in the activity, except for the growing or storing of  
30 plants that may be used by the activity.

31 e. The activities must not utilize more than two vehicles and utility trailers with a gross vehicle weight  
32 rating (GVWR) of more than 10,000 pounds per truck/trailer combination. If there are vehicles and utility  
33 trailers, parking must be provided for on the subject property.

34 ~~f~~d. There shall be no more than three deliveries per week to the residence by suppliers for the business  
35 activities.

36 g~~e.~~ Traffic generated by ~~a home~~ the business activities shall not exceed 16 round trips per day per  
37 property associated with the home business, including deliveries and client-related trips.

38 h~~f.~~ Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential  
39 levels, as determined by the utility purveyor.

1 ig. The activity shall not interfere with other existing and/or permitted uses on nearby land, including but  
2 not limited to ~~E~~equipment or operation processes ~~shall not be utilized~~ which would produce or cause the  
3 emission of gases, dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to  
4 cause offense or irritation to neighboring residents.

5 jh. The home business(es) shall not use electrical or mechanical equipment that results in:

6 i. A change to the fire rating of the structure(s) used for the home business(es);

7 ii. Visual or audible interference in radio or television receivers, or electronic equipment located off  
8 premises; or

9 iii. Fluctuations in line voltage at or beyond the property line.

10 ki. The activity must comply with all applicable building, land use, and fire code requirements for permits,  
11 occupancy, and inspection, including any use of hazardous materials or equipment. There shall be no  
12 storage, distribution and/or production of toxic or flammable materials, nor spray painting or spray  
13 finishing operations that involve toxic or flammable materials, which in the judgment of the fire code  
14 official pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant  
15 shall make available the material safety data sheets, listing all potentially toxic and/or flammable materials  
16 associated with the home business, to the fire code official if requested for review.

17 l. Manufacturing activities shall be limited to small-scale assembly of already manufactured parts, but this  
18 shall not preclude production of small, individually hand-crafted items, furniture or other wood items as  
19 long as the activity meets the other standards of this section.

20 m. Customers, clients, and/or patrons of the activity shall be prohibited from the premises prior to 8:00 a.m.  
21 and after 8:00 p.m. on Mondays through Fridays, and prior to 9:00 a.m. and after 5:00 p.m. on weekends  
22 and holidays observed by the city.

23 n. All signs for the activity must meet the requirements of Chapter 18.97 EMC, Sign Code.

24 2. Home-based child daycare services (NAICS 624410, part) that are compliant with the standards under EMC  
25 18.100.040 are exempt from the performance standards listed under subsection 1, above.

26 3. Proposed business activities that comply with subsection 1, above, and the following additional standards  
27 shall be considered limited home businesses and are exempt from the home business permit required under this  
28 section:

29 a. The structure shall not be modified to establish or operate the proposed business activity that would  
30 cause it to resemble anything other than a residential dwelling or accessory structure. This means there  
31 shall not be any separate entrance(s) for the activity from the outside of the structure, mechanical  
32 equipment that would not be used normally for domestic or household purposes, and/or be any evidence  
33 that a business is being conducted from the premises.

34 b. There shall be no exterior signage that identifies the property as a business location.

35 c. Other than residents of the dwelling, there shall be no non-resident employees, volunteers, or other  
36 persons engaged in the business activities on the site.

37 d. Any sales, either retail or wholesale, shall be limited to remote means (mail order, telephone, electronic,  
38 etc.) with off-site delivery.

39 e. Any service(s) offered to patrons shall be pre-arranged by appointment (no walk-ins), with no more than  
40 one patron on-site at any time, or provided off-site.

1 f. Activities are further limited to no more than 25 percent of the floor area of the dwelling. Areas within  
2 attached garages, unfinished basements and storage buildings shall not be considered floor area for  
3 purposes of calculating this allowable limited home business activity area, but these features may be used  
4 for storage of goods associated with the limited home business.

5 ~~E. One or more home business may be conducted in a residential detached dwelling use type as an accessory use,~~  
6 ~~except as prohibited in subsection C of this section, Prohibited Activities; provided, that the home business shall:~~

7 ~~1. Be operated by a resident of the property on which the business is located.~~

8 ~~2. Employ no more than one full or part time person, other than residents of the dwelling.~~

9 ~~3. Be operated within the dwelling or other accessory buildings normally associated with uses permitted in the~~  
10 ~~zone in which the property is located.~~

11 ~~4. Not interfere with existing uses on nearby land or with other uses permitted in the zone in which the property~~  
12 ~~is located.~~

13 ~~5. Comply with all conditions imposed pursuant to this section.~~

14 ~~6. Have one parking space per employee provided on the same parcel of land, in addition to that parking~~  
15 ~~required for the dwelling.~~

16 ~~7. Not utilize more than two vehicles and utility trailers, with a gross vehicle and trailer weight of more than~~  
17 ~~10,000 pounds, in the operation of the home business. Parking for said vehicles and/or trailers shall be provided~~  
18 ~~on the subject property.~~

19 ~~8. Store all materials, parts, tools and other equipment used in the operation of the home business entirely~~  
20 ~~within the dwelling or accessory building.~~

21 ~~9. Comply with building, land use and fire code requirements for permits, occupancy, and inspection, including~~  
22 ~~use of hazardous materials or equipment.~~

23 ~~10. Limit manufacturing to the small scale assembly of already manufactured parts but shall not preclude~~  
24 ~~production of small, individually hand-crafted items, furniture or other wood items as long as the activity meets~~  
25 ~~the other standards of this section.~~

26 ~~11. Prohibit customers or clients on the premises prior to 8:00 a.m. and after 8:00 p.m. on Mondays through~~  
27 ~~Fridays, and prior to 9:00 a.m. and after 5:00 p.m. on weekends and state or federal holidays.~~

28 ~~12. Limit the home business activity to 40 percent of the gross floor area of the residence, including garages~~  
29 ~~and unfinished basements, and accessory buildings; or 2,000 square feet, whichever is less.~~

30 ~~13. Meet the signage requirements of Chapter 18.97 EMC, Sign Code.~~

31 ~~14. Each business must meet the requirement of Chapter 5.05 EMC, Business Licenses and Regulations.~~

32 F. Home business permit – decision criteria. The decision to approve, approve with conditions, or deny an  
33 application for a home business permit shall be made by the community development director or designee upon  
34 findings of whether or not the ~~pur~~proposed home business activity is or will be:

35 1. In compliance with the standards contained in this section;

36 ~~2. Subordinate to the residential use of the property; and~~

37 ~~23.~~ 23. Undertaken in a manner that is not detrimental or disruptive in terms of appearance or operation to  
38 neighboring properties or the community; ~~and~~ and

1 34. Compatible with adjacent residential uses and surrounding neighborhoods. The community development  
2 director or designee may impose conditions upon the approval of a home business permit to ensure said  
3 compatibility ~~with adjacent residential uses and surrounding neighborhoods. These conditions may include~~  
4 but ~~are~~ not limited to, the following:

- 5 a. Further limiting the hours, days, place and manner of operation.
- 6 b. Requiring site and building design features that minimize environmental impacts such as noise,  
7 vibration, air pollution, glare, odor and dust.
- 8 c. Requiring additional building setbacks, and increased lot area, depth or width.
- 9 d. Further limiting the building area used by the home business and restricting the location of the use on the  
10 site in relationship to adjoining uses.
- 11 e. Designating the size, number, location and design of vehicle access points.
- 12 f. Requiring street right-of-way to be free at all times of vehicles associated with the home business.
- 13 g. Requiring landscaping, buffering and/or screening of the home business from adjoining uses and  
14 establishing standards for the continued maintenance of these improvements.
- 15 h. Requiring storm drainage improvements, and surfacing of parking and loading areas.
- 16 i. Limiting the extent and type of interior or exterior building remodeling necessary to accommodate the  
17 home business.
- 18 j. Limiting or setting standards for the location and intensity of outdoor lighting.
- 19 k. Requiring and designating the size, height, location of fences and materials used for their construction.

20 G. Home business ~~P~~permit – Revocation and Expiration.

21 1. The community development director or designee may revoke a home business permit if the conditions of  
22 approval have not been complied with and the home business is otherwise being conducted in a manner  
23 contrary to this title.

24 2. When a home business permit has been revoked due to violation of these standards, a minimum period of  
25 one year shall elapse before another application for a home business permit by the applicant(s) or member of  
26 the family residing on the subject property will be considered.

27 3. A home business permit shall become invalid if the applicant moves his or her residence.

28 H. Nonconforming home business use. An ongoing home business may be granted nonconforming status; provided,  
29 that it was previously permitted and has been in continuous operation since initial approval. The burden of providing  
30 a home business's nonconforming status rests with the property owner or tenant, pursuant to EMC 18.90.110. A  
31 home business which cannot prove nonconforming status shall be considered in violation of this section and shall  
32 cease until the appropriate approvals have been granted.

33 ~~18.100.080. Limited home businesses.~~

34 ~~A. The purpose of this section is to provide standards which allow residents to operate businesses or conduct~~  
35 ~~commercial activity from their principal residence or from a permitted accessory structure while achieving the goals~~  
36 ~~of retaining the residential character of the dwelling and the neighborhood.~~

37 ~~B. Limited home businesses are permitted as an accessory use in conjunction with residential detached dwelling and~~  
38 ~~middle housing use types.~~

- 1 ~~C. The same uses exempted under EMC 18.100.070(B) are exempt from the regulations of this section.~~
- 2 ~~D. Prohibited Activities:~~
- 3 ~~1. No limited home business or such use on property that a person owns, occupies or is in lawful control of, contrary to the provisions of this section.~~
- 4
- 5 ~~2. The following on-site activities are prohibited as home businesses:~~
- 6 ~~a. Motor vehicle, commercial truck and heavy equipment repair.~~
- 7 ~~b. Motor vehicle, commercial truck and heavy equipment bodywork.~~
- 8 ~~c. Motor vehicle, commercial truck and heavy equipment painting.~~
- 9 ~~d. Motor vehicle, commercial truck and heavy equipment wash and/or detailing services.~~
- 10 ~~e. Storage of motor vehicles, commercial trucks or heavy equipment.~~
- 11 ~~f. Storage of used parts of vehicles and/or used machinery in inoperable condition.~~
- 12 ~~g. Storage of building materials such as lumber, plasterboard, pipe, paint or other construction materials unless being used to construct a specific structure on the premises, pursuant to a current city building permit.~~
- 13
- 14
- 15 ~~E. The following performance standards prescribe the parameters under which limited home business activities may be conducted when incidental to a residential use. Activities that exceed these performance standards are subject to Chapter 18.70 EMC, Permitted Land Uses, to determine the appropriate civic, commercial, or industrial use category that applies to the activity.~~
- 16
- 17
- 18
- 19 ~~The following standards apply to all limited home business activities within the city of Edgewood:~~
- 20 ~~1. A limited home business permit shall be obtained directly through the city clerk's office for each limited home business and any property on which a limited home business is undertaken.~~
- 21
- 22 ~~2. A city general business license must be obtained and maintained for each limited home business as described in Chapter 5.05 EMC.~~
- 23
- 24 ~~3. The limited home business shall be clearly incidental and secondary to the use of the property as residential purposes and shall not change the residential character of the dwelling or neighborhood.~~
- 25
- 26 ~~4. All the activities of the limited home business(es) shall be conducted indoors, except for those related to growing or storing of plants used by the limited home occupation(s).~~
- 27
- 28 ~~5. No modification shall be made to the dwelling to establish or operate the limited home business that would cause it to resemble anything other than a dwelling.~~
- 29
- 30 ~~6. There shall be no more than three deliveries per week to the residence by suppliers.~~
- 31 ~~7. Traffic generated by a limited home business shall not exceed 16 round trips per day associated with the home business, including deliveries and client-related trips.~~
- 32
- 33 ~~8. Sales, either retail or wholesale, shall be limited to mail order and telephone sales with off-site delivery.~~
- 34 ~~9. Services to patrons shall be arranged by appointment or provided off-site.~~

- 1 ~~10. Utility demand for sewer, water, electricity, garbage or natural gas shall not exceed normal residential-~~
- 2 ~~levels.~~
- 3 ~~11. Equipment or operation processes shall not be utilized which would produce or cause the emission of gases,~~
- 4 ~~dust, odors, vibration, electrical interference, smoke, noise, or light in a manner likely to cause offense or~~
- 5 ~~irritation to neighboring residents.~~
- 6 ~~12. The home business(es) shall not use electrical or mechanical equipment that results in:~~
- 7 ~~a. A change to the fire rating of the structure(s) used for the home business(es);~~
- 8 ~~b. Visual or audible interference in radio or television receivers, or electronic equipment located off-~~
- 9 ~~premises; or~~
- 10 ~~c. Fluctuations in line voltage at or beyond the property line.~~
- 11 ~~13. There shall be no storage, distribution and/or production of toxic or flammable materials, nor spray painting~~
- 12 ~~or spray finishing operations that involve toxic or flammable materials, which in the judgment of the fire code~~
- 13 ~~official pose a dangerous risk to the residence, its occupants, and/or surrounding properties. An applicant shall~~
- 14 ~~make available the material safety data sheets, listing all potentially toxic and/or flammable materials~~
- 15 ~~associated with the home occupation, to the fire code official if requested for review.~~
- 16 ~~F. One or more limited home business may be conducted in a residential dwelling as accessory uses, excepted as~~
- 17 ~~prohibited in EMC 18.100.070(C), Prohibited Activities; provided, that the limited home business shall:~~
- 18 ~~1. Not have any employee, volunteer or other person engaged in the commercial activity on the site, other than~~
- 19 ~~residents of the dwelling.~~
- 20 ~~2. Be operated in its entirety within the principal dwelling.~~
- 21 ~~3. Not have a separate entrance from outside the building.~~
- 22 ~~4. Not use any mechanical equipment except that which is used normally for purely domestic or household~~
- 23 ~~purposes.~~
- 24 ~~5. Not utilize more than 25 percent of the total floor area of the living space of the dwelling. Areas within~~
- 25 ~~attached garages, unfinished basements and storage buildings shall not be considered living space for purposes~~
- 26 ~~of calculating allowable home business area but may be used for storage of goods associated with the limited~~
- 27 ~~home business.~~
- 28 ~~6. Not show any evidence that a business is being conducted from the premises.~~
- 29 ~~7. Not have any exterior signage that identifies the property as a business location.~~
- 30 ~~8. Not allow clients or customers to visit the premises for any reason.~~
- 31 ~~9. Not have any exterior storage of materials.~~
- 32 ~~10. Each business must meet the requirement of Chapter 5.05 EMC, Business Licenses and Regulations.~~
- 33 ~~G. Permit Revocation and Expiration.~~
- 34 ~~1. The community development director or designee may revoke a home business permit if the conditions of~~
- 35 ~~approval have not been complied with and the home business is otherwise being conducted in a manner~~
- 36 ~~contrary to this title.~~

- 1       ~~2. When a home business permit has been revoked due to violation of these standards, a minimum period of~~
- 2       ~~one year shall elapse before another application for a home business permit by the applicant(s) or member of~~
- 3       ~~the family residing on the subject property will be considered.~~
  
- 4       ~~3. A home business permit shall become invalid if the applicant moves his or her residence.~~
  
- 5       ~~H. An ongoing home business may be granted nonconforming status; provided, that it was previously permitted and~~
- 6       ~~has been in continuous operation since initial approval. The burden of providing a home business's nonconforming~~
- 7       ~~status rests with the property owner or tenant, pursuant to EMC 18.90.110. A home business which cannot prove~~
- 8       ~~nonconforming status shall be considered in violation of this section and shall cease until the appropriate approvals~~
- 9       ~~have been granted.~~
  
- 10      ...

DRAFT

**From:** [City Hall](#)  
**To:** [Jill Schwerzler-Herrera](#)  
**Subject:** FW: On adding housing to Edgewood  
**Date:** Tuesday, April 21, 2026 6:25:02 AM

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**From:** Derek SELLERS <dereksellers@outlook.com>  
**Sent:** Monday, April 20, 2026 6:47 PM  
**To:** City Hall <cityhall@cityofedgewood.org>  
**Subject:** Re: On adding housing to Edgewood

**\*This message is from an External Sender**

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Please pass this message and the original email to city council, and the EDAB and Planning Commission boards.

As an addendum to the points I make in my previous email, I would like to voice both my approval that Dhaliwal is back on track, and dismay at the immense reduction in scope of the commercial frontage along Meridian.

Whereas, building 1 went from having a large enough space for something like a Trader Joe's in it to just 4 smaller individual storefronts, and building 2 went from having retail space to being dedicated to a clubhouse for the residents.

In reviewing the original design documentation against the current, it seems clear to me that the thing that killed the project in its original form was an onerous calculation of required parking for the residences. In building a mixed-use facility such as this, there should be some portion of the parking requirement calculation that assumes several of the residents will be primarily using transit or ride share and will not own a car. At the same time, it should also assume that a good percentage of the visitors to the retail spaces will be the residents of the facility and would not be driving there.

I hope the city is doing something to push back on this clubhouse that is poised to use up a significant portion of valuable frontage space along Meridian. That is a use of the space that does not benefit other residents of the community besides those in Dhaliwal itself. I don't know if a clubhouse counts as a "commercial" use, but if it does, or if code is ambiguous on that subject, it should definitely be corrected.

If that isn't considered a commercial use, and the city is accepting a non-conformance to code to allow the project to move forward, then a choice is being made that negatively

impacts the majority of Edgewood residents. Instead, we should be allowing the frontage facilities to build higher and reduce the number of required parking stalls over what is required by city code, particularly those set aside for residential, in order to maintain the available retail frontage on Meridian while still penciling out for the developer.

I saw Dhaliwal in its original form as the type of development we should be prioritizing in this city, and one I had hoped would trigger a virtuous cycle of renewal along Meridian. This milquetoast form it has taken on reminds one of the unfulfilled promise that Edgewood Heights became between initial concept and implementation.

Regards,  
Derek Sellers

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**From:** Derek SELLERS <[dereksellers@outlook.com](mailto:dereksellers@outlook.com)>  
**Sent:** Tuesday, April 7, 2026 8:54:01 AM  
**To:** City Hall <[cityhall@cityofedgewood.org](mailto:cityhall@cityofedgewood.org)>  
**Subject:** On adding housing to Edgewood

Please pass this on to city council,

In watching the retreat recording (thank you again by the way for choosing to make that a possibility), I noted several council members highlight that they joined council to preserve the rural feeling of Edgewood and were concerned about the development requirements that have recently been implemented by state law.

Historically, city governments have tended to impose restrictive zoning that favors single family type housing and burdensome regulations and fees on developers to try to curb growth. There is especially skepticism and fear of renters as they tend to be folks from lower income brackets. But I would like to propose that fighting against the GMA and resisting the rising tide of young adults and working families coming to Edgewood because they are priced out of living in Seattle and Tacoma this way would have the opposite effect of what is intended.

I would argue that favoring single family housing in our zoning policy is already damaging our rural character by turning our cherished meadows and cow pastures on the plateau into packed developments. I believe we will see more of that type of land use disappear if we continue on our current course.

To comply with the GMA as we move forward, and indeed to simply be a city that can pay its own bills by increasing the base of tax payers who live and work and spend in the city, we should think bolder and bigger on our current ideas to build housing near Meridian. By this I mean lifting height restrictions, allow 5, 6, 7, 8 story complexes with ground floor retail. This kind of development is more likely to pencil out in the long term and is more likely to get built than trying to build a dedicated commercial building or a strip mall and would be arguably more attractive.

In addition, focus multifamily type zoning around the 1-2 block off Meridian road network, and keep focusing on completing that road network, completing sewer, water runoff, and utility connections in that region. Encourage and lobby Pierce Transit for higher frequency levels of service on the 402. Every 15 minutes should absolutely be achievable. Now that we have both Sounder in Puyallup and Light Rail in Federal Way the Meridian corridor is a no-brainer location to live for renters who work jobs in the major metros but can't afford a \$3k+ a month mortgage.

Keep investing in sidewalks in this region yes but even more invest in trails and paths that are off-the roadway to make everything in this part of the city an easy 15-minute walk away for folks who would prefer not to own and maintain a car, as many millennials and gen-z adults prefer to do. Then, pass a moratorium on building more \$1m per unit housing developments on the plateau so that we can still have our cow pastures and emu farms.

I myself am not a renter, nor am I someone who lives on a 5-acre lot on the plateau myself. I live in a single family home on 106<sup>th</sup> just a few blocks away from Meridian, and I am advocating for more neighbors near me so that I can have my 15 minute walk to amenities, my city can fully fund all the services my family relies on without raising additional property/sales taxes on each of us individually, and we can still be just a short walk away from cows and horses and fields and forests to our East, as opposed to a sea of cul-de-sacs and more cars to contend with on our collector roads.

Derek Sellers

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## CITY OF EDGEWOOD

### PLANNING COMMISSION MEETING AGENDA SUMMARY

Monday, April 13, 2026 – 6:00 PM ♦ City Hall –10440 Dom Calata Way E ♦ Edgewood, WA

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#### 1 CALL TO ORDER

Vice Chair Guillory called the meeting to order at 6:00pm and led attendees in the Pledge of Allegiance. **Present:** Carly Guillory, Leyla Church, Carly Lenoir, Tom Greene **Excused:** Joann Overfield, Andrew Hardesty

#### 2 CONSENT AGENDA:

- a. Review Planning Commission meeting minutes from March 9, 2026

**Motion:** As read **Action:** Approved **Moved by:** Commissioner Lenoir **Seconded by:** Commissioner Church Motion Passed 4-0

#### 3 CITIZEN COMMENT PERIOD

There were various citizen comments largely opposing a proposed rezoning from residential to industrial in the Sumner Heights area of Edgewood. Their concerns included increased traffic (especially heavy trucks), noise and vibration, safety risks (including for pedestrians and school routes), environmental impacts (slopes, habitat, light pollution), and property value impacts. Many emphasized preserving the neighborhood's rural/residential character and suggested alternatives like parks, buffers, or other non-industrial uses.

#### 4 DISCUSSION ITEMS

- a. Electric Alarms Systems, Fencing, and Retaining Wall Regulations Amendments – Status Update

Staff gave a brief update on proposed code updates related to alarm systems, fencing, and retaining walls. They noted draft materials have been reviewed internally with some feedback received but not yet fully incorporated, and they are planning to move the item forward to a public hearing at next month's meeting, which the Commission agreed to.

- b. Home Businesses & Licensing Regulations

Staff proposed updates to simplify home business regulations and align licensing rules with state law. Commissioners discussed concerns about limits on business-related traffic and deliveries but agreed to move the proposal forward to a public hearing next month.

- c. Introduction - Multi-Family Tax Exemptions (MFTE's)

MFTE discussion introduced a tax exemption program to encourage multifamily and mixed-use development with affordable housing components; commissioners debated tradeoffs between tax revenue and development/housing goals and generally supported continuing the process toward a hearing.

#### 5 STAFF UPDATES/BOARD MEMBER COMMENTS

Food truck pilot program is expanding around the city parks and local spots, and it's reportedly going well with increased vendor participation. Staff also gave updates on ongoing climate action planning, hazard mitigation work, and a tree canopy study, plus coordination with Pierce County on resilience planning. Commissioners briefly discussed general appreciation for staff

work, and there was a note that the historic windmill is being relocated to the City Hall campus this summer.

**6 ADJOURN**

Vice Chair Guillory adjourned the meeting at 7:22pm.



CITY OF EDGEWOOD  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Electric Alarms Systems, Fencing and Retaining Wall Code Amendments  
Attachments: See Agenda Item 4.a  
Submitted By: Josh Kubitz, AICP – Planning Manager

Background Information:  
Please see Agenda Item 4.a.

Tentative Schedule:  
*January 12, 2026 – Planning Commission Introduction (COMPLETE)*  
*February 9, 2026 – Planning Commission Discussion (COMPLETE)*  
*March 9, 2026 – Planning Commission Discussion (COMPLETE)*  
*April 13, 2026 – Planning Commission Discussion (COMPLETE)*  
April 24, 2026 – SEPA Issuance and Comment Period  
May 11, 2026 – Planning Commission Public Hearing  
June 8, 2026 – Planning Commission Recommendation  
July 7, 2026 – City Council Study Session Introduction  
July 14, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:  
Planning Commission held a public hearing earlier this evening on the proposed Electric Alarms Systems, Fencing and Retaining Wall Code Amendments. The Planning Commission is invited to review and discuss the materials provided under Agenda Item 4.a and any public comments received this evening.

Staff Recommendation:  
The Planning Commission is invited to review and discuss the materials provided under Agenda Item 4.a and request staff to prepare final edits for formal recommendation to City Council at the next meeting.



CITY OF EDGEWOOD  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Home Businesses & Licensing Regulations  
Attachments: See Agenda Item 4.b  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:  
Please see Agenda Item 4.a.

Tentative Schedule:  
*March 9, 2026 – Planning Commission Introduction (COMPLETE)*  
*April 13, 2026 – Planning Commission Discussion (COMPLETE)*  
April 24, 2026 – SEPA Issuance and Comment Period  
May 11, 2026 – Planning Commission Public Hearing  
June 8, 2026 – Planning Commission Recommendation  
June 16, 2026 – City Council Study Session Introduction  
June 23, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:  
Planning Commission held a public hearing earlier this evening on the proposed home businesses & licensing regulations amendments. The Planning Commission is invited to review and discuss the materials provided under Agenda Item 4.b and any public comments received this evening.

Staff Recommendation:  
The Planning Commission is invited to review and discuss the materials provided under Agenda Item 4.b and request staff to prepare final edits for formal recommendation to City Council at the next meeting.



CITY OF EDGEWOOD  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Multi-Family Tax Exemptions – Standards and Guidelines  
Attachments: N/A  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

While staff hears a strong desire expressed by the community for non-residential uses in Edgewood, there continues to be weak economic demand for new dining, retail and office spaces. One factor for this is the high cost of new construction. Another complication, particularly along Meridian south of 24th St E, is the high cost of relocating overhead utilities underground.

RCW 84.14 allows local governments to adopt multi-family tax exemptions (MFTEs) by resolution. Edgewood is an eligible city per RCW 84.14.010(3)(c), and there are three tiers available for consideration:

- An 8-year property tax exemption for new residential construction, and
- A 12-year property tax exemption for new residential construction if 20% of the new units are set aside as affordable housing, and
- A 20-year property tax exemption for new residential construction if 25% of the new units are set aside as affordable housing.

Following RCW 84.14.040, any local ordinance designating MFTEs:

- must locate said MFTEs within an urban center (*such as the TC, MUR and C zones*),
- must lack sufficient affordable housing,
- requires a public hearing, and
- must adopt and implement standards and guidelines to be utilized in considering applications and making the determinations required under RCW 84.14.060.

Staff believe the last bullet is a key consideration here: our “standards and guidelines” can include provisions that require construction of non-residential spaces to accompany the proposed multi-family development, possibly above and beyond that which is already required by the development regulations. Also, the reduction in property taxes over time may offset a significant portion of the costs for relocating utilities underground - another factor which is proving to be a significant challenge.

Finally, by implementing local MFTE provisions, Edgewood may encourage development of more affordable housing units along the Meridian Corridor, preparing for compliance with recent case law and our next periodic Comprehensive Plan update.

Following staff's introduction to the City Council on March 17, 2026, they have referred this topic to the Planning Commission (PC) for further analysis and discussion, particularly with regard to the "standards and guidelines" component of the statute.

Resources:

- Sumner: [Multifamily Property Tax Exemption \(MFTE\) Program – City of Sumner](#)
  - SMC 2.52: <https://ecode360.com/47275552#47275552>
- Puyallup: <https://www.puyallupwa.gov/1950/Multi-Family-Tax-Exemption-Program>
- Tacoma: <https://tacoma.gov/government/departments/community-and-economic-development/housing-division/tax-incentives/>
  - TMC 6A.110: <https://cms.cityoftacoma.org/cityclerk/Files/MunicipalCode/Title06-TaxandLicenseCode.PDF>
- Department of Commerce website (including model code):  
<https://www.commerce.wa.gov/growth-management/housing-planning/mfte/>

Tentative Schedule:

*March 17, 2026 – City Council Introduction (COMPLETE)*

*April 13, 2026 – Planning Commission Introduction (COMPLETE)*

May 11, 2026 – Planning Commission Discussion

June 8, 2026 – Planning Commission Discussion

June 19, 2026 – SEPA Issuance and Comment Period

July 13, 2026 – Planning Commission Public Hearing

August 10, 2026 – Planning Commission Recommendation

August 18, 2026 – City Council Study Session Introduction

August 25, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:

Staff is prepared to discuss the following topics, seeking feedback before preparing draft materials:

- *Appropriate geographic area(s) for implementation of an MFTE program in Edgewood –*
  - MFTE's must be established within "urban centers". As defined by RCW 84.14.010(18), an urban center must contain:
    - (a) Several existing or previous, or both, business establishments that may include but are not limited to shops, offices, banks, restaurants, governmental agencies;
    - (b) Adequate public facilities including streets, sidewalks, lighting, transit, domestic water, and sanitary sewer systems; and
    - (c) A mixture of uses and activities that may include housing, recreation, and cultural activities in association with either commercial or office, or both, use.
  - *Staff recommends the PC limit eligible sites to those that are within the TC zoning district and served by sanitary sewers, and consider expanding to areas in the MUR and C zoning*

*districts that are within the current sanitary sewer service area and no more than 750 feet from an active public transit line (i.e., Meridian Ave E / SR 161)*

- *Review the minimum requirements at each exemption level –*
  - 8 years: No requirements by statute
    - Sumner: Not Applicable
    - Puyallup: 4-unit minimum, 50% permanent residential occupancy, and tenant displacement is prohibited
    - Tacoma: 4-unit minimum, 50% permanent residential occupancy, requires projects with less than 20 units to be owner occupied, not rental
  - 12 years: Rent / Sell at least 20% as affordable housing units to either low-income or moderate-income households
    - Sumner: 12-unit minimum, 50% permanent residential occupancy and tenant displacement is prohibited
    - Puyallup: also includes same restrictions as the 8-year exemption, plus relocation assistance at end of exemption term
    - Tacoma: Requires 30% ground floor commercial in specific zones
  - 20 years: at least 25% of the units must be built by or sold to a qualified nonprofit or local government that will assure permanent affordable homeownership
    - Sumner: Not Applicable
    - Puyallup: Does not have any additional requirements
    - Tacoma: Minimum 25 units per acre, requires 30% ground floor commercial in specific zones
  - *Staff recommends considering similar limitations as these examples, and perhaps consider a higher initial affordable unit ratio for the longer-term exemptions*
- *Consider any other desirable and costly design elements for MFTE eligibility –*
  - Structured parking under / beneath other occupiable building space(s)
  - Crosswalk safety improvements when abutting existing public transit stop(s)
  - Relocating overhead utilities on the frontage to underground
  - Developing more than the minimum residential density
  - Allowing for additional building height to achieve maximum density

Staff Recommendation:

Following tonight's conversation with the PC, and initial conversation with the Department of Commerce regarding items discussed tonight, staff will prepare draft materials for review. Once the PC has had an opportunity to review draft materials, staff may recommend moving forward with scheduling a public hearing on this item as outlined in the Tentative Schedule, above. Staff also recommends that commissioners review the resources linked above before next month's meeting, if they have not had the opportunity yet. To allow adequate time for review and consideration of any public comments received, a formal recommendation by the PC to City Council may be considered at a subsequent PC meeting.



CITY OF EDGEWOOD  
STAFF REPORT  
PLANNING COMMISSION AGENDA ITEM

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Date: May 11, 2026  
Title: Introduction – Concurrency Code Update  
Attachments: N/A  
Submitted By: Jeremy Metzler, PE – Community Development Director

Background Information:

Concurrency Management regulations were adopted in 2017 under Ordinance 17-0499, codified in Edgewood Municipal Code (EMC) [Chapter 18.105](#). The purpose of this chapter is to implement the concurrency provisions of the city's Comprehensive Plan and General Sewer Plan, as applicable, in accordance with RCW 36.70A.070(6)(b), consistent with WAC 365-195-510 and 365-195-835. As codified, the chapter is solely focused on transportation concurrency.

As part of this year's annual report (required under EMC 18.105.220), staff asked the city's on-call transportation consultant, Transpo Group, to review this code and provide any recommendations for updates. The following list summarizes their suggestions:

- Trip Threshold: EMC 18.105.030(B) sets the concurrency evaluation threshold at project that generate either a) one or more vehicle trips through a failing intersection or roadway segment, or b) "10 or more new p.m. peak-hour trips." Transpo noted "there is substantial remaining capacity across the system", and most of incoming development proposals generate more than 20 new p.m. peak-hour trips. For reference, the current fee for Concurrency Review is \$3,000 for all projects generating between 10 and 25 new trips. Therefore, to reduce costs for smaller developments, Transpo suggests considering a threshold increase from 10 to 20 trips.
- Multimodal Level of Service (LOS): EMC 18.105.070 currently states that concurrency LOS for road facilities is consistent with the Transportation Element of the City's Comprehensive Plan. The recently updated Transportation Element, however, includes additional LOS measures for pedestrian, bicycle, and transit facilities. While evaluating LOS measures for these active transportation modes is very important, staff is concerned that evaluating for concurrency on these modes would disable all development proposals located off Meridian Ave E (SR 161) for the foreseeable future. Therefore, to avoid conflict and confusion, we recommend revising EMC 18.105.070 to explicitly reference "vehicle LOS" as defined in the Transportation Element, rather than using the broader term "road facilities."
- Annual Report Frequency: EMC 18.105.220 currently requires annual reporting and monitoring. Based on recent application trends and the relatively limited pace of change in transportation system performance observed, along with a good amount of available capacity, Transpo suggests

that the city consider updating this section to allow for less frequent reporting, such as a bi-annual schedule. Reducing the reporting frequency could help streamline administrative efforts while still providing adequate monitoring to track system performance, identify emerging issues, and inform future transportation funding decisions, if needed.

Tentative Schedule:

May 11, 2026 – Planning Commission Introduction  
June 8, 2026 – Planning Commission Discussion  
June 19, 2026 – SEPA Issuance and Comment Period  
July 13, 2026 – Planning Commission Public Hearing  
August 10, 2026 – Planning Commission Recommendation  
August 18, 2026 – City Council Study Session Introduction  
August 25, 2026 – City Council Regular Meeting and Potential Action

Current Discussion:

This item is being introduced this evening to the Planning Commission since this chapter is considered a development regulation. Staff welcomes any initial conversation on this topic, including any specific items members would like more information on for next month's discussion.

Staff Recommendation:

Preparing for more detailed discussion at next month's PC Meeting, staff recommends that the commissioners review the attached draft materials.