



SNOHOMISH PLANNING COMMISSION

REGULAR MEETING

**Wednesday, March 1, 2023
6:00 p.m.**

In person at the Snohomish Carnegie (lower level), 105 Cedar Avenue
and remote on-line/telephone access via Zoom

ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/84309740734>
or call in at (253) 215-8782 and use
Meeting ID# 843 0974 0734 with Passcode 448554

AGENDA

1. **CALL TO ORDER**
2. **FLAG SALUTE**
3. **ROLL CALL**
4. **GENERAL PUBLIC COMMENTS** on items not on the agenda
5. **APPROVAL OF AGENDA ORDER**
6. **APPROVAL** of the minutes of the January 4, 2023 meeting and the February 21, 2023 special meeting (P.3)
7. **DISCUSSION ITEMS:**
 - a. Middle Housing Analysis (P.7)
 - b. SF-2 Zone (P.13)
8. **COMMISSIONER COMMENTS**
9. **DIRECTOR'S REPORT**
10. **ADJOURNMENT**

NEXT MEETING: The next regular meeting is 6 p.m. Wednesday, April 5, 2023, at the Snohomish Carnegie, 105 Cedar Avenue, Snohomish, and online via Zoom.

Specialized accommodations will be provided with 5 days advanced notice. Contact the City Clerk's office at 360-568-3115. This organization is an Equal Opportunity Provider.

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**CITY OF SNOHOMISH
REGULAR MEETING OF THE PLANNING COMMISSION
MEETING MINUTES
January 4, 2023**

1. CALL TO ORDER

Chair Terry Lippincott opened the regular meeting of the Planning Commission at 6:00 p.m. on Wednesday, January 4, 2023. The meeting was held in person at the Snohomish Carnegie, with online remote access via Zoom.

2. FLAG SALUTE

3. ROLL CALL

COMMISSIONERS PRESENT:

Terry Lippincott, Chair
Gordon Cole
Mitch Cornelison
Hank Eskridge
Nick Gottuso
Christine Wakefield Nichols

STAFF:

Brooke Eidem, Planning Director
Thomas Kreinbring, Assistant Planner

OTHERS PRESENT:

Judith Kuleta, City Council Liaison

COMMISSIONERS ABSENT:

Merritt Weese

4. APPROVAL OF AGENDA ORDER

Chair Lippincott asked for the agenda order to be approved as presented. Hearing no objections, the agenda order stood as presented.

5. APPROVAL of the minutes of the December 7, 2022, regular meeting.

Commissioner Cole moved to approve the minutes of the December 7, 2022, meeting. Commissioner Cornelison seconded the motion, which passed 6-0.

6. GENERAL PUBLIC COMMENTS

Morgan Davis commented on the southern Urban Growth Area (UGA).

7. DISCUSSION ITEM: Housing Assessment & Gap Analysis (HAGA)

Director Eidem presented a summary of the HAGA and answered questions from the Planning Commission. There were several questions she will follow up on.

The next step in the process was a joint meeting with the City Council on February 21, 2023. The main topic of discussion will be housing, and guest speakers from the Alliance for Housing Affordability and the Department of Commerce will be present to answer questions and provide policy suggestions.

Chair Lippincott asked for a definition of middle housing. Director Eidem explained that it was a type of multiple-unit residential development that fits within the context of single-family neighborhoods--generally including duplexes, triplexes, fourplexes, townhomes and cottage housing.

Director Eidem asked the Planning Commission to send additional questions to her so that staff and guest speakers could prepare answers for the upcoming joint meeting. Commissioner Wakefield Nichols asked about the middle housing grant the City was awarded. Director Eidem explained its intent and that it would support the new requirements of the housing element in the Comprehensive Plan periodic update.

8. COMMISSIONER QUESTIONS & COMMENTS: None

9. DIRECTOR'S REPORT: Director Eidem provided the Planning Commission's revised 2023 work plan and remarked on a few changes. The February 1, 2023 Planning Commission regular meeting will be canceled because the Commission will meet with the City Council on February 21, 2023 at 6:00 p.m. She noted the Planning Commission bylaws would also be adopted at the joint meeting.

10. ADJOURNMENT: The meeting adjourned at 7:12 p.m.

Approved this 1st day of March, 2023.

By: _____

Commissioner Terry Lippincott, Chair

**CITY OF SNOHOMISH
SPECIAL MEETING OF THE PLANNING COMMISSION
MEETING MINUTES
February 21, 2023**

The Planning Commission attended the City Council's regular meeting at 6:00 p.m. on Tuesday, February 21, 2023, held in person at the Snohomish Carnegie with online remote access via Zoom.

COMMISSIONERS PRESENT:

Terry Lippincott, Chair
Merritt Weese
Gordon Cole
Hank Eskridge
Christine Wakefield Nichols

COMMISSIONERS ABSENT:

Nick Gottuso (excused)
Mitch Cornelison

A quorum of Planning Commission members was present at the City Council's regular meeting to participate in a joint discussion on housing, with guest speakers Chris Collier from Alliance for Housing Affordability, and Joe Tovar from the Washington State Department of Commerce.

The Planning Commission and City Council also reviewed the Planning Commission's 2022 annual report, the 2023 work program, and the updated bylaws.

Approved this 1st day of March, 2023

By: _____
Commissioner Terry Lippincott, Chair

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Date: March 1, 2023
To: Planning Commission
From: Brooke Eidem, AICP, Planning Director
Subject: Middle Housing Analysis

SUMMARY: The Planning Commission will be briefed on the middle housing analysis project, ask questions, and discuss next steps.

BACKGROUND: In 2022, the City was awarded a grant from the Department of Commerce to consider “missing middle” housing in existing single-family zones. The City is working with LDC, Inc. (LDC), on this project. LDC was the consultant that prepared the North Lake, North Corner, and Central West Subareas study in 2022. The grant does not require any legislative changes.

Part of the project includes an anti-displacement and racial equity analysis, a new requirement for the Comprehensive Plan Housing Element under House Bill 1220, which passed at the state legislature in 2021. Public engagement will also be conducted with the community and key stakeholders, including community-based organizations and housing developers.

The attached memorandum from Clay White, Director of Planning at LDC, provides more background related to this project.

RECOMMENDATION: That the Planning Commission discuss the project and ask questions.

NEXT STEPS: LDC will provide a briefing to the City Council in April, and will return with another presentation to the Planning Commission in June.

ATTACHMENT: Middle Housing Project Discussion Memo from Clay White, LDC Inc.

ATTACHMENT

TO: Snohomish Planning Commission

FROM: Clay White, Director of Planning – LDC Inc.

DATE: February 21, 2023

RE: March 1, 2023, briefing – Middle Housing project discussion

The City of Snohomish recently received a Middle Housing grant from the Department of Commerce. LDC was hired by the city to assist the city with this project.

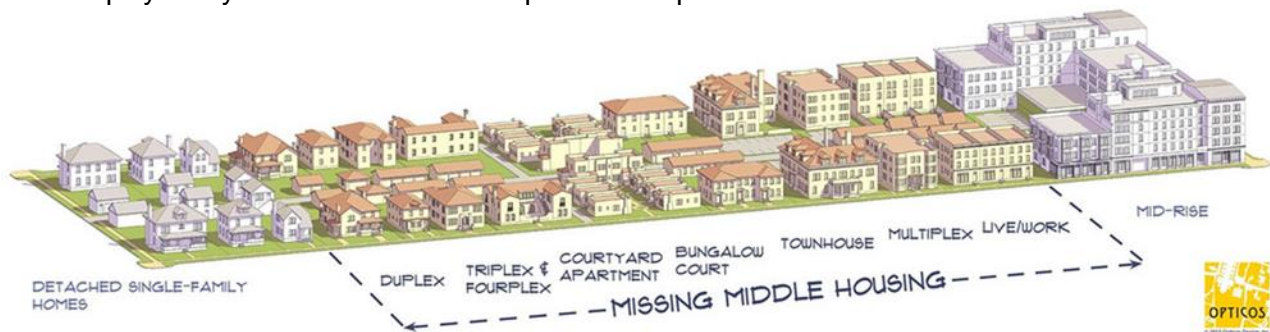
The goals of our discussion on March 1 are to provide the Planning Commission a:

- ✓ Short project overview
- ✓ Overview of the project schedule
- ✓ Overview of key project deliverables
- ✓ Discussion of the connection between this project and the upcoming comprehensive plan update
- ✓ Answer questions from the Planning Commission

Project overview

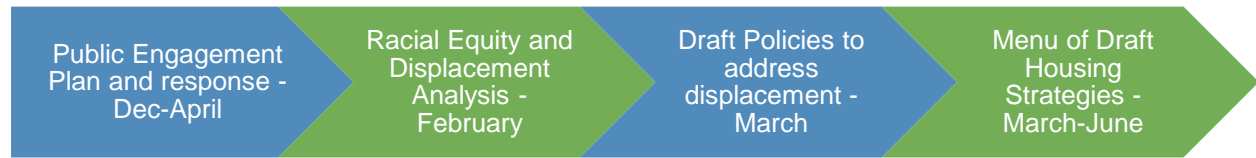
The grant program was authorized by the 2022 supplemental state operating budget. It directed Commerce to develop a grant program to support the adoption of ordinances authorizing middle housing types, along with conducting a racial equity analysis.

The grant objectives, as established by Commerce, are focused on looking at options to provide more middle housing options in cities. Middle Housing, also commonly referred to as Missing Middle Housing, is defined as duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats. It is referred to as “missing middle” because many communities made these housing types difficult or impossible to build in many areas in the 20th century. There is also a focus on developing draft policies regarding displacement, which can occur when redevelopment takes place, and completing a racial equity analysis on the current comprehensive plan and code.



It is important to note that this project will not result in any legislative changes. It will give the city a menu of strategies and potential actions you could take in the future. The goals and objectives of this project are also synced well with your upcoming comprehensive plan update. Project goals and objectives are discussed later in this memo.

Please note that the Middle Housing project will be completed by June 30, 2023.

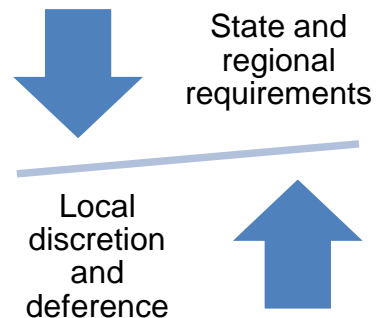


Middle Housing draft project schedule

Connection to comprehensive plan update

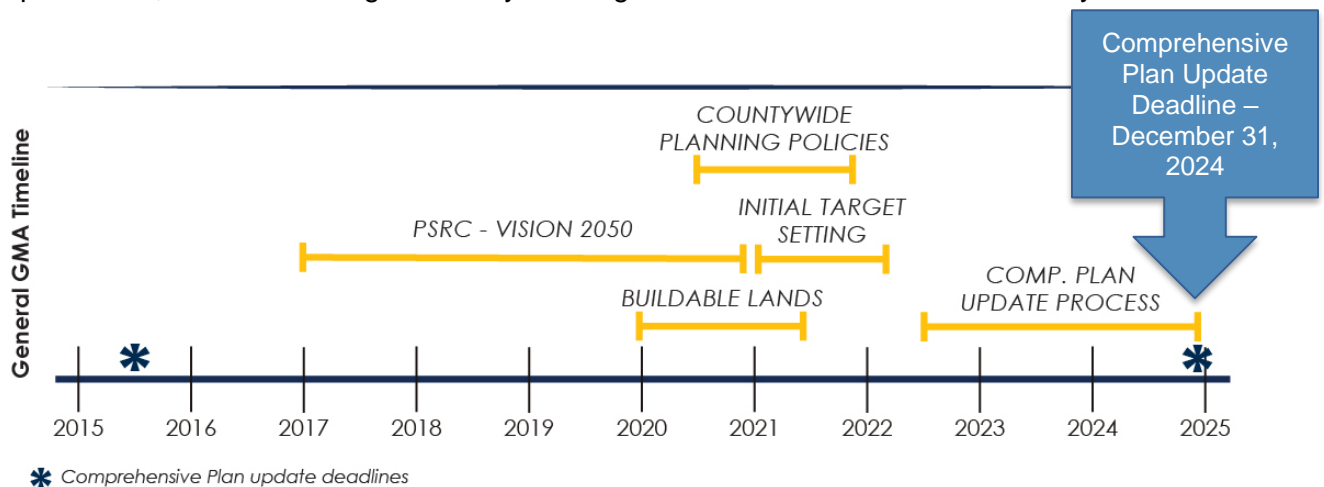
Planning is a balance between state and regional requirements and substantial local deference, which is afforded to the city so it can plan in a way that is best for the community.

The City of Snohomish is preparing to update its comprehensive plan. An important part of that project is meeting [Housing Element](#) requirements of the Growth Management Act (GMA).



In 2021, [House Bill 1220](#) passed and was signed into law, significantly modifying the requirements for Housing Elements. Some of the new requirements relate to providing options for middle housing and addressing both displacement and equity in housing, which are both being discussed as part of this project. In addition, the update process will include implementing [new regional policies](#) (VISION 2050) and [Countywide Planning Policies](#), as well as accommodating new growth.

The Middle Housing project is an early action that can assist with this process. Specifically, this project can outline a menu of strategies that could assist with meeting new planning requirements, while also doing it in a way that aligns with the values of the community.



Project objectives overview

At the March 1 meeting, we will review the different tasks and deliverables for our upcoming work. The following table simply outlines those tasks, at a high level, to show how they align with upcoming tasks that are part of the comprehensive plan update.

Middle Housing project task	Align with Comp Plan update Y/N	Explanation
<p>Task 1. Develop community engagement plan</p>	<p>Yes</p>	<p>The project will include development of a community engagement plan so outreach can occur with community-based organizations, representative for-profit and nonprofit residential developers, renters, and owner-occupied households in residential neighborhoods to participate with the project.</p> <p>Community engagement as part of this project can include connecting with key stakeholders that will also be interested in the comprehensive plan update.</p>
<p>Task 2. Conduct outreach, with the assistance of community-based organizations (where possible), to inform and solicit feedback from a representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers.</p>	<p>Yes</p>	<p>The outreach completed for this project can be coupled with work on the Comprehensive Plan.</p> <p>The Comprehensive Plan update has a much broader scope, but land use and housing are two of the major items that will be covered as part of the update. Many of the same groups will likely want to participate in the development of the Comprehensive Plan, so this is a way to involve interested parties early in the process.</p>
<p>Task 3. Review and evaluate the current housing element and other policies to support middle housing. Develop recommended policies and regulations to address and</p>	<p>Yes</p>	<p>As part of the Comprehensive Plan update, the City will be required to update comprehensive plan policies to be consistent with changes to state laws and regional policies.</p>

<p>begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.</p>		<p>Housing Element requirements were modified as part of HB 1220 in 2021. Several new sections were added to the housing element requirements, including new language on displacement. This grant requirement is taken directly from the Housing Element. In other words, new displacement policies and a review of the new housing element requirements from HB 1220 will be completed as part of the Comprehensive Plan. This task will assist in developing information early that can be considered as part of the update.</p>
<p>Task 4. Menu of strategies - Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing. Gather data, analyze, and review to understand the realistic potential of the various changes.</p>	<p>Yes</p>	<p>Think of the menu of strategies as tools in the city’s housing toolbox. They are not required to be adopted, but this could be an opportunity to look at how the existing code could provide more options for middle housing.</p> <p>In relation to the comprehensive plan update, some of the options could be utilized by the city to assist in accommodating future growth. This task will look at those options, which could then be brought forward during the Comprehensive Plan update process.</p>

I look forward to having a great discussion at the upcoming Planning Commission. If you have any questions, please let me know.

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Date: March 1, 2023
To: Planning Commission
From: Brooke Eidem, AICP, Planning Director
Subject: SF-2 Zoning Regulations

SUMMARY: The Planning Commission will begin discussions about regulations to guide development of middle housing types in a Single-Family zone.

BACKGROUND: The 2022 Comprehensive Plan Amendments included policies to increase housing opportunities in the City:

LU 2.6: North Lake, North Corner, and Central West Subareas. The City should consider different future land use and zoning designations in the North Lake, North Corner, and Central West Subareas that would promote the diversity of the City's tax base and increase housing opportunities and options.


LU 2.7: Missing Middle Housing. The City should consider a new type of single-family zoning designation that allows for the development of duplexes, triplexes, and fourplexes, without density constraints.

GOAL LU5: Address the housing affordability issue by allowing more housing types in single-family areas.

SF 5.1: New Single-Family Zone. Develop a second single-family zone that would allow missing middle housing types, such as duplexes, triplexes, and fourplexes.

- a. Consider specific design requirements to ensure compatibility with traditional detached single-family development.*
- b. Rely on design and parking requirements to control the intensity of development instead of density limits.*
- c. Limit application of this zone to the North Lake, North Corner, and Central West subareas and other less developed areas that are designated Single-Family.*

Additionally, one of the City Council 2023-2024 goals is to “provide, expand, and support a range of housing options.”

 Provide, Expand, and Support a Range of Housing Options	FY23	FY24	Not Yet Budgeted
Review and revise City policies that address housing to identify opportunities for streamlining, and reducing cost and overhead to developing housing.	◐	●	
Evaluate the impact Single Family Residential zoning has on the availability of buildable land.			○
Complete the North area UGAs subarea planning study (Planning Commission).	●		
Explore new housing policy options created by the state legislature that provide funding to increase affordable housing stock and access.	●		
Continue to develop programming and funding opportunities associated with the 1/10 of 1% sales tax dollars.	●		
Create "Housing" web page to include all information related to housing, including affordable housing, and renter's rights.	◐	●	
Update Chapter 14.285 SMC – "Low-income Housing" to be more encompassing, including amendments to provide affordable housing incentive tools.	●		
Finalize a public/private low-income housing opportunity.	◐	●	
Develop community education and outreach plans to gather feedback on housing and zoning related issues.	◐	●	

Housing was discussed in detail at the joint meeting between the City Council and Planning Commission on February 21, 2023. Some of the points made at the meeting are summarized below:

- All local and regional agencies need to work together and collaborate on solving the housing crisis.
- Cities have some input on housing targets, but the numbers are largely subject to state, regional, and County processes.
- The Growth Management Act (GMA) divides lands into urban, rural, and resource lands, limiting urban development to UGAs. Population is projected to increase but UGAs are not expected to expand. This means we must be wiser about how land is used.
- Diverse housing types, such as middle housing, were more common before WWII. Post-war, detached single-family building forms became the predominant residential development type. This is largely due to local zoning ordinances making middle housing illegal in single-family zones.
- Housing needs change over a person's lifetime, meaning a variety of housing stock is necessary to meet those changing needs.
- The GMA was historically not very forceful in terms of housing; verbs were passive and left room for interpretation. House Bill 1220 may be in response to that, as requirements were significantly increased.
- Single-family housing types are more expensive to serve with municipal infrastructure (extending roads and utilities) than more compact housing types.

Audio from the meeting will be available for download from the City's website. Slide decks from the guest speakers will also be posted to the City's housing page.

This item is on the Planning Commission's work program to consider regulations for middle housing types in a single-family context. No rezones are being considered at this time.

ANALYSIS: The City of Snohomish already has some middle housing, though much of it predates zoning regulations. The Planning Commission is being asked to consider what characteristics make this kind of development blend into a single-family context. Staff will present images, renderings, and example regulations to help the discussion.

RECOMMENDATION: That the Planning Commission discuss middle housing types and direct staff on elements to include in future regulations.

NEXT STEPS: The Planning Commission will hold a second preliminary discussion in April before staff develops a draft for further discussion in June.

ATTACHMENTS: None