City of Kenmore
Planning Commission Meeting Minutes
February 6, 2024 @ 7:00 PM

Planning Commission Members – In Attendance (the meeting was held onsite and virtually using the Zoom online platform)

Dwight Thompson, Chair
Mike Vanderlinde, Vice Chair
Tracy Banaszynski
David Dorrian
Chris Olson
Derek Wyckoff

Excused: Saad Qadri

Staff

Debbie Bent, Community Development Director
Todd Hall, Principal Planner
Shannon Tipple-Leen, Planning Commission Clerk
Michelle Kang, Co-Clerk

1. CALL TO ORDER

The meeting was called to order by Chair Thompson at 7:00 PM.

2. APPROVAL OF MINUTES

January 16, 2024 Meeting minutes were approved by unanimous consent.

3. PUBLIC COMMENTS

Public Comments were made by Dan Troyan and Kara Macias.

4. AGENDA ITEMS

Comprehensive Plan Update - Economic Development Element

The Commission discussed their speaking parts when the Economic Element goes to City Council on March 18th.

Comm. Olson will speak to clean lighting manufacturing demand – 4F-19, line 3.

Vice Chair Vanderlinde will discuss a holistic view on Economic Development where current/future world planning for economic development, climate change, ecological sustainability/recovery, affordable housing, healthcare access are addressed together.

Comm. Wyckoff, addressing EE9 & EE10 will speak to developing and maintaining a culture of support with business and residents.

Comm. Dorrian would like to speak to current existing conditions on the Element. Page 5, line 1.

5. AGENDA Cont.

Middle Housing

Todd Hall provided a brief introductory presentation on Middle Housing. The presentation highlighted recently passed State housing legislation pertaining to housing types/densities and accessory dwelling units.

Questions/Comments:

Question on reasonable use permit – would that allow ADUs? What about DADUs?

- Answer: It would be very limited.

-The ability to be able to sell individual units is limited by code so mortgage lenders are not able to give loans. We want to make sure that we are allowing people to be homeowners and not just renters.

- Answer: The consultants are very knowledgeable and will guide this in our process.

-Is there a defined minimum or maximum that a city can choose regarding parking spaces?

- Answer: When cities were talking about this originally, people were deterred because of the expense of required parking spaces so will get clarification.

- What kind of restrictions will be placed on houses in critical areas.
    - Answer: Individual City code and State law will have to be consulted.

- What level is affordable housing?
    - Answer: This work is focusing on housing choices rather than affordable housing.

- What is the definition of a lot?
    - Answer: It is a defined piece of property. It can vary in size but will need to meet minimum lot size for the city. There will need to be a discussion on lot size and what makes sense for a lot size.

-Regarding the tiers of population for a city's requirement. We currently are at the top of tier 3 but you are recommending that we look at tier 2.
    - Answer: We will be in tier 2 shortly so will be planning for that.

-Tier 2 talks about 4 units per lot if at least one unit is affordable. What is that definition? Is it below market rate or a traditional affordable model.
    - In the state user guide, the definition states that affordable in this context is 60% below median income for a renter and 80% for an owner.

- It seems like this is framed to not allow the building of single-family homes.
    - Answer: That is not correct, you can't preclude one type of house over another.

- On the slide, "where 2 units per lot are required.." nothing is required right?
    - No, not required. It means that if a lot can have two units, you need to allow six of the nine types.

- Does two units mean two duplexes or a duplex and triplex etc.?
    - Will need clarification, but it seems to mean two individual residential units.

Debbie Bent continued the presentation, summarizing activities related to Phase 1 of the Middle Housing project that concluded in 2023, as well as summarizing upcoming amendments to the Comprehensive Plan and development regulations that will be completed by the end of 2024.

Questions/Comments:

- Are there plans for our DEIA or Climate Action committees to give feedback on our recommendations?
    - We certainly can.

- Will Phase II have more public involvement?
    - Yes, but what that is yet is has not been determined.

- If we have specific questions about setbacks, permit easements or floor area ratios should we send ahead of time?
    - Yes

- Is there a plan for community involvement while in the process to tell people what we have choices on with the new regulations?
    - The consultant will recommend when and what is appropriate for public engagement.

- We do want more than a traditional Public Hearing. We want to educate whether residents know a little or a lot on this issue. We would like to get input earlier and have the process incorporated with residents.

5. AGENDA Cont.

Draft Planning Commission Scope and Rules

Comments:

- Chair Thompson will be speaking with the City Attorney about quorums outside city events.

- The Commission allows the Clerk will make any grammatical or administrative corrections.

- For Public Hearings:
The meetings will end by 10pm.
Public Comment will be limited to 3 minutes.
The Clerk will post the Public Hearing rules at the meeting.
Staff presentations will be limited to 15 minutes.
No motions during a Hearing on the matter being discussed.

- Change the word citizen to resident in the document.

- The Rules of Decorum are less detailed than Council's but still firm. Want the meetings to be a safe place for people to come.

- In section 6, the Public Hearing is moved to the top of the agenda.

- **MOTION:** Commissioner Dorrian moved to add a Land Acknowledgement after the Call to Order. It will be the second item on the agenda. Chair Thompson seconded the motion.
VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

- **MOTION:** Commissioner Dorrian moved to add the flag salute to the agenda. It will be the third item on the agenda. Chair Thompson seconded the motion.
VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

Added language "A commissioner shall not testify or give public comments as a resident before the Commission."

- Regarding the sharing of information. If you receive information that you would like to share with the other commissioners, please share with the Clerk. They will share with the appropriate person, the group or no one.

- **MOTION:** Commissioner Banaszynski moved to accept the Scope & Rules with changes. Commissioner Dorrian seconded the motion.
VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

- **MOTION:** Chair Thompson moved to excuse Commissioner Qadri from the meeting. Commissioner Banaszynski seconded the motion.
VOTE: 6 For, 0 Against, 0 Abstain. Motion Carried.

Planning Commission had a general discussion about affordable housing, multi-modal transportation, and the Planning Commission's roles.

6. ADJOURNMENT

Chair Thompson adjourned the meeting at 9:20 PM

Shannon Tipple-Leen
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Planning Commission
Approved by Planning Commission on: March 5, 2024