



# AGENDA

## STAFF PRESENTATIONS

## PUBLIC COMMENT

### SHORELINE CITY COUNCIL

### VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, October 26, 2020  
7:00 p.m.

Held Remotely on Zoom  
<https://zoom.us/j/95015006341>

**In an effort to curtail the spread of the COVID-19 virus, the City Council meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.**

**The City Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:**



[Click here to watch live streaming video of the Meeting on shorelinewa.gov](https://www.shorelinewa.gov)



Attend the Meeting via Zoom Webinar: <https://zoom.us/j/95015006341>



Call into the Live Meeting: 253-215-8782 | Webinar ID: 950 1500 6341



[Click Here to Sign-Up to Provide Oral Testimony](#)

*Pre-registration is required by 6:30 p.m. the night of the meeting.*



[Click Here to Submit Written Public Comment](#)

*Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.*

	<u>Page</u>	<u>Estimated Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Proclaiming America Recycles Day	<u>2a-1</u>	
3. REPORT OF THE CITY MANAGER		
4. COUNCIL REPORTS		
5. PUBLIC COMMENT		

*Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to sign up by 6:30 p.m. the night of the meeting via the [Remote Public Comment Sign-in form](#). Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed.*

- |            |  |              |      |
|------------|--|--------------|------|
| <b>6.</b>  | <b>APPROVAL OF THE AGENDA</b>  |              | 7:20 |
| <b>7.</b>  | <b>CONSENT CALENDAR</b>  |              | 7:20 |
|            | (a) Approving Minutes of Special Meeting of September 22, 2020   | <u>7a1-1</u> |      |
|            | Approving Minutes of Regular Meeting of October 12, 2020   | <u>7a2-1</u> |      |
|            | (b) Approving Expenses and Payroll as of October 9, 2020 in the Amount of \$1,529,425.76   | <u>7b-1</u>  |      |
|            | (c) Authorizing the City Manager to Execute a Professional Services Contract with Fehr & Peers in the Amount of \$548,651 for the Transportation Master Plan Update  | <u>7c-1</u>  |      |
| <b>8.</b>  | <b>ACTION ITEMS</b>  |              |      |
|            | (a) Public Hearing and Adopting Ordinance No. 906 - Interim Regulations for Adding Enhanced Shelter as an Allowable Use in the R-48 Zone   | <u>8a-1</u>  | 7:20 |
|            | <i>All interested persons are encouraged to listen and/or attend the remote online public hearing and to provide oral and/or written comments. Written comments should be submitted to Nora Gierloff, Planning Manager, <a href="mailto:ngierloff@shorelinewa.gov">ngierloff@shorelinewa.gov</a> by no later than 4:00 p.m. local time on the date of the hearing. Any person wishing to provide oral testimony at the hearing should register via the <u><a href="#">Remote Public Comment Sign-in form</a></u> at least thirty (30) minutes before the start of the meeting. A request to sign-up can also be made directly to the City Clerk at 206-801-2230.</i> |              |      |
| <b>9.</b>  | <b>STUDY ITEMS</b>   |              |      |
|            | (a) Discussing 2021-2022 Proposed Biennial Budget – Continuation of Department Presentations including Discussion of the Proposed 2021-2026 Capital Improvement Plan (CIP)   | <u>9a-1</u>  | 8:35 |
|            | (b) Discussing Ordinance No. 907 - Amending Development Code Sections 20.20, 20.30, 20.40, 20.50, and 20.80 for Administrative and Clarifying Amendments   | <u>9b-1</u>  | 9:15 |
| <b>10.</b> | <b>ADJOURNMENT</b>   |              | 9:45 |

*Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2230 or see the web page at [www.shorelinewa.gov](http://www.shorelinewa.gov). Council meetings are shown on Comcast Cable Services Channel 21 and Verizon Cable Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Online Council meetings can also be viewed on the City's Web site at <http://shorelinewa.gov>.*

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Proclamation of America Recycles Day		
<b>DEPARTMENT:</b>	Recreation, Cultural, and Community Services Department		
<b>PRESENTED BY:</b>	Cameron Reed, Environmental Programs Specialist		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Proclamation

**PROBLEM/ISSUE STATEMENT:**

This proclamation recognizes November 15, 2020, as America Recycles Day in the City of Shoreline. Throughout the month of November, it calls upon residents and businesses to learn more about waste reduction and recycling options and commit to recycle more materials every day of the year.

America Recycles Day encourages everyone in our community to conserve resources and protect our environment by reducing waste; recycling and reusing materials; and purchasing items made from recycled materials.

The Shoreline community is strongly supportive of recycling and efforts to reduce waste. Fourteen local businesses have earned EnviroStars recognition for their recycling practices and efforts to reduce waste. Thirteen Shoreline schools participate in the King County Green Schools program, working to advance recycling and resource conservation opportunities on their campuses. Lastly, Shoreline residents frequently participate in a wide range of drop-off recycling and product stewardship programs for difficult items such as Styrofoam, plastic film, electronics, and batteries.

We can each help create a sustainable community by following these examples to reduce the amount of waste we create and recycle as much as possible.

**RECOMMENDATION**

It is requested that Mayor Hall read the America Recycles Day Proclamation.

**ATTACHMENT:**

Attachment A – America Recycles Day 2020 Proclamation

Approved By: City Manager **DT** City Attorney **MK**



## **PROCLAMATION**

WHEREAS, a healthy natural environment is the foundation of a vigorous society and a robust economy; and

WHEREAS, the City encourages the protection of our natural resources and the adoption of habits that promote a sustainable environment; and

WHEREAS, King County residents and businesses recycle 54 percent of all solid waste generated, yet 70 percent of what is landfilled could have been reused, recycled or composted, we must continue to focus on initiatives such as waste reduction, composting, the reuse of product and materials, and purchasing recycled products; and

WHEREAS, community members and organizations can be leaders in waste reduction and recycling; and

WHEREAS, America Recycles Day offers every individual an opportunity to actively reduce waste, recycle and protect our natural resources;

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, do hereby proclaim November 15, 2020, as

## **AMERICA RECYCLES DAY**

in the City of Shoreline and call upon all citizens to celebrate this special occasion by thanking our residents and businesses for their hard work and significant contribution in protecting our environment.

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Will Hall, Mayor

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Tuesday, September 22, 2020  
6:30 p.m.

Held Remotely via Zoom

**PRESENT:** Deputy Mayor Scully, and Councilmembers Chang, McConnell, McGlashan, and Robertson

**ABSENT:** Mayor Hall and Councilmember Roberts

**STAFF:** Jim Hammond, Intergovernmental Programs Manager; Colleen Kelly, Recreation, Cultural and Community Services Director; John Norris, Assistant City Manager; Pollie McCloskey, Executive Assistant; and Eric Bratton, Communications Program Manager

**GUESTS:** Mark Ellerbrook, Division Director for Housing, Homelessness & Community Development at King County; Melanie Neufeld, Director of Lake City Partners; and Kevin Maguire, Program Director at Lake City Partners

At 6:30 p.m., Jim Hammond opened the North King County Enhanced Shelter Community Meeting and acknowledged there was a quorum of Shoreline City Councilmembers in virtual attendance for the purpose of observing the conversation. He introduced the meeting panelists from the City of Shoreline, King County, and Lake City Partners who would then explain the need for a shelter, present the plans for the proposed Enhanced Shelter at 16357 Aurora Avenue, and listen to attendees' concerns and answer their questions about the project. He noted that the meeting recording and a complete summary of the questions and answers would be posted to the City's website after the fact and sent directly to all Councilmembers.

Councilmembers listened to 15 meeting attendees voice their concerns and ask the panelists questions related to the proposed shelter project. Councilmembers also had access to read through another 306 written questions and comments that were submitted by attendees during the meeting using the Zoom application's Q&A feature.

Attendees asked about the need for a shelter, especially a low-barrier one, the decision to locate the shelter in Shoreline at the site being proposed, and what the City's one-time and ongoing financial obligations would be. Many questions were asked about who will be allowed to stay at the shelter, what room accommodations and support services will be offered to its residents, and what the experience of Lake City Partners is and how the facility will be run and operated by them. Attendees expressed concern over the behavior of residents experiencing drug and alcohol addiction or mental health issues and the risk it poses to the neighborhood. It was asked if there would be a formal process to report any issues occurring in the surrounding community and if there would be an increased need for emergency services.

Attendees inquired if any studies have been conducted to identify any impacts to the neighboring residents and businesses, how the City has communicated with stakeholders about the proposal to-date, and about opportunities for the community to support the shelter and its guests through volunteering and/or donations. Questions were asked about oversight of the shelter operation, what performance measures would indicate success, and what action the City would take if the program was not successful.

Panelists answered many of these questions live during the meeting and Mr. Hammond reiterated all the questions submitted would be answered in a document that would be posted to the City's website. Council did not discuss anything they heard or read at this community meeting and did not take any action.

At 9:33 p.m. the meeting was over.

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Jessica Simulcik Smith, City Clerk

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF REGULAR MEETING**

Monday, October 12, 2020  
7:00 p.m.

Held Remotely via Zoom

PRESENT: Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, McGlashan, Chang, Robertson, and Roberts

ABSENT: None.

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Hall who presided.

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present.

3. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided updates and reminders regarding COVID-19, and reports and information on various City meetings, projects and events.

4. COUNCIL REPORTS

Councilmember Robertson said she attended the Puget Sound Regional Council Economic Development District Board Meeting and heard presentations on economic and community recovery. She said the takeaway is that the economy that emerges post COVID will be very different, but the goal is that every person in the region will have the opportunity to prosper.

Deputy Mayor Scully said he attended a meeting of the All Home Continuum of Care Board. He reported they are wrapping up seating a new Advisory Council for homelessness services that represents all corners of the County, and he described the changes made to the Board leadership.

Mayor Hall said the King County Cities Climate Collaboration (K4C) had its annual summit meeting, and a major point of discussion was whether the K4C goals should be updated to align with the more aggressive State goals, for which there was strong support.

5. PUBLIC COMMENT

*Speaking in opposition of the proposed Enhanced Shelter at 16357 Aurora Avenue N:*

Dicky Leonardo, Shoreline resident, shared the experiences and opinions of an acquaintance regarding the impacts of living near a low-barrier shelter.

Ed Jirsa, Shoreline resident, said he recognizes the problem with homelessness and is not opposed to having a shelter in Shoreline, but questioned the location and expressed safety concerns. He shared information on recent developments with a similar type of shelter in Bellingham.

Jack Malek, Shoreline resident, said he loves the fact that the City is jumping on the issue of shelters in general, but said the location is inappropriate and asked the Council to reconsider the site. He said from an economic standpoint, the parcel could be put to better use.

Joanne Godmintz, Shoreline resident, said it is fiscally irresponsible to not determine costs to provide emergency services to a shelter and expressed frustration that data on the projected financial impacts to the City has not been provided.

Vinay Venkatesh, Shoreline resident, said that when considering an Enhanced Shelter, like-for-like comparisons should be made, safety concerns must be recognized, an objective assessment of the facts need to be presented, and that the economic implications have to be considered.

Sudeeptha Jothiprakash, Shoreline resident, shared information on other low-barrier shelters and their associated zoning designations and asked the Council to keep the reasons behind zoning regulations in mind as they consider this decision.

Diane Pfeil, Shoreline resident, said homelessness is a big problem, but the patch that a low-barrier shelter will offer at this location is not a responsible decision, and the neighborhood will suffer the consequences.

Jacqueline Kurle, Shoreline resident, said the shelter idea is good in concept, but there are lots of unanswered questions and better ways to address the problem at hand.

Nancy Pfeil, Shoreline resident, said she has done her research to understand both sides of the story. She said the community has a lot of youth-centered facilities near the proposed shelter location and that she has created an organization for those who have concern with Council's action on this topic.

*Speaking in support of the proposed Enhanced Shelter at 16357 Aurora Avenue N:*

David Trainer, Shoreline resident, shared that there was a time when he was concerned about a homeless encampment established in Shoreline, but after visiting Camp United We Stand his fears were put to rest. He said the Enhanced Shelter would provide the homeless a safe place and needed services to become contributing members of society.



Paul Ashby, Shoreline resident, said he lives close to Camp United We Stand and celebrated the compassion the church shows by hosting it. He shared his positive experiences with encampments and asked the Council to support the Enhanced Shelter.

Kelly Dahlman-Oeth, Kirkland resident and Pastor of Ronald United Methodist Church, reminded everyone that the people this shelter will house are already here. He said fear is a powerful motivator, but no one is safer when people are left to survive on the street. He shared positive experiences of his relationships with people experiencing homelessness.

Lisa Surowiec, Shoreline resident and North Urban Human Services Alliance (NUHSA) Boardmember and volunteer coordinator for the Winter Severe Weather Shelter, shared her positive experiences in these roles. She said an Enhanced Shelter and Navigation Center will be one more piece of the solution.

David Anderson, Shoreline resident, said he lives close to the proposed site and supports the zoning changes. He said this housing option will be a lifeline for the guests and will make the neighborhood safer for all by creating systems and support for the most vulnerable.

6. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

7. CONSENT CALENDAR

**Upon motion by Deputy Mayor Scully and seconded by Councilmember Chang and unanimously carried, 7-0, the following Consent Calendar items were approved:**

- (a) Approving Minutes of Regular Meeting of August 17, 2020**  
**Approving Minutes of Regular Meeting of September 14, 2020**
- (b) Approving Expenses and Payroll as of September 25, 2020 in the Amount of \$5,249,210.49**

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
8/23/20-9/5/20	9/11/2020	93235-93441	17113-17118	80379-80384	\$740,195.52
					\$740,195.52

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
9/15/2020	1165	\$540,048.88

9/13/2020	1166	\$1,485,407.36
		\$2,025,456.24

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
9/13/2020	80329	80344	\$186,657.92
9/13/2020	80345	80374	\$114,115.29
9/13/2020	80375	80375	\$311.92
9/13/2020	80376	80376	\$55,259.13
9/13/2020	80144	80144	(\$684.13)
	80149	80149	(\$148.10)
9/13/2020	80377	80378	\$852.23
9/20/2020	80385	80401	\$725,068.73
9/20/2020	80402	80417	\$207,040.58
9/20/2020	80418	80462	\$1,463.16
9/20/2020	80463	80468	\$4,465.41
9/20/2020	80469	80488	\$1,189,156.59
			\$2,483,558.73

**(c) Adopting Resolution No. 463 - Amending the Employee Handbook**

**(d) Adopting Emergency Resolution No. 466 – Revising the Implementation Plan and Adding Funds for the City’s CARES Act Relief Funds and Authorizing the City Manager to Amend the Interagency Agreement with the Washington State Department of Commerce for Coronavirus Relief Funds and Implement Subsequent Agreements**

**8. STUDY ITEMS**

- (a) Discussing Ordinance No. 906 - Interim Regulations for Adding Enhanced Shelter as an Allowable Use in the R-48 Zone

Nora Gierloff, Planning Manager, delivered the staff presentation. She reviewed the Council Goal No. 5, Action Step 7, developing regional partnerships in support of siting a 24/7 shelter/navigation center to serve homeless single adults in North King County. She said in the recent resident survey, response to homelessness and quality of human services were identified as the priority city services.

Ms. Gierloff shared the background on the project, and recapped that funding through the Department of Commerce to expand homeless shelter capacity became available in June 2020 and the City was asked to support a grant application by King County and Lake City Partners for a site at 165<sup>th</sup> and Aurora Avenue North, which led to Council direction to proceed with developing the interim regulations that make up Ordinance No. 906.

Ms. Gierloff said Ordinance No. 906 would adopt interim zoning regulations to allow siting a 24/7 Enhanced Shelter in the R-48 Zone District, which includes the site of the Oaks Nursing Home, and she reminded Council that temporary regulations are effective for six months and are renewable in six month increments. She said this Ordinance would add a new use definition for Enhanced Shelter and pointed out that the definition includes the low-barrier, 24/7 continuous stay usage designation. She said this definition would be added to the Residential Use Table in the R-18 to R-48 category, but use is limited to the R-48 zones.

Ms. Gierloff reviewed the proposed Indexed Criteria for Enhanced Shelters, which would: indicate entities permitted to operate the facility; set safety requirements, including a code of conduct for residents; establish location restrictions; mandate fencing around property lines; and require an approved parking plan. She displayed a map of all the R-48 zoning locations in the City and pointed out the locations that meet the Indexed Criteria.

Ms. Gierloff listed the next steps and said Ordinance No. 906 is currently scheduled to return for Council action on October 26, with a public hearing on December 7, 2020. If this were to move forward, she explained that King County would need to pursue permanent regulations prior to the expiration of the temporary Ordinance.

Colleen Kelly, Recreation, Cultural, and Community Services Director; was available for questions during Council discussion.

Councilmember Chang said she was surprised that the permit path was not more specific to the property. She said since homeless shelters are not allowed in residential zones, it does not make sense that a shelter with a lower bar for entrance and potential for more impact to residents be allowed in a residential zone. She also said she does not like that this Ordinance makes it possible to site Enhanced Shelters in additional locations in the City. She asked if the permitting path could focus on the one site being considered. Ms. Gierloff said a Conditional Use Permit would be site-specific for Enhanced Shelters but involves additional steps. Councilmember Chang asked for an explanation of the difference between Conditional Use and Temporary Use permits and Ms. Gierloff said there is no way to move to the Conditional Use process without first putting it in the zoning code. She added that a Temporary Use permit has the advantage of being site-specific but is not workable in this situation.

Councilmember Chang asked how the section of the facility zoned as R-18 would be used, and Ms. Gierloff said the County and Lake City Partners have been told they will not be able to use that area as part of the shelter unless they secure a rezone. Councilmember Chang asked if Enhanced Shelters ever serve families with children, since the proposed definition refers specifically to adults, and Ms. Gierloff said the City sees a need for single adults, but the definition could be changed.

Deputy Mayor Scully said he appreciates all the public input on this topic and that he has heard frustration from the public that Council is not responding to their questions. He explained that right now Council is listening and gathering information, and he assured the public that their comments are being read and heard. He then commented on the proposed interim regulations stating that the fear that a flood of shelters would open in Shoreline as a result of allowing them

to be sited in R-48 is not realistic. He offered that the recent analysis of potential alternate sites for the shelter identified other possible locations, which each have some of the same or even greater concerns with impacts to the community. He asked about Bellingham's Basecamp facility and for an analysis on whether there are substantive differences between that shelter and the one proposed for Shoreline. He does not want to inadvertently create the problems that have been raised in Bellingham.

Councilmember McGlashan confirmed that if Ordinance No. 906 were to pass and the interim regulations later expired and 16357 Aurora Avenue North was rezoned to Mixed-Business, the other R-48 locations be taken out of the scenario. He thanked the community for their involvement on this topic and said there seems to be equal numbers of those who support and oppose the proposed Shelter. He reinforced Deputy Mayor Scully's comment that this is the information gathering period for Council. He stated that people who are homeless are already here in Shoreline and they need help accessing supportive services.

Councilmember McConnell asked what the revenue impact to the City would be if the proposed facility were to be removed from the tax roll. She said elected individuals have the responsibility to act as the gatekeepers of the City and its policies. She takes the conversations she has with community members to heart, and she takes responsibility for supporting the type of growth that the city desires, while preserving the City's identity. She asked if this location, which abuts an R-6 area, is the right fit for this type of use and asked for a definition of a 'solid fence' as listed in the Indexed Criteria. Ms. Gierloff said no specific fence material is indicated, but the Council would have the authority to do that. Councilmember McConnell agreed with the public comment regarding the impacts this project may have on economic development. She reflected that the Council has spent a lot of time and money to improve the Aurora corridor and putting an Enhanced Shelter on that property is a very low use of a valuable piece of property. She said she needs a lot more assurance that this will be a positive impact on the community.

Mayor Hall clarified that the parcel in consideration is primarily bordered by parcels zoned Mixed Business, and only a portion of the west side of the site is adjacent to an R-6 zone. He emphasized that there is no impact to the City's property tax revenue when an individual parcel changes its valuation or goes on or off the rolls. Councilmember McConnell interjected that while the parcel is not surrounded by R-6 zoned parcels, the west side is bordered by R-6 parcels. Ms. Gierloff stated that homeless shelters are allowed in Mixed Business zones, which surrounds much of the site. Ms. Tarry confirmed Mayor Hall's assessment of the tax impact this change would make and said the assessed tax value of the property is approximately \$4,000,000.

Councilmember Robertson stated that the information gathering stage has been very valuable, and she listed the ways in which she is researching this issue. She said she was able to tour the proposed facility and said Lake City Partners have offered tours to anyone interested. Having the opportunity to visit the site was a valuable experience and gave her some confidence. She said the outcomes of this facility, good or bad, are not predetermined. She asked what the options would be to shut down operation if the facility were to be deemed a detriment to the community and how quickly could they be enacted. Ms. Gierloff said there have been clear communications with King County of expected standards for the site and an emphasis on the need for success. She shared that King County has commented that if Council does not feel this is a successful

application, they would not want to remain in that location. Ms. Tarry clarified that if the interim regulations are adopted and the Shelter is located and operational, they do vest to those interim regulations. Even if the regulations were repealed or expired, the shelter could continue operations, but she reiterated that both the County and Lake City Partners have indicated that if the Shelter were to have a significant negative impact on the surrounding community it is likely that King County would terminate the contract with Lake City Partners and cease operation. Ms. Kelly offered assurance that the County does not want to be in an adversarial position with the City if the Council were to make clear that the use was no longer welcome and have made a commitment to cease operations if that happens. Councilmember Robertson said she would like to see in writing what a ‘Good Neighbor’ program would look like.

Councilmember Roberts reflected that for the last several decades, the Federal government has underinvested in public housing. He said the pandemic brings increased visibility of the lack of affordable housing opportunities in the region, and he shared statistics on estimated housing needs and on those experiencing housing insecurity or homelessness. He said the City has an obligation to do its part and providing access to shelter gives individuals the stability to tackle other challenges. However, he said there are details in the proposal and interim regulations that raise important questions to address in order to ensure a successful project. He said there should be additional collaboration between Lake City Partners, the County, and the City, and perhaps an interlocal agreement in place. He said he would be more comfortable with shelters in R-48 as a Conditional Use and if the shelter use was designed with families, and other individuals who can live alongside families. He concluded that while the Aurora location is a good site for a shelter, it needs to be a shelter that will be a good neighbor to the entire community.

Mayor Hall agreed that the vision for Aurora Avenue is to be a vibrant commercial corridor and he asked how much residential zoning exists there. Ms. Gierloff said there are isolated spots of R-48, generally around existing condominium or apartment complexes but the underlying Comprehensive Plan designation is compatible with Mixed Business zoning. Mayor Hall said it is odd that this site is R-48 at all and he asked if an alternative could be to adopt an interim official zoning map changing this parcel from R-48 to Mixed Business. Margaret King, City Attorney, said the City can implement interim development regulations and emergency moratoriums, and she would need to evaluate the possibility of interim zoning. Mayor Hall recognized the concern that applying interim regulations to R-48 parcels does affect some other properties but observed that the likelihood of a more shelters being opened up is pretty remote. He is comfortable with this approach but suggested that the better long-term permanent solution might be to look at any of the remaining anomalous zoning along Aurora Avenue and consider changing it to Mixed Business for consistency on the corridor.

Mayor Hall said he has heard comments and questions asking if the Council should support opening an Enhanced Shelter and if this is the right location. He said that while concern has been raised over the cost of emergency service calls to shelters, the costs of housing homeless people in emergency rooms and jails is far higher than in a shelter, which is a safer and more fiscally responsible option. He asked how many homeless shelters there are in King County. Ms. Kelly said there is roughly 110 shelters in King County and the City of Seattle, with none in Shoreline or Lake Forest Park. Mayor Hall said that given the size of our homeless population, it is appropriate to support a shelter on Aurora Avenue which is close to transit and medical services.

He stated that homelessness was declared an emergency two years ago and Council provided direction to staff to address the highest priority gap in North King County, which is a 24/7 shelter for single adults, and he does not see a site that would be better than this. He agreed that the interim regulations are a bit quirky but would make it possible to operate a shelter on the proposed site. He also agreed that a fence will be important to provide safety and act as a visual buffer between the shelter and the adjacent R-6 parcels.

Councilmember Chang said she would like additional details on Red Lion Inn in Renton and the Lipton Springs Low Barrier tiny house village in Seattle. She said, based on the way King County has been working with the Renton City Council, she has concerns over the amount of control the Council would actually have to be able to take action if things go badly. She acknowledged that Shoreline needs to do something to address homelessness, but much depends on the population in the shelter. She asked for more examples of what works, and what to watch out for. She indicated that since the shelter will serve not just Shoreline but all of North King County, understanding the referral process would be helpful, including understanding what happens when people show up and there is no room. Councilmember Chang said it is her preference that more permitting requirements be established to gain more control and if that does not work, the Indexed Criteria should be expanded to recognize that more guardrails are needed for the low-barrier enhanced shelter use than for the homeless shelter use.

Councilmember McConnell asked for more details on compliance metrics regarding staff ratio, services on site, and the code of conduct. She echoed Councilmember Robertson's request for specifics on the 'Good Neighbor' plan, and also asked for an exit plan in writing from King County if the shelter is not successful. She said she is supportive of funding human services, but she needs to feel comfortable with this to support it and she is not there yet. She wondered if there might be other grants available that are a better match to what she would feel comfortable putting into the community. She said she does not think the community is driven by fear, and acknowledged that while the resident survey recognizes the importance of addressing homelessness, it does not say specifically how the community thinks the issue should be addressed. She asked if a certain number of beds can be prioritized for Shoreline residents. Staff said they would research and follow up with responses to Councilmember McConnell's questions.

Councilmember Roberts asked for the rationale for holding the public hearing after the Ordinance is scheduled for adoption. Ms. Gierloff said generally, interim regulations are used when there is a time sensitive issue, so State law allows for the public hearing to happen within 60 days of adoption. Councilmember Roberts said he thinks the public hearing should be held before adoption and Mayor Hall agreed.

Mayor Hall summarized that Council has asked for additional information and he asked Councilmembers to make staff aware of specific amendment requests by close of business on October 14, 2020.

Councilmember Chang asked for additional information on the 75 area shelters that staff indicated are designated for single adults, stating she would like to visit similarly focused shelters in comparable locations.

Deputy Mayor Scully said the greatest need, as identified by Council, is for shelters for single adults. He said the opportunity for funding this is somewhat of an emergency, since if this funding opportunity is lost there is not another source. He said it is necessary to move quickly if the City wants to minimize tax implications, which does not mean move carelessly.

Mayor Hall pointed out that a lot has been done to address homelessness. He reflected on previous actions the Council has taken to support affordable housing and homelessness and said this project is in response to the highest priority remaining gap, but would be part of a portfolio of work being done to make Shoreline welcoming and safe for everyone who lives here.

(b) Transmitting the 2021-2022 Proposed Biennial Budget and Proposed 2021-2026 Capital Improvement Plan

Debbie Tarry, City Manager, and Sara Lane, Administrative Services Director, delivered the staff presentation. Ms. Tarry said the Council does a lot of work to establish priorities and goals, which in turn influence the budget and she described the overarching guidance. She said that because of the amount of time it takes for some projects to come online, tying them together in the Budget Book is important. She outlined the actions to determine the financial and the personnel resources needed to accomplish projects and workplans and shared a graphic outlining the hierarchy of establishing workplans, from Citywide to individual.

Ms. Tarry explained that the budget allocates financial and staffing resources, which then supports the delivery of valuable public services, builds organizational strength, ensures fiscal sustainability, and supports Council Goals. She said the Biennial Budget being presented totals \$232.4 Million, with the operating and capital budgets making up the largest sections. She emphasized the fiscal responsibility the City has taken, based on the policies adopted by the Council and said the City has a bond rating of AA+, and Standards and Poor has rated the City's financial wellbeing as stable. She added that the City has had 24 years of unmodified financial statement audit opinions and has continuously received the Government Finance Officers Association budget award.

Ms. Tarry said this proposed budget allows the City to maintain the highest priority services, though eliminates funding for the Shoreline pool; increases human services funding; provides for long-term facility needs; continues the sidewalk maintenance and expansion projects; and maintains reserves within policy guidelines. She said that choices had to be made for the proposed budget and it does not provide funding for all needs and desires. She said the loss of vehicle license fees means the long-term sidewalk repair and expansion program will be diminished. She reported that the budget does not afford full implementation of the Parks, Recreation and Open Spaces (PROS) Plan, nor does it address all needs requested by staff. Ms. Tarry said there will be a drop in staffing from 2020 to 2021 and explained the adjustments in FTEs. She thanked the staff who worked to address budget needs and identify priorities.

Ms. Lane specified that tonight's report will stick to budget highlights, with details to follow in upcoming Council presentations. She displayed a graphic of the City's revenue sources and said the majority of the budget is allocated to fund City services and capital projects. She said the

operating budget, comprised of the General and Streets funds, totals \$102.9 Million. She reviewed the anticipated property tax revenue and said this year it is worth noting that Proposition 1 allows the City to grow the Regular Levy by Consumer Price Index (CPI), which this year is .87 percent, which is below the State mandate of one percent, so the City could submit for a Finding of Substantial Need in order to qualify to collect the difference. She displayed a graphic outlining the property tax levy allocations, and said the City receives 12 cents on every dollar of property tax collected.

Ms. Lane shared a chart of the personnel cost changes, which projects a reduction in salary costs for 2021 and she displayed a comparison of City staffing levels at neighboring cities, stating Shoreline is below the median.

Ms. Lane emphasized the importance of financial sustainability and displayed two graphs comparing the ten-year forecast for the baseline operating budget, depicting outcomes with and without passage of a future levy lid lift. She said the capital budget of \$65 Million is significantly weighted towards transportation projects, and the wastewater utility will continue to operate under contract with Ronald Wastewater District, which includes the City's operating costs and excludes rate setting and capital projects and treatment costs.

Ms. Lane reviewed the budget process and review schedule and said the Council question matrix will be available starting next week. She concluded that while the 2021-2022 proposed Biennial Budget does not satisfy all needs and desires, it does support the Council Goals and community vision while maintaining reserves and a strong fund balance, maintaining and improving parks, roads, and drainage systems, and providing service levels that continue to benefit the Shoreline.

Councilmember Robertson asked when the Council will learn the details on how the proposed budget does not satisfy all the community's needs and desires, and Ms. Lane said each department presentation may include this information. Ms. Tarry added that the statement takes into consideration the numerous requests from residents that come into the City annually, and she shared examples of some of them.

Councilmember Chang said she is impressed that a balanced budget is maintained, especially during this difficult time. She asked when there will be more discussion on how Police service funding is allocated, expressing interest in expanding the RADAR program and continuing to support Community Court. Ms. Tarry said this would start with a conversation with the Police Department.

Deputy Mayor Scully said he is not interested in defunding the police or reducing patrol officers, but he is interested in a conversation about how Police services can be provided differently, with RADAR expansion being a good place to start. He said he suspects that he is going to want to see social services response funding increased.

Mayor Hall asked what the additional revenue would be brought in if the City did do the Finding of Substantial Need and take the full one percent of taxes that would be allowed. Ms. Lane replied that it would be \$37,000, with a small compounding impact over the years. Mayor Hall said he is interested in pursuing the one percent this year to marginally decrease future requests.



9. ADJOURNMENT

At 9:32 p.m., Mayor Hall declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

DRAFT

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Expenses and Payroll as of October 9, 2020
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara S. Lane, Administrative Services Director

**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$1,529,425.76 specified in the following detail:

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
9/6/20-9/19/20	9/25/2020	93442-93643	17119-17127	80574-80581	\$908,816.83
					<u>\$908,816.83</u>

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
9/27/2020	1167	\$5,559.64
		<u>\$5,559.64</u>

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
9/27/2020	80489	80504	\$157,955.41
9/27/2020	80505	80518	\$115,565.17
9/27/2020	80519	80566	\$692.44
9/27/2020	80567	80567	\$3,100.00
9/27/2020	80568	80573	\$50,508.51

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
10/4/2020	80582	80601	\$236,809.29
10/4/2020	80602	80650	\$1,029.11
10/4/2020	80651	80700	\$1,315.48
10/4/2020	80701	80708	\$18,976.96
10/4/2020	80709	80730	\$29,096.92
			<u>\$615,049.29</u>

Approved By: City Manager **DT**

City Attorney **MK**

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Professional Services Contract with Fehr & Peers in the Amount of \$548,651 for the Transportation Master Plan Update
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Nora Daley-Peng, Senior Transportation Planner
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline Transportation Master Plan (TMP) is the long-range blueprint for multimodal travel and mobility within Shoreline. The last update to the TMP was in 2011. The TMP, which serves as the supporting analysis for the City’s Comprehensive Plan Transportation Element, must be updated by 2023 to align with the City’s Comprehensive Plan 2024 periodic update and meet the Growth Management Act requirements; maintain the City’s eligibility for pursuing future grant funding; and set policies and programs for guiding multimodal transportation investments of Shoreline.

In order to update the TMP, City staff is proposing to contract with a consultant team to support with project management, stakeholder/public outreach, travel demand model forecasting, discussions about multimodal level of service, mobility plan updates, street typologies, policy updates, priority and performance criteria, funding assessment, list of transportation projects with cost estimates, SEPA compliance, TMP document preparation, and other tasks as described in the contract scope of work. Staff has completed consultant selection and contract negotiations with Fehr & Peers (F&P) for this work as defined in Attachment A to this staff report. Tonight, staff is requesting that Council authorize the City Manager to execute the contract with F&P in the amount of \$548,681.00 for the update of the TMP.

**RESOURCE/FINANCIAL IMPACT:**

This project is funded in the 2021-2026 Capital Improvement Plan. The City has \$940,681 available from the Roads Capital Fund for this work. The project cost and budget summary is as follows:

**EXPENDITURES**

City Staff	\$ 357,000.00
Consultant Base Contract	\$ 548,681.00
Contingency	\$ 35,000.00
<b>Total Expenditures</b>	<b>\$ 940,681.00</b>

**REVENUE**

Roads Capital Fund	\$ 940,681.00
<b>Total Revenue</b>	<b>\$ 940,681.00</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract with Fehr & Peers for consultant services for the TMP update in an amount not to exceed \$940,681.00.

Approved By:        City Manager **DT**    City Attorney **MK**

## **BACKGROUND**

The TMP is the long-range blueprint for travel and mobility within Shoreline. The last update to the TMP was in 2011. The TMP, which serves as the supporting analysis for the City's Comprehensive Plan Transportation Element, must be updated by 2023 to align with the City's Comprehensive Plan 2024 periodic update and meet the Growth Management Act requirements; maintain the City's eligibility for pursuing future grant funding; and set policies and programs for guiding multimodal transportation investments of Shoreline.

The updated TMP will provide a framework to guide investments in existing and new transportation infrastructure and programs over the next 20 years in accordance with the community's transportation priorities. It will be developed through close collaboration between City staff, stakeholders and the public at-large, and the Planning Commission and City Council to help improve mobility and quality of life.

## **DISCUSSION**

On June 9, 2020 the City issued a Request for Qualifications (RFQ) for the TMP update. An informational meeting for potential consultants was advertised with the RFQ and held on June 18, 2020. The RFQ period closed on July 7, 2020.

Statements of Qualifications (SOQs) were received by two qualified firms: F&P and Toole Design. City staff reviewed the submittals based upon the following evaluation criteria contained within the RFQ:

- Project Approach
- Related Experience of Project Team
- Expertise of Key Staff
- Statement of Qualifications Presentation

After reviewing the SOQs, City staff concluded F&P scored the highest based on the evaluation criteria. F&P's SOQ showcased their substantial experience in developing TMP updates for local municipalities and demonstrated that they are highly capable of supporting the City's TMP update.

Staff has completed contract negotiations with F&P for the scope of work as defined in Attachment A to this staff report. The scope of work involves support with project management, stakeholder/public outreach, travel demand model forecasting, discussions about multimodal level of service, mobility plan updates, street typologies, policy updates, priority and performance criteria, funding assessment, list of transportation projects with cost estimates, SEPA compliance, TMP document preparation, and other tasks as described in the contract scope of work. The main goal of the scope of work is to develop and finalize the TMP report for Council adoption.

The TMP update process will occur over multiple phases. Phase 1 of the project is anticipated to start in late 2020 and to be complete by late 2021. Phase 2 is anticipated to start in early 2022 and to be complete by late 2022. Phase 1 and 2 tasks are included in the scope of work. Phase 3 is anticipated future work that will build upon the Phase 1

and Phase 2 work and generally include development of implementation items related to the TMP, including but not limited to Transportation Concurrency and Transportation Impact Fees. The City has the option to amend this contract to include a Phase 3 as Phases 1 and 2 near completion.

The current project budget has adequate funds for the contract and possible additional tasks or expenses. The contingency would only be spent if any additional tasks or expenses were deemed critical for the successful completion of the project.

**RESOURCE/FINANCIAL IMPACT**

This project is funded in the 2021-2026 Capital Improvement Plan. The City has \$940,681 available from the Roads Capital Fund for this work. The project cost and budget summary is as follows:

<b>EXPENDITURES</b>	
City Staff	\$ 357,000.00
Consultant Base Contract	\$ 548,681.00
Contingency	\$ 35,000.00
<b>Total Expenditures</b>	<b>\$ 940,681.00</b>

<b>REVENUE</b>	
Roads Capital Fund	\$ 940,681.00
<b>Total Revenue</b>	<b>\$ 940,681.00</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract with Fehr & Peers for consultant services for the TMP update in an amount not to exceed \$940,681.00.

**ATTACHMENT**

Attachment A: Fehr & Peers TMP Contract Scope of Work



# City of Shoreline Transportation Master Plan

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## Scope of Work

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During the term of this agreement, Fehr & Peers (CONSULTANT) and team will perform professional services in connection with the update of the Transportation Master Plan (TMP) as described in the following scope of work. This agreement will commence with the issuance of a Notice to Proceed by the City of Shoreline (CITY).

### Project Overview

The updated Shoreline TMP will provide a framework to guide transportation investments over the next 20 years in accordance with the community's transportation priorities. It will be developed through close collaboration between CITY staff, stakeholders and the public at-large, and the Planning Commission and City Council to help improve mobility and quality of life. The purpose of this scope is to outline the CONSULTANT team's tasks and deliverables in the TMP process.

The project team will be led by the CITY project manager and will include the CONSULTANT team project manager, CONSULTANT team members, and other CITY staff.

The CONSULTANT project manager will prepare, maintain, and manage all aspects of a project management work plan that includes a project schedule, identification of the project team, scope of services, communication processes, and quality control and assurance processes. The CONSULTANT project manager will be responsible for coordinating all aspects of the work plan with the CITY's project manager and team. The CONSULTANT project manager will be responsible for producing high quality products and meeting the agreed schedule and budget.

Any CONSULTANT rate increase must first be approved by the CITY and documented by a contract amendment prior to billing at new rate. CITY will consider requests for staff rate escalations only once a year for the CONSULTANT and their subconsultants. The CITY's approval of staff rate escalations will not change the contract's overall Grand Total fee.

CONSULTANT should expect that all major deliverables will go through at least two review stages by the CITY.

The CONSULTANT will perform the following tasks:





## Phase 1

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### Task 1 – Phase 1 Project Management

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#### 1.1 Kickoff Meeting

The CONSULTANT will attend a virtual project kickoff meeting to review project scope, schedule, budget, and deliverables to ensure expectations are clear. That meeting will discuss the relationship between the TMP and the Transportation Element and the timing of touches with the community, Planning Commission and City Council throughout the project.

*Deliverables:*

- Meeting agenda
- Meeting summary with actions
- High-level project schedule diagram outlining how the TMP overlaps with the Transportation Element of the City Comprehensive Plan and the timing of touches with the community, Planning Commission, and City Council

#### 1.2 Phase 1 Biweekly Check-in Calls and Invoicing

The CONSULTANT will attend one-hour biweekly check-in calls with the CITY's project manager. The bi-weekly check in calls in this phase are expected to occur between November 2020 and December 2021. In advance of biweekly check-in calls, the CONSULTANT will prepare an agenda with the CITY, prepare an updated two week look backward at what activities and deliverables were accomplished since last check-in call, an updated look ahead schedule (four to six weeks outlook of anticipated activities and deliverables, risk register of issues and progress on resolving them, potential contract changes list, budget burn rate graph of estimated versus actual earned value by task (reviewed at every other bi-weekly check-in call), and follow up meeting summary with action items.

The CONSULTANT will also provide monthly invoices and progress reports documenting the status of both scope progress and budget expenditure. Monthly invoices will show the previous month's billing by hours and tasks. Monthly progress reports will briefly describe the previous month's activities and the planned activities for the next month in bulleted format, identify issues and/or concerns that may affect the project scope, schedule and/or budget, and compare work accomplished to the planned schedule. Monthly progress reports will also include budget status tracking of percent spent, percent complete of the project tasks, and estimates to complete each task of the project scope.

*Deliverables:*

- Biweekly check-in calls, agendas, look backward/look ahead summary, risk register, potential contract changes list, budget burn rate graph, and follow up meeting summary with action items
- Monthly invoices and progress reports



## Task 2 – Laying the Groundwork

Over the years, the CITY has undertaken a number of efforts related to transportation planning. These efforts have resulted in the identification of a variety of values, goals, and policies for transportation. The purpose of this task is to identify a single, unified set of transportation priorities that advance the CITY’s overall vision for transportation, which will guide overall development of the TMP’s vision and goals. It is assumed that these priorities will set the framework for any future updates to the CITY’s transportation policies, including level of service and administrative policies.

While the set of priorities do not have to be final, the end goal of this task is to be able to succinctly state four to six priorities for the CITY to remain laser-focused on in developing its TMP.

### 2.1 Priorities Workshop

The CONSULTANT team will lead a two-hour workshop with CITY staff to identify 4-6 priorities for the TMP, with the assumption that Shoreline Sidewalk Prioritization Plan’s priorities: Safety, Equity, Proximity, and Connectivity will be the starting point of identifying TMP priorities. The CONSULTANT will strategize with CITY staff on best framing for the conversation to ensure a productive workshop.

The CONSULTANT will produce a summary of the workshop for the project record, identifying apparent transportation concerns, issues, and priorities to help guide the balance of the project. The CITY will review the summary and provide one round of comments, which the CONSULTANT will use to update final workshop summary.

#### *Assumptions:*

- *CITY staff will select & invite participants.*
- *Meeting will be held via virtual meeting platform.*

#### *Deliverables:*

- *Workshop materials including the meeting agenda and PowerPoint slides.*
- *Draft and final meeting summary, which summarize the transportation priorities.*

## Task 3 – Public and Stakeholder Outreach

Building champions for the TMP is incredibly important. Community engagement is a key component of the overall process, ensuring that stakeholders and community members have ample opportunity to identify issues, influence outcomes, and participate in recommendations.

This engagement program will approach these issues sensitively, creating a constructive context for conversation, debate, and, perhaps, change. The overall engagement program will enable collaboration in identifying and resolving issues, facilitate two-way communication, ensure transparency, and build relationships and trust.



### 3.1 Public Involvement Plan

The TMP will be developed over three outreach series (Outreach Series 1: Project Startup, Existing Conditions and Mobility Needs, Desires, and Priorities; Outreach Series 2: Results of Series 1, Development of Modal Plans, Programs, and Policies; Outreach Series 3: Review of Recommended Modal Plans, Projects, Programs, and Policies).

The CONSULTANT will develop a Public Involvement Plan (PIP) to provide a clear guide for outreach for the TMP. The PIP will include a schedule, purpose statement, roles and resources, clear goals and objectives, identifying audiences, Shoreline demographic data analysis, consistent project messaging, engagement tools, and evaluation methods. PIP development will be initiated through a virtual working session with CITY staff to confirm a shared understanding of the elements of the PIP.

#### *Assumptions:*

- Working session agenda and outline prepared by CONSULTANT
- Active participation and confirmation in development of PIP by staff
- CITY will provide demographic data analysis
- Development of CITY's roles and resources by CITY staff, such as existing networks, contacts, and organizations, and programs

#### *Deliverables:*

- Agenda and meeting summary with actions
- Draft and final PIP

### 3.2 Public Outreach

Guided by the PIP, the CONSULTANT will develop communication materials (FAQ, key messaging, meeting in a box) and assist the CITY in planning and facilitating stakeholder/community group meetings and online public meetings (up to the expressed task limit below) to inform community members and stakeholders and gather their feedback.

#### *Assumptions:*

- CITY will produce individual engagement summaries and the CONSULTANT will compile those individual summaries into a final summary

#### **Communications Materials**

#### *Assumptions:*

- Initial material development in Outreach Series 1 followed by two updates for Outreach Series 2 and 3
- Digital content for posting online, printing by CITY
- CITY will manage website and develop content, including notification language
- CITY will lay out, produce, and install community signs and/or posters



*Deliverables:*

- Frequently Asked Questions (FAQ) in English and up to 3 other commonly used languages
- Key messaging
- Meeting in a box (to include existing project materials, i.e. FAQ, plus a PowerPoint (PPT) or other meeting content, an annotated agenda, and a tool or worksheet for meeting hosts to consistently document meetings)
- Assist the CITY in creating content for community signs and/or posters
- Assist the CITY in creating content for three surveys (one per Outreach Series)
- Summary of Outreach Series (process and results) based on CITY-prepared meeting/event summaries and aggregated survey results

CONSULTANT to coordinate translation and transcreation of materials through a vendor, as achievable within the \$15,000 expense budget.

**Online Open Houses**

*Assumptions:*

- Online Open Houses held online with videos or pre-recorded PPTs
- Up to one one-hour prep call per Online Open House
- CITY drafts and distributes invitations, including pre-meeting RSVP survey/poll
- CITY hosts meetings and provides technical support to participants
- CITY to summarize meetings
- CITY to host and participate in dry runs of videos or pre-recorded PPTS in advance of the Online Open House launch
- CITY to provide ability and cultural accommodations as needed

*Deliverables:*

- Concept papers and annotated agendas
- Presentations (videos or recorded PPTS provided in multilingual formats)
- Participation in dry runs in advance of meetings
- Facilitation for single large-group discussion

**Stakeholder/Community Groups Meetings**

*Assumptions:*

- CITY conducts listening sessions/meetings with stakeholders and community groups, providing summarized findings to CONSULTANT team to guide outreach strategies.
- Up to 6 one-hour meetings (remote or in-person TBD)
- Up to 6 one-hour prep calls
- CITY develops presentations with advice from CONSULTANT
- CITY drafts and distributes invitations, including pre-meeting RSVP survey/poll
- CITY hosts meetings and provides technical support to participants



- CITY to document meetings

CITY to provide disability and cultural accommodation as needed

*Deliverables:*

- *Concept papers and annotated agendas*
- *Support meeting prep i.e. messaging, key questions, and activities.*
- *Facilitation for up to 6 one-hour meetings*

### **3.3 Phase 1 City Council and Planning Commission Meetings**

The CONSULTANT is available to support CITY Staff at up to six (6) meetings to either the City Council or Planning Commission over the course of this project. These meetings may include either the CONSULTANT providing a formal presentation or participating in a discussion. The hours associated with this task includes preparation of materials, participation in meetings, and follow up.

*Deliverables:*

- *CONSULTANT attendance at up to three (3) City Council or Planning Commission meetings during Phase 1*
- *Presentation materials*

## **Task 4 – Technical Foundation**

This task covers many of the technical tasks needed to complete the TMP, including compilation and interpretation of data and update of the CITY's travel model.

### **4.1 Data Collection**

The CONSULTANT will coordinate with CITY staff on data availability, leveraging CITY technical resources wherever possible. This task includes time for reviewing the CITY's GIS database, collaborating with CITY staff on additional data needs, and purchase of historical count data or "big data" to support technical analysis.

*Assumptions:*

- *Close coordination with CITY staff*
- *CITY GIS staff will perform approximately half the mapping, with assignments mutually determined by the CITY and CONSULTANT on a case by case basis*
- *The CITY will provide historic traffic count data. In addition, the CITY has ability to pull counts anytime from the following locations: Aurora & NE 170<sup>th</sup> Street; Aurora & NE 155<sup>th</sup> Street; 5<sup>th</sup> Avenue NE & NE 175<sup>th</sup> Street; 10<sup>th</sup> Avenue NE & NE 175<sup>th</sup> Street; 15<sup>th</sup> Avenue NE & 175<sup>th</sup> Street; 15<sup>th</sup> Avenue NE & NE 160<sup>th</sup> Street; Meridian & NE 155<sup>th</sup> Street; 3<sup>rd</sup> Avenue NE & Richmond Beach Road; 8<sup>th</sup> Avenue NE & Richmond Beach Road.*



- *No new traffic counts are expected to be collected, though historic counts (pre March 2020) may be purchased or the CITY may supply additional counts, as the CITY deems appropriate.*
- *This task could include up to \$5,000 in direct expenditures for purchase of big data to support technical analysis.*

*Deliverables:*

- *All GIS data files will include metadata that includes file summary, description and date and updates provided to CITY staff*

## **4.2 Travel Demand Model Forecast Updates & LOS Analysis**

Under Task 4.2, the CONSULTANT will develop a customized version of the regional trip-based travel demand model developed by the Puget Sound Regional Council (PSRC). The model will be calibrated and validated to 2019 travel conditions within the City of Shoreline. A future year scenario will be developed consistent with the planning year of the TMP that will be used to develop transportation network performance metrics and intersection volume forecasts. The TMP analysis scenarios will be evaluated using the updated travel model and intersection level-of-service (LOS) grades.

The model development and analysis will occur in multiple phases. In Phase 1, the existing conditions travel model will be developed and validated to 2019 conditions. The existing intersection LOS grades will also be calculated using the CITY’s Synchro network. The development of the future year scenario inputs for the CITY’s model and the associated transportation analysis of the TMP will occur in Phase 2.

### Base Year Model

The City of Shoreline land use information and transportation network assumptions from the PSRC model will be verified by CONSULTANT and CITY staff. The base year in the current version of the PSRC model is 2014. CONSULTANT will interpolate the household and employment estimates to year 2019 estimates and will provide that information by traffic analysis zone (TAZ) for CITY staff to review. CONSULTANT will incorporate the requested changes by staff into the model. CITY staff will also provide CONSULTANT with a list of recent transportation improvement projects within the CITY. CONSULTANT will review the roadway and transit networks and make any necessary changes to update the networks to 2019 conditions. Any transportation improvement project that was installed between 2014 and 2019 that may affect travel behavior within the City of Shoreline will also be incorporated into the model.

The base year scenario will be calibrated and statically validated using the traffic volume and speed data compiled under Task 4.1. The validation will use state-of-the-practice criteria and will focus on PM peak hour screenline volumes and average travel speeds along major corridors throughout the CITY. As part of the calibration effort, it is expected that custom volume delay functions will need to be developed for the CITY’s roadways in order for the model to accurately reflect existing levels of congestion. The model will also be dynamically validated to ensure that the model responds appropriately to changes to the roadway network. Typical validation tests include adding or removing roadways and increasing or decreasing capacity. The development and validation of the model will be described in a technical memo.



The transportation network will be evaluated for a 2019 existing scenario using the travel model and intersection LOS. The travel model will provide estimates of the volume-to-capacity (v/c) ratio for each roadway in the model, using the default capacity values contained in the model. The CITY's Synchro network will be used to provide average intersection delay and LOS using the Highway Capacity Manual (HCM) methodology for up to 30 intersections. As necessary, CONSULTANT will update the Synchro network to reflect 2019 conditions.

*Assumptions:*

- *CONSULTANT will update the land use and transportation inputs to the model for areas outside of the City of Shoreline*
- *The CITY will review and provide any necessary updates to the land use estimates for the base year*
- *Up to 30 intersections will be evaluated in Synchro for existing conditions*

*Deliverables:*

- *Validated base year travel demand model calibrated to 2019 conditions*
- *Draft and final memorandum of describing model development process and key outputs*

### **4.3 Planning Context and Existing Conditions**

CONSULTANT will use the results of the preliminary public outreach to determine a set of key transportation issues. Once the key transportation issues are identified, CONSULTANT will use these findings to conduct a needs assessment for the following transportation modes and programs:

- Vehicle Congestion
- Multimodal Needs (biking, walking, etc.)
- Transit Needs
- Micromobility Network Connectivity
- Freight and Truck Mobility
- Collision data
- Equity (Based on Sidewalk Prioritization's equity metrics i.e. Communities of Color, age, income, ability, Limited English Proficient (LEP) as a starting point)
- Potentially others as identified during completion of Tasks 2 and 3

This needs assessment will include an evaluation of existing conditions, as well as anticipated future conditions, to the extent available from a review of existing plans. Drawing from the CITY's Annual Traffic Report as a starting point, CONSULTANT will summarize collision data and develop heat map figures of collisions that occurred over the most recently available five-year span. Collision history figures and tables may include variables such as: mode involved in collision (vehicle-vehicle involved, pedestrian-involved, and bicyclist-involved), contributing circumstances, vehicle actions, and/or severity.

The CONSULTANT will develop a brief memorandum documenting the planning context and existing conditions analysis and findings.



*Assumptions:*

- CITY will provide CONSULTANT with available technical data within two weeks of data request
- CITY will provide collision geodatabase

*Deliverables:*

- Draft and final memorandum with figures documenting existing conditions for the above modes, as well as anticipated future conditions

## **Task 5 – Modal Network Development and MMLOS Policies**

This task is focused on developing a multimodal level of service (MMLOS) framework for Shoreline. It will identify priority networks for each mode and identify level of service policies for each network, which will be confirmed in later phases of the project once the travel modeling is complete. This task also includes the CONSULTANT providing suggested edits to the policies included in the Transportation Element of the CITY's currently adopted Comprehensive Plan.

### **5.1 Creation of Layered Network**

After completing the LOS analysis and planning context/existing conditions under Task 4, the CONSULTANT will develop a series of proposed layered networks for the City of Shoreline that include the following modal priority networks:

- Pedestrian
- Bicycle and micromobility devices
- Transit, which will include consideration of planned networks by the transit agencies
- Freight
- Auto

This work will also include recommendations for bicycle and shared-use micromobility, which will be led by the CONSULTANT.

The CONSULTANT will develop a comprehensive bicycle parking policy element that includes: (A) an assessment and map of existing bike racks in the City of Shoreline; (B) key messaging and survey questions about bicycle parking for Task 3.2 Public Outreach Communication Materials (C) recommended public bike parking standards (D) proposed public bike parking plan including integrating bike parking into proposed micromobility hubs; (E) review of bicycle parking requirements for new development and recommended revisions, if any. Findings from bicycle parking analysis will be used to develop a bicycle parking policy element.





*Assumptions:*

- *Shared-use mobility literature reviews, interviews with peer cities, and development of siting criteria for mobility hubs will be provided by the CITY.*
- *CITY will provide an inventory (location and amount) of existing CITY-owned bike parking throughout the Shoreline*

*Deliverables:*

- Priority network maps (pdf, geodatabases including shapefiles and layer files, and .mxd files). All data must include associated metadata.
- Memo describing how these priority networks guide infrastructure recommendations and tie to LOS policies
- Shared-use micromobility recommendations memo by CONSULTANT
- Bicycle parking policy element

## 5.2 Level of Service

CONSULTANT will lead one meeting with CITY staff, in which CONSULTANT will work to develop multimodal level of service policies (for autos, transit, bikes and other micromobility devices, and pedestrians) that support its community goals. These level of service policies will relate to the CITY's updated goals and policies.

*Deliverables:*

- Meeting materials including agenda and meeting summary
- Draft and final memorandum summarizing recommended MMLOS policy

## Phase 1 Direct Costs

This task covers direct costs over the course of Phase 1. These costs may include travel associated with field work or meetings, printing, communications charges, purchase of materials, data acquisition, or other work procured by vendors.

## Phase 2

### Task 6 – Phase 2 Project Management

#### 6.1 Biweekly Check-in Calls and Invoicing

CONSULTANT will attend one-hour biweekly check-in calls with the CITY's project manager. The bi-weekly check in calls in this phase are expected to occur approximately between January 2022 and December 2022. In advance of biweekly check-in calls, the CONSULTANT will prepare an agenda with the CITY, prepare an updated two week look backward at what activities and deliverables were accomplished since last check-in call, an updated look ahead schedule (four to six weeks outlook of anticipated activities and deliverables,



risk register of issues and progress on resolving them, potential contract changes list, budget burn rate graph of estimated versus actual earned value by task (reviewed at every other bi-weekly check-in call), and follow up meeting summary with action items.

CONSULTANT will also provide monthly invoices and progress reports documenting the status of both scope progress and budget expenditure. Monthly invoices will show the previous month's billing by hours and tasks. Monthly progress reports will briefly describe the previous month's activities and the planned activities for the next month in bulleted format, identify issues and/or concerns that may affect the project scope, schedule and/or budget, and compare work accomplished to the planned schedule. Monthly progress reports will also include budget status tracking of percent spent, percent complete of the project tasks, and estimates to complete each task of the project scope.

*Deliverables:*

- Biweekly check-in calls, agendas, look backward/look ahead summary, risk register, potential contract changes list, budget burn rate graph, and follow up meeting summary with action items
- Monthly invoices and progress reports

## **Task 7 – Project Prioritization, Selection, Costing, Funding Identification, and Policies Update**

Following on the understanding of trends and the identification of priorities, the CONSULTANT will identify future projects that advance the CITY's priorities, explore the costs of the projects, how they would be funded, and recommend updates to policies in the CITY's Transportation Element.

### **7.1 Prioritization Criteria/Performance Measures**

Building off the technical analysis and community input acquired in Tasks 2 through 5, the CONSULTANT will work with the CITY to develop criteria to prioritize the proposed draft project list (see task 7.3) and performance measures to quantify/qualify the progress towards achieving goals. This includes identifying mode split goals for Shoreline. The CONSULTANT will develop a spreadsheet with proposed metrics and measures and meet with the CITY in a one-hour in person meeting to discuss. Then, the CONSULTANT will refine the spreadsheet based on CITY comments for use in project evaluation.

*Deliverables:*

- *Meeting agenda and summary*
- *Draft and final memorandum of summary of mode split goals, prioritization metrics, performance measures with a spreadsheet of prioritization metrics and performance measures.*

### **7.2 Future Year Modeling**

The future year scenarios for the TMP will be evaluated in this phase. The CITY will provide CONSULTANT with the appropriate land use and transportation network assumptions within the City of Shoreline for



CONSULTANT to develop the inputs to the travel model. CONSULTANT will be responsible for updating the model inputs outside of the CITY consistent with the regional assumptions. The travel model will be used to evaluate two future year scenarios. The TMP analysis will use the v/c ratio estimates from the model as screening criteria to determine the specific intersections to evaluate in Synchro. CONSULTANT will coordinate with the CITY on the specific screening to be used. The average intersection delay and LOS will be calculated in Synchro for up to 30 intersections and the intersection forecast volumes will be developed using the state-of-the-practice methodologies described in NHCRP Report 255.

*Assumptions:*

- *CONSULTANT will update the land use and transportation inputs to the model for areas outside of the City of Shoreline*
- *The CITY will review and provide any necessary updates to the land use estimates for the base and future year scenarios*
- *Up to 30 intersections will be evaluated in Synchro for existing conditions and two future year scenarios*

*Deliverables:*

- *Travel demand forecasts and network files for two future year scenarios*
- *Draft and final model development report documenting key travel model inputs, outputs, and results.*

### **7.3 Project List Development**

Once the collision data has been reviewed, a layered network has been developed, the travel modeling is completed, and level of service standards have been established, CONSULTANT will begin to identify projects to improve Shoreline's transportation infrastructure (based on findings from the technical and community input foundation established in Tasks 2-5 and 7), through inclusion in the short range (6 year) Transportation Improvement Program (TIP) and long range (20 year) TMP. This includes reviewing transportation projects in adopted CITY plans and programs as well as suggesting capital improvements that fill a gap in the multimodal networks. These improvements will address needs identified for all modes in Task 5 and will be prioritized using transportation prioritization criteria established in Task 7.1.

The CONSULTANT will lead one meeting with CITY staff to review the list of roadway projects in adopted plans and programs. In addition, CONSULTANT will work with CITY staff to add projects identified in the transportation needs assessment and projects to meet future bicycle, pedestrian, vehicles, and transit MMLOS standards.

*Assumptions:*

- *CITY staff will provide a list of transportation projects currently planned for Shoreline and actively participate in project list development meetings*



*Deliverables:*

- Meeting materials including agenda and meeting summary
- Draft and final list and description of projects with initial prioritization ranking (see also financially constrained project list under task 7.5)
- Draft and final map of identified projects

#### **7.4 Street Typologies**

The CONSULTANT will develop street typology descriptions and figures for up to eight (8) street typologies. These street typologies will take into account factors such as: roadway functional classification; modal priorities; right of way; and desired street amenities. The CONSULTANT will begin the process of developing the street typologies by holding a meeting with CITY staff that considers the layered network and modal standards.

*Assumptions:*

- The scope of the street typologies will be informed by the outcomes of Tasks 5.1 and 5.2.

*Deliverables:*

- Draft and final street typologies figures

#### **7.5 Project Costing**

The CONSULTANT will inform development of a financially constrained project list, by providing planning-level cost information. This includes “order-of-magnitude” per-mile costs for line items including intersection improvements, sidewalks, bicycle facilities, roadway extensions, and complete streets enhancements. These “order of magnitude” costs will not consider context-specific considerations, such as right of way or slope. In addition, the CONSULTANT will develop detailed planning level cost estimates for up to 10 projects, as described in the assumptions below.

*Assumptions:*

- CITY will provide aerial photography and existing R/W information
- CONSULTANT will provide detailed planning level costing of 10 projects, conceptual plan, contingencies and list of assumptions for each project to be included.
- CONSULTANT will provide order-of-magnitude costing for the remaining projects from the project list
- Additional projects to be costed will be considered as additional scope of services.

*Deliverables:*

- One (1) draft and one (1) final PDF copy (and native excel file) of planning level estimates (summary and backup) with location map of projects



## 7.6 Funding Assessment

To ensure that there are appropriate financial resources available to complete the identified policies, programs, and projects, the CONSULTANT will analyze the CITY’s funding capacity. Specifically, the CONSULTANT will first complete a capacity analysis to evaluate baseline funding available over the planning period based on:

- Work with CITY to review historical transportation revenues, by source, and expenditures by category (past 5-10 years)
- Starting with any projections the CITY has available (e.g. 2021-2022 budget), CONSULTANT will work with staff to refine or develop long-term revenue projections over the 20-year planning horizon
- The CONSULTANT’s comparison of potential funding options for filling any identified funding gaps
- Assess expected future costs using the current policy, programmatic, and project costs and projected future needs from the prior subtasks

The CONSULTANT will compare funding capacity to estimated programmatic expenses and the cost of the initial project list, to demonstrate the CITY’s ability to fund their desired projects during the planning period. If a funding gap is identified, CONSULTANT will analyze potential new sources of revenues that could be considered (including but not limited to updated transportation impact fees, local improvement districts, transportation benefit districts) to develop a funding strategy to balance identified needs with resources. Both a draft and final funding section will be prepared based on the analysis. In addition, policies related to transportation funding and implementation will be reviewed and modified to be consistent with the funding plan.

### *Assumptions:*

- The work will be conducted in collaboration with CITY staff.
- Minimal reconciliation with non-budgetary documents will be needed (e.g. WSDOT roads report).

### *Deliverables:*

- Memorandum with funding analysis, projections, and opportunities (preliminary draft, draft, and final)
- Workbook with historic and future projections (preliminary draft, draft, and final)

## 7.7 Transportation Element Policies Update

The CONSULTANT will provide recommend updates to the policies contained in the most current version of the Transportation Element of the CITY’s Comprehensive Plan. These recommended updates will include suggested edits to current policies, removal of policies, and addition of policies to respond to guidance from the Department of Commerce, PSRC, and align with the priorities identified in Task 2.1 and layered



network and level of service policies developed in Tasks 5.1 and 5.2, as well as other potential recommendations developed in Tasks 7.1-7.6.

*Deliverables:*

- Draft and final memorandum summarizing recommended edits to Transportation Element policies
- Matrix of policy changes (additions, deletions, and modifications) provided in track changes document

## **Task 8 – Document Production**

The goal of this task will be to create Shoreline’s draft TMP document, which lays out the vision developed through the prior tasks in this scope and associated SEPA documentation.

### **8.1 Administrative Draft Plan**

Based on findings of Task 1 through 7, the CONSULTANT will compile an updated TMP document. This document will be concise and user-friendly, while also conveying the necessary information to fulfill the scope items described above.

*Assumptions:*

- *A single consolidated round of comments will be compiled by CITY staff and provided to CONSULTANT*

*Deliverable:*

- Administrative Draft plan

### **8.2 Draft Plan**

*In response to a single consolidated round of comments from CITY staff, the CONSULTANT will prepare a Draft Plan.*

*Assumptions:*

- *A single consolidated round of comments will be compiled by CITY staff and provided to CONSULTANT*

*Deliverable:*

- *Draft Plan (including tagged/accessible pdf for public review)*



### 8.3 Final Plan

*In response to a single consolidated round of comments from CITY staff, the CONSULTANT will prepare a Final Plan.*

*Assumptions:*

- *Comments from members of the public will be compiled in the memorandum presenting key takeaways from the public and will be addressed in the final plan.*
- *A single consolidated round of comments from the CITY Council, community members, stakeholders, and CITY staff, will be compiled by the CITY project manager and provided to CONSULTANT.*
- *CONSULTANT will submit a Final Proof for the CITY to backcheck that the CITY's review comments have been incorporated. The CITY project manager will compile any final edits and provide them to the CONSULTANT for incorporation into the Final Plan.*

*Deliverables:*

- Final Proof and Final Plan (tagged, accessible PDF for visually impaired readers, native files of document, and all images)

### 8.4 SEPA Support

CONSULTANT will prepare an expanded SEPA Checklist, leveraging relevant SEPA documents prepared by the CITY or PSRC for prior transportation and land use planning efforts, and identifying elements of the proposal and CITY standards and regulations that reduce impacts (e.g., climate resiliency, green infrastructure, etc.).

*Assumptions:*

- The issuance of a Determination of Non-Significance is anticipated.

*Deliverables:*

- SEPA Checklist
- Notice for CITY review and issuance.



## Task 9 – Phase 2 City Council and Planning Commission Meetings

The goal of this task is to inform City Council and Planning Commission of Phase 2 activities and deliverables along the path to final adoption of the TMP.

### 9.1 City Council and Planning Commission Meetings

The CONSULTANT is available to support CITY Staff at up to six (6) meetings to either the City Council or Planning Commission over the course of this project. These meetings may include either the CONSULTANT providing a formal presentation or participating in a discussion. The hours associated with this task includes preparation of materials, participation in meetings, and follow up.

#### *Deliverables:*

- *CONSULTANT attendance at up to three (3) City Council or Planning Commission meetings during Phase 2*
- *Presentation materials*

### Phase 2 Direct Costs

This task covers direct costs over the course of Phase 2. These costs may include travel associated with field work or meetings, printing, communications charges, purchase of materials, data acquisition, or other work procured by vendors.

## Phase 3

Phase 3 is anticipated future work that will build upon the Phase 1 and Phase 2 work and generally include development of implementation items related to the TMP, including but not limited to Transportation Concurrency and Transportation Impact Fees. The Phase 3 work may be developed as an amendment to this contract near the conclusion of Phase 1 and 2.



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Public Hearing and Adopting Ordinance No. 906 - Interim Zoning Regulations to Allow Siting a 24/7 Enhanced Shelter in the R-48 Zone District
<b>DEPARTMENT:</b>	Planning and Community Development Recreation, Cultural and Community Services
<b>PRESENTED BY:</b>	Nora Gierloff, Planning Manager Colleen Kelly, Recreation, Cultural and Community Services Director
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

In April 2020, the City Council adopted Council Goal No. 5, Action Step No. 7, which reads:

*Begin a process of developing partnerships with North King County cities and other key stakeholders in support of siting a 24/7 shelter/navigation center to serve homeless single adults in North King County.*

In response to this Council goal, staff has been working to explore options for the siting of a shelter for homeless adults to serve the North King County area. King County has asked the City to partner with them and Lake City Partners Ending Homelessness in establishing a shelter at the former Oaks at Forest Bay Nursing Home (The Oaks), located at 16357 Aurora Avenue North. The facility could serve as an enhanced homeless shelter for single adults in the short-term (likely three to five years), and permanent supportive housing in the long- term.

The current zoning district of that portion of the Oaks property where buildings are located is R-48 (Residential 48 units per acre) and does not permit homeless shelters. In addition, some of the requirements of the grant funding that King County would use to operate the shelter conflict with the zoning code index criteria for homeless shelters as currently defined in SMC 20.40.405. Tonight’s hearing focuses on a proposed interim ordinance that would define an additional type of homeless service, Enhanced Shelter, and permit that use in the R-48 zoning district on an interim basis.

On October 12, 2020, the City Council discussed proposed Ordinance No. 906, which contains these interim development regulations. Staff has provided additional information requested by the Council on October 12<sup>th</sup> in this staff report. Tonight, Council will hold a public hearing and potentially adopt proposed Ordinance No. 906 (Attachment A).

**RESOURCE/FINANCIAL IMPACT:**

Adoption of these interim zoning regulations is not expected to have a financial impact on the City. While purchase of the Oaks site by the King County Housing Authority would exempt it from property taxes, the Assessor's office would adjust the tax rate based on the City's total assessed valuation to keep revenue constant.

**RECOMMENDATION**

Staff recommends that the City Council hold the public hearing on proposed Ordinance No. 906. Staff also recommends that the Council review the additional information provided in response to questions from the October 12, 2020 Council meeting and Councilmember amendment suggestions; determine whether the proposed Ordinance should be amended; and adopt the Interim Development Code amendments as proposed in Ordinance No. 906.

Approved By:           City Manager ***DT***   City Attorney ***MK***

## **BACKGROUND**

On February 10, 2020, staff presented the City Council with recommendations regarding priority actions related to effectively addressing the challenge of homelessness in Shoreline. As part of this Council discussion, staff identified the greatest need and highest priority for Shoreline is to support the siting and development of a year-round shelter for single adults in North King County. Staff also explained that the shelter would ideally be staffed around the clock, allowing individuals to have a place to leave and access personal belongings. This operational model also increases the ability to provide case management support focused on housing stability planning.

Following this Council discussion, at the Council's 2020 Strategic Planning Workshop, Council identified the siting of a '24/7' shelter/navigation center for single adults in North King County as an Action Step under City Council Goal No. 5. This provided direction to staff to work with other North King County cities and key community stakeholders to begin a process to site a 24/7 shelter for single adults in North King County.

In June, staff became aware that The Oaks at Forest Bay Nursing Home (The Oaks), located at 16357 Aurora Avenue North, was closing and the property was going to be offered for sale. Also, in June of this year, the Washington State Department of Commerce released information about a grant making significant funds available to expand homeless shelter capacity around the State.

King County expressed interest in leasing the property and partnering with the King County Housing Authority (KCHA) for potential acquisition. The facility could serve as an emergency shelter for up to 60 single adults in the short-term (likely three to five years), and permanent supportive housing in the long-term.

The Enhanced Shelter would be a continuous-stay shelter, in that it offers living arrangements where households have a room or bed assigned to them throughout the duration of their stay. The goal would be to provide services oriented toward bringing people experiencing unsheltered homelessness inside and exiting shelter participants to permanent housing and positive destinations quickly. The Department of Commerce grant guidelines require that rules and policies must be narrowly focused on maintaining a safe environment for participants and the community and avoid exits to homelessness.

Shelter programs funded by the grant must have flexible intake schedules and require minimal documentation. There are specific guidelines that prohibit certain criteria to be used to screen out individuals, including such things as little or no income, previous involvement with the criminal justice system, having been impacted or affected by crime, having active or a history of alcohol and/or substance use. To meet the requirements of the Department of Commerce grant, the facility would need to be available for use no later than the end of December 2020.

### **Prior City Council Review**

On August 10, 2020, the City Council discussed the potential of the County siting an Enhanced Shelter operated by Lake City Partners at The Oaks. At this meeting, staff sought Council's concurrence on the required next steps to move this shelter project

forward. In addition to being directed to conduct community outreach regarding the Enhanced Shelter and supporting the County and Lake City Partners, Council directed staff to develop interim development regulations to allow the siting of the facility at this location for Council's consideration. The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport081020-9a.pdf>.

The City Council then discussed the proposed interim development regulations (proposed Ordinance No. 906; Attachment A) on October 12, 2020. Council identified questions, areas for additional research, and proposed amendments to the interim regulations, which are addressed below in the Discussion Section of this staff report. The staff report for the October 12<sup>th</sup> Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport101220-8a.pdf>.

As was discussed with Council on August 10<sup>th</sup> and October 12<sup>th</sup>, the current zoning district of the Oaks building is R-48 (residential 48 units per acre) and does not permit homeless shelters. In addition, some of the requirements of the grant funding that King County would use to operate the shelter conflict with Shoreline's zoning code index criteria for homeless shelters in SMC 20.40.405. Tonight's public hearing on and potential adoption of proposed Ordinance No. 906 would define an additional type of homeless service, Enhanced Shelter, and temporarily permit that use in the R-48 zoning district.

During the October 12, 2020 Council discussion, Mayor Hall asked about adopting interim Mixed Business (MB) zoning for the Oaks site and confining Enhanced Shelters to the MB zone, which already allows homeless shelters, rather than allowing them in the R-48 zone on an interim basis. Because this is an alternative to the interim regulations as proposed in proposed Ordinance No. 906, additional discussion of this issue is provided below in the Alternatives Section of this staff report.

## **DISCUSSION**

### **Current Oaks Property Zoning and Uses**

The majority of the Oaks property is zoned R-48 (Residential 48 units per acre), with the parking lot in the NW corner zoned R-18. The Oaks is classified as a nursing facility and is a conditional use in the R-48 zone. Homeless Shelters are not currently listed as an allowed use in the R-48 zone. A map of The Oaks parcel and the surrounding zoning is included with this staff report as Attachment B.

The site is located along the Aurora Avenue commercial corridor near a variety of businesses including banks, auto sales and service, marijuana retail, self-storage, a driving school, a youth baseball organization, a martial arts studio, and daycares. It is adjacent to single family houses to the west and apartments and a vacant commercial building to the south.

The Oaks is not the only property that would meet the location criteria proposed in proposed Ordinance No. 906. Staff have identified eight other properties that meet the

location restrictions (identified in the table below), though most have other characteristics that would likely make them unsuitable for use as an enhanced shelter, such as existing occupied housing. Also, it seems unlikely that there would be an agency that would have the funding and other resources to establish an enhanced shelter at one of these locations during the effective period of the interim ordinance. A map of these other eight properties is attached to this staff report as Attachment C. Also included on the map are the qualifying bus stops that provide frequent all-day transit service as required by the indexed criteria.

<b>Parcel Number</b>	<b>Area (SF)</b>	<b>Description</b>
223250-0110	9,548	Single family house
222080-0000	99,915	Echo Cove Condominiums
031810-0008	99,271	Forest Hills Apartments
930530-0000	6,225	Condominium Complex
688590-0035	4,700	Rear corner of gas station
182604-9241	7,806	Single family house
182604-9099	7,110	Single family house
182604-9329	7,200	Vacant

The proposed interim development regulations are contained in proposed Ordinance No. 906 (Attachment A and Exhibit A), which would be effective for up to six-months and renewable in six-month increments. For the longer term, instead of permanently adopting the changes to R-48 zoning, King County, the City and/or KCHA could pursue a rezone of the site to the surrounding Mixed Business (MB) zoning and the addition of Enhanced Shelters as a use with indexed criteria in that district. In this scenario, a conditional use permit could be required to establish an Enhanced Shelter. Permanent changes to the development code would follow the standard adoption process of Planning Commission review, Public Hearing, and recommendation prior to City Council consideration.

**Follow up Items from the October 12, 2020 Council Meeting and Subsequent Council Communication**

During the October 12<sup>th</sup> Council meeting, the Council identified questions, areas for additional research, and proposed amendments to the proposed interim regulations. Email communications with Councilmembers Chang and Roberts subsequent to this Council meeting included additional proposed questions and amendments. As noted above, staff has also set forth an alternate approach of adopting interim MB zoning for the Oaks site and confining the Enhanced Shelter use to the MB zone in the Alternatives Section of this staff report, in response to Mayor Hall’s question. Each of these items is addressed below and where appropriate, staff has included draft amendatory language.

- Councilmember Scully – Provide to Council the high-level analysis of other possible sites that could work for a shelter based on its availability. This was a high-level look by staff without any consultation with the current property owners.

*Response:* This is included as Attachment D to this staff report.

- Councilmember Scully – Provide an analysis of differences/similarities between proposed Enhanced Shelter and the Base Camp Shelter in Bellingham.

*Response:* This is included as Attachment E to this staff report.

- Councilmember McConnell – What amount of City property tax revenue will be shifted to other property taxpayers now that this parcel will be tax exempt?

*Response:* The 2020 property taxes for the site were \$47,517.77, of which approximately \$5,446 went to the City of Shoreline. While purchase of the property by the King County Housing Authority would make the parcel tax exempt, it would not decrease the City's total property tax revenue.

- Councilmember Robertson – What does a good neighbor agreement/program look like?

*Response:* This is included as Attachment F to this staff report

- Councilmember Roberts – A conditional use permit process would be better than an allowed use because it could be revoked if needed.

*Response:* The interim ordinance could be changed to permit enhanced shelters as conditional uses subject to index criteria rather than permitted uses subject to index criteria, though it would lengthen the review process and add another appeal opportunity. It would provide an opportunity to impose site specific conditions on the shelter such as limiting access to a specific street or installation of landscaped buffers.

A Conditional Use Permit is a Type B permit which requires a pre-application meeting; neighborhood meeting; mailed, posted and published notice of application with a 14 day comment period; issuance of a staff report to the Director; and a mailed, posted and published notice of decision with a 14 day appeal period. These procedural requirements generally require several months to complete.

- Councilmember Roberts – I would like to include both families and individuals in shelter, not just individuals.

*Response:* The Council has identified single adults as the population in greatest need of services, however the definition of enhanced shelter could be generalized to apply to both adults, juveniles and families, as noted below.

Enhanced Shelter – A low-barrier, 24 hour a day facility intended to provide adults persons experiencing homelessness with access to resources including, but not limited to, housing, basic needs, hygiene, case management and social programs as they transition to permanent housing.

- Mayor Hall – Could we adopt an “interim official zoning map”?

*Response:* RCW 36.70A.390 authorizes the City to adopt interim zoning maps along with interim zoning ordinances and interim official controls. An alternative to the approach contained in proposed Ordinance No. 906 would be to temporarily rezone the Oaks site from R-48 to MB using an interim zoning map and then adopt interim development code amendments allowing Enhanced Shelters in MB as permitted or as conditional uses subject to any of the index criteria discussed in this report. A further discussion of this approach is in the Alternatives Section of this staff report. Council should also see Attachment I for this alternate set of proposed development code amendments.

If Council selected this approach, it would require a new SEPA determination and alternative Ordinance, which would delay the timeframe for Council to take action. Staff estimates that Council action would be delayed until mid to late November if this alternative is selected.

- Councilmember Chang – Please provide additional detail on Red Lion Inn Shelter in Renton and the former Licton Springs (83<sup>rd</sup> and Aurora) Tiny House Village in Seattle; can we learn from these examples? What are the similarities with our proposed shelter? How do they operate? Was alcohol/drug use allowed at Licton Springs? Why was Licton Springs shut down?

*Response:* Regarding the Red Lion Inn in Renton, individuals staying in congregate shelter settings are at increased risk of contracting and transmitting COVID-19, so efforts have been made to find settings that would allow for individuals to have separate spaces to occupy. King County and the City of Seattle worked together to lease the Red Lion Inn in Renton to accommodate individuals that had been staying in the Downtown Emergency Service Center (DESC) shelter in Downtown Seattle.

The individuals being served by that program are those deemed to be most vulnerable meaning that they must be 50 years of age or older and/or have a disability. Many of those being served meet both criteria. There were 200 people moved from the location in Downtown Seattle to the Red Lion Inn in Renton. While calls for emergency service have increased in comparison to what was typical for the hotel, they have decreased significantly in comparison to what was needed when individuals were living in the congregate setting in Seattle.

There is no intention to continue utilizing this hotel as a shelter in the long-term. The County sees this as a response to the Public Health Emergency and intends to move people out once that emergency subsides.

The Licton Springs Tiny House Village operated in Seattle between 2017 and 2019. It was developed to provide emergency shelter for individuals referred by the City of Seattle Navigation Team. The City contracted with the Low Income Housing Alliance which then sub-contracted with SHARE/WHEEL to operate the

facility. SHARE/WHEEL describes itself as a “democratic & grassroots organizing effort of homeless people”, and they have operated a number of shelters and organized encampments over the years.

The program model utilized individual tiny homes that could accommodate single adults or a couple by choice. The program was operated as a full harm-reduction model that allowed drug and alcohol use onsite and did not necessarily expect engagement with services. One challenge cited was the understanding among many residents that the tiny home was now considered a permanent residence for them. When the initial two-year contract term expired, the City declined to renew the contract and the program was closed in March of 2019.

A Seattle staff member who had worked with this project shared that the City learned several lessons from its experience with Licton Springs including:

- The contracted provider should be required to operate the program rather than sub-contract with another entity.
- The level of staffing provided at Licton Springs was insufficient to provide the necessary support and case management.
- Residents accepted into shelter programs need to clearly understand that the shelter/tiny home is meant to be temporary and that the goal of their stay is to work toward other permanent, stable housing.

Here is a link to the City’s official statement about the decision to close that program:

<https://homelessness.seattle.gov/tiny-house-village-update-next-steps-for-licton-springs/>.

- Councilmember Chang - What is the referral process? I have concerns with how the referral process would work.

*Response:* Lake City Partners will be responsible for reaching out to local service providers to share information about the shelter, what clients are eligible to be served and how to make a referral. Because occupancy rates tend to be high, the standard approach used by other shelters in King County is that they notify referring agencies when they have an open space or when they know a bed will soon be vacated. Referring organizations will send over a referral form with information regarding the individual they are working with. If more than one referral is made, staff will prioritize referrals of individuals experiencing homelessness in Shoreline and then prioritize based on level of need for the service; e.g. those with health conditions that are being exacerbated by being outdoors. Safety considerations may outweigh Shoreline priority in extreme cases. Shelter staff will use a standard set of screening/intake questions before confirming a bed for any given individual.

Local agencies most likely to make referrals to this program include Lake City Partners Outreach; Shoreline Police and Fire; local hospitals, Therapeutic Health Services; International Community Health Services; Hopelink and local faith communities that work with individuals experiencing homelessness.



- Councilmember Chang – Need more guardrails in the indexed criteria; distance from schools, daycares, etc. What do other cities do?

*Response:* There is a daycare adjacent to the west property line of the Oaks parcel, so any distance requirement from daycares would eliminate this site as an eligible parcel for an enhanced shelter. There are no distancing requirements for the homeless shelters allowed in MB and there are many areas where MB zoning is directly adjacent to R-6.

Examples of distancing requirements in Shoreline’s code include:

- Adult use facilities are prohibited within 400 feet of any residential zone, other adult use facility, school, licensed daycare, public park, community center, public library or church which conducts religious or educational classes for minors;
- Work release facilities must be at least one mile from any public or private school servicing kindergarten through grade 12 students; and
- Residential care facilities must be at least 1,000 feet apart.

Puyallup requires a 1,000-foot setback from schools and daycares and 500-foot setback from parks, trails, libraries and residential zoning for homeless shelters. Bellevue requires that shelter applications identify any “magnet areas” e.g., greenbelts, parks, libraries, transit facilities, etc. and provide a plan to address any behavior that is inconsistent with the code of conduct. Both cities require either a development agreement or a conditional use permit to establish the use.

- Councilmember McConnell – Please provide more information on compliance metrics, staffing ratio, code of conduct, and good neighborhood plans.

*Response:* The minimum number of staff onsite will be three which would be a ratio of 1:20 at full capacity. The complete list of staff includes the following:

- Deputy Director of Lake City Partners
- Program Director
- Site Supervisor with Shelter hosts – case managers (three onsite at all times)
- Lead Case Manager – licensed mental health specialist
- Public Health Nurse
- Housing Outreach Specialist (two)
- Housekeeping Staff
- Facility Maintenance Staff

Compliance Metrics include standard King County data collection related to:

- length of stay (shorter is better),
- exits to housing (more is better),
- returns to homelessness (less is better)

The Code of Conduct is attached as Attachment G. The Good Neighbor Plan is attached as Attachment F.

- Councilmember McConnell – Can we prioritize a certain number of beds for Shoreline residents?

*Response:* King County staff has re-confirmed that empty beds in general can be prioritized for waiting, eligible individuals in Shoreline with the ability to occupy the bed within about 24 hours.

- Councilmember Roberts – I would like the public hearing to be held on October 26<sup>th</sup> rather than December 7<sup>th</sup> if it can be noticed in sufficient time.

*Response:* The public hearing has been properly noticed and moved up to tonight’s meeting.

- Councilmember Chang – Please provide a spreadsheet of the other shelters in Seattle/King County.

*Response:* The listing of other shelters is attached as Attachment H.

- Councilmember Chang (via email on October 14) - Would it be possible to limit the parcels in this ordinance to just the 9 on the list shown in the staff report? I’m concerned about Metro route changes for 2021 that I believe may affect some of the other light green parcels that are shown in the map in Appendix C.

*Response:* The routes that currently meet the definition of “frequent all-day service” are Rapid Ride E and Route 5 serving Shoreline Community College. Given the recent COVID related drop in bus ridership, especially in the north end, Metro will likely retain reduced service levels rather than increase service over the next 6 to 12 months. Most R-48 zoned parcels are already developed with existing uses and therefore would be difficult to convert to a shelter during the term of the interim ordinance. As such, staff has not proposed any amendatory language.

- Councilmember Chang (via email on October 14) - Develop a referral protocol acceptable to City—How will people be referred to the shelter, how does shelter relay to other north end organizations/police that shelter is full? What happens if people arrive and the shelter is full?

*Response:* See response above to the question from the October 12<sup>th</sup> meeting. Staff has not provided any suggested amendatory language to add this as an indexed criteria.

## **Proposed Council Amendments**

### **Councilmember Chang Proposed Amendment 1**

(1) 20.20.018E definitions. Replace “adults” with “persons”. The purpose of this is to allow flexibility in the type of population that is served by an Enhanced Shelter.

*Response:* The Council has identified single adults as the population in greatest need of services, however the definition of enhanced shelter could be generalized to apply to both adults, juveniles and families.

Enhanced Shelter – A low-barrier, 24 hour a day facility intended to provide ~~adults~~ persons experiencing homelessness with access to resources including, but not limited to, housing, basic needs, hygiene, case management and social programs as they transition to permanent housing.

#### Amendatory Motion

If Council would like to be less specific about the population served by an Enhanced shelter, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to strike the word “adults” from the definition of Enhanced Shelter and replace it with “persons.”***

#### Councilmember Chang Proposed Amendment 2

Require a Good Neighbor Plan acceptable to the City that would address how the facility would deal with potential issues caused by residents of the shelter and how the neighborhood would bring issues they see for resolution.

*Response:* The interim ordinance could be changed to add another index criterion that requires approval of a “Good Neighbor Plan” to address operational areas of concern to the City.

#### Amendatory Motion

If Council would like to add another index criterion for enhanced shelters that would require that the City approve a “Good Neighbor Plan”, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to add another index criterion to SMC 20.40.355 to state “The shelter operator shall submit a “Good Neighbor Plan” acceptable to the City that addresses noise, litter, loitering, parking and other concerns.”***

#### Councilmember Chang Proposed Amendment 3

Require an MOU (or similar document) between the City, operator, and County that gives the City more power than just “code enforcement”. Is there an agreement that could be developed between parties that defines expectations such as:

- Staffing plan
- Requirement for reports for metrics/assessment of performance
- Evaluation of # police and fire calls and increased patrols. If above some average for the site, additional cost to be paid by County.
- County to cover cost of additional mental health professional to assist in police response, perhaps through part of the RADAR program
- Require adherence to the Good Neighbor Plan
- Option to “pull the plug” if the shelter has too many detrimental effects on the neighborhood/City that can’t be addressed. This would cement the promise

made by King County that they would operate the shelter only with the agreement of the City.

*Response:* The interim ordinance could be changed to add another index criterion that requires a memorandum of understanding (MOU) between the shelter operator and the City to address operational areas of concern to the City. This would be an alternative to requiring a conditional use permit or an interlocal agreement as it would be duplicative to require both. The public would have an opportunity to comment on the operational requirements either way, though unlike a CUP the MOU would not provide an opportunity for an administrative appeal.

#### Amendatory Motion

If Council would like to add another index criterion for enhanced shelters that would require that the City and the operating agency approve an MOU about operational procedures, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to add another index criterion to SMC 20.40.355 to state “The shelter operator and the City shall enter into an MOU regarding operational issues of concern such as:***

- ***Staffing plans***
- ***Requirement for regular reports to the Council on how the shelter is meeting performance metrics***
- ***Documentation of the number of calls for service to the site and an agreement that the shelter operator will be billed for calls over an agreed threshold.***
- ***Shelter operator to contribute to the cost of a mental health professional to assist in police response, perhaps through part of the RADAR program.***
- ***Require adherence to the Good Neighbor Plan.***
- ***Agreement to discontinue the shelter use if documented violations of the operational agreements are not addressed in a timely manner.”***

#### Councilmember Chang Proposed Amendment 4

Require an annual report/assessment prepared by the operator and County to the City. In addition to statistics about numbers served and numbers moved to permanent housing, it would be good for the report to provide information on the details of the homeless population being served—where are they from, reasons for homelessness, how were they referred to the shelter, are they participating in treatment.

*Response:* A requirement for an annual report from the shelter operator to the City Council could be added to the index criteria.

#### Amendatory Motion

If Council would like to add another index criterion for enhanced shelters that would require that the shelter operator provide an annual report to the City Council, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to add another index criterion to SMC 20.40.355 to state “The shelter operator shall submit an annual report about shelter operations to the City Council including statistics about numbers of residents served, length of stay in the shelter, general demographics of the residents, and numbers moved to permanent housing.”***

**Councilmember Chang Proposed Amendment 5**

Include a minimum distance from sensitive uses such as daycares, stores selling alcohol, schools and community centers. I know we have two examples in our code that mention distances to daycares. Could we look at what other municipalities require for Enhanced Shelters?

*Response:* See response above to the question from the October 12<sup>th</sup> meeting.

**Amendatory Motion**

If Council would like to add another index criterion for Enhanced Shelters that would require a minimum distance from sensitive uses, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to add another index criterion to SMC 20.40.355 to state “Enhanced Shelters are prohibited within \_\_\_\_\_ feet of a public or private school, licensed daycare, public park, community center, or retail stores that sell alcohol.”***

**Councilmember Roberts Proposed Amendment 1**

Change the proposed use table from P(i) to Conditional(i).

*Response:* The interim ordinance could be changed to permit enhanced shelters as conditional uses subject to index criteria rather than permitted uses subject to index criteria but it would lengthen the review process and add another appeal opportunity. See the response to the question from 10/12/20 meeting above.

**Amendatory Motion**

If Council would like to make Enhanced Shelters a conditional rather than permitted use, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to list enhanced shelters in Table 20.40.120 Residential Uses as C-I rather than P-I in the R-18 to R-48 column.***

**Councilmember Roberts Proposed Amendment 2**

Under the conditions, add a requirement that in order to operate, the city and county must enter into an interlocal agreement (to address staffing, security, emergency response, etc.)

*Response:* The interim ordinance could be changed to add another index criterion that requires an interlocal agreement to address operational areas of concern to the City. This would be an alternative to requiring a conditional use permit or MOU as it would be duplicative to require both. The public would have an opportunity to comment on the

operational requirements either way, though unlike a CUP the ILA or MOU would not provide an opportunity for an administrative appeal.

#### Amendatory Motion

If Council would like to add another index criterion for Enhanced shelters that would require that the City and the operating agency approve an interlocal agreement about operational procedures, a Councilmember would need to move to modify the draft Ordinance as follows:

***I move to add another index criterion to SMC 20.40.355 to state “The shelter operator and the City shall enter into an interlocal agreement that specifies staffing levels, security procedures, emergency response plans, and other issues of concern prior to occupancy.”***

### ALTERNATIVES

During the October 12, 2020 Council discussion, Mayor Hall asked about adopting interim Mixed Business (MB) zoning for the Oaks site (currently R-48) and confining Enhanced Shelters to the MB zone that already allows homeless shelters, rather than R-48. Staff has concluded that the Council could adopt an interim zoning map that changes the Oaks site from R-48 to MB. The MB zoning district implements the Mixed Use 1 comprehensive plan land use designation and the Oaks property is currently identified as Mixed Use 1 in the City’s Comprehensive Plan.

Allowing the Enhanced Shelter use for the long-term on the Oaks site would likely involve a future rezone of the site to MB. Making the interim change to the MB zone, along with specific index criteria for the use in MB, would also temporarily permit the proposed use and would be consistent with the City’s current comprehensive plan designation as well as the long term plans for the use of the property.

If Council were to decide to adopt an interim zoning change, it would require a new SEPA analysis and an alternative ordinance. Accordingly, Council would not be able to take action on this alternative at its October 26<sup>th</sup> meeting. Staff estimates that action would be delayed until mid to late November.

In addition to adopting an interim zoning map, Council would need to amend the use table for the MB zone to include the allowance of “Enhanced Shelters” along with any desired index criteria. Staff has provided code amendment language that the Council would need to consider in Attachment I to implement this approach. Staff has included the same indexed criteria being considered under proposed Ordinance No. 906, along with a recommendation to include a required distance between Enhanced Shelters of 5,000 feet. This is to help prevent a concentration of Enhanced Shelters in any specific area within the MB zone.

### STAKEHOLDER OUTREACH

Staff understands the importance of clear and transparent communication with the community, and the circumstances of this opportunity did not allow the advance notice

that staff would prefer to have provided. However, many steps have been taken to provide information and answer questions related to the proposed project.

Shoreline has developed a web page ([www.shorelinewa.gov/NKCEnhancedShelter](http://www.shorelinewa.gov/NKCEnhancedShelter)) with information about the project including the development of a Frequently Asked Questions document and responses to many questions received from the community meeting held on September 22<sup>nd</sup> regarding the Enhanced Shelter.

On September 9<sup>th</sup>, City staff and Kevin Maguire from Lake City Partners made a presentation to and answered questions from the Shoreline Council of Neighborhoods. Staff also convened a meeting of leaders from three neighborhood associations surrounding the shelter site (Richmond Highlands, Highland Terrace and Meridian Park) on September 16<sup>th</sup>. This meeting included staff from the City, the County and Lake City Partners in order to respond to questions related to the role of each of the potential project partners. Staff also asked the neighborhood leaders for their feedback on how best to engage with the broader community and conduct the community meeting on September 22<sup>nd</sup>.

Staff identified and sent an email to all businesses in local proximity to the site and offered to meet with any who were interested. Staff did meet with a representative from Merlone Geier and City staff and Lake City Partners staff also met with the owners of the nearby family day care. Finally, over 1,100 postcards were mailed to residences in proximity to the facility to announce the opportunity to join a virtual community meeting designed to share information and answer questions about the proposed project.

As noted above, that meeting was held on September 22<sup>nd</sup>, and City staff, County staff and representatives from Lake City Partners provided an overview of the project and answered questions from the public. Just over 200 people signed into this virtual Zoom meeting and roughly 300 questions and comments were received during the meeting in the "Question and Answer" feature in Zoom. A recording of the full meeting and responses to all written questions submitted are now posted on the project web page.

Finally, the public has submitted a significant number of written comments to the Council on this issue and provided comment at Council meetings. These can be viewed at the following link: <https://www.shorelinewa.gov/government/council-meetings/public-comment/public-comment-document-library/-folder-6118>.

Emails to interested parties were sent in advance of the October 12<sup>th</sup> and October 26<sup>th</sup> Public Hearing on proposed Ordinance No. 906, as well as notification of the SEPA determination.

### **COUNCIL GOAL(S) ADDRESSED**

This item directly responds to Council Goal #5, Action Step #7: Begin a process of developing partnerships with North King County cities and other key stakeholders in support of siting a 24/7 shelter/navigation center to serve homeless single adults in North King County.

## **RESOURCE/FINANCIAL IMPACT**

Adoption of these interim zoning regulations is not expected to have a financial impact on the City. While purchase of the Oaks site by the King County Housing Authority would exempt it from property taxes, the Assessor's office would adjust the tax rate based on the City's total assessed valuation to keep revenue constant.

## **RECOMMENDATION**

Staff recommends that the City Council hold the public hearing on proposed Ordinance No. 906. Staff also recommends that the Council review the additional information provided in response to questions from the October 12, 2020 Council meeting and Councilmember amendment suggestions; determine whether the proposed Ordinance should be amended; and adopt the Interim Development Code amendments as proposed in Ordinance No. 906.

## **ATTACHMENTS**

Attachment A: Ordinance No. 906

Attachment A, Exhibit A: Proposed Interim Development Regulations Related to Enhanced Shelters

Attachment B: Map of The Oaks Parcel and Surrounding Zoning

Attachment C: Map of Eligible R-48 Parcels

Attachment D: Analysis of Other Potential Shelter Sites in Shoreline

Attachment E: Comparison of Proposed Enhanced Shelter and the Base Camp Shelter in Bellingham

Attachment F: Good Neighbor Agreement Example

Attachment G: Code of Conduct Example

Attachment H: Listing of King County Homeless Shelters

Attachment I: Alternate Interim Development Regulations for Enhanced Shelters in the MB Zoning District



**ORDINANCE NO. 906****AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
ADOPTING INTERIM REGULATIONS TEMPORARILY AUTHORIZING  
ENHANCED SHELTERS WITHIN THE RESIDENTIAL 48 (R-48)  
ZONING DISTRICT WITH A DURATION OF SIX MONTHS; AND  
SETTING A PUBLIC HEARING.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the State of Washington, and planning pursuant to the Growth Management Act, chapter 36.70A RCW; and

WHEREAS, RCW 35A.63.220 and RCW 36.70A.390 authorize the City of Shoreline to adopt interim regulations with a duration of no more than six (6) months without review and recommendation by the Shoreline Planning Commission, and without holding a public hearing; and

WHEREAS, in 2015, the King County Executive issued a local proclamation of emergency regarding homelessness, and, shortly thereafter the Shoreline City Council passed Resolution 379 expressing the City's commitment to work with King County and partner with agencies on plans to address homeless; and

WHEREAS, in 2019, the King County Regional Homelessness Authority was formed to oversee policy, funding, and services for people experiencing homelessness county wide in a unifying and coordinated manner for Seattle and King County; and

WHEREAS, in January 2020, the Point in Time Count estimated that almost 12,000 individuals were experiencing homelessness in Seattle/King County, with 3,355 of those considered chronically homeless (more than one year), and with approximately 47 percent of all individuals unsheltered; and homeless individuals in the North County area, which includes the City of Shoreline, saw a slight increase over prior years; and

WHEREAS, the City Council established 2020-2022 City Council Goal No. 5, Action Step No. 7, which states that the City will begin a process of developing partnerships with North King County cities and other key stakeholders in support of siting a 24/7 shelter/navigation center to serve homeless single adults in North King County, and to accomplish this goal, the North King County Shelter Task Force was formed; and

WHEREAS, on February 29, 2020, the Washington State Governor declared a State of Emergency due to COVID-19; and on March 4, 2020, the City Manager declared a Public Health Emergency for the City which was ratified by the City Council on March 16, 2020; and

WHEREAS, the COVID-19 public health emergency has created additional issues for sheltering of homeless individuals, as traditional congregate shelter models do not provide for sufficient social distancing, which exacerbates the need for sufficient shelters; and

WHEREAS, guidance from the Center of Disease Control and Prevention and the Federal Emergency Management Agency, recognize that non-congregate sheltering, such as in motels,

dormitories, and other similar type facilities, may assist in controlling community spread of COVID-19; and

WHEREAS, Washington State, King County, and the City of Shoreline continue to be subject to declarations of public health emergencies, with positive COVID-19 test results daily in King County continuing at a rate of approximately 997.7 positive cases per 100,000 residents; and the City of Shoreline having a higher than average rate of positive tests; and

WHEREAS, property suitable for both fulfilling the City Council's goal and the need for non-congregate shelters to assist in curtailing community spread of COVID-19 has recently become available, along with potential grant funding from the State of Washington, and a partnership between the City, King County, and Lake City Partners Ending Homelessness; and

WHEREAS, the Residential 48 (R-48) zoning district is a high-density residential zone intended to provide a mixture of multifamily dwelling units and other compatible non-residential uses, and this zone is generally located along the City's principal arterials; and

WHEREAS, currently, the City only permits homeless shelters in the Mixed Business (MB) zoning district; an enhanced shelter is a specific type of homeless shelter providing a 24-hour a day facility intended to serve adults experiencing homelessness with access to resources including housing, basic needs, hygiene, case management, and social programs as these individuals transition to permanent housing; and

WHEREAS, development regulation index criteria would assist in mitigating any impacts and provide for ready access to public transit; and

WHEREAS, pursuant to SEPA, the City issued a Determination of Non-Significance on October 2, 2020; subsequent SEPA review will occur if the City elects to replace these interim regulations with permanent regulations, and if required, based on any redevelopment proposal; and

WHEREAS, the City Council considered the interim regulations at its properly noticed October 12, 2020 and October 26, 2020 regular meetings with a public hearing held at the October 26, 2020; all meetings were held virtually via Zoom; and

WHEREAS, the City Council has determined that the use of the interim regulations to allow for locating Enhanced Shelters within the City is appropriate and necessary due to the current crisis of homelessness within the City and the region;

**THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Findings of Fact.** The foregoing Whereas provisions are incorporated in their entirety as Findings of Fact for the matter.

**Section 2. Enactment of Interim Regulations.** The Interim Regulations for Enhanced Shelters as set forth in Exhibit A to this Ordinance are hereby enacted.

**Section 3. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council held a public hearing on October 26, 2020, to take public testimony concerning the interim regulations.

**Section 4. Directions to the City Clerk.**

**A. Transmittal to the Department of Commerce.** The City Clerk is hereby directed to cause a certified copy of this Ordinance to be provided to the Director of Planning and Community Development who shall transmit the Ordinance to the Washington State Department of Commerce within ten (10) calendar days of passage as provided in RCW 36.70A.106.

**B. Corrections by the City Clerk.** Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this Ordinance, including the correction of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**C. Ordinance not to be Codified.** Because this Ordinance adopts interim regulations, the City Clerk shall not codify this Ordinance.

**Section 4. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

**Section 5. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall become effective five (5) calendar days after publication.

**Section 6. Duration.** This Ordinance shall be in effect for a period of six (6) months from its effective date. After which, these interim regulations shall automatically expire unless extended as provided by statute or otherwise superseded by action of the City Council, whichever occurs first.

**ADOPTED BY THE CITY COUNCIL ON OCTOBER 26, 2020.**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Margaret King  
City Attorney

Date of Publication: \_\_\_\_\_, 2020  
Effective Date: \_\_\_\_\_, 2020

**20.20.018 E definitions.**

Enhanced Shelter

A low-barrier, 24 hour a day facility intended to provide adults experiencing homelessness with access to resources including, but not limited to, housing, basic needs, hygiene, case management and social programs as they transition to permanent housing.

**20.40.120 Residential uses.**

**Table 20.40.120 Residential Uses**

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>RESIDENTIAL GENERAL</b>									
	Accessory Dwelling Unit	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Home Occupation	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Manufactured Home	P-i	P-i	P-i	P-i				
	Mobile Home Park	P-i	P-i	P-i	P-i				
	Multifamily		C	P	P	P	P-i	P	P
	Single-Family Attached	P-i	P	P	P	P			
	Single-Family Detached	P	P	P	P				
<b>GROUP RESIDENCES</b>									
	Adult Family Home	P	P	P	P				
	Boarding House	C-i	C-i	P-i	P-i	P-i	P-i	P-i	P-i
	Residential Care Facility	C-i	C-i	P-i	P-i				
721310	Dormitory		C-i	P-i	P-i	P-i	P-i	P-i	P-i
<b>TEMPORARY LODGING</b>									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
	<u>Enhanced Shelter</u>			<u>P-i</u>					
	Homeless Shelter						P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
<b>MISCELLANEOUS</b>									
	Animals, Small, Keeping and Raising	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

<b>P = Permitted Use</b>	<b>S = Special Use</b>
<b>C = Conditional Use</b>	<b>-i = Indexed Supplemental Criteria</b>

-E-

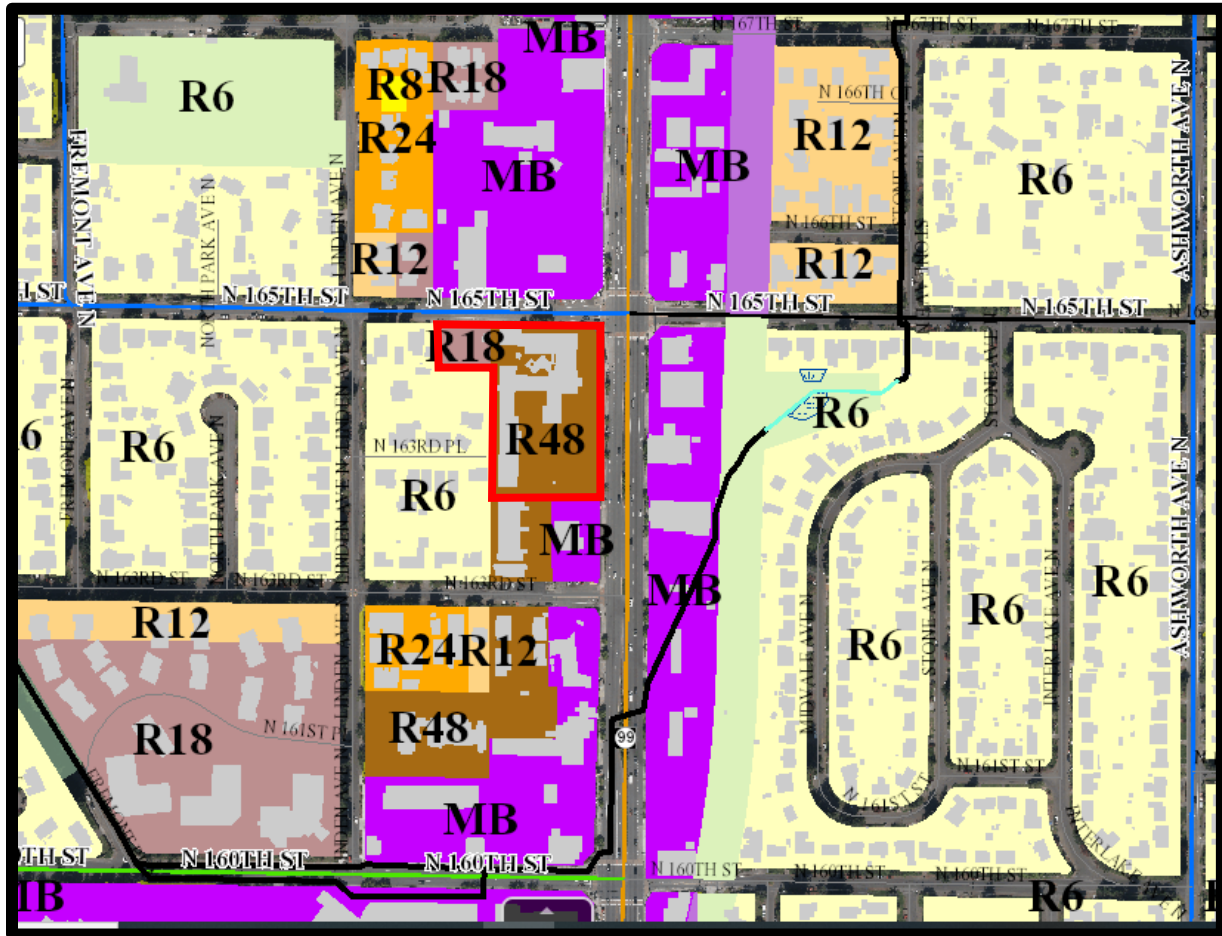
**20.40.355 Enhanced Shelter**

Enhanced shelters are not allowed in the R-18 and R-24 zones. Enhanced shelters are allowed in the R-48 zone subject to the below criteria:

- A. It shall be operated by state, county, or city government, a State of Washington registered nonprofit corporation; or a Federally recognized tax exempt 501(C)(3) organization that has the capacity to organize and manage an enhanced shelter;
- B. It shall permit inspections by City, Health and Fire Department inspectors at reasonable times for compliance with the City’s requirements. An inspection by the Shoreline Fire Department is required prior to occupancy;
- C. It shall develop and enforce a code of conduct acceptable to the City that articulates the rules and regulations of the shelter. These rules shall include, at a minimum, prohibitions against criminal activities, such as theft and threats or acts of violence, and the sale, purchase, possession, or use of alcohol or illegal drugs within the facility or on the facility grounds;
- D. It shall be located with frontage on a principal arterial and within ¼ mile of a transit stop with frequent all-day service as defined by King County Metro Transit;
- E. A solid, 6-foot tall fence shall be provided along all property lines that abut residential zoning districts; and
- F. Submittal of a parking plan acceptable to the City prior to occupancy.



**Attachment B**

Map of The Oaks Parcel (in red) at 16357 Aurora Avenue N and N 165<sup>th</sup> Street and Surrounding Zoning.












### Enhanced Shelters

Eligible Tax Parcels  
Zoned R-48\*

-  Eligible Tax Parcel\*
-  Tax Parcel (Zoned R-48)

Street

-  Interstate
-  Principal Arterial
-  Minor Arterial
-  Collector Arterial
-  Local
-  Outside Shoreline
-  City Limit
-  Bus Stop (Rapid Ride)
-  Bus Stop (Route 5)

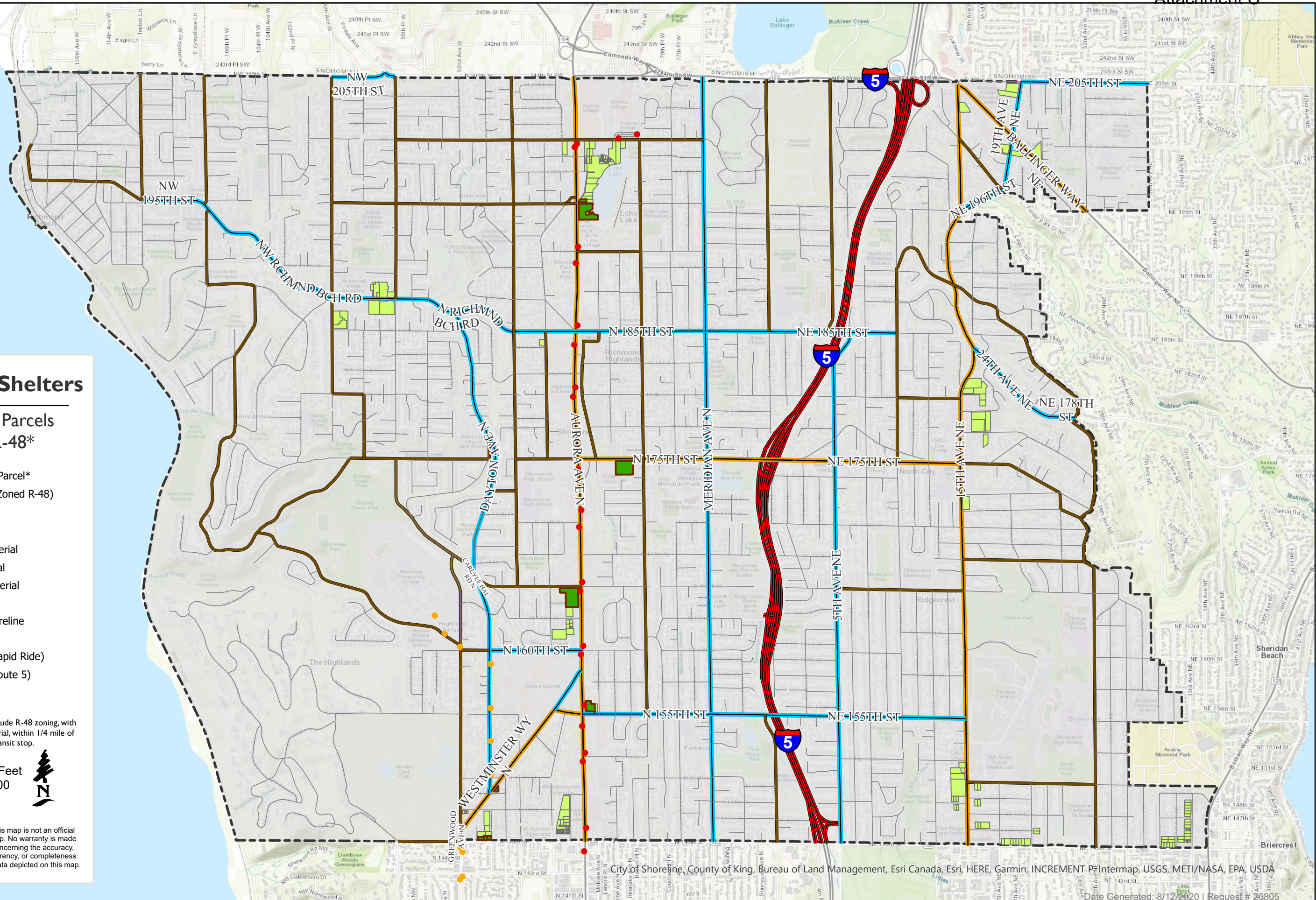
\*Eligibility requirements include R-48 zoning, with frontage on a principal arterial, within 1/4 mile of a frequent all-day service transit stop.

0 1,000 2,000 Feet



Geographic Information System

This map is not an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.





## Memorandum

**DATE:** August 26, 2020

**TO:** Debbie Tarry, City Manager

**FROM:** Nathan Daum, Economic Development Program Manager

**CC:** John Norris, Assistant City Manager  
Colleen Kelly, Community Services Manager  
Jim Hammond, Intergovernmental Programs Manager

**RE:** Limited Analysis of Alternate Enhanced Shelter Sites in Shoreline For Internal Review

***NOTE:** As some of the properties referenced in this document may be subject to ongoing negotiations, staff recommends this not be used as beyond an aid for internal discussions. The City does not contemplate acquisition of these properties, nor have the value estimates been set by any licensed appraisal expert. Potential speculation as a result of external review of this document could lead to economic injury of property owners.*

### **Issue Statement**

The Shoreline City Council discussed on August 10 implementation of Goal 5 Action Step 7 to locate an enhanced shelter in North King County by supporting King County Department of Community and Human Services (DCHS) effort to purchase and secure entitlements for the former Oaks at Forest Bay property at 16357 Aurora Ave N in the Highland Terrace neighborhood of Shoreline. Recognizing the many questions regarding this location and its appropriateness for such a facility, Mayor Hall requested a limited, short-term analysis of other sites that could potentially host such a facility in Shoreline.

### **Discussion**

What follows is a summary of six additional sites known to staff to be for sale or vacant and potentially available for sale, compared to the subject site. Those sites are, in addition to The Oaks at Forest Bay, Wild Horse Tavern, Aldercrest Annex, Highland Ice Arena, Prosser Piano, Former Police Station, and Anderson House. Of those, only Anderson House is a similar existing facility, and is also located in a multifamily and commercial area. However, it abuts R-6 zoning to the south and is located in a less accessible location than The Oaks site which is central to the Rapid Ride E Line Corridor of Aurora Avenue North and its other nearby services and facilities. While the location so near the geographic heart of the city has been questioned as an appropriate location for an enhanced shelter, community concern will be a significant factor wherever it may locate. Additionally, the farther afield from the densest, most dynamic part of the city, the more such a use may stand out among comparatively low-key surrounding



## Alternate Possible Enhanced Shelter Sites

uses. Simply put, the less busy an urban environment, the less easy it is for a variety of businesses and services to blend into the general hubbub of an area. Importantly, none of the sites evaluated represents an adequate existing facility equal in size and readiness to receive operational dollars through the funding source identified which require occupancy by late December (or early January at the latest).

Site	Address	Neighborhood	Zoning	Building Size	Parcel Size	Value/Price	Notes
The Oaks at Forest Bay	16357 Aurora Ave N	Highland Terrace	R48	36,538	115,868	\$4 million-\$12 million (range)	Purchase and Sale Agreement between seller and King County. Existing building adequate for intended use.
Wild Horse Tavern	2001 NW 195th St	Richmond Beach	NB	4,340 square feet	13,504 square feet	\$600,000-\$1.3 million (range)	Remote location more distant from transit
Aldercrest Annex	N/A	Ballinger	PA 3	0	703,787 square feet	\$20 million-\$50 million (range)	Requires construction of building to suit use
Highland Ice Arena	18005 Aurora Ave N	Richmond Highlands (Town Center)	TC-2	50,000 square feet	152,024 square feet	\$15.1 million	Requires construction to suit use
Prosser Piano	18503 Firlands Way N	Hillwood (Town Center)	TC-3	11,300	28,000	\$4 million	Existing building is too small and would require expansion
Former Police Station	1206 N. 185 <sup>th</sup>	Echo Lake (Town Center)	TC-2	5,400 square feet	30,000 square feet	\$2.45 million	City Owned. Fully executed Purchase and Sale Agreement would require buyer's approval to cancel the sale.

Alternate Possible Enhanced Shelter Sites

							Existing building is too small and would require expansion
Anderson House	17127 15th	North City	CB	26,731	72,301	\$2 million-\$8 million (range)	Nursing Home on the market as a development site. KC Assessor value of \$2.5 million is likely low. \$100 per square foot of land may be the value. Less access to transit and other services compared to Town Center

**Considerations**

The availability of a turnkey facility is an important differentiating factor for the Oaks at Forest Bay site. Building a structure on Aldercrest for instance, or converting an existing structure of adequate size such as Highland Ice Arena would not only be potentially prohibitively expensive but would not be feasible given the time constraints of the funding source available at this time. Other existing buildings identified by staff that may be available, even if their smaller size is overlooked, present their own location challenges in terms of accessibility for facility operations staff and clients while also being likely to come with concerns of residents and businesses in these outlying districts of the city.

**Staff Recommendation**

Staff recommends that the City support the County’s effort to provide this critically needed service to our community in the location identified due to a lack of feasible alternatives at this time.

## **Base Camp Shelter Overview**

As the Shoreline City Council has been discussing interim development regulations for an Enhanced Shelter at the former Oaks nursing home in Shoreline, some residents have noted the Base Camp Shelter in Bellingham, WA, operated by the Lighthouse Mission Ministries, as a potential comparison. The following paper provides an overview of the Base Camp Shelter for Council's information.

### **Base Camp Shelter Location**

The [Base Camp Shelter](#), which was originally a day center but in recent years has transitioned to a 24/7 shelter, was originally located on Lighthouse Mission Ministries' small "campus" in the southern corner of downtown Bellingham. At this same location, Lighthouse Mission has their administration building/church and a shelter for women with children. At the onset of the pandemic, the Base Camp shelter moved into Bellingham High School in order to have space for social distancing while still serving up to 200 individuals on any given night.

Now that the school district is preparing to reopen schools, the shelter has relocated again to [1530 Cornwall Avenue](#) in the northeast corner of the central Bellingham business district. The building, called Bellingham Public Market, has been unoccupied for two years, since the organic grocer occupying it closed in 2018. The shelter plans to remain in this location for three to four years before finding another more permanent location.

The shelter's current property is [zoned Urban Village](#), as it is in the middle of the city's downtown business district. The shelter's previous location, before being located at Bellingham High School, was in the same Urban Village zone. Bordering that zone (though at least a few blocks separate the shelter from the border) are commercial, residential multi, industrial, public (the Bellingham High School campus) and residential single. In the blocks surrounding the shelter's current location, there are a number of different kinds of businesses including banks, restaurants, a Planned Parenthood health center, law offices, and the Bellingham & Whatcom County Housing Authority. There are some apartment buildings but no single-family homes in the direct vicinity. There is one day care/early learning facility about two blocks from the current shelter location, and the High School is on the same road 0.4 miles north.

### **About the Base Camp Shelter**

The Base Camp shelter is a safe, 24/7 place for up to 200 adults to stay, and provides three meals per day, showers and public restrooms, laundry services, case management staff, and some optional religious services. [The Code of Conduct](#) agreement requires respectful behavior and outlines specific behaviors that will not be tolerated, including disrespect to staff and others, including neighbors, violence, drugs, harassment, and intimate/sexual acts. While the code of conduct refers to the 'Day Center', as noted above, the Base Camp shelter is now 24/7.

The shelter operator's [Good Neighbor Project](#) outlines the ways shelter staff try to be good neighbors by doing outreach around the downtown core, picking up trash in a several-block radius around the shelter, and providing resources for area businesses to use when encountering unhoused individuals. They also have a Neighbor Advisory Forum, comprised of neighboring business owners, landowners, social workers, Bellingham Police Department representatives,

and the shelter's Community Outreach Coordinator. The group meets bi-weekly to discuss issues/problems and devise/implement tangible solutions.

### **Shelter Guests**

The Lighthouse Mission Ministries considers the Base Camp shelter low-barrier, in that the adults who come to stay do not have to be clean and sober, they do not undergo background checks, and are not screened out based on interactions with the criminal justice system. While the organization works with several other service providers to help their guests with health, substance abuse, and housing, there is no referral process; anyone can come in off the street. Staff of course have discretion to not allow someone to come inside who seems overly intoxicated and potentially disruptive; or, they can decide to let someone come in who may be, for example, obviously under the influence, but capable of keeping themselves together long enough to sleep it off. The shelter does also have a few beds and basic care for medically fragile guests, who frequently come to recover after being released from the hospital.

After registering with staff, guests are allowed to bring their belongings in with them and either stack them next to their sleeping mat or in a locker, which Base Camp hopes to upgrade to. During the day, items can be left behind and locked up by staff. The Ministries' philosophy is that the first step is just getting in the door and meeting basic hygiene, nutrition, and medical needs. The next step is addressing barriers to re-entering society, such as addiction treatment or psychiatric care, if needed, then focusing on housing and employment.

If a shelter guest violates the Guest Agreement in any way, staff have the discretion to determine the appropriate response, including "trespassing" the individual from the property. They may only be trespassed for a day, giving them time to cool off, or for repeated or more serious offenses the trespass may be for longer or permanent. Of course, any serious or dangerous individuals may require a call to 9-1-1. The shelter staff try to emphasize that "there's always a way back," meaning that they encourage people to want to make change in their life and remain willing to help, if the behavior that got them trespassed in the first place can genuinely be addressed.

### **Homelessness in Bellingham**

While there are more people living unhoused in Bellingham than there are shelter beds, it is not abundantly clear that people camp in the direct vicinity of the Base Camp shelter because of its existence. In fact, since the shelter has moved away from the rest of Lighthouse Mission Ministries' buildings in the southern end of downtown, most of the individuals camping nearby there have not moved to follow Base Camp. The new shelter location, however, is close to Whatcom Creek, and many will choose to camp on its banks in relative safety and privacy.

Understanding that they cannot house everyone who needs shelter, Base Camp does try to do consistent, regular outreach to people camping outdoors or hanging out on nearby sidewalks and in front of businesses. They do an hourly walk around the block 24 hours a day to pick up trash, invite people to come indoors, and work with businesses and residents to address any issues that may arise in the course of a day or night. Part of the Good Neighbor Project is use of the Incident/Concern Matrix (attached), which asks individuals in the community and business owners to take a more thoughtful and intentional approach to dealing with unhoused neighbors.

Of course, everyone is encouraged to call 9-1-1 when they feel unsafe or witness a crime taking place, but when a situation is not emergent, the matrix is a tool to encourage less confrontational interactions and the ability to get an individual connected to services rather than just moved along by police.

### **Emergency Services**

Base Camp staff call 9-1-1 infrequently. They do often have visits from Bellingham Fire Department's [Community Paramedics](#), a special department dedicated to non-emergent issues and frequent ER visitors to help connect people, such as those who are unhoused, with services that better meet their needs. There are also two community outreach police officers who engage most frequently with the homeless population, and a mental health officer to respond to such crises. Since moving to their current, large space, staff have found that they are compelled to call police far less frequently, because there is room for people to separate, cool off, and mediate disputes that otherwise might escalate into a dangerous situation.

### **Compare/Contrast Chart**

The following chart provides a comparison between the proposed King County/Lake City Partners' Enhanced Shelter at the Oak Site and the Base Camp Shelter in Bellingham.

	<b>Proposed Lake City Partner's Enhanced Shelter at the Oaks</b>	<b>Base Camp Shelter in Bellingham, WA</b>
Population served	Single Adults	Single Adults
Maximum number	60	200
Referral Process	Yes	No
Individual Rooms	Yes	No
24/7	Yes	Yes
Low-Barrier	Yes	Yes
Housing focused	Yes	No
Allow Alcohol/Illegal Drug Use Onsite	No	No
Code of Conduct	Yes	Yes
Good Neighbor Plan	Yes	Yes



# Good Neighbor Plan

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## North King County Shelter (NKCS)

The Good Neighbor Plan is intended to create safety for the larger community of Shoreline and the surrounding neighborhood of the shelter at the Oaks facility as Lake City Partners' commit to serving the most vulnerable in the North King County area. NKCS will treat all its neighbors with dignity and respect. Staff of the NKCS will work with residents to ensure safety and respect for the neighboring community and commit to regular monitoring.

### Open House:

- Facility tours will be planned for Nov. 28 or Dec. 5 for neighbors interested in seeing the facility.

### Ongoing Communication:

- Staff are committed to responding and meeting with neighbors to address concerns, see contact information below.

### Prevention:

- All residents will be required to sign an agreement with the commitment to:
  - maintaining a peaceful presence in the community, respecting neighborhood residents and their property.
  - not congregating in the neighboring residential or commercial area, behind building or in alleyways.
  - following all parking policies including no abandonment of vehicles, no vehicle camping, and no parking of recreational vehicles on site.
  - smoking in designated areas in the courtyard.
  - accessing shelter through front entrance only.
- All staff will regularly monitor areas surrounding the facility and schedule walks through local neighborhood and park.
- Staff will work with residents to keep the grounds and facility clean and well-maintained.

### Contact:

- Shelter contact: Kevin Maguire, Program Director [kevin@lakecitypartners.org](mailto:kevin@lakecitypartners.org)
- Shelter phone: 206-913-2267



## North King County Shelter Resident Agreement

This resident agreement sets out the standards for staying in short-term temporary housing assistance (“shelter”). Since shelter is not a home, but rather a stepping stone to permanent housing and rejoining the community, there are certain expectations for you while in shelter. These standards ensure shelters are safe for everyone and that we work together to help you move as quickly as possible from emergency housing to a permanent home. Appropriate consequences will be determined for being non-compliant. Please review and take seriously the following concerns:

\_\_\_\_ I will maintain a peaceful presence in the community, respecting neighborhood residents and their property. There will be no camping or congregating in the neighboring residential or commercial area.

\_\_\_\_ I will follow all parking policies including no abandonment of vehicles, no vehicle camping, and no parking of recreational vehicles on site.

\_\_\_\_ I will cooperate with staff and follow their instructions. I understand that failing to listen to staff in a timely manner can create both personal and community safety issues.

\_\_\_\_ I will not use violence or threats of violence. This includes instigating and inciting aggression out of another person. If I feel threatened by another person(s) I will contact the shelter staff and let them resolve it.

\_\_\_\_ I will not bring any weapon onto the premises. Weapons include guns, knives, and any other objects designated as a dangerous weapon by applicable law, or any items staff feel poses a risk to yourself or others. Self-defense items (knives, etc) may be turned into staff immediately for holding during your stay.

\_\_\_\_ I understand discriminatory language or behavior related to any of the following categories is not acceptable: race, religious affiliation, economic status, national origin, gender identity, and sexual orientation. I will not harass any other residents.

\_\_\_\_ I agree to abstain from possessing, using, selling, or assisting in the possession, use, and sale of any intoxicant or controlled substance inside the shelter or on the property. This includes alcohol, marijuana, federally illegal substances, federally controlled substances, and any abused legal substances.

\_\_\_\_ I will not take anything that doesn't belong to me. Shelter prohibits any criminal activity including theft.

\_\_\_\_ I understand that the staff and volunteers of Lake City Partners Ending Homelessness do not assume any responsibility for personal property during my stay in the shelter.

\_\_\_\_ I will keep my belongings and room reasonably tidy.

\_\_\_\_ I will be fully dressed in public areas of the shelter.

\_\_\_\_ I will respect the private rooms of other residents and only visit in public spaces. .

\_\_\_\_ I understand that my storage is limited to 1 locker and cabinet. If I leave the shelter I have 14 days to retrieve my belongings from on-site storage before it is donated to the community.



# North King County Shelter Resident Agreement

\_\_\_\_ I will look after my pet and ensure that they are not a hazard or disturbance to other residents. Pets will be limited to designated areas (private rooms, designated common area, and courtyard). This includes, but is not limited to: picking up after my pet, taking responsibilities for damages created by my pet, leashing my pet in designated common areas, or quieting my pet if they are disruptive.

\_\_\_\_ I understand there is no entry between 10:00PM and 5am. Residents can request permission for late returns to shelter or early leave for work or medical reasons.

\_\_\_\_ I understand if I have not returned to shelter and there has been no communication within 48 hours, my room is forfeit. If you have not been present on site for 5 days despite communicating with staff about your absence, your room is forfeit. Please be aware your belongings will only be stored for 14 days.

\_\_\_\_ I understand that if I break any of the above standards I can be given a documented warning or will need to submit to the shelter’s resolution process. This resolution process includes speaking with my case manager and program director about ways to resolve harm I may have caused. Shelter staff are available for aid and resources if I find myself struggling.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature

\_\_\_\_\_  
Date



# Attachment H

Organization Name	Project Name	Geo Code	Beds HH w/ Children	Units HH w/ Children	Beds HH w/o Children	Beds HH w/ only Children	Veteran Beds HH w/ Children	Youth Beds HH w/ Children	Veteran Beds HH w/o Children	Youth Beds HH w/o Children	Year-Round Beds	Total Seasonal Beds	Total Beds
	Yellow Highlight = 24/7 Enhanced Shelter for Single Adults												
Abused Deaf Women Advocacy Services (ADWAS)	ADWAS Shelter	531392	6	2	0	0	0	0	0	0	6		6
Bread of Life Mission	Bread of Life Shelter	531392			72				0	0	72	0	72
Catholic Community Services (King County)	Aloha Inn	531392			66				0	0	66		66
Catholic Community Services (King County)	ARISE	531302			25				0	0	25	0	27
Catholic Community Services (King County)	Bridge Shelter	531392			75				0	0	75		75
Catholic Community Services (King County)	Eastside Winter Shelter for Families	530084	35	10			0	0			35		35
Catholic Community Services (King County)	Elliott Enhanced Shelter	531392			45								45
Catholic Community Services (King County)	HOME	530726			25				0	0	25	0	26
Catholic Community Services (King County)	Lazarus Center Shelter	531392			49				0	0	49		49
Catholic Community Services (King County)	Noel House Community Based Shelter	531392			30				0	0	30	22	52
Catholic Community Services (King County)	Noel House Enhanced Shelter	531392			20				0	0	20		20
Catholic Community Services (King County)	Reach Out	530514			0						0	35	35
Catholic Community Services (King County)	Sacred Heart Shelter	531392	31	10			0	0			31	0	31
Catholic Community Services (King County)	St. Martin de Porres Shelter	531392			212				0	0	212	33	245
Catholic Community Services (King County)	University Friends Shelter	531392			50				0	0	50		50
Chief Seattle Club	Eagle Village Interim Shelter	531392			30				0	0	30		30
Compass Housing Alliance	Blaine Center	531392			60				0	0	60	0	60
Compass Housing Alliance	Compass at First Presbyterian	531392			100				0	0	100		100
Compass Housing Alliance	Jan and Peter's Place Shelter	531392			50				0	0	50	0	50
Compass Housing Alliance	Pioneer Square Men's Program - ES	531392			30				30	0	30		30
Congregations for the Homeless	Congregations for the Homeless Shelter	530084			35				0	0	35	0	35
Congregations for the Homeless	Eastside Men's Shelter	530084			93				0	0	93		93
DAWN	Confidential Shelter	539033	29	10	2		0	0	0	0	31		31
Downtown Emergency Service Center (DESC)	DESC Main Shelter	531392			71				0	0	71		71
Downtown Emergency Service Center (DESC)	DESC Main Shelter - Enhanced Plus	531392			167				0	0	167		167
Downtown Emergency Service Center (DESC)	Kerner Scott Women's Shelter	531392			25				0	0	25		25
Downtown Emergency Service Center (DESC)	Queen Anne Shelter	531392			100				0	0	100		100
Downtown Emergency Service Center (DESC)	Seattle Navigation Center	531392			85				0	0	85		85
Downtown Emergency Service Center (DESC)	West Wing Shelter	531392			40				0	0	40		40
Evergreen Treatment Services	LEAD Expansion Program - ES	531392			1				0	0	1		1
Friends of Youth	The Landing	531296			20				0	20	20		20
Friends of Youth	Youth Haven Shelter HOPE	539033				4					4		4
Friends of Youth	Youth Haven Shelter RHY	530084				4					4	0	4
Harborview Medical Center	Medical Respite	531392			34				0	0	34		34
Hopelink	Avondale Park Shelter	531296	32	8			0	0			32		32
Hopelink	Kenmore Shelter	539033	33	11			0	0			33		33
Hospitality House	Hospitality House (Burien)	539033			9				0	0	9	0	9
Immanuel Community Services	Recovery Program	531392			15				0	0	15		18
Lake City Partners Ending Homelessness	North King County Winter Shelter	531392										30	30
Lifelong	Medical Priority for Emergency Bednights	539033			14				0	0	14		14
Lifewire	Lifewire Shelter	539033	55	10	0		0	0	0	0	55	0	55
Low Income Housing Institute (LIHI)	Lake Union Village	531392			22				0	0	22		22
Low Income Housing Institute (LIHI)	Myers Way Encampment	531392			41				0	0	41		41
Low Income Housing Institute (LIHI)	True Hope Tiny House Village	531392	57	11	26		0	0	0	0	83		83

Low Income Housing Institute (LIH)	Whittier Heights Village	531392			15				0	0	15		15
Mamma's Hands	House of Hope I and II	539033	18	6	0			0	0		18		18
Mary's Place	Burien Shelter	539033	185	40				0	0		185		185
Mary's Place	Family Diversion Center	531392	50	14				0	0		50		50
Mary's Place	Julia's Place Shelter	531392	20	5				0	0		20		20
Mary's Place	Mary's Place Emergency Family Shelter	531392	48	16				0	0		48		48
Mary's Place	Mary's Place Family Center Shelter	531392	120	30				0	0		120		120
Mary's Place	Northshore Shelter	539033	70	20				0	0		70		70
Mary's Place	Popsicle Place - Scattered Sites	531420	3	1				0	0		3		3
Mary's Place	Shoreline Shelter	531420	40	13				0	0		40		40
Mary's Place	White Center Shelter	539033	70	23				0	0		70		70
Multiservice Center (MSC)	MSC Emergency Shelter	530726	64	15				0	0		64	0	64
Muslim Housing Services	Women's Emergency Shelter	539033			6				0	0	6		6
Neighborhood House	HSSP ES Voucher	531392	2	1				0	0		2		2
New Beginnings	Home Safe	531392	34	11	3			0	0		37	0	37
New Horizons	Cedar Street Shelter	531392			24					0	24	24	24
New Horizons	Nest Shelter	531392			15					0	15	15	15
Nexus Youth and Families (Auburn Youth Resources)	Arcadia Shelter	530054			12					0	12	12	12
Nexus Youth and Families (Auburn Youth Resources)	SKYS - South King County Youth Shelter [HOPE]	530054				6					6		6
Nexus Youth and Families (Auburn Youth Resources)	SKYS - South King County Youth Shelter [RHY/BCP]	530054				4					4		4
Renton Ecumenical Association of Churches (REACH)	Emergency Response Shelter	531302	55	12				0	0		55		55
REST	REST Shelter	531392			7				0	0	7		7
ROOTS	ROOTS Young Adult Shelter	531392			45				0	45	45		45
SHARE_WHEEL	Nites Bunkhouse	531392			18				0	0	18		18
SHARE_WHEEL	SHARE Consolidated Shelters	531392			106				0	0	106		106
SHARE_WHEEL	WHEEL Women's Shelter	531392			40				0	0	40	0	66
Snoqualmie Valley Shelter Services	Snoqualmie Valley Winter Shelter	539033						0	0	0		22	22
Snoqualmie Valley Shelter Services	Snoqualmie Valley Winter Shelter - Family Voucher	539033										9	9
Solid Ground	Broadview Emergency Shelter	531392	43	10				0	0		43	0	43
Solid Ground	Solid Ground Family Shelter	531392	40	10				0	0		40	0	40
The Salvation Army	Cascade	531392			9				0	0	9		9
The Salvation Army	City Hall Shelter	531392			75				0	0	75		75
The Salvation Army	City Hall Shelter - 5th Ave	531392			100				0	0	100		100
The Salvation Army	Harborview Hall - Medical Set-aside	531392			5				0	0	5		5
The Salvation Army	Harborview Hall Shelter	531392			81				0	0	81		81
The Salvation Army	Jefferson and 4th Shelter	531392			50				0	0	50		50
The Salvation Army	King County Admin - Winter Response	531392			50				0	0	50		50
The Salvation Army	Pike Street - City of Seattle MODVSA - CSE Beds	531392			3				0	0	3		3
The Salvation Army	Pike Street Shelter - CoS HSD	531392			26				0	0	26		26
The Salvation Army	Pike Street Shelter - Emergency	531392			1				0	0	1		1
The Salvation Army	Pike Street Shelter - Farestart	531392			4				0	0	4	0	4
The Salvation Army	TSA eBEDS	531392			2				0	0	2		2
The Salvation Army	William Booth Shelter - FareStart	531392			20				0	0	20		20
The Salvation Army	William Booth Shelter - HSD City of Seattle	531392			23				0	0	23		23
The Salvation Army	William Booth Shelter - King County	531392			45				45	0	45	0	45
The Sophia Way (Single Women only)	Eastside Women's Shelter/Helen's Place	530084			30				0	0	30		30

# Attachment H

The Sophia Way	Sophia's Place	530084			21					0	0	21		21
Union Gospel Mission (King)	Extended Care	531392			33					0	0	33		33
Union Gospel Mission (King)	Guest Services	531392			177					0	0	177	0	177
Union Gospel Mission (King)	Hope Place	531392	194	36				0	0	0	0	194	0	194
Union Gospel Mission (King)	KentHope Womens Shelter (NP)	530726			30					0	0	30		30
Union Gospel Mission (King)	Mens Recovery Program (Men's Shelter)	531392			144					0	0	144		144
Union Gospel Mission (King)	Phinney Ridge Winter Shelter	531392											20	20
Valley Cities Counseling and Consultation	Sundown Night Shelter	530054			40					0	0	40		40
Vine Maple Place	Vine Maple Place	539033	68	14				0	0			68		68
Virginia Mason Medical Center	Bailey-Boushay House Shelter	531392			50					0	0	50		50
YouthCare	HOPE Center	531392				14						14		14
YouthCare	South Seattle Shelter	531392			5	0				0	5	5		5
YouthCare	South Seattle Shelter - Transition	539033			15					0	15	15		15
YouthCare	The Adolescent Shelter	531392				10						10	0	10
YouthCare	Young Adult Shelter	531392			5					0	5	5		5
YouthCare	Young Adult Shelter - Transition	531392			15					0	15	15		15
YWCA - KC (Single Women only)	Angelines Enhanced Night Shelter [13.120]	531392			75					0	0	75		75
YWCA - KC	East Cherry Emergency [14.623]	531392	54	12				0	0			54	0	54
YWCA - KC	SIS Late Night Shelter [14.627]	531392	58	17				0	0			58		58
YWCA - KC	Willow Street Enhanced Emergency [14.625]	531392	119	35				0	0			119		119
YWCA - KC	YWCA Auburn Emergency [34.621]	530054	8	2				0	0			8		8
YWCA - KC	YWCA Downtown DV Shelter [14.622]	531392	43	17				0	0	0	0	43		43
YWCA - KC	YWCA Renton Emergency [33.621]	531302	12	4	0			0	0			12		12
<b>Organization Name</b>	<b>Project Name</b>	<b>Geo Code</b>	<b>Beds HH w/ Children</b>	<b>Units HH w/ Children</b>	<b>Beds HH w/o Children</b>	<b>Beds HH w/ only Children</b>	<b>Veteran Beds HH w/ Children</b>	<b>Youth Beds HH w/ Children</b>	<b>Veteran Beds HH w/o Children</b>	<b>Youth Beds HH w/o Children</b>	<b>Year-Round Beds</b>	<b>Total Seasonal Beds</b>	<b>Total Beds</b>	
			1,684	432	3,164	42	-	-	75	156	4,845	171	5,093	

**Geo Codes**

530054 Auburn  
530084 Bellevue  
530514 Federal Way  
530726 Kent  
531296 Redmond  
531302 Renton  
531392 Seattle  
531420 Shoreline  
539033 King County - unincorporated or jurisdiction without its own geo-code

**20.20.018 E definitions.**Enhanced Shelter

A low-barrier, 24 hour a day facility intended to provide adults experiencing homelessness with access to resources including, but not limited to, housing, basic needs, hygiene, case management and social programs as they transition to permanent housing.

**20.40.120 Residential uses.****Table 20.40.120 Residential Uses**

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>RESIDENTIAL GENERAL</b>									
	Accessory Dwelling Unit	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Home Occupation	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Manufactured Home	P-i	P-i	P-i	P-i				
	Mobile Home Park	P-i	P-i	P-i	P-i				
	Multifamily		C	P	P	P	P-i	P	P
	Single-Family Attached	P-i	P	P	P	P			
	Single-Family Detached	P	P	P	P				
<b>GROUP RESIDENCES</b>									
	Adult Family Home	P	P	P	P				
	Boarding House	C-i	C-i	P-i	P-i	P-i	P-i	P-i	P-i
	Residential Care Facility	C-i	C-i	P-i	P-i				
721310	Dormitory		C-i	P-i	P-i	P-i	P-i	P-i	P-i
<b>TEMPORARY LODGING</b>									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
	Enhanced Shelter							P-i	
	Homeless Shelter						P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
<b>MISCELLANEOUS</b>									
	Animals, Small, Keeping and Raising	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

<b>P = Permitted Use</b>	<b>S = Special Use</b>
<b>C = Conditional Use</b>	<b>-i = Indexed Supplemental Criteria</b>

-E-

**20.40.355 Enhanced Shelter**

Enhanced shelters are allowed subject to the below criteria:

- A. It shall be operated by state, county, or city government, a State of Washington registered nonprofit corporation; or a Federally recognized tax exempt 501(C)(3) organization that has the capacity to organize and manage an enhanced shelter;
- B. It shall permit inspections by City, Health and Fire Department inspectors at reasonable times for compliance with the City’s requirements. An inspection by the Shoreline Fire Department is required prior to occupancy;
- C. It shall develop and enforce a code of conduct acceptable to the City that articulates the rules and regulations of the shelter. These rules shall include, at a minimum, prohibitions against criminal activities, such as theft and threats or acts of violence, and the sale, purchase, possession, or use of alcohol or illegal drugs within the facility or on the facility grounds;
- D. It shall be located with frontage on a principal arterial and within ¼ mile of a transit stop with frequent all-day service as defined by King County Metro Transit;
- E. A solid, 6-foot tall fence shall be provided along all property lines that abut residential zoning districts; and
- F. Submittal of a parking plan acceptable to the City prior to occupancy.
- G. It shall not be located within 5,000 feet of another Enhanced Shelter.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of the Proposed 2021-2022 Biennial Budget - Department Presentations and Discussion of the 2021-2026 Capital Improvement Plan		
<b>DEPARTMENT:</b>	Administrative Services Department		
<b>PRESENTED BY:</b>	Sara Lane, Administrative Services Director Rick Kirkwood, Budget and Tax Manager		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

The City Manager presented the 2021-2022 Proposed Biennial Budget to the City Council on October 12, 2020 and department presentations began on October 19. Tonight's agenda continues the department presentations, including review of the Public Works Department's budget, the 2021-2026 Capital Improvement Plan (CIP), the Surface Water Utility and Wastewater Utility budgets, and a brief discussion of budgets for other funds.

Tonight, staff from the Public Works and the Administrative Services departments will be available to answer the City Council's questions. The focus of the departmental presentations will be on any significant changes between the department's current budget and the proposed 2021-2022 biennial budget. Tonight's review schedule and corresponding pages in the budget document are listed below:

<b><u>Budget</u></b>	<b><u>Budget Pages</u></b>
Public Works Department	229 – 241
Surface Water Utility Fund	245 – 248; 279; 389 – 414
Wastewater Utility Fund	249 – 251; 280
2021-2026 Capital Improvement Plan	299 – 414
Other Funds	259 – 283

Future budget discussions will be held on November 2, 9 and 16, 2020. Public hearings on Proposed Ordinance No. 902 regarding the 2021 regular and excess property tax levies and Ordinance No. 903 regarding the proposed biennial budget and CIP will be held on November 2<sup>nd</sup>, and on the 2021-2022 Proposed Biennial Budget on November 9<sup>th</sup>. Adoption of proposed Ordinance Nos. 902 and 903 are scheduled for November 16, 2020.

**RESOURCE/FINANCIAL IMPACT:**

The 2021-2022 Proposed Biennial Budget totals \$232.358 million, is balanced and includes adequate reserve levels to meet all adopted budget policies. The 2021-2022 capital budget reflects the 2021-2022 Capital Improvement Program projects proposed in the 2021-2026 Capital Improvement Plan (CIP). The 2021-2026 CIP, including surface water projects totals \$246.205 million, while the 2021-2022 Capital Improvement Program budget, including surface water projects, totals \$77.278 million.

**RECOMMENDATION**

No action is required by the City Council. Department presentations will be for informational purposes and provide an opportunity for the City Council to ask specific questions regarding proposed department budgets.

Approved By:           City Manager **DT**   City Attorney **MK**



**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussing Ordinance No. 907 - Amending Development Code Sections 20.20, 20.30, 20.40, 20.50, and 20.80 for Administrative and Clarifying Amendments
<b>DEPARTMENT:</b>	Planning & Community Development
<b>PRESENTED BY:</b>	Steven Szafran, AICP, Senior Planner Nora Gierloff, Planning Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Amendments to the Development Code (Shoreline Municipal Code Title 20) are processed as legislative decisions. Legislative decisions are non-project decisions made by the City Council under its authority to establish policies and regulations. The Planning Commission is the review authority for these legislative decisions and is responsible for holding a public hearing on proposed Development Code amendments and making a recommendation to the City Council on each amendment.

The Planning Commission held study sessions to discuss the proposed amendments and give staff direction on the amendments on July 2 and August 20, 2020. The Commission then held the required public hearing on October 1, 2020. The Planning Commission recommended that the City Council adopt the proposed amendments as detailed in proposed Ordinance No. 907 (**Attachment A**).

Although most of the proposed Development Code amendments in this group of amendments are aimed at “cleaning up” the code and are more administrative in nature, other amendments are more substantive and have the possibility of changing policy direction for the City. The amendments included in this staff report address the administrative and clarifying amendments in Exhibit A and B to proposed Ordinance No. 907. The Council is scheduled to discuss the policy amendments (forthcoming Exhibit C) on November 9, 2020. Adoption of proposed Ordinance No. 907 is currently scheduled for November 23, 2020.

**RESOURCE/FINANCIAL IMPACT:**

The proposed amendments have no direct financial impact to the City.

**RECOMMENDATION**

No formal action is required by Council at this time. The Planning Commission has recommended adoption of the proposed amendments in Ordinance No. 907. Staff recommends adoption of Ordinance No. 907 as recommended by the Planning

Commission, with the exception of the proposed amendment to clarifying amendment #8, when this ordinance is brought back for potential adoption on November 23, 2020.

Approved By:       City Manager **DT**   City Attorney **MK**

## BACKGROUND

The City's Development Code is codified in Title 20 of the Shoreline Municipal Code (SMC). Amendments to Title 20 are used to ensure consistency between the City's development regulations and the City's Comprehensive Plan, to reflect amendments to state rules and regulations, or to respond to changing conditions or needs of the City.

Pursuant to SMC 20.30.070, amendments to the Development Code are processed as legislative decisions. Legislative decisions are non-project decisions made by the City Council under its authority to establish policies and regulations. The Planning Commission is the review authority for these types of decisions and is responsible for holding an open record Public Hearing on any proposed amendments and making a recommendation to the City Council on each amendment.

The 2020 'batch' of Development Code amendments is comprised of 53 amendments. The proposed Development Code amendments include administrative changes (reorganization and minor corrections), clarifying amendments, and policy amendments.

The Planning Commission held two study sessions on July 2 and August 20, 2020, and a Public Hearing on October 1, 2020, on the batch Development Code Amendments. Staff reports for these Planning Commission agenda items can be found at the following links:

- July 2<sup>nd</sup>: <https://www.shorelinewa.gov/home/showdocument?id=47576>.
- August 20<sup>th</sup>: <https://www.shorelinewa.gov/home/showdocument?id=49118>.
- October 1<sup>st</sup>: <https://www.shorelinewa.gov/home/showdocument?id=49401>.

At the conclusion of the Public Hearing, the Planning Commission recommended approval of 53 amendments (one amendment is recommended for inclusion into the Housing Action Plan for additional study). A memo to the City Council from the Planning Commission regarding their recommendation is included as **Attachment B**.

The Planning Commission recommended Development Code amendments are included in proposed Ordinance No. 907. Although most of the proposed Development Code amendments in this group of amendments are aimed at "cleaning up" the code and are more administrative in nature, other amendments are more substantive and have the possibility of changing policy direction for the City. The amendments included in this staff report address the administrative and clarifying amendments in Exhibit A and B to proposed Ordinance No. 907. The Council is scheduled to discuss the policy amendments (forthcoming Exhibit C) on November 9, 2020. Adoption of proposed Ordinance No. 907 is currently scheduled for November 23, 2020.

## DISCUSSION

All the proposed administrative (Exhibit A) and clarifying (Exhibit B) Development Code amendments are listed below. There are nine (9) administrative amendments and 23 clarifying amendments. Each amendment includes a description of the amendment, justification for the amendment and staff/Planning Commission recommendations.

## Administrative Amendments

### **Amendment #1**

20.20.010 – A definitions

**Affordable Housing** Housing reserved for occupancy to households whose annual income does not exceed a given percent of the King County median income, adjusted for household size, and has housing expenses no greater than 30 percent of the same percentage of median income. ~~For the purposes of this title, the percent of King County median income that is affordable is specified in SMC 20.40.235~~

**Justification** – This amendment updates the definition of Affordable Housing by removing an unnecessary reference to another code section.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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### **Amendment #2**

20.30.315 – Site Development Permit

A. Purpose. The purpose of a site development permit is to provide a mechanism to review activities that propose to develop or redevelop a site, not including structures, to ensure conformance to applicable codes and standards.

B. General Requirements. A site development permit is required for the following activities or as determined by the Director of Planning and Community Development:

1. The construction of two or more detached single-family dwelling units on a single parcel;
2. Site improvements associated with short and formal subdivisions; or
3. The construction of two or more nonresidential or multifamily structures on a single parcel; or
4. Site improvements that require Minimum Requirements Nos. 1 to 5, as set forth in the Stormwater Manual, as modified by the Engineering Development Manual.

**Justification** – The amendment to this section codifies stormwater requirements laid out in the Engineering Development Manual. In order to follow the City's NPDES permit, the City must do stormwater review for all projects triggering Minimum Retention requirements 1-5. Some of these projects do not currently require permits so these reviews are not always being done. This amendment will cover that missing gap.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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**Amendment #3**

20.40.160 – Station Area Uses

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
RESIDENTIAL				
<b>Tent City</b>		<b>P-i</b>	<b>P-i</b>	<b>P-i</b>

**Justification** – Tent City is an outdated term, used before the city enacted development regulations for Transitional Encampments. Currently, Transitional Encampments are allowed in all zones through the approval of a Temporary Use Permit and additional criteria for transitional encampments is in SMC 20.30.295 Temporary Use. This use is being deleted from the use table because the use of “P” denotes a permitted use so a Temporary Use Permit would not be required in the MUR zones, while such a permit is required in all other zones.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #4**

20.50.020 Dimensional requirements.

A. Table 20.50.020(1) – Densities and Dimensions in Residential Zones.

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Base Density: Dwelling Units/Acre	4 du/ac	6 du/ac (7)	8 du/ac	12 du/ac	18 du/ac	24 du/ac	48 du/ac	Based on bldg. bulk limits
Min. Density	4 du/ac	4 du/ac	4 du/ac	6 du/ac	8 du/ac	10 du/ac	12 du/ac	Based on bldg. bulk limits
Min. Lot Width (2)	50 ft	50 ft	50 ft	30 ft	30 ft	30 ft	30 ft	N/A

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Min. Lot Area (2) <del>(13)</del> (14)	7,200 sq ft	7,200 sq ft	5,000 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	N/A
Min. Front Yard Setback (2) (3) <del>(14)</del> (15)	20 ft	20 ft	10 ft	10 ft	10 ft	10 ft	10 ft	10 ft
Min. Rear Yard Setback (2) (4) (5)	15 ft	15 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft min.	5 ft min.	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Base Height (9)	30 ft (35 ft with pitched roof)	30 ft (35 ft with pitched roof)	35 ft	35 ft	35 ft (40 ft with pitched roof)	35 ft (40 ft with pitched roof) (16)	35 ft (40 ft with pitched roof) (8) (16)	35 ft (16)
Max. Building Coverage (2) (6)	35%	35%	45%	55%	60%	70%	70%	N/A
Max. Hardscape (2) (6)	45%	50%	65%	75%	85%	85%	90%	90%

**Table 20.50.020(2) – Densities and Dimensions in Mixed Use Residential Zones.**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>STANDARDS</b>	<b>MUR-35'</b>	<b>MUR-45'</b>	<b>MUR-70' (10)</b>
Base Density: Dwelling Units/Acre	N/A	N/A	N/A
Min. Density	12 du/ac (17)	18 du/ac	48 du/ac
Min. Lot Width (2)	N/A	N/A	N/A
Min. Lot Area (2)	N/A	N/A	N/A
Min. Front Yard Setback (2) (3)	0 ft if located on an arterial street 10 ft on nonarterial street	15 ft if located on 185th Street (15) 0 ft if located on an arterial street	15 ft if located on 185th Street (15) 22 ft if located on 145th Street (15)

<b>STANDARDS</b>	<b>MUR-35'</b>	<b>MUR-45'</b>	<b>MUR-70' (10)</b>
	22 ft if located on 145th Street (15)	10 ft on nonarterial street 22 ft if located on 145th Street (15)	0 ft if located on an arterial street 10 ft on nonarterial street (18)
Min. Rear Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Base Height (9) (16)	35 ft	45 ft	70 ft (11) (12) (13)
Max. Building Coverage (2) (6)	N/A	N/A	N/A
Max. Hardscape (2) (6)	85%	90%	90%

*Exceptions to Table 20.50.020(1) and Table 20.50.020(2):*

- (1) Repealed by Ord. 462.
- (2) These standards may be modified to allow zero lot line and unit lot developments. Setback variations apply to internal lot lines only. Overall site must comply with setbacks, building coverage and hardscape limitations; limitations for individual lots may be modified.
- (3) For single-family detached development exceptions to front yard setback requirements, please see SMC 20.50.070.
- (4) For single-family detached development exceptions to rear and side yard setbacks, please see SMC 20.50.080.
- (5) For developments consisting of three or more dwellings located on a single parcel, the building setback shall be 15 feet along any property line abutting R-4 or R-6 zones. Please see SMC 20.50.130.
- (6) The maximum building coverage shall be 35 percent and the maximum hardscape area shall be 50 percent for single-family detached development located in the R-12 zone.
- (7) The base density for single-family detached dwellings on a single lot that is less than 14,400 square feet shall be calculated using a whole number, without rounding up.
- (8) For development on R-48 lots abutting R-12, R-18, R-24, R-48, NB, CB, MB, CZ and TC-1, 2 and 3 zoned lots, the maximum height allowed is 50 feet and may be increased to a maximum of 60 feet with the approval of a conditional use permit.

(9) Base height for public and private K through 12 schools in all zoning districts except R-4 is 50 feet. Base height may be exceeded by gymnasiums to 55 feet and by theater fly spaces to 72 feet.

(10) Dimensional standards in the MUR-70' zone may be modified with an approved development agreement.

(11) The maximum allowable height in the MUR-70' zone is 140 feet with an approved development agreement.

(12) Base height in the MUR-70' zone may be increased up to 80 feet when at least 10 percent of the significant trees on site are retained and up to 90 feet when at least 20 percent of the significant trees on site are retained.

(13) All building facades in the MUR-70' zone fronting on any street shall be stepped back a minimum of 10 feet for that portion of the building above 45 feet in height. Alternatively, a building in the MUR-70' zone may be set back 10 feet at ground level instead of providing a 10-foot step-back at 45 feet in height. MUR-70' fronting on 185th Street shall be set back an additional 10 feet to use this alternative because the current 15-foot setback is planned for street dedication and widening of 185th Street.

(14) The minimum lot area may be reduced proportional to the amount of land needed for dedication of facilities to the City as defined in Chapter 20.70 SMC.

(15) The exact setback along 145th Street (Lake City Way to Fremont Avenue) and 185th Street (Fremont Avenue to 10th Avenue NE), up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.

(16) Base height may be exceeded by 15 feet for rooftop structures such as elevators, arbors, shelters, barbeque enclosures and other structures that provide open space amenities.

(17) Single-family detached dwellings that do not meet the minimum density are permitted in the MUR-35' zone subject to the R-6 development standards.

(18) The minimum front yard setback in the MUR-70' zone may be reduced to five feet on a nonarterial street if 20 percent of the significant trees on site are retained.

**Justification** – This amendment is an administrative correction of two footnotes in Table 20.50.020(1). Two of the numbers in the table do not match the footnotes of the table.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## Amendment #5

20.50.080(B) and Figure 20.50.080(B)

B. The side yard setback requirements are specified in Subchapter 1 of this chapter, Dimensional and Density Standards for Residential Development, except that on irregular lots with more than two side yards, the sum of the two longest side yards must be minimum 15 feet, but none of the remaining side yard setbacks shall be less than five feet. If an irregular lot, such as a triangle lot, which contains only one designated side yard, it shall be a minimum of five feet.

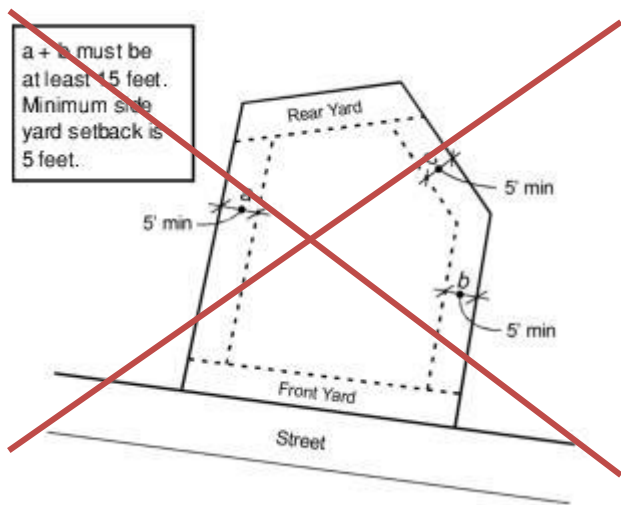


Figure 20.50.080(B): Side yard requirements for irregular lots.

**Justification** – The City updated the side-yard setback requirement for R-4 and R-6 from 15-foot cumulative to 5-foot minimum in 2017 and the following section was never deleted to reflect that change.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## Amendment #6

SMC 20.50.310(B) – Exemptions from permit

B. **Partial Exemptions.** With the exception of the general requirements listed in SMC 20.50.300, the following are exempt from the provisions of this subchapter, provided the development activity does not occur in a critical area or critical area buffer. For those exemptions that refer to size or number, the thresholds are cumulative during a 36-month period for any given parcel:

1. The removal of three significant trees on lots up to 7,200 square feet and one additional significant tree for every additional 7,200 square feet of lot area.

2. The removal of any tree greater than 30 inches DBH ~~or exceeding the numbers of trees specified in the table above~~, shall require a clearing and grading permit (SMC 20.50.320 through 20.50.370).
3. Landscape maintenance and alterations on any property that involve the clearing of less than 3,000 square feet, ~~or less than 1,500 square feet if located in a special drainage area~~, provided the tree removal threshold listed above is not exceeded.

**Justification** – Ordinance No. 850 deleted Table 20.50.310(B)(1) from the code, leaving just the text for (B)(1). However, Section (B)(2) still references what is now the non-existent table that was deleted by Ordinance No. 850. This reference has been deleted in the Planning Commission recommendation.

In addition, the amendment in (B)(3) strikes the reference to “special drainage area” (also in SMC 20.50.320) because the updated 2020 Engineering Development Manual (EDM) has deleted the section on Special Drainage Areas. The City has never actually designated any areas as special drainage areas going back to at least the 2014 EDM. In the 2014 EDM, there were a couple mentions that activities in Special Drainage Areas shall meet additional drainage requirements as designated by the Director. Those references were removed in the 2016 EDM, and then the Special Drainage Area section was removed all together in the 2019 EDM.

The EDM never had specific requirements for special drainage areas but did include a definition:

*An area which has been formally determined by the City to require more restrictive regulation than Citywide standards afford in order to mitigate severe flooding, drainage, erosion or sedimentation problems which result from the cumulative impacts of development.*

Based on the EDM definition, designating something as a special drainage area would not give the City any more authority than we already have if we are aware of the issues noted in the definition such as areas of severe flooding. The special drainage area designation is an outdated tool that Public Works/the Surface Water Utility does not utilize, and it may warrant a conversation about removing the term in SMC 13.10.230 with a future batch amendment.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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**Amendment #7**

20.50.390(D) – Special Nonresidential Standards

**Table 20.50.390D – Special Nonresidential Standards**

NONRESIDENTIAL USE	MINIMUM SPACES REQUIRED
Nursing and personal care facilities:	1 per 4 beds

**Justification** – Personal Care was deleted as a use as part of Ordinance No. 824 and the below reference in Table 20.50.390D was not concurrently deleted.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #8**

20.50.450 - Purpose

The purposes of this subchapter are:

1. To enhance the visual continuity within and between neighborhoods;
2. To establish at least an urban tree canopy through landscaping and street trees;
3. To screen areas of low visual interests and buffer potentially incompatible developments;  
and
4. To complement the site and building design with landscaping.

**Justification** – This amendment corrects a wrong word choice. The correct word is “complement” not “compliment.”

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #9**

20.70.240(F) – Private streets

Local access streets may be private, subject to the approval of the City. If the conditions for approval of a private street cannot be met, then a public street will be required. Private streets may be allowed when all of the following conditions are present:

- A. The private street is located within a tract or easement; and

- B. A covenant, tract, or easement which provides for maintenance and repair of the private street by property owners has been approved by the City and recorded with King County; and
- C. The covenant or easement includes a condition that the private street will remain open at all times for emergency and public service vehicles; and
- D. The private street would not hinder public street circulation; and
- E. The proposed private street would be adequate for transportation and fire access needs; and
- F. At least one of the following conditions exists:
  1. The street would ultimately serve ~~four~~ five or ~~fewer~~ more single-family detached dwelling units or lots; or
  2. ~~The private street would ultimately serve more than four lots, and the Director determines that no other access is available; or~~
  3. The private street would serve developments where no circulation continuity is necessary.

**Justification** – 20.70.240(F)(1) specifies four (4) or fewer single-family lots as a condition for allowing a private street, while the recently created table in 20.70.450 specifies that an access is only considered a private street when 5 or more single-family detached units are developed. These two provisions are in conflict so this is a clarification so 20.70.240 will match the language in the recently amended 20.70.450 (Ordinance No. 850, 2019).

**Recommendation** – Planning Commission recommends that this amendment be approved.

### Clarifying Amendments

**Amendment #1**

20.20.010 – A definitions

<b><u>Assisted Living Facilities</u></b>	<u>Any home or other institution that provides housing, housekeeping services, meals, laundry, activities, and assumes general responsibility for the safety and well-being of the residents, and may also provide domiciliary care, consistent with chapter 18.20 RCW, chapter 74.39A, RCW, and chapter 388-78A WAC, as amended, to seven or more residents. "Assisted living facility" does not include facilities certified as group training homes under RCW 71A.22.040, nor any home, institution, or section that is otherwise licensed and regulated under state law that provides specifically for the licensing and regulation of that home, institution, or section. "Assisted living facility" also does not include senior independent housing, independent living units in continuing care retirement</u>
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communities, or other similar living situations including those subsidized by the U.S. Department of Housing and Urban Development.

**Justification** – This amendment adds a definition for Assisted Living Facilities, replacing the definition for Senior Citizen Assisted Housing. This use is distinct from an adult family home which can accommodate up to six (6) residents and must be regulated as a single-family home under local zoning and building codes. Licensing and regulations are given in Chapter 388-76 WAC.

An assisted living facility is different and can accommodate seven or more residents with extensive licensing, operational and building requirements under Chapter 388-78A WAC/18/20 RCW.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## **Amendment #2**

20.20.028 – J definitions

- Junk Vehicle    A vehicle certified under RCW 46.55.230 as meeting at least three of the following requirements:
- A.    Is three years old or older;
  - B.    Is extensively damaged, such damage including but not limited to any of the following: A broken window or windshield or missing wheels, tires, motor or transmission;
  - C.    Is apparently inoperable including a condition which makes the vehicle incapable of being operated legally on a public highway;
  - D.    Has an approximate fair market value equal only to the approximate value of the scrap in it.

**Justification** – The proposed amendment to the definition of junk vehicle will allow the City's Code Enforcement and Customer Response Team and the Police Department to determine when a vehicle qualifies as a junk vehicle. Junk vehicles are regulated in SMC 20.30.750 and the section outlines the process of abating the nuisance.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## **Amendment #3**

20.20.034 – Manufactured and Mobile homes

Definition from SMC 20.20.034:

**Manufactured Home** A factory assembled structure intended solely for human habitation installed on a permanent foundation with running gear removed and connected to utilities on an individual building lot.

**13.12.105 Definitions.**

*“Manufactured home” means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”*

*New Manufactured Home definition –*

**Manufactured Home** A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”  
~~factory assembled structure intended solely for human habitation installed on a permanent foundation with running gear removed and connected to utilities on an individual building lot.~~

**Justification** – While researching the two different Recreational Vehicle definitions in – SMC 13.12 Floodplain Management and Title 20 – Development Code, staff noticed that Manufactured Homes are defined in both Titles and the definitions are different. This amendment to SMC 20.20.034 makes both definitions consistent.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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**Amendment #4**

20.20.040 – P definitions

- Party of Record
- A. A person who testifies at a hearing;
  - B. The applicant;
  - C. For Type B and C actions, pPersons submitting written testimony about a matter pending before the decision-making authority; or
  - D. The appellant(s) and respondent(s) in an administrative appeal.

**Justification** – The definition of Party of Record is proposed to be amended to match language in SMC 20.30.150, Notice of decision which states, “For Type B and C actions, the Director shall issue and mail a notice of decision to the parties of record and to any person who, prior to the rendering of the decision, requested notice of the decision.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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**Amendment #5**

## 20.20.046 – S definitions

~~Senior Citizen Assisted Housing~~ Housing in a building consisting of two or more dwelling units restricted to occupancy by at least one occupant 55 years of age or older per unit, and must include at least two of the following support services:

- ~~A. Common dining facilities or food preparation service;~~
- ~~B. Group activity areas separate from dining facilities;~~
- ~~C. A vehicle exclusively dedicated to providing transportation services to housing occupants;~~
- ~~D. Have a boarding home (assisting living) license from Washington State Department of Social and Health Services.~~

**Justification** – Staff proposes to replace this definition with a new and more accurate definition of Assisted Living Facility in Amendment #1.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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**Amendment #6**

## 20.30.60 – Quasi-judicial decisions – Type C

**Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions**

Action	Notice Requirements for Application and Decision <sup>(3), (4)</sup>	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
<b>Type C:</b>					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.410
2. Rezone of Property and Zoning Map Change	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.330

Action	Notice Requirements for Application and Decision <sup>(3), (4)</sup>	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.336
<del>6. Final Formal Plat</del>	<del>None</del>	<del>Review by Director</del>	<del>City Council</del>	<del>30 days</del>	<del>20.30.450</del>
<del>7. SCTF – Special Use Permit</del>	<del>Mail, Post Site, Newspaper</del>	<del>HE <sup>(1), (2)</sup></del>		<del>120 days</del>	<del>20.40.502</del>
78. Master Development Plan	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.353
<del>89. Plat Alteration with Public Hearing <sup>(5)</sup></del>	<del>Mail</del>	<del>HE <sup>(1), (2)</sup></del>		<del>120 days</del>	<del>20.30.425</del>

<sup>(1)</sup> Including consolidated SEPA threshold determination appeal.

<sup>(2)</sup> HE = Hearing Examiner.

<sup>(3)</sup> Notice of application requirements are specified in SMC 20.30.120.

<sup>(4)</sup> Notice of decision requirements are specified in SMC 20.30.150.

<sup>(5)</sup> A plat alteration does not require a neighborhood meeting.

**Justification** – This amendment removes Final Formal Plats from the Type C actions Table. This amendment streamlines the process for approving Final Formal Plats from a quasi-judicial Type C action to an administrative approval by the Director in accordance with RCW 58.17.100 because the preliminary formal plat was reviewed by Hearing Examiner and approved by the City Council.

**Recommendation** – Planning Commission recommends that this amendment be approved.



## **Amendment #7**

### 20.30.315 – Site Development Permit

A. Purpose. The purpose of a site development permit is to provide a mechanism to review activities that propose to develop or redevelop a site, not including structures, to ensure conformance to applicable codes and standards.

B. General Requirements. A site development permit is required for the following activities or as determined by the Director of Planning and Community Development:

1. The construction of two or more detached single-family dwelling units on a single parcel;
2. Site improvements associated with short and formal subdivisions; or
3. The construction of two or more nonresidential or multifamily structures on a single parcel; or
4. Site improvements that require Minimum Requirements Nos. 1 to 5, as set forth in the Stormwater Manual, as modified by Division 3 the Engineering Development Manual.

**Justification** – The amendment to this section codifies stormwater requirements laid out in the Engineering Development Manual. In order to follow the City’s NPDES permit, the City must do stormwater review for all projects triggering Minimum Retention requirements 1-5. Some of these projects do not currently require permits so these reviews are not always being done. This amendment will cover that missing gap.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## **Amendment #8**

### 20.30.355(D) – Development Agreement Contents for Property Zoned MUR-70' in Order to Increase Height Above 70 Feet.

Each development agreement approved by the City Council for property zoned MUR-70' for increased development potential above the provision of the MUR-70' zone shall contain the following:

1. Twenty percent of the housing units constructed on site shall be affordable to those earning less than 60 percent of the median income for King County adjusted for household size. The units shall remain affordable for a period of no less than 99 years. The number of affordable housing units may be decreased to 10 percent if the level of affordability is increased to 50 percent of the median income for King County adjusted for household size. A fee in lieu of constructing any fractional portion of mandatory units is available upon the City Council's establishment of a fee in lieu formula. Full units are not eligible for fee in lieu option and must be built on site. ~~constructing the units may be paid upon authorization of the City's affordable housing program instead of constructing affordable housing units on site.~~ The fee will be specified in SMC Title 3.

3.01.025 Affordable housing fee in lieu.

2019 Fee Schedule		
A. Rate Table		
Zoning district	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable
MUR-45	\$206,152	\$158,448
MUR-70	\$206,152	\$158,448
MUR-70 with development agreement	\$253,855	\$206,152

Note: The fee in lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$206,152 would result in a fee in lieu of \$82,460.80.

**Justification** – This amendment seeks to strike the last sentence under #1 which refers to a fee in lieu for constructing affordable housing units. This was not the intention of the fee in lieu program. The fee in lieu was authorized for partial units, or the units that are fractional when performing affordable unit calculations. The fee in lieu program is not intended to replace full affordable units for a fee.

**Staff-Recommended Amendment to Clarifying Amendment #8** - The Planning Commission proposed language includes a statement that a fee in lieu of constructing any fractional portion of mandatory units is available upon the City Council’s establishment of a fee in lieu formula. When this Development Code amendment was submitted, the City did not have a fee-in-lieu formula for affordable housing units. Staff recommends amending the Planning Commission’s recommended language to strike this part of the code and replace it with a reference to the adopted fee schedule in Chapter 3.01 of the SMC.

**Staff-Recommended Amendatory Motion** – If Council would like to amend the Clarifying amendment #8, a Council member would need to move to modify the Planning Commission’s recommendation as follows:

***I move to modify the Planning Commission’s recommendation by amending SMC 20.30.355 (D)(1) to read, “A fee in lieu of constructing any fractional portion of mandatory units is based on the adopted fee schedule (Chapter 3.01 SMC). Full units are not eligible for fee in lieu option and must be built on site”.***

**Recommendation** – Staff recommends Council amend the Planning Commission recommendation with language provided in the amendatory motion.

**Amendment #9**

20.30.425 – Alteration of recorded plats.

E. Recording of Alteration. No later than 30 calendar days after approval of the alteration, the applicant shall produce a revised drawing or text of the approved alteration to the plat, conforming to the recording requirements of Chapter 58.17 RCW and processed for signature in the same manner as set forth for final plats in this chapter. ~~No later than 60 calendar days after the City has signed the altered plat, the applicant shall file, at their sole cost and expense, the revision approved by the alteration to the altered plat with the King County Recorder to become the lawful plat of the property. The Director may approve a 30-day extension of the recording deadline if requested by the applicant for prior to expiration of the approval.~~

**Justification** – This amendment sets a deadline for recording the alteration of 60 days after approval.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #10**

20.40.120 – Residential Uses

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>RESIDENTIAL GENERAL</b>									
	Accessory Dwelling Unit	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
-	Apartment	-	C	P	P	P	P	P	P
	Home Occupation	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Manufactured Home	P-i	P-i	P-i	P-i				
	Mobile Home Park	P-i	P-i	P-i	P-i				
	Multifamily		C	P	P	P	P-i	P	P
	Single-Family Attached	P-i	P	P	P	P			
	Single-Family Detached	P	P	P	P				
<b>GROUP RESIDENCES</b>									
	Adult Family Home	P	P	P	P				

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
	<b><u>Assisted Living Facility</u></b>		<b><u>C</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>
	Boarding House	C-i	C-i	P-i	P-i	P-i	P-i	P-i	P-i
	Residential Care Facility	C-i	C-i	P-i	P-i				
721310	Dormitory		C-i	P-i	P-i	P-i	P-i	P-i	P-i
<b>TEMPORARY LODGING</b>									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Homeless Shelter						P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
<b>MISCELLANEOUS</b>									
	Animals, Small, Keeping and Raising	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

P = Permitted Use	S = Special Use
C = Conditional Use	-i = Indexed Supplemental Criteria

**Justification** – This amendment deletes Apartment (it is considered Multifamily) as a use listed on the Table and adds the new defined Assisted Living Facility to the residential use table.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #11**

20.40.140 – Other Uses

Table 20.40.140 Other Uses

NAICS #	SPECIFIC USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>HEALTH</b>									
622	Hospital			C-i	C-i	C-i	P-i	P-i	P-i
6215	Medical Lab						P	P	P
6211	Medical Office/Outpatient Clinic			C-i	C-i	P	P	P	P
623	Nursing Facility			C	C	P	P	P	P
	<b>Residential Treatment Facility</b>			<b>C-i</b>	<b>C-i</b>	<b>C-i</b>	<b>P-i</b>	<b>P-i</b>	<b>P-i</b>
P = Permitted Use					S = Special Use				
C = Conditional Use					-i = Indexed Supplemental Criteria				

**Justification** – This amendment will delete the “i” in the table since Residential Treatment Facilities (RTFs) do not have indexed criteria associated with the use. SMC 20.20.044 currently has a definition of RTFs and refers to the RCW and WAC that regulated such uses. The definition of RTFs is, “A facility licensed by the State pursuant to Chapter 71.12 RCW and Chapter 246-337 WAC that provides 24-hour on-site care for the evaluation, stabilization, or treatment of residents for substance abuse, mental health, or co-occurring disorders. The facility includes rooms for social, educational, and recreational activities, sleeping, treatment, visitation, dining, toileting, and bathing. Because the RCW and WAC have specific regulations for RTFs, the City does not have to rely on additional indexed criteria for this use.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #12**

20.40.150 – Campus Uses

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
513	Broadcasting and Telecommunications	P-m			P-m
	Bus Base	P-m			P-m
	Child and Adult Care Services	P-m	P-m		P-m

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
	Churches, Synagogue, Temple	P-m	P-m		
6113	College and University				P-m
	Conference Center	P-m			P-m
	<u>Dormitory</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
6111	Elementary School, Middle/Junior, High School	P-m			

**Justification** – Shoreline Community College has recently completed a student housing building and more dormitories may be necessary in the future. Other campuses such as CRISTA and Fircrest may also need this use in the future. The only way new uses can be added to the Campus zones is through the Master Development Plan Permit (MDP). The Shoreline Community College Master Development Plan Permit was adopted in 2013 and included Dormitories as a permitted use. This amendment is adding dormitories based on the approved Shoreline Community College MDP.

**Recommendation** – Planning Commission recommends that this amendment be approved.

### **Amendment #13**

20.40.320 – Daycare facilities

#### **20.40.320 Daycare facilities.**

A. Daycare I facilities are permitted in R-4 through R-12 zoning designations as an accessory to residential use, house of worship, or a school facility, provided:

1. Outdoor play areas shall be completely enclosed, with no openings except for gates, and have a minimum height of 42 inches; and
2. Hours of operation may be restricted to assure compatibility with surrounding development.

B. Daycare II facilities are permitted in R-8 and R-12 zoning designations through an approved conditional use permit. Daycare II facilities are permitted or as a reuse of an existing house of worship or school facility without expansion in the R-4 and R-6 zones, provided:

1. Outdoor play areas shall be completely enclosed, with no openings except for gates, and have a minimum height of six feet.
2. Outdoor play equipment shall maintain a minimum distance of 20 feet from property lines adjoining residential zones.
3. Hours of operation may be restricted to assure compatibility with surrounding development.

**Justification** – SMC 20.40.130 lists Daycare II as a permitted use in the R-4 and R-6 zones with indexed criteria. The indexed criteria are unclear when a Daycare II is permitted. This amendment makes it clear that Daycare II facilities are only allowed in the R-4 and R-6 zones when they are a reuse of an existing house of worship or school without expansion.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #14**

Exceptions to Table 20.50.020(3) – Transition Areas

**Table 20.50.020(3) – Dimensions for Development in Commercial Zones**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>Commercial Zones</b>				
<b>STANDARDS</b>	<b>Neighborhood Business (NB)</b>	<b>Community Business (CB)</b>	<b>Mixed Business (MB)</b>	<b>Town Center (TC-1, 2 &amp; 3)</b>
Min. Front Yard Setback (Street) (1) (2) (5) (see Transition Area Setback, SMC 20.50.021)	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from Commercial Zones and the MUR-70' zone	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from R-4, R-6 and R-8 Zones (see Transition Area Setback, SMC 20.50.021)	20 ft	20 ft	20 ft	20 ft
Min. Side and Rear Yard Setback from TC-4, R-12 through R-48 Zones, MUR-35' and MUR-45' Zones	15 ft	15 ft	15 ft	15 ft
Base Height (3)	50 ft	60 ft	70 ft	70 ft
Hardscape (4)	85%	85%	95%	95%

*Exceptions to Table 20.50.020(3):*

- (1) Front yards may be used for outdoor display of vehicles to be sold or leased.

(2) Front yard setbacks, when in transition areas (SMC 20.50.021(A)) ~~and across rights-of-way~~, shall be a minimum of 15 feet except on rights-of-way that are classified as principal arterials or when R-4, R-6, or R-8 zones have the Comprehensive Plan designation of Public Open Space.

**Justification** – As currently written, Exception #2 says that front yard setbacks across rights of way shall be a minimum of 15 feet. The intent of Exception #2 is to require the 15-foot minimum in transition areas, not all areas across right of way.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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### **Amendment #15**

#### 20.50.040(F) Setbacks – Designation and measurement

F. Allowance for Optional Aggregate Setback. For lots with unusual geometry, flag lots with undesignated setbacks, or site conditions, such as critical areas, an existing cluster of significant trees, or other unique natural or historic features that should be preserved without disturbance, the City may reduce the individual required setbacks; however, the total of setbacks shall be no less than the sum of the minimum front yard, rear yard, and side yards setbacks. In order to exercise this option, the City must determine that a public benefit is gained by relaxing any setback standard. The following criteria shall apply:

1. No rear or side yard setback shall be less than five feet.
2. The front yard setback adjacent to the street shall be no less than 15 feet in R-4 and R-6 ~~and 10 feet in all other zones~~. (See Exception 20.50.070(1).)

**Justification** – This amendment is a minor correction. The City has adopted alternative setback standards for zones such as MUR-35' and MUR-45' where setbacks can be 0-feet if the necessary frontage improvements are in place. The existing language states that the setback must 10-feet in all other zones. This proposed amendment seeks to allow this.

**Recommendation** – Planning Commission recommends that this amendment be approved.

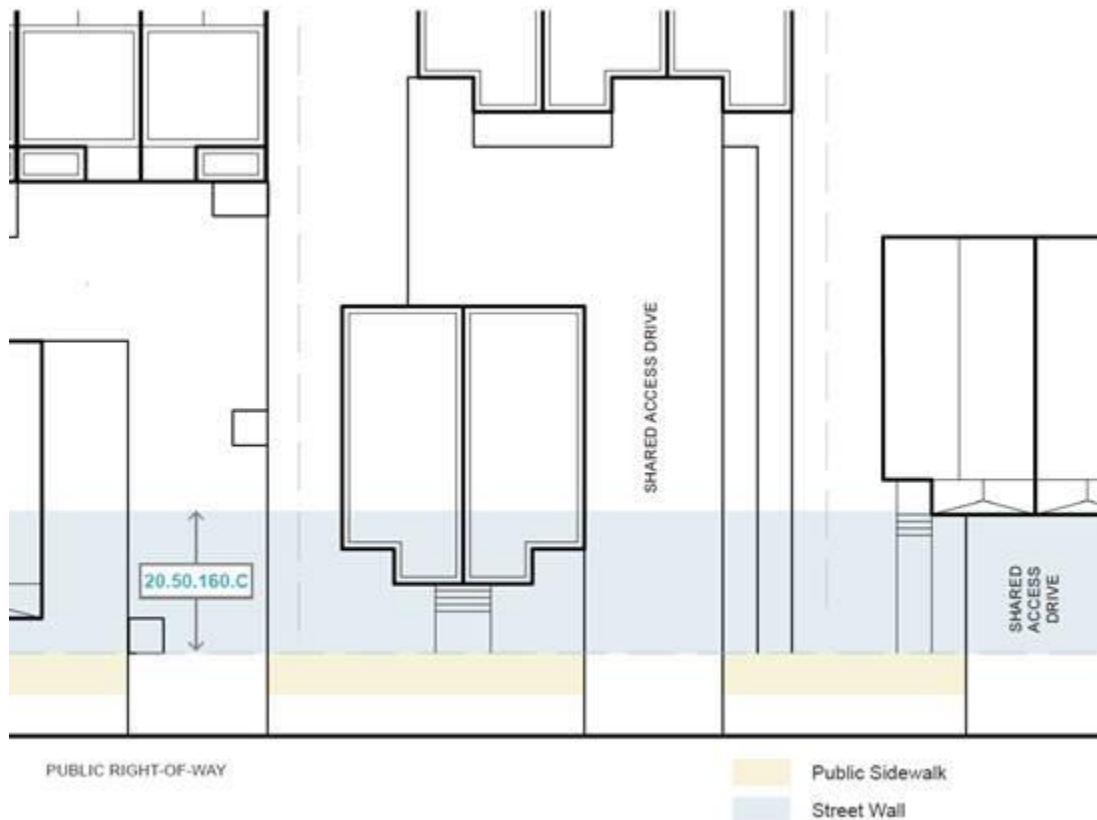
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### **Amendment #16**

#### 20.50.160(C) – Site Configuration

C. **Site Configuration.** At least 40 percent of units within a site shall be located between the front property line and a 25-foot distance from the front property line, with the front façade of the unit(s) oriented towards the public right-of-way, to create a “street wall” which enhances the streetscape and overall pedestrian experience.





**Justification** – The language contained in this section needs to be amended to clarify the intent of the townhome design standards and match the illustration included with this code requirement. The intent of the section is for the units within 25-feet of the front property line to be oriented, or facing, the street.

**Recommendation** – Planning Commission recommends that this amendment be approved.

### **Amendment #17**

#### **20.50.240(E) – Internal site walkways**

##### **E. Internal Site Walkways.**

1. Developments shall include internal walkways or pathways that connect building entries, public places, and parking areas with other nonmotorized facilities including adjacent public sidewalks and the Interurban Trail, where adjacent, (except in the MUR-35' zone).

a. All development shall provide clear and illuminated pathways between the main building entrance and a public sidewalk. Pathways shall be separated from motor vehicle traffic or raised six inches and be at least eight feet wide. Separated from motor vehicle traffic means (1) there is at least three (3) linear feet of landscaping between the closest edge of the vehicular circulation area and closest edge of the pedestrian access or (2) separation by a building;

**Justification** – This section does not currently clarify what “separated” means. The proposed language creates a minimum standard to be considered separated.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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### **Amendment #18**

#### 20.50.370 – Tree protection standards

The following protection measures shall be imposed for all trees to be retained on site or on adjoining property, to the extent off-site trees are subject to the tree protection provisions of this chapter, during the construction process:

- A. All required tree protection measures shall be shown on the tree protection and replacement plan, clearing and grading plan, or other plan submitted to meet the requirements of this subchapter.
- B. Tree dripline areas or critical root zones (tree protection zone) as defined by the International Society of Arboriculture shall be protected. No development, fill, excavation, construction materials, equipment staging, or traffic shall be allowed in the dripline areas of trees that are to be retained.
- C. Prior to any land disturbance, temporary construction fences must be placed around the ~~dripline of trees~~ tree protection zone to be preserved. If a cluster of trees is proposed for retention, the barrier shall be placed around the edge formed by the drip lines of the trees to be retained. Tree protection shall remain in place for the duration of the permit unless earlier removal is addressed through construction sequencing on approved plans.
- D. Tree protection barriers shall be a minimum of four feet high, constructed of chain link, or polyethylene laminar safety fencing or similar material, subject to approval by the Director. “Tree Protection Area” signs shall be posted visibly on all sides of the fenced areas. On large or multiple-project sites, the Director may also require that signs requesting subcontractor cooperation and compliance with tree protection standards be posted at site entrances.
- E. Where tree protection ~~areas~~zones are remote from areas of land disturbance, and where approved by the Director, alternative forms of tree protection may be used in lieu of tree protection barriers; provided, that protected trees are completely surrounded with continuous rope or flagging and are accompanied by “Tree Leave Area – Keep Out” signs.
- F. Rock walls shall be constructed around the tree, equal to the dripline, when existing grade levels are lowered or raised by the proposed grading.
- G. Retain small trees, bushes, and understory plants within the tree protection zone, unless the plant is identified as a regulated noxious weed, a non-regulated noxious weed, or a weed of concern by the King County Noxious Weed Control Board ~~to the maximum extent practicable.~~

**Justification** – These amendments strengthen tree protection measures for sites under construction. It seeks to avoid the situation where a permit is approved based on retention of existing trees but during construction occurring within the dripline, a tree is so damaged that it will not survive after construction or becomes hazardous.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #19**

20.50.390(A) – General residential parking standards

**Table 20.50.390A – General Residential Parking Standards**

<b>RESIDENTIAL USE</b>	<b>MINIMUM SPACES REQUIRED</b>
<u>Single-Family detached/townhouse:</u>	<del>2.0 per dwelling unit. 4.0 per dwelling unit in the MUR zones for single-family attached/townhouse dwellings.</del>
<u>Single-Family attached:</u>	<u>2.0 per dwelling unit. 1.0 per dwelling unit in the MUR zones.</u>
<u>Multifamily Dwelling Apartment:</u>	<del>Ten percent of required spaces in multifamily and residential portions of mixed use development must be equipped with electric vehicle infrastructure for units where an individual garage is not provided.<sup>4</sup></del>
Studio units:	0.75 per dwelling unit
One-bedroom units:	0.75 per dwelling unit
Two-bedroom plus units:	1.5 per dwelling unit
Accessory dwelling units:	1.0 per dwelling unit
Mobile home park:	2.0 per dwelling unit

<sup>4</sup>~~Electric vehicle infrastructure requires that the site design must provide conduit for wiring and data, and associated ventilation to support the additional potential future electric vehicle charging stations pursuant to the most current edition of the National Electrical Code Article 625.~~

~~If the formula for determining the number of electric vehicle parking spaces results in a fraction, the number of required electric vehicle parking spaces shall be rounded to the nearest whole number, with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.~~

**Justification** – There are two changes to the section:

1. Changing the term “Apartment” to “Multifamily” to be consistent with the rest of the Development Code.
2. Delete the provisions for EV parking facilities. Staff has proposed a new table with EV parking standards below.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #20**

20.50.390(B) – Special residential parking standards

**Table 20.50.390B – Special Residential Parking Standards**

<b>RESIDENTIAL USE</b>	<b>MINIMUM SPACES REQUIRED</b>
Bed and breakfast guesthouse:	1 per guest room, plus 2 per facility
Residential care facilities:	1 per 3 patients, plus 1 per FTE employee on duty
Dormitory, including religious:	1 per 2 units
Hotel/motel, including organizational hotel/lodging:	1 per unit
<del>Senior citizen</del> <u>Assisted living facilities:</u>	1 per 3 dwelling or sleeping units

**Justification** – Amendment for consistency with new definition for Assisted Living facilities.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**Amendment #21**

20.50.400 – Reductions to minimum parking requirements

20.50.400 Reductions to minimum parking requirements.

A. ~~Reductions of up to 25 percent may be approved by the Director when criterion 1 is met, or when using a combination of the following two or more of criteria 2-9 are met:~~

1. ~~On-street parking along the parcel’s street frontage. A high-capacity transit service stop is within one-quarter mile of the development’s property line with a complete pedestrian route from the development to the transit stop that includes City-approved curbs, sidewalks, and street crossings.~~

2. Shared parking agreement with nearby parcels within reasonable proximity where land uses do not have conflicting parking demands. ~~The number of on-site parking stalls requested to be reduced must match the number provided in the agreement.~~ A record on title with King County is required.
3. Parking management plan according to criteria established by the Director.
4. A City-approved residential parking zone (RPZ) for the surrounding neighborhood within one-quarter mile radius of the subject development's property line. The management cost for the RPZ must be paid by the applicant and/or developer property owner on an annual basis.
- ~~5. A high-capacity transit service stop within one-quarter mile of the development property line with complete City approved curbs, sidewalks, and street crossings.~~
- ~~65. A pedestrian public access easement that is a minimum of eight feet wide, safely lit, and connects through a parcel between minimally at least two different rights-of-way. The access easement shall be developed with a sidewalk or shared use path that complies with the Engineering Design Manual. This easement may include other pedestrian facilities such as walkways and plazas and bike facilities.~~
- ~~76. City-approved traffic calming or traffic diverting facilities to protect the surrounding single-family neighborhoods within a one-quarter mile radius of the development's property line.~~
- ~~87. Retention of at least 20 percent of the significant trees on a site zoned MUR-70'.~~
- ~~98. Replacement of all significant trees removed on a site zoned MUR-70' as follows:~~
  - a. One existing significant tree of eight inches in diameter at breast height for conifers or 12 inches in diameter at breast height for all others equals one new tree.
  - b. Each additional three inches in diameter at breast height equals one additional new tree, up to three trees per significant tree removed.
  - c. ~~Minimum Size Requirements for Replacement Trees under This Provision~~ this subsection. Deciduous trees shall be at least one and one-half inches in caliper and evergreens at least six feet in height.
- ~~9. A On-site dedicated parking spaces for a car-sharing service with an agreement with the provider(s) is available and parking spaces are dedicated to that service.~~
- ~~B. A project applying for Parking reductions for under the Deep Green Incentive Program projects are set forth in SMC 20.50.630. may be eligible based on the intended certification. Parking reductions are not available in R-4 and R-6 zones. Reductions will be based on the following tiers:~~
  - ~~1. Tier 1 — Living Building or Living Community Challenge Certification: up to 50 percent reduction in parking required under SMC 20.50.390 for projects meeting the full International Living Future Institute (ILFI) program criteria;~~
  - ~~2. Tier 2 — Living Building Petal or Emerald Star Certification: up to 35 percent reduction in parking required under SMC 20.50.390 for projects meeting the respective ILFI or Built Green program criteria;~~

~~3. Tier 3 — LEED Platinum, 5-Star, PHIUS+ Source Zero/Salmon Safe, or Zero Energy/Salmon Safe Certification: up to 20 percent reduction in parking required under SMC 20.50.390 for projects meeting the respective US Green Building Council, Built Green, PHIUS, ILFI and/or Salmon Safe program criteria.~~

~~4. Tier 4 — PHIUS+ or 4-Star: up to five percent reduction in parking required under SMC 20.50.390 for projects meeting the PHIUS or Built Green program criteria.~~

~~C. In the event that the Director approves reductions in the parking requirement, the basis for the determination shall be articulated in writing. A request for a parking reduction shall be processed as an Interpretation of the Development Code.~~

D. When granting a parking reduction, The Director may impose performance standards and conditions of approval on a project, including a financial guarantee.

E. Reductions of up to 50 percent may be approved by the Director for the portion of housing providing low-income housing units that are 60 percent of AMI or less as defined by the U.S. Department of Housing and Urban Development. This parking reduction may not be combined with parking reductions identified in subsection A of this section.

F. A parking reduction of 25 percent may be approved by the Director for multifamily development within one-quarter mile of the light rail stations. ~~These~~ This parking reductions may not be combined with parking reductions identified in subsections A and E of this section.

G. Parking reductions for affordable housing or the Deep Green Incentive Program may not be combined with parking reductions identified in subsection A of this section.

**Justification** – Staff recommends updating this section of the Development Code containing the criteria for parking reductions to clarify the requirements and how the different incentives interact. Providing a dedicated car-sharing space is an example of an action that reduces demand for parking spaces:

<https://urbanland.uli.org/development-business/developers-reduce-parking-via-car-sharing/>.

**Recommendation** – Planning Commission recommends that this amendment be approved.

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## **Amendment #22**

### 20.50.410 – Parking design standards

A. All vehicle parking and storage for single-family detached dwellings and duplexes must be in a garage, carport or on an approved impervious surface or pervious concrete or pavers. Any surface used for vehicle parking or storage must have direct and unobstructed driveway access.

B. All vehicle parking and storage for multifamily and commercial uses must be on a paved surface, pervious concrete or pavers. All vehicle parking shall be located on the same parcel or same development area that parking is required to serve.

C. Parking for residential units must be included in the rental or sale price of the unit. Parking spaces cannot be rented, leased, sold, or otherwise be separate from the rental or sales price of a residential unit.

I. ~~Required~~ Parking spaces shall be located outside of any required setbacks, provided driveways located in setbacks may be used for parking.

**Justification** – This amendment clarifies that all parking shall be located outside of required setbacks, not just required parking. This also clarifies that driveways with parking within the setback are allowed, whether it is required or additional onsite parking. This better accommodates ADUs and other small single-family additions and garage conversions by clarifying that required *parking can be located within the driveway that is within a required setback*.

**Recommendation** – Planning Commission recommends that this amendment be approved.

### **Amendment #23**

#### 20.80.280(C) – Required Buffer Areas

C. **Standard Required Stream Buffer Widths.** Buffer widths shall reflect the sensitivity of the stream type, the risks associated with development and, in those circumstances permitted by these regulations, the type and intensity of human activity and site design proposed to be conducted on or near the stream area. Stream buffers shall be located on both sides of the stream and measured from the ordinary high-water mark (OHWM) or the top of the bank, if the OHWM cannot be determined. Buffers shall be measured with rounded ends where streams enter or exit piped segments.

1. The following buffers are established for streams based upon the Washington State Department of Natural Resources water typing system and further classification based on anadromous or nonanadromous fish presence for the Type F streams:

**Table 20.80.280(1)**

<b>Stream Type</b>	<b>Standard Buffer Width (ft) <u>Required on both sides of the stream</u></b>
Type S	150
Type F-anadromous	115
Type F-nonanadromous	75

**Table 20.80.280(1)**

<b>Stream Type</b>	<b>Standard Buffer Width (ft) <u>Required on both sides of the stream</u></b>
Type Np	65
Type Ns	45
Piped Stream Segments	10

**Justification** –This amendment would add clarity to the regulation that the standard buffer applies to both sides of a stream.

**Recommendation** – Planning Commission recommends that this amendment be approved.

**RESOURCE/FINANCIAL IMPACT**

The proposed amendments have no direct financial impact to the City.

**RECOMMENDATION**

No formal action is required by Council at this time. The Planning Commission has recommended adoption of the proposed amendments in Ordinance No. 907. Staff recommends adoption of Ordinance No. 907 as recommended by the Planning Commission, with the exception of the proposed amendment to clarifying amendment #8, when this ordinance is brought back for potential adoption on November 23, 2020.

**ATTACHMENTS**

- Attachment A – Proposed Ordinance No. 907
- Attachment A, Exhibit A – Proposed Administrative Amendments
- Attachment A, Exhibit B – Proposed Clarifying Amendments
- Attachment B – October 2, 2020 Memorandum to the City Council from the Shoreline Planning Commission



**ORDINANCE NO. 907**

**AN ORDINANCE OF THE CITY OF SHORELINE,  
WASHINGTON AMENDING CERTAIN SECTIONS OF THE  
SHORELINE MUNICIPAL CODE TITLE 20, THE UNIFIED  
DEVELOPMENT CODE, TO PROVIDE CLARITY FOR  
EXISTING REGULATIONS AND FOR BETTER  
ADMINISTRATION OF THE REGULATIONS.**

WHEREAS, the City of Shoreline is a non-charter optional municipal code city as provided in Title 35A RCW, incorporated under the laws of the state of Washington, and planning pursuant to the Growth Management Act, Title 36.70A RCW; and

WHEREAS, Shoreline Municipal Code (SMC) Title 20 is the Unified Development Code setting forth the zoning and development regulations for the City; and

WHEREAS, on July 2, 2020 and August 20, 2020, the City of Shoreline Planning Commission reviewed the proposed Development Code amendments; and

WHEREAS, on October 1, 2020, the City of Shoreline Planning Commission held a public hearing on the proposed Development Code amendments so as to receive public testimony; and

WHEREAS, at the conclusion of the public hearing, the City of Shoreline Planning Commission voted that the proposed amendments recommended by Planning Staff, as amended by the Planning Commission, be approved by the City Council; and

WHEREAS, on October 26, 2020 and November 9, 2020, the City Council held study sessions on the proposed Development Code amendments as recommended by the Planning Commission; and

WHEREAS, the City Council has considered the entire public record, public comments, written and oral, and the Planning Commission's recommendation; and

WHEREAS, the City provided public notice of the amendments and the public hearing as provided in SMC 20.30.070; and

WHEREAS, pursuant to RCW 36.70A.370, the City has utilized the process established by the Washington State Attorney General so as to assure the protection of private property rights; and

WHEREAS, pursuant to RCW 36.70A.106, the City has provided the Washington State Department of Commerce with a 60-day notice of its intent to adopt the amendment(s) to its Unified Development Code; and

WHEREAS, the environmental impacts of the amendments to the Unified Development Code resulted in the issuance of a Determination of Non-Significance (DNS) on September 3, 2020, and

WHEREAS, the City Council has determined that the amendments are consistent with and implement the Shoreline Comprehensive Plan and serve the purpose of the Unified Development Code as set forth in SMC 20.10.020; and

WHEREAS, the City Council concurs with the Shoreline Planning Commission’s recommendation;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment.** Title 20 of the Shoreline Municipal Code, Unified Development Code is amended as set forth in Exhibit A, Exhibit B, and Exhibit C to this Ordinance.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON NOVEMBER 23, 2020.**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik-Smith  
City Clerk  
Date of Publication: , 2020  
Effective Date: , 2020

\_\_\_\_\_  
Margaret King  
City Attorney

**DEVELOPMENT CODE AMENDMENTS BATCH 2020 – Administrative Amendments**

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**20.20 Amendments**

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**Amendment #1**

**20.20.010 – A definitions**

**Affordable Housing** Housing reserved for occupancy to households whose annual income does not exceed a given percent of the King County median income, adjusted for household size, and has housing expenses no greater than 30 percent of the same percentage of median income. ~~For the purposes of this title, the percent of King County median income that is affordable is specified in SMC 20.40.235~~

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**20.30 Amendments**

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**Amendment #2**

**20.30.315 – Site Development Permit**

A. Purpose. The purpose of a site development permit is to provide a mechanism to review activities that propose to develop or redevelop a site, not including structures, to ensure conformance to applicable codes and standards.

B. General Requirements. A site development permit is required for the following activities or as determined by the Director of Planning and Community Development:

1. The construction of two or more detached single-family dwelling units on a single parcel;
2. Site improvements associated with short and formal subdivisions; or
3. The construction of two or more nonresidential or multifamily structures on a single parcel; or
4. Site improvements that require Minimum Requirements Nos. 1 to 5, as set forth in the Stormwater Manual, as modified by the Engineering Development Manual.

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**20.40 Amendments**

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**Amendment #3**  
**20.40.160 – Station Area Uses**

Table 20.40.160 Station Area Uses

NAICS #	SPECIFIC LAND USE	MUR-35'	MUR-45'	MUR-70'
RESIDENTIAL				
<del>Tent City</del>		<del>P-i</del>	<del>P-i</del>	<del>P-i</del>

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**20.50 Amendments**

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**Amendment #4**  
**20.50.020 Dimensional requirements.**

A. Table 20.50.020(1) – Densities and Dimensions in Residential Zones.

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Base Density: Dwelling Units/Acre	4 du/ac	6 du/ac (7)	8 du/ac	12 du/ac	18 du/ac	24 du/ac	48 du/ac	Based on bldg. bulk limits
Min. Density	4 du/ac	4 du/ac	4 du/ac	6 du/ac	8 du/ac	10 du/ac	12 du/ac	Based on bldg. bulk limits
Min. Lot Width (2)	50 ft	50 ft	50 ft	30 ft	30 ft	30 ft	30 ft	N/A

<b>Residential Zones</b>								
<b>STANDARDS</b>	<b>R-4</b>	<b>R-6</b>	<b>R-8</b>	<b>R-12</b>	<b>R-18</b>	<b>R-24</b>	<b>R-48</b>	<b>TC-4</b>
Min. Lot Area (2) <b>(13) (14)</b>	7,200 sq ft	7,200 sq ft	5,000 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	N/A
Min. Front Yard Setback (2) (3) <b>(14) (15)</b>	20 ft	20 ft	10 ft	10 ft	10 ft	10 ft	10 ft	10 ft
Min. Rear Yard Setback (2) (4) (5)	15 ft	15 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft min.	5 ft min.	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Base Height (9)	30 ft (35 ft with pitched roof)	30 ft (35 ft with pitched roof)	35 ft	35 ft	35 ft (40 ft with pitched roof)	35 ft (40 ft with pitched roof) (16)	35 ft (40 ft with pitched roof) (8) (16)	35 ft (16)
Max. Building Coverage (2) (6)	35%	35%	45%	55%	60%	70%	70%	N/A
Max. Hardscape (2) (6)	45%	50%	65%	75%	85%	85%	90%	90%

**Table 20.50.020(2) – Densities and Dimensions in Mixed Use Residential Zones.**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>STANDARDS</b>	<b>MUR-35'</b>	<b>MUR-45'</b>	<b>MUR-70' (10)</b>
Base Density: Dwelling Units/Acre	N/A	N/A	N/A
Min. Density	12 du/ac (17)	18 du/ac	48 du/ac
Min. Lot Width (2)	N/A	N/A	N/A
Min. Lot Area (2)	N/A	N/A	N/A
Min. Front Yard Setback (2) (3)	0 ft if located on an arterial street	15 ft if located on 185th Street (15)	15 ft if located on 185th Street (15)

STANDARDS	MUR-35'	MUR-45'	MUR-70' (10)
	10 ft on nonarterial street 22 ft if located on 145th Street (15)	0 ft if located on an arterial street 10 ft on nonarterial street 22 ft if located on 145th Street (15)	22 ft if located on 145th Street (15) 0 ft if located on an arterial street 10 ft on nonarterial street (18)
Min. Rear Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft
Base Height (9) (16)	35 ft	45 ft	70 ft (11) (12) (13)
Max. Building Coverage (2) (6)	N/A	N/A	N/A
Max. Hardscape (2) (6)	85%	90%	90%

*Exceptions to Table 20.50.020(1) and Table 20.50.020(2):*

- (1) Repealed by Ord. 462.
- (2) These standards may be modified to allow zero lot line and unit lot developments. Setback variations apply to internal lot lines only. Overall site must comply with setbacks, building coverage and hardscape limitations; limitations for individual lots may be modified.
- (3) For single-family detached development exceptions to front yard setback requirements, please see SMC 20.50.070.
- (4) For single-family detached development exceptions to rear and side yard setbacks, please see SMC 20.50.080.
- (5) For developments consisting of three or more dwellings located on a single parcel, the building setback shall be 15 feet along any property line abutting R-4 or R-6 zones. Please see SMC 20.50.130.
- (6) The maximum building coverage shall be 35 percent and the maximum hardscape area shall be 50 percent for single-family detached development located in the R-12 zone.
- (7) The base density for single-family detached dwellings on a single lot that is less than 14,400 square feet shall be calculated using a whole number, without rounding up.

- (8) For development on R-48 lots abutting R-12, R-18, R-24, R-48, NB, CB, MB, CZ and TC-1, 2 and 3 zoned lots, the maximum height allowed is 50 feet and may be increased to a maximum of 60 feet with the approval of a conditional use permit.
- (9) Base height for public and private K through 12 schools in all zoning districts except R-4 is 50 feet. Base height may be exceeded by gymnasiums to 55 feet and by theater fly spaces to 72 feet.
- (10) Dimensional standards in the MUR-70' zone may be modified with an approved development agreement.
- (11) The maximum allowable height in the MUR-70' zone is 140 feet with an approved development agreement.
- (12) Base height in the MUR-70' zone may be increased up to 80 feet when at least 10 percent of the significant trees on site are retained and up to 90 feet when at least 20 percent of the significant trees on site are retained.
- (13) All building facades in the MUR-70' zone fronting on any street shall be stepped back a minimum of 10 feet for that portion of the building above 45 feet in height. Alternatively, a building in the MUR-70' zone may be set back 10 feet at ground level instead of providing a 10-foot step-back at 45 feet in height. MUR-70' fronting on 185th Street shall be set back an additional 10 feet to use this alternative because the current 15-foot setback is planned for street dedication and widening of 185th Street.
- (14) The minimum lot area may be reduced proportional to the amount of land needed for dedication of facilities to the City as defined in Chapter 20.70 SMC.
- (15) The exact setback along 145th Street (Lake City Way to Fremont Avenue) and 185th Street (Fremont Avenue to 10th Avenue NE), up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.
- (16) Base height may be exceeded by 15 feet for rooftop structures such as elevators, arbors, shelters, barbeque enclosures and other structures that provide open space amenities.
- (17) Single-family detached dwellings that do not meet the minimum density are permitted in the MUR-35' zone subject to the R-6 development standards.
- (18) The minimum front yard setback in the MUR-70' zone may be reduced to five feet on a nonarterial street if 20 percent of the significant trees on site are retained.

**Amendment #5**  
**20.50.080(B) and Figure 20.50.080(B)**

B. The side yard setback requirements are specified in Subchapter 1 of this chapter, Dimensional and Density Standards for Residential Development, except that on irregular lots with more than two side yards, the sum of the two longest side yards must be minimum 15 feet, but none of the remaining side yard setbacks shall be less than five feet. If an irregular lot, such as a triangle lot, which contains only one designated side yard, it shall be a minimum of five feet.

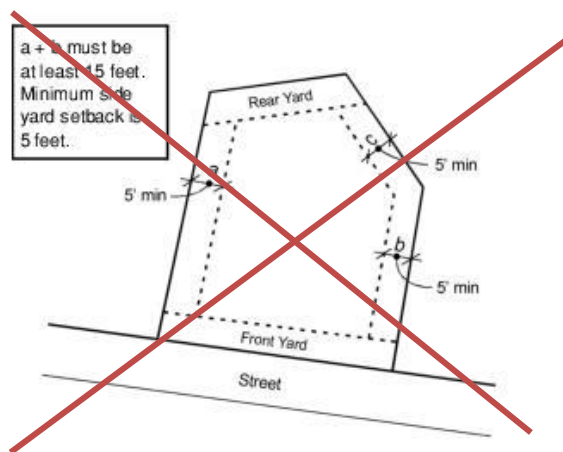


Figure 20.50.080(B): Side yard requirements for irregular lots.

**Amendment #6**  
**SMC 20.50.310(B) – Exemptions from permit**

B. **Partial Exemptions.** With the exception of the general requirements listed in SMC 20.50.300, the following are exempt from the provisions of this subchapter, provided the development activity does not occur in a critical area or critical area buffer. For those exemptions that refer to size or number, the thresholds are cumulative during a 36-month period for any given parcel:

1. The removal of three significant trees on lots up to 7,200 square feet and one additional significant tree for every additional 7,200 square feet of lot area.
2. The removal of any tree greater than 30 inches DBH or exceeding the numbers of trees specified in the table above, shall require a clearing and grading permit (SMC 20.50.320 through 20.50.370).



3. Landscape maintenance and alterations on any property that involve the clearing of less than 3,000 square feet, ~~or less than 1,500 square feet if located in a special drainage area~~, provided the tree removal threshold listed above is not exceeded.

**Amendment #7**

**20.50.390(D) – Special Nonresidential Standards**

**Table 20.50.390D – Special Nonresidential Standards**

NONRESIDENTIAL USE	MINIMUM SPACES REQUIRED
Nursing and personal care facilities:	1 per 4 beds

**Amendment #8**

**20.50.450 - Purpose**

The purposes of this subchapter are:

1. To enhance the visual continuity within and between neighborhoods;
2. To establish at least an urban tree canopy through landscaping and street trees;
3. To screen areas of low visual interests and buffer potentially incompatible developments; and
4. **To complement the site and building design with landscaping.**

**20.70 Amendments**

**Amendment #9**

**20.70.240(F) – Private streets**

Local access streets may be private, subject to the approval of the City. If the conditions for approval of a private street cannot be met, then a public street will be required. Private streets may be allowed when all of the following conditions are present:

- A. The private street is located within a tract or easement; and
- B. A covenant, tract, or easement which provides for maintenance and repair of the private street by property owners has been approved by the City and recorded with King County; and

- C. The covenant or easement includes a condition that the private street will remain open at all times for emergency and public service vehicles; and
- D. The private street would not hinder public street circulation; and
- E. The proposed private street would be adequate for transportation and fire access needs; and
- F. At least one of the following conditions exists:
  - 1. The street would ultimately serve ~~four~~ five or ~~fewer~~ more single-family detached dwelling units or lots; or
  - ~~2. The private street would ultimately serve more than four lots, and the Director determines that no other access is available; or~~
  - 3. The private street would serve developments where no circulation continuity is necessary.

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**DEVELOPMENT CODE AMENDMENT BATCH 2020 – Clarifying Amendments**


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**20.20 Amendments**


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**Amendment #1****20.20.010 – A definitions**

**Assisted Living Facilities**      Any home or other institution that provides housing, housekeeping services, meals, laundry, activities, and assumes general responsibility for the safety and well-being of the residents, and may also provide domiciliary care, consistent with chapter 18.20 RCW, chapter 74.39A, RCW, and chapter 388-78A WAC, as amended, to seven or more residents. "Assisted living facility" does not include facilities certified as group training homes under RCW 71A.22.040, nor any home, institution, or section that is otherwise licensed and regulated under state law that provides specifically for the licensing and regulation of that home, institution, or section. "Assisted living facility" also does not include senior independent housing, independent living units in continuing care retirement communities, or other similar living situations including those subsidized by the U.S. Department of Housing and Urban Development.

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**Amendment #2****20.20.028 – J definitions**

Junk Vehicle      A vehicle certified under RCW 46.55.230 as meeting at least three of the following requirements:

- A. Is three years old or older;
- B. Is extensively damaged, such damage including but not limited to any of the following: A broken window or windshield or missing wheels, tires, motor or transmission;
- C. Is apparently inoperable including a condition which makes the vehicle incapable of being operated legally on a public highway;
- D. Has an approximate fair market value equal only to the approximate value of the scrap in it.

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**Amendment #3**

**20.20.034 – Manufactured and Mobile homes**

**Manufactured Home**     *A structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term “manufactured home” does not include a “recreational vehicle.”*  
~~factory assembled structure intended solely for human habitation installed on a permanent foundation with running gear removed and connected to utilities on an individual building lot.~~

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**Amendment #4**

**20.20.040 – P definitions**

Party of Record     A. A person who testifies at a hearing;  
                              B. The applicant;  
                              C. For Type B and C actions, pPersons submitting written testimony about a matter pending before the decision-making authority; or  
                              D. The appellant(s) and respondent(s) in an administrative appeal.

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**Amendment #5**

**20.20.046 – S definitions**

Senior Citizen Assisted Housing     ~~Housing in a building consisting of two or more dwelling units restricted to occupancy by at least one occupant 55 years of age or older per unit, and must include at least two of the following support services:~~  
  A. ~~Common dining facilities or food preparation service;~~  
  B. ~~Group activity areas separate from dining facilities;~~  
  C. ~~A vehicle exclusively dedicated to providing transportation services to housing occupants;~~  
  D. ~~Have a boarding home (assisting living) license from Washington State Department of Social and Health Services.~~

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**20.30 Amendments**

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**Amendment #6****20.30.60 – Quasi-judicial decisions – Type C**

**Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions**

<b>Action</b>	<b>Notice Requirements for Application and Decision <sup>(3), (4)</sup></b>	<b>Review Authority, Open Record Public Hearing</b>	<b>Decision Making Authority (Public Meeting)</b>	<b>Target Time Limits for Decisions</b>	<b>Section</b>
<b>Type C:</b>					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.410
2. Rezone of Property and Zoning Map Change	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.330
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.336
6. Final Formal Plat	None	Review by Director	City Council	30 days	20.30.450
67. SCTF – Special Use Permit	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.40.502
78. Master Development Plan	Mail, Post Site, Newspaper	HE <sup>(1), (2)</sup>		120 days	20.30.353

Action	Notice Requirements for Application and Decision <sup>(3), (4)</sup>	Review Authority, Open Record Public Hearing	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
§9. Plat Alteration with Public Hearing <sup>(5)</sup>	Mail	HE <sup>(1), (2)</sup>		120 days	20.30.425

<sup>(1)</sup> Including consolidated SEPA threshold determination appeal.

<sup>(2)</sup> HE = Hearing Examiner.

<sup>(3)</sup> Notice of application requirements are specified in SMC 20.30.120.

<sup>(4)</sup> Notice of decision requirements are specified in SMC 20.30.150.

<sup>(5)</sup> A plat alteration does not require a neighborhood meeting.

**Amendment #7**

**20.30.315 – Site Development Permit**

A. Purpose. The purpose of a site development permit is to provide a mechanism to review activities that propose to develop or redevelop a site, not including structures, to ensure conformance to applicable codes and standards.

B. General Requirements. A site development permit is required for the following activities or as determined by the Director of Planning and Community Development:

1. The construction of two or more detached single-family dwelling units on a single parcel;
2. Site improvements associated with short and formal subdivisions; or
3. The construction of two or more nonresidential or multifamily structures on a single parcel; or
4. Site improvements that require Minimum Requirements Nos. 1 to 5, as set forth in the Stormwater Manual, as modified by Division 3 the Engineering Development Manual.

**Amendment #8**

**20.30.355(D) – Development Agreement Contents for Property Zoned MUR-70' in Order to Increase Height Above 70 Feet.**

Each development agreement approved by the City Council for property zoned MUR-70' for increased development potential above the provision of the MUR-70' zone shall contain the following:

1. Twenty percent of the housing units constructed on site shall be affordable to those earning less than 60 percent of the median income for King County adjusted for household size. The units shall remain affordable for a period of no less than 99 years. The number of affordable housing units may be decreased to 10 percent if the level of affordability is increased to 50 percent of the median income for King County adjusted for household size. A fee in lieu of constructing any fractional portion of mandatory units is available upon the City Council's establishment of a fee in lieu formula. Full units are not eligible for fee in lieu option and must be built on site. ~~constructing the units may be paid upon authorization of the City's affordable housing program instead of constructing affordable housing units on site.~~ The fee will be specified in SMC Title 3.

3.01.025 Affordable housing fee in lieu.

2019 Fee Schedule		
A. Rate Table		
Zoning district	Fee per unit if providing 10% of total units as affordable	Fee per unit if providing 20% of total units as affordable
MUR-45	\$206,152	\$158,448
MUR-70	\$206,152	\$158,448
MUR-70 with development agreement	\$253,855	\$206,152

Note: The fee in lieu is calculated by multiplying the fee shown in the table by the fractional mandated unit. For example, a 0.40 fractional unit multiplied by \$206,152 would result in a fee in lieu of \$82,460.80.

**Amendment #9**

**20.30.425 – Alteration of recorded plats.**

E. Recording of Alteration. No later than 30 calendar days after approval of the alteration, the applicant shall produce a revised drawing or text of the approved alteration to the plat, conforming to the recording requirements of Chapter 58.17 RCW and processed for signature in the same manner as set forth for final plats in this chapter. ~~No later than 60 calendar days after the City has signed the altered plat, T~~ the applicant shall file, at their sole cost and expense, ~~the revision approved by the alteration to the altered plat with the King County Recorder to become the lawful plat of the property. The Director may approve a 30-day extension of the recording deadline if requested by the applicant for prior to expiration of the approval.~~

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## 20.40 Amendments

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### Amendment #10 20.40.120 – Residential Uses

Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>RESIDENTIAL GENERAL</b>									
	Accessory Dwelling Unit	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Affordable Housing	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
-	<del>Apartment</del>	-	<del>C</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>	<del>P</del>
	Home Occupation	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i
	Manufactured Home	P-i	P-i	P-i	P-i				
	Mobile Home Park	P-i	P-i	P-i	P-i				
	Multifamily		C	P	P	P	P-i	P	P
	Single-Family Attached	P-i	P	P	P	P			
	Single-Family Detached	P	P	P	P				
<b>GROUP RESIDENCES</b>									
	Adult Family Home	P	P	P	P				
	<b><u>Assisted Living Facility</u></b>		<b><u>C</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>	<b><u>P</u></b>
	Boarding House	C-i	C-i	P-i	P-i	P-i	P-i	P-i	P-i
	Residential Care Facility	C-i	C-i	P-i	P-i				
721310	Dormitory		C-i	P-i	P-i	P-i	P-i	P-i	P-i
<b>TEMPORARY LODGING</b>									
721191	Bed and Breakfasts	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i



Table 20.40.120 Residential Uses

NAICS #	SPECIFIC LAND USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
	Homeless Shelter						P-i	P-i	P-i
72111	Hotel/Motel						P	P	P
	Recreational Vehicle	P-i	P-i	P-i	P-i	P-i	P-i	P-i	
<b>MISCELLANEOUS</b>									
	Animals, Small, Keeping and Raising	P-i	P-i	P-i	P-i	P-i	P-i	P-i	P-i

P = Permitted Use	S = Special Use
C = Conditional Use	-i = Indexed Supplemental Criteria

**Amendment #11**  
**20.40.140 – Other Uses**

Table 20.40.140 Other Uses

NAICS #	SPECIFIC USE	R4- R6	R8- R12	R18- R48	TC-4	NB	CB	MB	TC-1, 2 & 3
<b>HEALTH</b>									
622	Hospital			C-i	C-i	C-i	P-i	P-i	P-i
6215	Medical Lab						P	P	P
6211	Medical Office/Outpatient Clinic			C-i	C-i	P	P	P	P
623	Nursing Facility			C	C	P	P	P	P
	<b>Residential Treatment Facility</b>			<b>C-i</b>	<b>C-i</b>	<b>C-i</b>	<b>P-i</b>	<b>P-i</b>	<b>P-i</b>
P = Permitted Use					S = Special Use				
C = Conditional Use					-i = Indexed Supplemental Criteria				

**Amendment #12****20.40.150 – Campus Uses**

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
513	Broadcasting and Telecommunications	P-m			P-m
	Bus Base	P-m			P-m
	Child and Adult Care Services	P-m	P-m		P-m
	Churches, Synagogue, Temple	P-m	P-m		
6113	College and University				P-m
	Conference Center	P-m			P-m
	<b><u>Dormitory</u></b>	<b><u>P-m</u></b>	<b><u>P-m</u></b>		<b><u>P-m</u></b>
6111	Elementary School, Middle/Junior, High School	P-m			

**Amendment #13****20.40.320 Daycare facilities.**

A. Daycare I facilities are permitted in R-4 through R-12 zoning designations as an accessory to residential use, house of worship, or a school facility, provided:

1. Outdoor play areas shall be completely enclosed, with no openings except for gates, and have a minimum height of 42 inches; and
2. Hours of operation may be restricted to assure compatibility with surrounding development.

B. Daycare II facilities are permitted in R-8 and R-12 zoning designations through an approved conditional use permit. Daycare II facilities are permitted ~~or~~ as a reuse of an existing house of worship or school facility without expansion in the R-4 and R-6 zones, provided:

1. Outdoor play areas shall be completely enclosed, with no openings except for gates, and have a minimum height of six feet.
2. Outdoor play equipment shall maintain a minimum distance of 20 feet from property lines adjoining residential zones.
3. Hours of operation may be restricted to assure compatibility with surrounding development.

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## 20.50 Amendments

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**Amendment #14****Exceptions to Table 20.50.020(3) – Transition Areas****Table 20.50.020(3) – Dimensions for Development in Commercial Zones**

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

<b>Commercial Zones</b>				
<b>STANDARDS</b>	<b>Neighborhood Business (NB)</b>	<b>Community Business (CB)</b>	<b>Mixed Business (MB)</b>	<b>Town Center (TC-1, 2 &amp; 3)</b>
Min. Front Yard Setback (Street) (1) (2) (5) (see Transition Area Setback, SMC 20.50.021)	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from Commercial Zones and the MUR-70' zone	0 ft	0 ft	0 ft	0 ft
Min. Side and Rear Yard Setback from R-4, R-6 and R-8 Zones (see Transition Area Setback, SMC 20.50.021)	20 ft	20 ft	20 ft	20 ft
Min. Side and Rear Yard Setback from TC-4, R-12 through R-48 Zones, MUR-35' and MUR-45' Zones	15 ft	15 ft	15 ft	15 ft
Base Height (3)	50 ft	60 ft	70 ft	70 ft
Hardscape (4)	85%	85%	95%	95%

*Exceptions to Table 20.50.020(3):*

- (1) Front yards may be used for outdoor display of vehicles to be sold or leased.
- (2) Front yard setbacks, when in transition areas (SMC 20.50.021(A)) ~~and across rights-of-way~~, shall be a minimum of 15 feet except on rights-of-way that are classified as principal

arterials or when R-4, R-6, or R-8 zones have the Comprehensive Plan designation of Public Open Space.

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**Amendment #15**

**20.50.040(F) Setbacks – Designation and measurement**

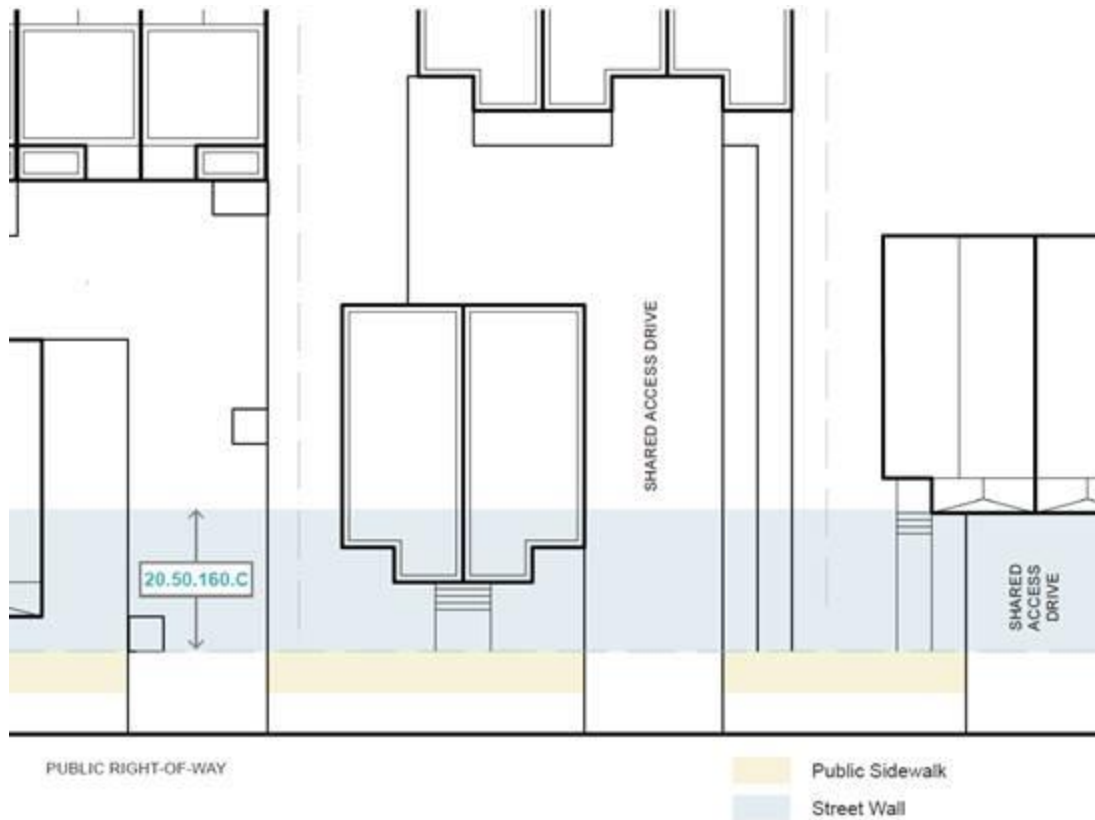
F. Allowance for Optional Aggregate Setback. For lots with unusual geometry, flag lots with undesignated setbacks, or site conditions, such as critical areas, an existing cluster of significant trees, or other unique natural or historic features that should be preserved without disturbance, the City may reduce the individual required setbacks; however, the total of setbacks shall be no less than the sum of the minimum front yard, rear yard, and side yards setbacks. In order to exercise this option, the City must determine that a public benefit is gained by relaxing any setback standard. The following criteria shall apply:

1. No rear or side yard setback shall be less than five feet.
  2. The front yard setback adjacent to the street shall be no less than 15 feet in R-4 and R-6 ~~and 10 feet in all other zones.~~ (See Exception 20.50.070(1).)
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**Amendment #16**

**20.50.160(C) – Site Configuration**

C. **Site Configuration.** At least 40 percent of units within a site shall be located between the front property line and a 25-foot distance from the front property line, with the front façade of the unit(s) oriented towards the public right-of-way, to create a “street wall” which enhances the streetscape and overall pedestrian experience.



**Amendment #17**  
**20.50.240(E) – Internal site walkways**

E. Internal Site Walkways.

1. Developments shall include internal walkways or pathways that connect building entries, public places, and parking areas with other nonmotorized facilities including adjacent public sidewalks and the Interurban Trail, where adjacent, (except in the MUR-35' zone).

- a. All development shall provide clear and illuminated pathways between the main building entrance and a public sidewalk. Pathways shall be separated from motor vehicle traffic or raised six inches and be at least eight feet wide. Separated from motor vehicle traffic means (1) there is at least three (3) linear feet of landscaping between the closest edge of the vehicular circulation area and closest edge of the pedestrian access or (2) separation by a building;

**Amendment #18**  
**20.50.370 – Tree protection standards**

The following protection measures shall be imposed for all trees to be retained on site or on adjoining property, to the extent off-site trees are subject to the tree protection provisions of this chapter, during the construction process:

A. All required tree protection measures shall be shown on the tree protection and replacement plan, clearing and grading plan, or other plan submitted to meet the requirements of this subchapter.

B. Tree dripline areas or critical root zones (tree protection zone) as defined by the International Society of Arboriculture shall be protected. No development, fill, excavation, construction materials, ~~or~~equipment staging, or traffic shall be allowed in the dripline areas of trees that are to be retained.

C. Prior to any land disturbance, temporary construction fences must be placed around the ~~dripline of trees~~ tree protection zone to be preserved. If a cluster of trees is proposed for retention, the barrier shall be placed around the edge formed by the drip lines of the trees to be retained. Tree protection shall remain in place for the duration of the permit unless earlier removal is addressed through construction sequencing on approved plans.

D. Tree protection barriers shall be a minimum of four feet high, constructed of chain link, or polyethylene laminar safety fencing or similar material, subject to approval by the Director. “Tree Protection Area” signs shall be posted visibly on all sides of the fenced areas. On large or multiple-project sites, the Director may also require that signs requesting subcontractor cooperation and compliance with tree protection standards be posted at site entrances.

E. Where tree protection ~~areas~~zones are remote from areas of land disturbance, and where approved by the Director, alternative forms of tree protection may be used in lieu of tree protection barriers; provided, that protected trees are completely surrounded with continuous rope or flagging and are accompanied by “Tree Leave Area – Keep Out” signs.

F. Rock walls shall be constructed around the tree, equal to the dripline, when existing grade levels are lowered or raised by the proposed grading.

G. Retain small trees, bushes, and understory plants within the tree protection zone, unless the plant is identified as a regulated noxious weed, a non-regulated noxious weed, or a weed of concern by the King County Noxious Weed Control Board ~~to the maximum extent practicable.~~

**Amendment #19**

**20.50.390(A) – General residential parking standards**

**Table 20.50.390A – General Residential Parking Standards**

<b>RESIDENTIAL USE</b>	<b>MINIMUM SPACES REQUIRED</b>
Single-Family detached/townhouse:	2.0 per dwelling unit. <del>4.0 per dwelling unit in the MUR zones for single-family attached/townhouse dwellings.</del>
Single-Family attached:	<u>2.0 per dwelling unit. 1.0 per dwelling unit in the MUR zones.</u>

**Table 20.50.390A – General Residential Parking Standards**

<b>RESIDENTIAL USE</b>	<b>MINIMUM SPACES REQUIRED</b>
<u>Multifamily Dwelling</u> Apartment:	<del>Ten percent of required spaces in multifamily and residential portions of mixed use development must be equipped with electric vehicle infrastructure for units where an individual garage is not provided.</del> <sup>4</sup>
Studio units:	0.75 per dwelling unit
One-bedroom units:	0.75 per dwelling unit
Two-bedroom plus units:	1.5 per dwelling unit
Accessory dwelling units:	1.0 per dwelling unit
Mobile home park:	2.0 per dwelling unit

<sup>4</sup>~~Electric vehicle infrastructure requires that the site design must provide conduit for wiring and data, and associated ventilation to support the additional potential future electric vehicle charging stations pursuant to the most current edition of the National Electrical Code Article 625.~~

~~If the formula for determining the number of electric vehicle parking spaces results in a fraction, the number of required electric vehicle parking spaces shall be rounded to the nearest whole number, with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.~~

**Amendment #20**  
**20.50.390(B) – Special residential parking standards**

**Table 20.50.390B – Special Residential Parking Standards**

<b>RESIDENTIAL USE</b>	<b>MINIMUM SPACES REQUIRED</b>
Bed and breakfast guesthouse:	1 per guest room, plus 2 per facility
Residential care facilities:	1 per 3 patients, plus 1 per FTE employee on duty

Table 20.50.390B – Special Residential Parking Standards

RESIDENTIAL USE	MINIMUM SPACES REQUIRED
Dormitory, including religious:	1 per 2 units
Hotel/motel, including organizational hotel/lodging:	1 per unit
<del>Senior citizen</del> <u>Assisted living facilities:</u>	1 per 3 dwelling or sleeping units

**Amendment #21****20.50.400 – Reductions to minimum parking requirements**

20.50.400 Reductions to minimum parking requirements.

A. Reductions of up to 25 percent may be approved by the Director when criterion 1 is met, or when using a combination of the following two or more of criteria 2-9 are met:

1. ~~On-street parking along the parcel's street frontage.~~ A high-capacity transit service stop is within one-quarter mile of the development's property line with a complete pedestrian route from the development to the transit stop that includes City-approved curbs, sidewalks, and street crossings.

2. Shared parking agreement with nearby parcels within reasonable proximity where land uses do not have conflicting parking demands. ~~The number of on-site parking stalls requested to be reduced must match the number provided in the agreement.~~ A record on title with King County is required.

3. Parking management plan according to criteria established by the Director.

4. A City-approved residential parking zone (RPZ) for the surrounding neighborhood within one-quarter mile radius of the ~~subject~~ development's property line. The management cost for the RPZ must be paid by the applicant and/or developer property owner on an annual basis.

5. ~~A high-capacity transit service stop within one-quarter mile of the development property line with complete City approved curbs, sidewalks, and street crossings.~~

65. A ~~pedestrian~~ public access easement that is a minimum of eight feet wide, safely lit, and connects through a parcel between minimally at least two different rights-of-way. The access easement shall be developed with a sidewalk or shared use path that complies with the Engineering Design Manual. This easement may include other pedestrian facilities such as walkways and plazas and bike facilities.

76. City-approved traffic calming or traffic diverting facilities to protect the surrounding single-family neighborhoods within a one-quarter mile radius of the development's property line.

87. Retention of at least 20 percent of the significant trees on a site zoned MUR-70'.



98. Replacement of all significant trees removed on a site zoned MUR-70' as follows:

- a. One existing significant tree of eight inches in diameter at breast height for conifers or 12 inches in diameter at breast height for all others equals one new tree.
- b. Each additional three inches in diameter at breast height equals one additional new tree, up to three trees per significant tree removed.
- c. Minimum Size Requirements for Replacement Trees under This Provision this subsection. Deciduous trees shall be at least one and one-half inches in caliper and evergreens at least six feet in height.

9. AOn-site dedicated parking spaces for a car-sharing service with an agreement with the provider(s) is available and parking spaces are dedicated to that service.

~~B. A project applying for Pparking reductions for under the Deep Green Incentive Program projects are set forth in SMC 20.50.630. may be eligible based on the intended certification. Parking reductions are not available in R-4 and R-6 zones. Reductions will be based on the following tiers:~~

~~1. Tier 1 — Living Building or Living Community Challenge Certification: up to 50 percent reduction in parking required under SMC 20.50.390 for projects meeting the full International Living Future Institute (ILFI) program criteria;~~

~~2. Tier 2 — Living Building Petal or Emerald Star Certification: up to 35 percent reduction in parking required under SMC 20.50.390 for projects meeting the respective ILFI or Built Green program criteria;~~

~~3. Tier 3 — LEED Platinum, 5-Star, PHIUS+ Source Zero/Salmon Safe, or Zero Energy/Salmon Safe Certification: up to 20 percent reduction in parking required under SMC 20.50.390 for projects meeting the respective US Green Building Council, Built Green, PHIUS, ILFI and/or Salmon Safe program criteria.~~

~~4. Tier 4 — PHIUS+ or 4-Star: up to five percent reduction in parking required under SMC 20.50.390 for projects meeting the PHIUS or Built Green program criteria.~~

~~C. In the event that the Director approves reductions in the parking requirement, the basis for the determination shall be articulated in writing. A request for a parking reduction shall be processed as an Interpretation of the Development Code.~~

~~D. When granting a parking reduction, tThe Director may impose performance standards and conditions of approval on a project, including a financial guarantee.~~

E. Reductions of up to 50 percent may be approved by the Director for the portion of housing providing low-income housing units that are 60 percent of AMI or less as defined by the U.S. Department of Housing and Urban Development. This parking reduction may not be combined with parking reductions identified in subsection A of this section.

- F. A parking reduction of 25 percent may be approved by the Director for multifamily development within one-quarter mile of the light rail stations. ~~These~~This parking reductions may not be combined with parking reductions identified in subsections A and E of this section.
- G. Parking reductions for affordable housing or the Deep Green Incentive Program may not be combined with parking reductions identified in subsection A of this section.

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**Amendment #22**

**20.50.410 – Parking design standards**

- A. All vehicle parking and storage for single-family detached dwellings and duplexes must be in a garage, carport or on an approved impervious surface or pervious concrete or pavers. Any surface used for vehicle parking or storage must have direct and unobstructed driveway access.
- B. All vehicle parking and storage for multifamily and commercial uses must be on a paved surface, pervious concrete or pavers. All vehicle parking shall be located on the same parcel or same development area that parking is required to serve.
- C. Parking for residential units must be included in the rental or sale price of the unit. Parking spaces cannot be rented, leased, sold, or otherwise be separate from the rental or sales price of a residential unit.
- I. ~~Required p~~Required Parking spaces shall be located outside of any required setbacks, provided driveways located in setbacks may be used for parking.

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**20.80 Amendments**

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**Amendment #23**

**20.80.280(C) – Required Buffer Areas**

- C. **Standard Required Stream Buffer Widths.** Buffer widths shall reflect the sensitivity of the stream type, the risks associated with development and, in those circumstances permitted by these regulations, the type and intensity of human activity and site design proposed to be conducted on or near the stream area. Stream buffers shall be located on both sides of the stream and measured from the ordinary high-water mark (OHWM) or the top of the bank, if the OHWM cannot be determined. Buffers shall be measured with rounded ends where streams enter or exit piped segments.

1. The following buffers are established for streams based upon the Washington State Department of Natural Resources water typing system and further classification based on anadromous or nonanadromous fish presence for the Type F streams:

**Table 20.80.280(1)**

<b>Stream Type</b>	<b>Standard Buffer Width (ft) <u>Required on both sides of the stream</u></b>
Type S	150
Type F-anadromous	115
Type F-nonanadromous	75
Type Np	65
Type Ns	45
Piped Stream Segments	10



TO: Honorable Members of the Shoreline City Council

FROM: Jack Malek, Vice Chair  
Shoreline Planning Commission

DATE: October 2, 2020

RE: 2020 Development Code “Batch” Amendments

The Shoreline Planning Commission has completed its review of the proposed “Batch” amendments to the City’s development regulations set forth in SMC Title 20. The Planning Commission held two (2) study sessions on the proposed amendments and a public hearing on October 1, 2020.

The proposed amendments include administrative housekeeping modifications, clarifications to existing regulations, and policy amendments that have the potential to substantially change development patterns throughout the City. For ease of analysis, Planning Staff divided these proposed amendments into three separate exhibits. Amendments that raised some questions and concerns for the Planning Commission, which have been addressed in the recommendation, included the addition of a provision to assist in the resolution of code enforcement actions by prohibiting permit application when there is an outstanding code violation on the property; establishing emergency temporary shelters as a temporary use; setting a maximum hardscape for school properties; and addressing tree replacement standards when non-significant trees were to be retained but subsequently removed.

In consideration of the Planning Staff’s recommendations and written and oral public testimony, the Planning Commission respectfully recommends that the City Council adopt the proposed amendments, as recommended by the Planning Staff and amended by the Planning Commission, as set forth in the attachments to this recommendation.