

City of Kenmore



City of Kenmore - 18120 68th Avenue NE - Kenmore, WA 98028
Phone: 425-398-8900 - E-mail: cityhall@kenmorewa.gov

Planning Commission Meeting

ON-SITE

Tuesday, July 16, 2024 - 7 PM

In addition, we try to provide access to the meeting virtually:

ZOOM LINK: <https://kenmorewa-gov.zoom.us/j/88691506080>

Or Telephone: Dial US: +1 253 205 0468

Callers please dial *9 to Raise/Lower Hand

Webinar ID: 886 9150 6080

Technical Difficulties - If the virtual component of the meeting disconnects, and we cannot resolve technical difficulties to reconnect the virtual component, the in-person meeting will continue at City Hall if there is a quorum of the body to conduct business.

If you have technical difficulties accessing the meeting virtually, please contact the Deputy City Clerk at mkang@kenmorewa.gov.

Land Acknowledgement to Honor First Peoples

We acknowledge that the City of Kenmore is situated upon the ancestral lands of the Snohomish, Snoqualmie, Sauk-Suiattle, Duwamish, Stillaguamish, Tulalip, Suquamish, Muckleshoot, and other tribes who are part of the Coast Salish Peoples. We recognize and express our deepest respect for their enduring stewardship and profound relationship with this land, which they have cherished and protected since time immemorial. We honor the First Peoples, acknowledge their vibrant cultures, and commit ourselves to learning from their wisdom in our journey to promote justice, equity, and mutual understanding. We pledge to stand alongside these communities in acknowledging past injustices and working towards a future that respects and celebrates the diverse heritage of this land.

1. **CALL TO ORDER**
2. **LAND ACKNOWLEDGEMENT**
3. **FLAG SALUTE**
4. **PUBLIC COMMENTS**

We welcome our community members to the Planning Commission meeting. In this forum, the Commission does not engage or dialogue with the public; the primary role is to listen. We will hear from our on-site guests first, followed by our pre-registered virtual guests. All guests must address comments to the Commission. The Clerk will acknowledge your request and call your name when it is your turn. Your time will start when we confirm that we can hear you. Please state your name and city of residence for the record and keep your comments to 3 minutes. We will not split your time with others or reset your time except by express approval of the Chair. You can submit materials to the Clerk in advance. This meeting is being recorded. Thank you for taking the time to express your comments.

VIRTUAL PARTICIPATION PROCESS: To provide public comments virtually, please fill

out the Virtual Public Comment Request Form in advance of the meeting. The form closes at 12:00 Noon on the day of the meeting. You will be confirmed by the Clerk. If you are having difficulty, please reach out to the Clerk at stippleleen@kenmorewa.gov.

5. CONSENT AGENDA

Approval of Previous Meeting Minutes

[07.02 Planning Commission Meeting Minutes](#)

Planning Commissioner Excusals

6. AGENDA ITEMS

Middle Housing Update

[Staff Memo](#)

[Briefing memorandum from Kimley-Horn \(consultant\)](#)

[Middle Housing slide deck](#)

7. ADJOURNMENT

UPCOMING MEETINGS:

July 30, 2024, 7:00 p.m.

**City of Kenmore
Joint Planning Commission Meeting Minutes
July 2, 2024 @ 7:00 PM**

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

Dwight Thompson, Chair
Tracy Banaszynski
Saad Qadri
Chris Olson
Derek Wyckoff

Excused, David Dorrian
Not in attendance, Mike Vanderlinde

Staff

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

1. CALL TO ORDER

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

2. LAND ACKNOWLEDGEMENT

The Land Acknowledgement was read.

3. FLAG SALUTE

The Flag Salute was done.

4. PUBLIC COMMENT

There was no public comment.

5. CONSENT AGENDA

Commissioner Dorrian was excused from the meeting.

Consent agenda unanimously approved.

6. AGENDA – Downtown Element

Todd Hall went through the updates to the Downtown Element.

Commissioners will go through the comments submitted to staff after the first review.

Questions/Comments:

MOTION: Commissioner Banaszynski moved to strike lines 13-16 Page 4B-1 about vision statement. Commissioner Olson seconded the motion. **VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The Commissioners discussed the Downtown Element at length. Issues included in that discussion were:

- Housing types
- Adding a map or visual to illustrate the relationship of Countywide Growth Center boundary and downtown quadrants.
- Opportunities for development
- Opportunities for restoration
- Several changes in wordsmithing and punctuation
- Using the Document from ULI as a reference

MOTION: Commissioner Olson moved to strike lines 9-10 and footnote 1 on Page 4B-10. Commissioner Banaszynski seconded the motion. **VOTE:** 5 For, 0 Against, 0 Abstain. Motion Carried.

The Downtown Element will go to hearing on August 20th with blue line changes.

6. AGENDA Cont. – Community Design Element

The Commissioners discussed the Community Design Element. Issues included in that discussion were:

- Multi-modal transportation
- Sustainable native plants in re-scaping
- Buildings of historical significance
- Promotion of local businesses
- Several changes in wordsmithing and punctuation

Page CD-11 objective 12.4.1 add F to include the Burke Gilman Trail.

Next meeting:

July 16th – Middle Housing

July 30th – rescheduled meeting from August 6th due to Council Chambers being used for elections.

Commissioners discussed dates and times for a social gathering.

7. ADJOURNMENT

Chair Thompson adjourned the meeting at 10:08 PM.

Planning Commission

Approved by Planning Commission on: _____



City Of Kenmore, Washington

Memorandum

Date: July 16, 2024
To: Planning Commission
From: Todd Hall, Principal Planner
Regarding: Middle Housing Policy and Code Update

At the June 4 Planning Commission meeting, Clay White from Kimley-Horn (consultant) will provide an update regarding the Middle Housing Policy and Code Update. The City Council and Planning Commission held a joint meeting on April 8, an open house was held on May 22, and the last discussion at Planning Commission was on June 4. Clay will provide information on draft housing policies and also site plan scenarios for code considerations.

The City is required to amend both the Housing Element and Land Use Element of the Comprehensive Plan (adopted in 2022) to be consistent with recent state law passed on middle housing and accessory dwelling units (ADUs) by December 31, 2024. The City must also develop and implement new zoning regulations for middle housing and ADUs by June 2025.

Attachment 1: Briefing memorandum from Kimley-Horn (consultant)
Attachment 2: Middle Housing slide deck

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TO: Debbie Bent, Community Development Director
Todd Hall, Principal Planner

FROM: Clay White, Director of Planning

DATE: July 9, 2024

RE: July 16, 2024, Kenmore Planning Commission– Housing policy briefing and review of site plan examples

We look forward to the opportunity to brief the Kenmore Planning Commission on July 16, regarding the Middle Housing Policy and Code update project. The briefing will focus on providing a:

- Short project overview and review of the project schedule.
- Discussion of draft housing policy amendments.
- Presentation of site plan scenarios to highlight current development standards and identify discussion areas as new code is drafted.

Background

The Washington Legislature passed Engrossed 2nd Substitute [House Bill 1110](#) (“E2SHB 1110”, commonly referred to as “HB 1110”) in 2023. HB 1110 requires 77 cities across the State of Washington to adopt development regulations allowing for middle housing on all lots zoned predominantly for residential use. The City of Kenmore is required to adopt new zoning and development regulations in compliance with these new requirements by June 30, 2025. If no action is taken, the legislation will become effective.

Overview of Bill requirements

House Bill 1110 has different requirements for cities that have a population under/over 25,000. In 2023, the City of Kenmore population estimate was 24,230. It is likely that Kenmore will grow past the 25,000 thresholds within the next two or three years. When a city moves into a new population tier, it must comply with the new requirements.

Based upon the discussion at the April 8, 2024, joint City Council/Planning Commission meeting, we are proposing to implement the over 25,000 requirements.

Requirements for population over 25,000
At least six of nine middle housing building types must be allowed
2 units per lot
4 units per lot when near major transit or when at least 1 affordable housing unit is provided

Draft Housing Policy background and amendments

In November 2022, the City of Kenmore completed a major update of several elements of its Comprehensive Plan. The update included major revisions to the Kenmore 20-year [Vision Statement](#) and both the [Land Use](#) and [Housing Elements](#).

Phase 1 of the Framing the Future of Housing project, included a report which provided a complete review of the updated [City of Kenmore Comprehensive Plan](#). The report identified policies with the Vision Statement and both the Land Use and Housing Elements which provide broad support for providing a variety of housing types. As noted within the report, "The work recently completed by the City of Kenmore implements these new (housing) requirements and includes a Vision Statement and policies that support providing a variety of middle housing options."

The report also identified remaining policy gaps for consideration during the 2024 Comprehensive Plan Periodic update. While the report was completed prior to House Bill 1110 (Middle Housing) and 1337 (Accessory Dwelling Units) passing in 2023, the work already completed by the City of Kenmore demonstrates substantial compliance with the Growth management Act (GMA).

At the June 4, 2024, Planning Commission meeting, a discussion took place regarding additional policies the City of Kenmore may want to consider beyond those required by the GMA. Some of the ideas brought forward for discussion were based on community feedback.

Based upon analysis completed as part of Phase 1, community engagement, and initial discussions with the Planning Commission, the following draft policies have been prepared. The draft policies have been categorized to highlight which policies are designed to implement new state laws and those that are proposed based on community input and early Planning Commission discussions.

We will discuss these at the July 16 briefing. Based upon feedback received, we will then prepare amendments which will come back to the Planning Commission as part of the Comprehensive Plan hearings on the Land Use and Housing Elements in August.

Draft Policy Recommendations (For greater consistency with HB 1110)

- **Amended Policy LU-1.5.1** Ensure that zoning regulations provide for a range of housing types and densities, such as lower density single-family neighborhoods, and

medium density neighborhoods that combine single-family housing with housing types such as duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments.

- **Amended Policy LU-2.1.2b.** District Descriptions. Utilize the following purpose statements to distinguish the land use districts.

Low Density Residential: In this classification, land uses are predominantly single detached dwelling units on lot sizes that vary according to district but with an overall base density of one to six dwelling units per acre. These land uses also allow middle housing development, to include six of the nine approved middle housing types such as duplexes, triplexes, townhouses, and cottage housing. In the R-1 and R-4 districts, uses are clustered as appropriate in relation to environmental constraints.

- **New Policy H-1.1.4.** Consider modifications to existing development standards which make the development of middle housing types more feasible when maintaining existing housing on single-family lots.
- **New Policy H-3.1.3.** Expand allowed residential housing types in traditionally single-family zoned areas to include six of the nine approved middle housing types such as duplexes, triplexes, townhouses, and cottage housing.
- **New Policy H-4.1.6.** Consider affordable housing measures and incentives, beyond those in RCW 36.70A.635(2)(a), to promote additional affordable housing units in the City.
- **New Policy LU-1.3.4.** Consider development incentives which encourage middle housing development while providing appropriate design standards and maintaining the character of existing single-family neighborhoods.

Draft Policy Recommendations (Expressed interest by community/early Planning Commission discussions)

- **New Policy H-3.1.3.** Consider developing a Permit Ready program for ADUs and middle housing types to decrease the barrier to middle housing development.
- **New Policy LU-1.5.4.** Consider opportunities for small-scale neighborhood-serving retail in single-family areas to increase walkability and enliven residential neighborhoods.

Site plan variations

At the July 16, 2024, Planning Commission briefing, we will also review site plan variations to highlight how current development standards may impact different middle housing projects. Understanding how the current code will work for this type of development should provide a framework for code changes which will be brought back to the Planning Commission later this year. We also hope this facilitates a conversation regarding

development incentives and code changes which will encourage middle housing development while maintaining and enhancing the character of existing single-family neighborhoods.

Project schedule

Draft Housing and Land Use Element policy amendments along with code amendments will continue to be discussed by the Planning Commission after the July 16 meeting. August 20 and September 17 have been set aside for continued discussion with a possible hearing date of October 1. The schedule may change based on progress made as the Planning Commission considers policy and code amendments. We are still on schedule to complete this project by December 2024.

CITY OF KENMORE
Planning Commission briefing

Middle Housing Policy and Code Update project

July 16, 2024



Briefing overview

- Provide the Planning Commission:
 - Short project overview and review of the project schedule
 - Discussion of draft housing policy amendments
 - Presentation of site plan scenarios to highlight current development standards and identify discussion areas as new code is drafted



House Bill 1110 Background



House Bill 1110

- Passed by legislature in 2023
- Requires the City of Kenmore to adopt housing policies and implementing regulations to allow more middle housing in residential zones.
- Must be completed by June 30, 2025, or model code will apply.
- Requirements modified by city population.

CERTIFICATION OF ENROLLMENT

ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1110

Chapter 332, Laws of 2023

68th Legislature
2023 Regular Session

GROWTH MANAGEMENT ACT—MINIMUM DEVELOPMENT DENSITIES IN RESIDENTIAL ZONES

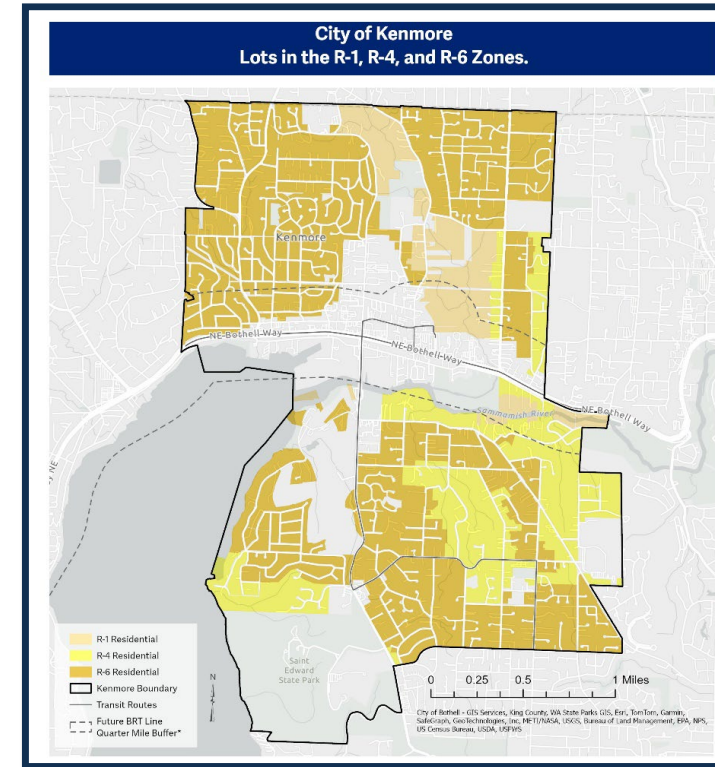
EFFECTIVE DATE: July 23, 2023

Passed by the House April 18, 2023 Yeas 79 Nays 18 <u>LAURIE JINKINS</u> Speaker of the House of Representatives Passed by the Senate April 11, 2023 Yeas 35 Nays 14 <u>DENNY HECK</u> President of the Senate Approved May 8, 2023 1:11 PM <u>JAY INSLEE</u> Governor of the State of Washington	CERTIFICATE I, Bernard Dean, Chief Clerk of the House of Representatives of the State of Washington, do hereby certify that the attached is ENGROSSED SECOND SUBSTITUTE HOUSE BILL 1110 as passed by the House of Representatives and the Senate on the dates hereon set forth. <u>BERNARD DEAN</u> Chief Clerk FILED May 10, 2023 Secretary of State State of Washington
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High level details

- Applies to R-1, R-4, R-6 zones.
- Limits on more restrictive standards than single family housing.
- Design review must be administrative.
- Limits parking requirements.
- Permit subdivision of new units.



Bill requirements overview

- 2023 City of Kenmore population estimate – 24,230.
- Code updates will focus on Tier 2 requirements based upon initial feedback from City Council.
- “Units per lot” standard changes how density is calculated.

Requirements	Tier 2 – over 25,000 population	Tier 3 – under 25,000 population
Middle Housing Types	Allow at least six of nine middle housing types	Allow at least four of nine middle housing types
Base Unit Density	2 units per lot	2 units per lot
Increased Unit Density	4 units per lot when near major transit or when at least 1 affordable housing unit is provided	No additional density increase



Project schedule

	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1			Ongoing Coordination Meetings								
Task 2			Ongoing Engagement with Community and Stakeholders								
Task 3	Review										
Task 4			Draft Housing Element								
Task 5			Draft Regulations								
Task 6			★	Open House	★	Meetings			PC, Council, Hearings		

★ Potential check-in with Planning Commission and/or City Council.



Draft Housing Policy - background and amendments



Background

- Housing Element update completed in November 2022.
- Framing the Future Phase 1 Housing policy review:
 - Minor housing policy amendments identified.
 - Suggested amendments to be reviewed this summer.
- Major legislative changes around housing (HB 1220, 1110, and 1337)
- Planning Commission and community ideas for additional policies



Draft Policy Recommendations

- **Amended Policy LU-1.5.1** Ensure that zoning regulations provide for a range of housing types and densities, such as lower density single-family neighborhoods, and medium density neighborhoods that combine single-family housing with housing types such as duplexes, triplexes and cottage housing, and neighborhoods with larger-scale multifamily developments.



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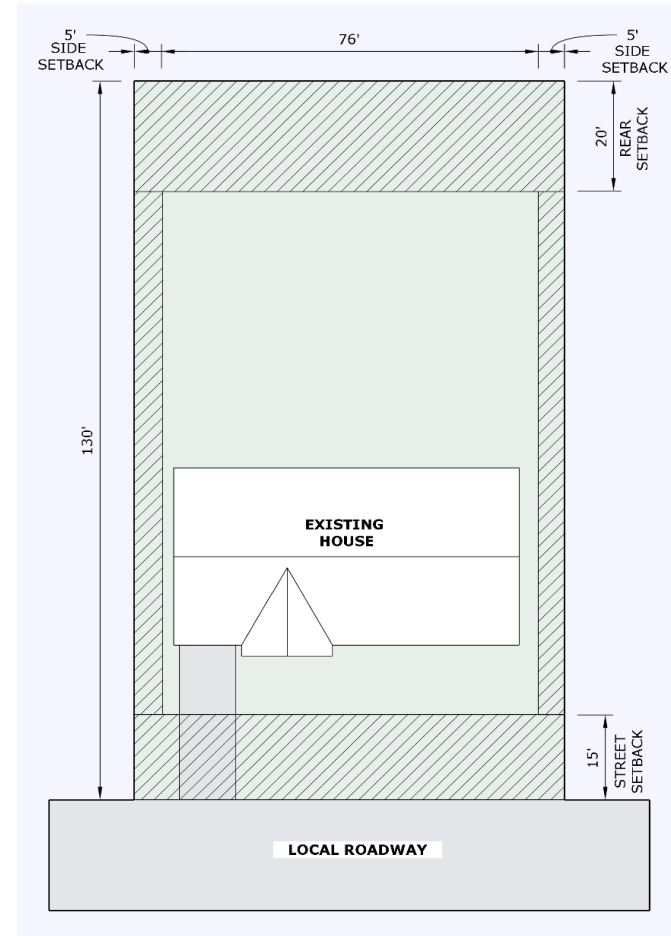


Site Plan variations



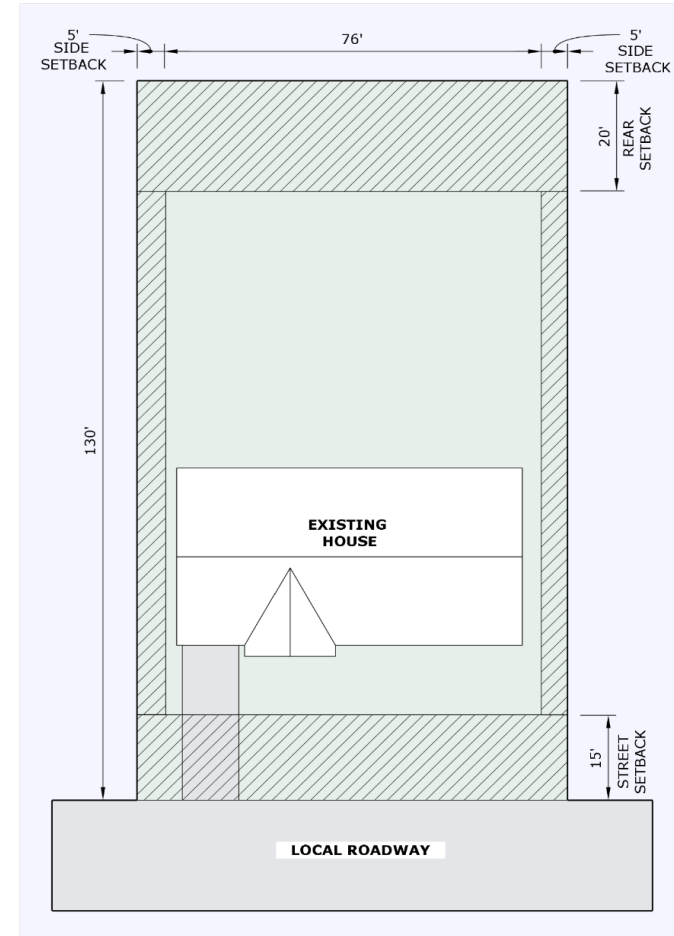
R-6 Common Development Example

- Common Characteristics:
 - Rectangle lot, house oriented near street adjacent property line
 - SFD: 2,000 SF, AVG R6 Lot Size: 12,000 SF
 - Base Impervious: 60% or 7,200 SF in Avg R6 lot
 - Max Impervious: 70% or 8,400 SF in Avg R6 lot
- Potential constraints to middle housing
 - Vehicle access to second unit
 - Fire accessibility
 - Consider multiple ingress/egress points



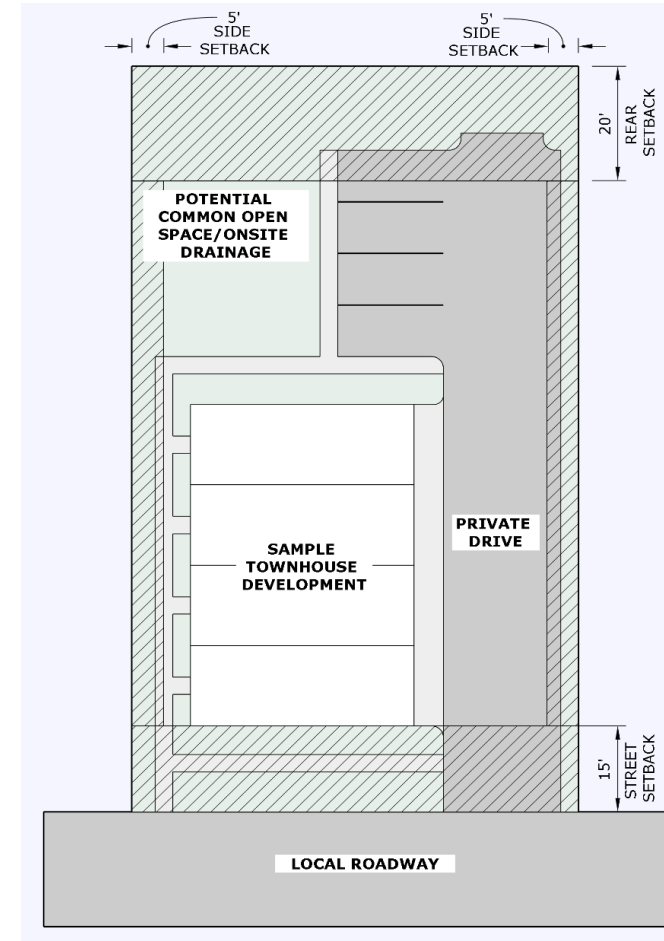
R-6 Common Development Example

- Lot potential:
 - Keep existing unit – add off-street parking in street setback
 - New development types
- Initial Findings
 - Existing side yards may be too narrow for vehicular access to rear yard
 - Impervious surface no likely to be an issue for most new housing types
 - Most existing development standards are not impediments



R-6 Common Redevelopment Scenario

- Sample 4-unit townhouse development
- Standards met:
 - Existing setback standards and HB 1110 parking requirements
 - Impervious: 5,300 SF proposed, 7,200 SF permitted under current code
 - Common recreational open space
- Accommodates HB 1110 four units if within transit or with affordable unit requirements



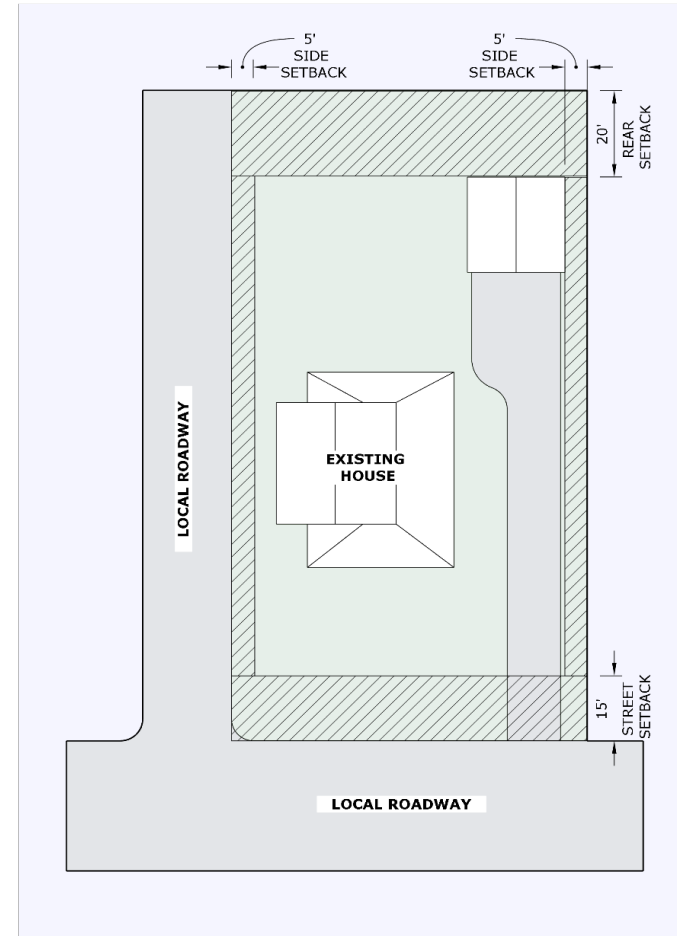
R-6 Alternate Wetland Development Example on Flag Lot

- Critical areas impact some lots – buffer varies per current City code
 - Decreases buildable area
 - Depending on location, may impact access
- Cul-de-sac lots increase impact of street/side yard setbacks
 - Less viable for maintaining existing homes



R-4 Multi-entry Development Example

- Many corner lots with added access/development potential
- Could relocate garages to main structure and clear rear yard



Project next steps and questions



Next steps

- Draft Housing and Land Use Element policy amendments along with code amendments will continue to be discussed by the Planning Commission after the July 16 meeting.
- August 20 and September 17 have been set aside for continued discussion with a possible hearing date of October 1.
- The schedule may change based on progress made as the Planning Commission considers policy and code amendments.
- We are still on schedule to complete this project by December 2024.

