

**CITY OF EDMONDS
PLANNING BOARD MINUTES**

September 24, 2014

Chair Cloutier called the meeting of the Edmonds Planning Board to order at 7:00 p.m. in the Council Chambers, Public Safety Complex, 250 – 5th Avenue North.

BOARD MEMBERS PRESENT

Todd Cloutier, Chair
Neil Tibbott, Vice Chair
Philip Lovell
Daniel Robles
Careen Rubenkönig
Valerie Stewart

STAFF PRESENT

Shane Holt, Development Services Director
Rob Chave, Planning Division Manager
Rob English, City Engineer
Carrie Hite, Parks, Recreation and Cultural Services Director
Karin Noyes, Recorder

BOARD MEMBERS ABSENT

Bill Ellis (excused)

READING/APPROVAL OF MINUTES

VICE CHAIR TIBBOTT MOVED THAT THE MINUTES OF SEPTEMBER 10, 2014 BE APPROVED AS AMENDED. CHAIR CLOUTIER SECONDED THE MOTION, WHICH CARRIED UNANIMOUSLY.

ANNOUNCEMENT OF AGENDA

The agenda was accepted as presented.

AUDIENCE COMMENTS

No one in the audience indicated a desire to address the Board during this portion of the meeting.

DEVELOPMENT SERVICES DIRECTOR REPORT TO PLANNING BOARD

Ms. Hope referred the Board to the written Director's Report. In addition to the items outlined on the report, she announced that the public has invited to a free program that asks the question, "What Does a Vibrant City of the Future Look Like?" The event is being sponsored by Community Transit, Puget Sound Regional Council, and 8-80 Cities and will take place on September 25th at the Lynnwood Convention Center starting at 6:30 p.m. Gil Penalosa, Executive Director of the Canadian non-profit organization 8-80 Cities will speak about how to create vibrant cities and healthy communities for everyone. She encouraged Board Member to attend.

Board Member Lovell requested a status report on the Shoreline Master Program (SMP). He recalled that the Council is currently considering a modification to the Board's recommendation that would increase the setback area for development to 150 feet and the buffer area to 50 feet. Ms. Hope emphasized that the City Council has not taken final action on the SMP yet, but the majority appear to be leaning towards a greater setback. Board Member Lovell advised that the Port of Edmonds has gone on record in opposition to the increased setback and indicated they could opposed legally if the greater setbacks are

adopted. Ms. Hope said staff indicated support for the 50-foot buffer, as recommended by the Planning Board and supported by Best Available Science. Board Member Stewart clarified that the City Council is proposing the increased setback requirement on a 2-year interim basis. At the end of the two years, the setback could be renegotiated.

Chair Cloutier noted that the City Council is also considering significant modifications to the Board's recommendation related to Highway 99 zoning. Ms. Hope acknowledged that the Council conducted a public hearing and voted to amend the recommendation, but they will not take formal action until a revised ordinance is presented to them at a future meeting.

PUBLIC HEARING ON THE 2015-2020 CAPITAL FACILITIES PLAN (CFP) AND CAPITAL IMPROVEMENT PROGRAM (CIP) (FILE NUMBER AMD20150006)

Mr. English explained that the CFP and CIP are different documents and have different purposes. The CIP is used as a budgeting tool and includes both capital and maintenance projects. The CFP is mandated by the Growth Management Act and is intended to identify longer-term capital needs (not maintenance) to implement the City's level of service standards and growth projections. The CFP must be consistent with the other elements of the Comprehensive Plan, and it can only be amended once a year. He provided a graph to illustrate how the two plans overlap. He advised that the CFP is comprised of three sections: general, transportation and stormwater. The CIP has two sections related to general and parks projects, and each project is organized by the City's financial fund numbers. He announced that, this year, the 125 funds were combined to include both transportation and parks projects to be consistent with the City's budget.

Mr. English noted that a description of each project was included in the draft CIP. He reviewed some of the projects identified in the CIP and CFP, as well as the progress that was made over the past year as follows:

- The 5 Corners Roundabout Project is nearing completion. This significant project is intended to improve the level of service (LOS) of the intersection and improve air quality by moving traffic more efficiently through the intersection.
- The City Council approved a \$1.6 million budget for a Street Preservation Program in 2014. This has enabled staff to overlay two streets and apply chip seal applications to three streets. Staff is proposing a budget of \$1.56 million for the Street Preservation Program in 2015.
- The 228th Street Corridor Improvement Project will start in 2015. As proposed, 228th Street Southwest will be extended across the unopened right-of-way to 76th Avenue West, and the intersections at Highway 99 and 76th Avenue West will be signalized. 228th Street Southwest will be overlaid from 80th Place West to 2,000 feet east of 72nd Avenue West, and 76th Avenue West will be overlaid from 228th Street Southwest to Highway 99.

Chair Cloutier questioned if the proposed improvements would extend all the way to the border of Mountlake Terrace. Mr. English answered affirmatively and noted that Mountlake Terrace is also planning improvements for its portion of 228th Street Southwest.

- Intersection improvements at 76th Avenue West and 212th Street Southwest are currently under design and the City is in the process of acquiring additional right-of-way. Construction is planned to start in 2016.
- 76th Avenue West will be restriped between 220th Street Southwest and Olympic View Drive. The section that is currently four lanes will be reduced to three lanes, with a bike lane. Pre-design work for this project will start in 2015, with construction in 2016.
- Design money has been identified to start the process of looking at the potential of creating a quiet zone or a trackside warning system at the Dayton and Main Street railroad crossings. A consultant contract was recently approved, and a kick-off meeting is scheduled for next week.
- The Sunset Avenue Walkway Project has received a lot of discussion at the Council level in recent months. The Council recently approved a temporary alignment for the walkway as a trail and these improvements will likely be finished within the next week or two.

APPROVED

- A sidewalk will be installed on 15th Street between SR-104 and 8th Avenue utilizing grant funding from the Safe Routes To School Program. The project should be completed by November of 2014.
- Americans with Disabilities Act (ADA) curb ramps will be installed on 3rd Avenue, and the project will be advertised this week.
- A sidewalk will be installed on the north side of 238th Street Southwest from 100th Avenue West to 104th Avenue West. Stormwater improvements will also be included with this project, which will be funded via a Safe Routes To School Grant and Utilities Fund 422.
- A walkway will be constructed on the south side of 236th Street Southwest from SR-104 to Madrona Elementary School. Sharrows will also be added along this stretch. This project is also being funded through the Safe Routes to School Program.
- 10,000 feet of water main was replaced in 2014, and two pressure reducing valves were replaced. The City just completed 2,000 feet of street overlay where water mains were previously replaced. In 2015, they plan to replace 7,000 feet of water main, as well as some pressure reducing valves.
- The 4th Avenue Stormwater Project is in progress and is intended to address flooding issues in the downtown caused by heavy rains. This project should be completed within the next month.
- The vector waste handling facility was completed this year, and they are working to replace the filtration pipes.
- The City will build on the study completed in 2013 that assessed the feasibility of daylighting the Willow Creek channel as part the Edmonds Marsh Project. Daylighting the creek will help reverse the negative impacts to Willow Creek and the Edmond Marsh that occurred when Willow Creek was piped.
- A lift station and other new infrastructure will be installed at Dayton Street and SR-104 to improve drainage and reduce flooding at the intersection.
- A flow reduction study has been completed for the Perrinville Creek High Flow Reduction/Management Project, and the project is currently at the pre-design phase.
- Sewer main on Railroad Avenue was replaced in July, and more work is scheduled in 2015. By the end of 2014, the City will have replaced over 6,000 feet of sewer main in several locations. In 2015, staff is proposing 1,500 feet of cured-in-place pipe application, 4,000 feet of sewer main replacement, and improvements at the Wastewater Treatment Plan.

Board Member Lovell noted that Meadowdale Beach Road is in poor condition, and it does not make sense to install a sidewalk before the roadway has been repaved. Mr. English pointed out that repaving Meadowdale Beach Road is identified as a project in the Roadway Preservation Program. If funding is available, it will move forward in 2015. He cautioned that the street may need more than an overlay to address the problems.

Vice Chair Tibbott asked Mr. English to describe the differences between the cured-in-place pipe application and replacing sewer mains. Mr. English said that the cured-in-place application is a trenchless technology that the City has used on a few projects in the last several years. If a pipeline is cracked but has not lost its grade, you can apply a new interior coating. This can be done by accessing the manholes within the pipe without having to excavate or cut the street. Staff has spent a significant amount of time this year collecting data on the existing condition of the pipes to identify those in which the cured-in-place option would be appropriate. Vice Chair Tibbott asked if the cured-in-place application would address root problems. Mr. English answered that the application is a good way to take care of roots. Depending on the age of the pipes, they are most likely to connect at the joints, which provide a pathway for roots. The cured-in-place application would be a continuous inner lining for the pipe so the potential for roots to find gaps or cracks goes away once it is installed.

APPROVED

Vice Chair Tibbott asked Mr. English to describe how the Dayton Street Lift Station would work. Mr. English explained that there are a lot of different inputs into the stormwater issues in this location such as the Edmonds Marsh, Shellebarger Creek, and stormwater runoff. In this particular case, when the tide elevation is high, the water cannot drain into the Sound and flooding occurs at the intersection of Dayton Street and SR-104. The marsh does not drain as well, either. The proposed project will re-establish the flow through the marsh, and install a lift station that will mechanically lift the water during high tide so it can be discharged to Puget Sound.

Board Member Stewart referred to the Sunset Avenue Walkway Project and asked about the definition for “multi-use pathways.” Mr. English answered that there is not really a definition for multi-use pathways. The concept is based more on width. Ten feet is the standard width for a multi-use pathway, but some are as narrow as 8 feet or as wide as 12 feet. The goal is to have walkers and bikers use the route together. Board Member Stewart asked if it would be possible to allow some wheeled access on the pathway, while bikes are routed to the sharrows on the roadway. Mr. English agreed that would be possible. He noted that while the sharrows for north bound bikers are not in place, bikers going south can use the trail that is striped.

Board Member Stewart asked if the City would consider green infrastructure as a method of stormwater improvement such as rain gardens, bioswales, and pervious pavement. Mr. English said they are considering a few green options for stormwater. For example, the Shellebarger Creek High Flow Reduction Study recommends building bio-retention facilities within the residential areas. These projects are about 90% designed, and the City plans to apply for grants to build them in 2015. There is also an infiltration facility at Sea View Park to take some of the high flow off Perrinville Creek. Two previously mentioned projects utilize infiltration methods versus collection and putting the water into the Sound. Board Member Stewart suggested that these efforts should be noted in the plans.

Board Member Rubenkönig said she enjoyed the project descriptions. She particularly found the history to be helpful in understanding how each project originated. She would also like each project description to reference the plan that supports it and explained why it was proposed. She noted that some of the descriptions provide details about the size of the projects (i.e. length, square footage, acreage, etc.) She found this helpful to make a connection between a project’s size and its anticipated cost. She suggested that this information should be provided for each of the project descriptions. Mr. English agreed that more information could be provided in the project descriptions related to size, but the City does not yet have this detailed information for some of the projects in the CIP.

Board Member Rubenkönig pointed out that walkway projects are referred to as both sidewalks and walkways. She asked if there is a reason to make this distinction. Mr. English agreed that the terms could be more consistent. The City secured grant funding for three sidewalk projects from the Safe Routes to School Program. His guess is that throughout the application process, the projects were probably identified as walkways as opposed to sidewalks.

Ms. Hite advised that approximately \$120,000 is set aside each year in the CIP for park maintenance items. She explained that although it is not common for cities to use Real Estate Excise Tax (REET) funds strictly for parks operations and maintenance, the Revised Code of Washington (RCW) allows it. However, this provision will sunset at the end of 2016. Unless it is extended for an additional time period, the City will have to be creative in 2017 to fill the funding gap.

Ms. Hite provided a brief overview of the accomplishments in 2014 related to parks, as well as projects anticipated for 2015:

- A new play area was installed at City Park. However, because of issues with drainage and the existing water table, the spray pad had to be redesigned. Permits for the project were submitted earlier in the week, and the goal is to obtain the permits and get the project out to bid before the end of the year so construction can start in February or March. It is anticipated the spray pad will open by Memorial Day 2015. She briefly described some of the features of the new play area and spray pad.
- The Dayton Street Plaza Project has been on the City’s plan for the past few years, and demolition work started this month. She provided a schematic design of the project for the Board’s information.
- Some historic preservation plaques were installed on the 4th Avenue Cultural Corridor, as well as other locations throughout the downtown. In addition, the Arts Commission has been working on a temporary installation on 4th

Avenue to bring visibility to the corridor. They are holding public meetings regarding the project at this time. However, the City does not currently have funding to create permanent features along the corridor.

- The City has set aside \$655,000 in the CIP and the School District has agreed to contribute \$500,000 for redevelopment of the Woodway High School Athletic Field. In 2013, the City received a \$750,000 state appropriation from local representatives, as well as a capital grant of \$2.5 million from Verdant Health Care. They now have a total of \$4.2 million for the project. In addition to a sports field for soccer, softball, lacrosse and ultimate Frisbee, the play area will be upgraded and a new walking path will be provided to connect to the oval track around the football field. The project is currently in the design phase. The district will construct the project and the City will maintain it and have operational control of the fields. The redeveloped facility is set to open in September of 2015.
- The Yost Pool boiler was replaced in 2014. In addition, new plaster was applied to the bottom of the pool, and a new hot water tank was installed. They just recently discovered that the spa has a leak that will cost about \$100,000 to fix, and this money was built into the 2015 budget.
- The Parks, Recreation and Cultural Services Department is working in partnership with the Stormwater Division on the Marina Beach Master Plan, which will include daylighting of Willow Creek. Burlington Northern Santa Fe installed a culvert that can be used for this purpose, and they are currently considering two different alignment options, both of which will have impacts to Marina Beach Park and/or the dog park. Staff will work with the design team and the public to come up with the best solution, and they are hoping the work can be completed by next September.
- The Parks, Recreation and Open Space Plan and Community Cultural Plan were updated this year.
- The Anderson Field Amphitheater and Meadowdale Club House Playfield will be replaced in 2015.
- The City is working in partnership with the City of Lynnwood and the Edmonds School District to further develop and maintain the Meadowdale Playfields. They are looking at installing turf on the fields so they can be used year round. The School District has allotted \$1 million for the project, and the Cities of Edmonds and Lynnwood have agreed to contribute, as well. They have applied for a grant to help fund the project, and they are hoping to have enough money put together to start within the next three years.
- The City has an aggressive goal to acquire waterfront property and has set aside about \$900,000 from a Conservations Future Grant and REET dollars for this purpose. The City has been negotiating with a property owner, and she is optimistic that an agreement can be reached.
- Rehabilitation of the Fishing Pier has been on the City's radar since 2009. The facility is located on property owned by the Port of Edmonds, but the facility is owned by the Washington State Department of Fish and Wildlife (WSDFW). The City maintains the facility. While the pier looks nice on the outside and is safe, it was constructed 35 years ago and the salt water environment has caused significant deterioration. WSDFW has offered to give the pier to the City, but the City would like the rehabilitation work to be completed before ownership is transferred. The City is working in partnership with the WSDFW to obtain the needed funds, which is estimated to cost about \$1.5 million. About \$200,000 has been allocated to the project, and the WSDFW has submitted a grant request to the Washington State Recreation and Conservation Office (RCO) for \$1.3 million. The grant scored well, and they are hoping it will be funded so the project can move forward in 2015.
- The City has been working with the Edmonds School District to acquire the Civic Center Playfield. An appraiser was hired to come up with an appraisal that is acceptable to both parties, and third-party appraiser was also hired to confirm the findings. The City submitted a grant request for \$1 million to the RCO, and the project scored within the range of projects that were funded last year. However, if there are cuts in the RCO's budget, the grant may not be funded. If the City is able to complete the acquisition in 2015, some money will be set aside in 2016 to do a master plan.

APPROVED

Board Member Lovell asked if the City would continue to maintain the Civic Center Playfield in its current state until such time as it is acquired and redeveloped. Ms. Hite answered that short-term goal is to acquire the property and maintain it as is until a master plan has been completed and the park is redeveloped.

Board Member Lovell asked if the senior center was identified on the CFP as a placeholder or if the City will dedicate funding for the project. Ms. Hite said this project will require a partnership with other entities. The City will support the project as much as possible, but it will not be a City project.

Vice Chair Tibbott asked if the City will partner with the Edmonds School District to redevelop the Civic Center Playfield. Ms. Hite answered that the City is now pursuing a complete acquisition of the site. The district has indicated it does not have a developer. Ms. Hite agreed that is possible, but the current lease, which runs through 2020, gives the City the first right to purchase.

Vice Chair Tibbott asked if the new sports field at the Old Woodway High School would be turf. Ms. Hite answered affirmatively. She explained that this is something that is desperately needed in the area. Because the City does not have any turf fields at this time, the season is limited to just over four months each year. The City will continue to maintain its grass fields, but having an amenity that allows year-round play is important to the parks system.

Vice Chair Tibbott noted that some parks in the City are underutilized. When it comes to thinking of bigger projects like an aquatics center or acquiring property, he asked if the City has considered selling some of the underutilized park land to provide funding for new parks and/or needed improvements. Ms. Hite answered that the City currently has a good balance of neighborhood, community and regional parks, and there are still some deficiencies near Highway 99. They have not considered the option of selling park land because they do not feel there are surplus parks in the system. All of the parks are utilized, and even those that just provide green space are desirable to the community.

Board Member Robles referred to Ms. Hite's report that the City obtained the services of a third-party appraiser to study the Civic Center Playfield. He asked if the City also uses third-party consultants to conduct condition assessments and feasibility studies or is the work done in house. Ms. Hite answered that this work is contracted out, and the various grant guidelines have very rigid rules for assessments and appraisals for parkland acquisition.

Board Member Stewart noted that rest room repairs are identified for Brackett's Landing. She asked if the City has considered turning the restrooms over to a concessionaire. Ms. Hite said the City has a program for encouraging concessionaires in parks, but none have located at Brackett's Landing to date. Every January, the City sends out a Request for Proposals, inviting vendors who might want to operate a concession stand in a City-owned park. In total, concessions brought in \$10,000 last year to help with parks. She expressed her belief that the program is a win-win. It provides additional amenities in parks, as well as funds for park improvements.

Board Member Stewart asked if the City has considered meters in parking areas that serve City parks. Ms. Hite said this option has been discussed, but it has not received a lot of support from the City Council. If the Board is interested in pursuing the option, she can facilitate the discussion.

Board Member Stewart noted that the project description for the Sunset Walkway Project indicates that a sidewalk will be provided on the west side. She asked if this is the same project identified in the CFP. Ms. Hite answered affirmatively, noting that the \$200,000 identified for the project in 2018 will come from the Parks Fund. However, most of the funding for the project will come from grants and the City's street improvement fund.

Board Member Stewart referred to the Fishing Pier and Restroom Project and noted that no funding has been set aside for the Beach Ranger Station, which is old and very small. Ms. Hite agreed that there has been no discussion about replacing the station, and it was not included as a project in the PROS Plan. However, staff could explore this option further as directed by the Board.

Board Member Stewart referred to Page 48 of the draft CIP, which talks about Miscellaneous Unpaved Trail/Bike Path Improvements. He asked if the City's website provides a map showing where the bike paths are located within parks. Ms.

Hite said there are not a lot of bicycle trails through parks, but the City's goal is to provide exterior connections. These are not currently listed on the City's website, but they could be added.

Board Member Stewart observed that, although the draft CIP identifies \$1.4 million for waterfront acquisition, the allocations would be spread out over a seven year period. She suggested the City look for opportunities to partner with non-profits and apply for grants to obtain additional funding. When land becomes available, the City must move quickly. Developers have ready cash and the City doesn't, and that can result in missed opportunities. Ms. Hite agreed that the City needs to create new funding sources so they are ready to move forward when opportunities come up. The goal is to continue to add money to the fund each year, but there are also competing priorities for the available park dollars. She emphasized that waterfront acquisition is identified as a high priority in the PROS Plan, and maintaining a separate fund for this purpose should also be a priority.

Once again, Board Member Rubenkönig asked that each project description reference the plan/plans that support it and explain why it was proposed. This allows the community to have a clear understanding of why the project is identified as a priority for funding. She also asked that the descriptions provide details about the size of the project.

Board Member Rubenkönig asked if the 4th Avenue arts walk, which starts at Main Street, extends all the way to 3rd Avenue. Ms. Hite answered that it ends at the Performing Arts Center.

Ms. Hite said that in addition to the projects identified in the CFP, members of the Economic Development Commission have requested that the City study the option of installing a restroom in the downtown area. She suggested that the concept could be identified in the CFP as a potential project for the City Council's future consideration. She acknowledged that there is no money available for a restroom right now, but including it on the CFP allows the City to explore funding opportunities. She noted that the community has also indicated support for a public restroom in the downtown. The Board indicated support for the concept, as well.

Mr. English reviewed the schedule for moving the CIP and CFP forward to the City Council for final review and approval. He noted that the plans were introduced to the City Council on September 23rd. Both documents, along with the Board's recommendation, will be presented to the City Council for a study session on October 14th. From that point, the City Council will conduct a public hearing and take final action. Once approved, the CFP will be incorporated into the Comprehensive Plan.

Mr. English thanked the Board for providing comments. The documents are large and he appreciates the Board's thorough review and thoughtful comments.

Board Member Rubenkönig pointed out that impact fees were not identified in either plan as a potential funding source for transportation and walkway improvements. Mr. English said this revenue stream is identified in the CIP under Fund 112. He explained that the City has both transportation and park impact fee programs, and funds are collected when development occurs within the City. However, it is important to understand that the money can only be used for certain projects. For example, transportation impact fee dollars can only be used to address concurrency or LOS.

Board Member Rubenkönig asked if some of the funding for the 5 Corners Roundabout Project will be used to study how well the roundabout is working to determine if it meets its LOS expectation. Mr. English explained that projects of this magnitude that are funded with federal dollars take quite some time to close out. The money identified in 2015 will be used for this purpose.

Chair Cloutier opened the public hearing. As there was no one in the audience, the hearing was closed.

BOARD MEMBER LOVELL MOVED THAT THE BOARD FORWARD THE 2015 – 2020 CAPITAL IMPROVEMENT PROGRAM AND CAPITAL FACILITIES PLAN TO THE CITY COUNCIL FOR REVIEW AND SUBSEQUENT ADOPTION, AS WRITTEN, WITH THE RECOMMENDATION THAT THE CITY COUNCIL TAKE UP THE MATTER OF A POTENTIAL PUBLIC RESTROOM IN THE DOWNTOWN. VICE CHAIR TIBBOTT SECONDED THE MOTION.

APPROVED

Board Member Rubenkönig said she supports the motion, but questioned if it would be appropriate to also include the changes she requested earlier regarding the project descriptions. Mr. English indicated that staff would add additional information to the project descriptions wherever possible, recognizing that some of the details are not yet available. The Board agreed that the issue did not need to be addressed in the motion.

THE MOTION CARRIED UNANIMOUSLY.

CONTINUED DISCUSSION OF COMPREHENSIVE PLAN HOUSING ELEMENT UPDATE

Ms. Hope said the purpose of tonight's discussion is to talk more about the 2015 Comprehensive Plan update, and specifically the Housing Element. She recalled that, at the Board's last meeting, staff reported that the City is partnering with other cities and Snohomish County in the Alliance for Housing Affordability (AHA), a group formed from Snohomish County Tomorrow. Through this effort, an affordable housing profile has been created for each of the participating jurisdictions. She introduced Kristina Gallant, Analyst, Alliance for Housing Affordability, who was present to walk the Board through the findings of the Edmonds' Affordable Housing Profile.

Kristina Gallant, Analyst, Alliance for Housing Affordability, provided a brief overview of the AHA, which consists of 13 cities in Snohomish County, Snohomish County, and the Housing Authority of Snohomish County. She reminded the Board that there is a Growth Management Act (GMA) mandate for cities to plan for housing to accommodate all segments of the population. The purpose of the AHA is to allow participating cities to share resources and get the help they need in a cost-effective way. The AHA was formed in November of 2013, and since that time she has been working to assess existing conditions and prepare profiles for each of the participating cities.

Ms. Gallant explained that, when talking about affordable housing, people typically think about heavily subsidized housing, which is an important element, but not everything. If housing is affordable, but not appropriate for the community, it does not work. It is important to address the different needs and preferences of each community such as adequacy of safety, proximity to transportation, jobs, and affordability.

Ms. Gallant provided an overview of the Edmonds Housing Profile, particularly emphasizing the following key elements:

- There are currently 39,950 residents living in the City, and Edmonds is projected to accommodate nearly 5,000 new residents by 2035. This is a dramatic change over the stable population levels the City has seen over the past 20 years. The increase would require 2,790 additional housing units, which is near the City's estimated capacity of 2,646 units.
- The 2012 population includes 17,396 households with an average household size of 2.3 people compared to 2.6 for the County. The average family size in Edmonds is 2.8 compared to 3.12 for the County.
- Housing in Edmonds is mostly comprised of single-family homes, but most growth will need to be accommodated in multi-family development. About 31% of Edmonds residents and 33% of County residents currently live in rented homes, and the proportion of homeowners remained relatively constant between 2000 and 2010, increasing slightly from 68% to 69%. About 36% of Edmonds population lives in multi-family homes compared with 31% across the County.
- The City's median income (\$73,072) is relative high compared to other cities in the region, and home values are general higher, as well.
- A significant number of the homes in Edmonds were built between 1950 and 1959 compared to the County overall.
- Currently, 38% of Edmonds households are estimated to be cost burdened, which means they spend more than 30% of their monthly income on rent or home ownership costs.
- According to 2013 Dupre and Scott data, Edmonds rental housing market is generally affordable to households earning at least 80% Average Median Income (AMI). Households earning between 50% and 80% AMI will find the majority of homes smaller than five bedrooms affordable, as well.
- A limited supply of small units is affordable to those earning between 30 and 50% AMI, but market rents are not affordable to extremely low-income households.

APPROVED

- A lack of affordable rental housing for extremely low and very low-income households is very common. Some kind of financial assistance is typically required in order to operate a property and keep rents low enough in today's housing market.
- Assistance can be ongoing to make up the difference between 30% of tenants' income and market rents. Other options include capital funding that reduces the overall project costs (considered workforce housing), making it possible to keep rent levels down.
- Edmonds currently has 303 units of subsidized housing with a range of rental assistance sources. It also has 201 units of workforce housing distributed across three properties. These units received some form of one-time subsidy (i.e. low-income tax credit, grants, etc.) in exchange for rent restrictions, but they do not involve rental assistance and rents are not tailored to individual household incomes. In addition, the City has 16 units of transitional housing. However, with 5,322 households earning less than 50% AMI, there is still a need to increase the supply.
- In 2012, the median sale price for a single-family home in Edmonds was \$339,975. This would require an annual income of at least \$75,796, which is just above the City's median income (\$73,072).
- Affordability for 2013 cannot be calculated at this time, but average assessed values suggest that home prices are rising as the housing market continues to recover following the recession, and affordability is retreating.
- Edmonds has the third highest average assessed 2014 home values in Snohomish County (\$351,100), which represents a 10.7% increase over 2013.
- Edmonds has one of the highest percentages of elderly residents among Snohomish County cities; 25% of the households have individuals 65 years or older. In addition to having generally lower incomes, seniors will require different types of housing and services if they desire to age in place.

Ms. Gallant advised that the City has already taken a number of steps to promote affordable housing, and there is a range of options it can consider to respond to the continuing needs of the community. In addition to promoting, adjusting and providing incentives for housing policies where appropriate, the City should continue to monitor and evaluate its policies to make sure there are no unnecessary regulatory barriers to affordable housing. The Housing Profile is meant to be a resource for the City as it moves through its Comprehensive Plan update. The AHA's goal is to continue to work with participating cities from a technical advisory standpoint, researching what is needed to help establish goals for housing, identifying potential methods for implementation, and identifying funding sources that are available to support infrastructure related to housing.

Board Member Robles asked what can be done to promote house-sharing opportunities in Edmonds. He suggested that this opportunity is not always about making money; it is about people trying to hang on to their homes. Ms. Gallant replied that many cities have ordinances in place that allow accessory dwelling units, but they vary significantly. It is important for cities to review their provisions for Accessory Dwelling Units (ADU) to make sure they are easy to understand and that the requirements and processes are not so onerous as to be cost prohibitive. The AHA's goal is to work with participating cities to develop better policies and make sure there are no unnecessary barriers. At the same time, they must be cognizant to balance the new policies with the other needs of the City.

Board Member Robles pointed out that ADUs were not addressed in the AHA's report. Ms. Gallant agreed that data related to accessory dwelling units was not included in her report, and she would definitely like to research this opportunity more.

Board Member Stewart complimented Ms. Gallant for a great report and a good start for metrics. However, she agreed with Board Member Rubenkonig that, at some point, the City must include ADUs in the metrics. She also suggested the City consider expanding its ADU provisions as a type of housing option to help the City meet its growth targets. She expressed concern that the numbers provided in the report is based on the number of bedrooms and size is not factored into the variables. Ms. Gallant agreed that the data is not as detailed as it could be, but it is intended to start the conversation.

Vice Chair Tibbott asked if the AHA has studied whether or not it is less costly to develop high-density residential versus low-density residential units. He said it would be helpful to have information about the average cost of producing the various types of affordable housing compared to the outcome. Ms. Gallant said she would like to study per unit development costs at some point in the future. In general, the housing costs are reflected through the rent and home sales, and there is a lot of debate about whether high density produces more affordable units. Increasing the supply over the long term is what needs to happen. When there is a choke point in the supply, housing prices will rise.

Vice Chair Tibbott recalled the Board's previous discussion point to the fact that just building small units does not mean they will be affordable. He noted that using lower cost finishes is one approach that can reduce the cost of the units, but he questioned if it would be possible to produce enough of these units in Edmonds to make a difference. He asked if any thought has been given to lowering development costs or allowing different types of development so developers can produce more affordable units. For example, the City could consider reduced permit fees or tax incentives. Ms. Gallant said the AHA is interested in researching this issue.

Ms. Hope explained that the next step is for staff to review the current Housing Element and come back to the Board with a revised version that incorporates the new information contained in the Housing Profile and other census data. She explained that one aspect of updating each Comprehensive Plan element is to identify a performance measure that will be meaningful, yet easy for the City to replicate with data annually. In addition, an action (implementation) step may be identified to help achieve progress on certain issues. Staff is recommending that the performance measure for the Housing Element be a set number of residential units permitted each year. The exact number could be filled in later in the year when data is ready. This information would enable the City track its progress in allowing housing that will accommodate expected growth. Staff is also proposing that the action item for the Housing Element be to develop a strategy by 2019 for increasing the supply of affordable housing and meeting diverse housing needs. She explained that there are many different ways to address affordability and several tools can be utilized to encourage affordable housing while looking at the overall housing needs. The proposed performance measure can get at the overall supply of housing units in Edmonds, but it is more difficult to measure affordability.

Chair Cloutier expressed his belief that counting the number of bedrooms is the appropriate approach since the goal is to provide "beds for the heads." The City could easily collect data for this metric. However, the affordability aspect is more market driven than the City can control and it would be very difficult to measure. Board Member Robles suggested that one option would be to offer a micro-tax incentive to encourage developers to report correctly.

Board Member Rubenkönig observed that the Growth Management Act deals with affordable housing as more population based. However, population translates into housing, and that is why it is a good proxy for population. You have to have housing for people to live in. The Growth Management does not define affordable housing, and it does not provide specific policies on how to encourage more affordable housing.

Board Member Robles asked if the City can track ADUs. Ms. Hope answered affirmatively, as long as they have a valid permit. However, it would be very difficult to track rooms for rent.

Board Member Stewart asked if a three-bedroom unit would be considered three units. Ms. Hope answered that it would only count as one unit. Board Member Stewart pointed out that household size has decreased in Edmonds in recent years, but the size of the units has increased.

Board Member Lovell recalled that the City has fairly stringent building restrictions with respect to ADUs. If they are serious about meeting the Growth Management Act (GMA) targets and accommodating an increased population, this issue will have to be addressed. He noted that the Board has been talking about the growth targets and opportunities for affordable housing for a number of years, but the City Council has a history of not taking action to accommodate mixed-use development with higher densities. While it is fine for the Board to discuss the issue again and put forth plans, he is not convinced anything will change in the near future unless the makeup of the City Council changes dramatically.

Mr. Chave clarified that ADUs are not considered multi-family apartments or second dwellings. The definition remains single-family. Extended family members and/or parents could live in a permitted ADU, as long as all the occupants in both units are related. It gets more complicated when unrelated people live in the units. The definition of "family" says that up to five unrelated people can live on a single-family property. For example, a family of four could rent to a single person or a family of three could rent to two people. In addition, ADUs must be attached to the main unit, and there are size limitations. There has been a steady uptick of ADUs in the City, particularly involving large, older homes. He noted that no permit would be required to rent a room to someone. The key distinction is whether or not there are separate living units.

Ms. Hope added that the City has made the choice not to count ADUs as separate housing units. She suggested this is a lesser issue compared to the policies that guide the use. Mr. Chave explained that if ADUs are counted as separate units,

requirements such as impact fees would come into plan. Chair Cloutier suggested that ADUs could be counted differently for the metrics versus the code.

The Board expressed general support for the proposed Housing Element performance measure and action step. However, they expressed a desire to forward with developing a strategy for increasing the supply of affordable housing and meeting diverse housing needs sooner than 2019 if resources are available.

Board Member Rubenkönig said she likes the term “housing options” rather than “lower-income housing.” She wants to know that people can remain in the community of Edmonds at different stages of their lives. Although sometimes they can afford larger houses, they need smaller units.

Board Member Stewart expressed concern that the older homes in Edmonds are being torn down and redeveloped into units that are three times more costly than the prior home. She would like the City to offer incentives to property owners to retain their existing homes. The City must offer a variety of housing options to serve the citizens. Ms. Hope agreed and said the issue would be addressed as part of the strategy.

Board Member Lovell referred to an article in *THE SEATTLE TIMES* titled, “*Builders Say Land in Short Supply.*” This article applies directly to the Board’s current discussion. Until cities find ways to accommodate more multi-family housing, the demand will remain high in the future, and the prices will continue to increase. Right now, the City does not have a great track record for accommodating this kind of development. The City is already built out, and the only way to accommodate more people is to allow more density.

PRESENTATION ON DEVELOPMENT PROJECTS AND ACTIVITIES

Ms. Hope and Mr. Chave made a brief presentation on development projects and activities. Ms. Hope noted that the same presentation was made to the City Council on September 23rd. The purpose of the presentation is to recreate the story of everything that has happened related to development in the City over the past several years, particularly highlighting the present activity. She advised that the Development Services Department is comprised of the Engineering Division, the Building Division and the Planning Division. Its goal is to provide assistance to people interested in improving or developing their property via discussions, data, handouts, permitting and inspections. She reported that she has received number compliments on the quality of service that staff provides. While not everyone is always happy, staff tries hard to be courteous, respectful and helpful. Staff members work in different ways to serve the community. For example:

- Field inspections are performed by building inspectors, engineering inspectors and planning staff. Not counting site visits, more than 6,000 inspections have been performed over the last year.
- Staff members meet together in teams to coordinate on different projects and activities.
- Staff also meets with applicants and developers to provide pre-application assistance for development projects that are being planned.

Ms. Hope advised that the Planning Division is responsible for a number of different types of permits, including short plats, variances, and other permits related to planning and land-use codes. A number of different planning permits were approved over the past seven months. She provided a graph to illustrate the number of permits and revenue generated from January through August in 2001 through 2014. She noted that the data reflects the economic climate over the last several years. There as a big jump in development permits in 2006 through 2008, but permitting dropped off quickly after that. As the economy improves, the City is once again seeing an increase in the number of permits.

Ms. Hope said the Building Division is responsible for certain types of permits, as well, some of which are reviewed by the Planning and Engineering Divisions, as well. These projects added \$38,000 to the City of Edmonds in terms of values and buildings. It is anticipated that upcoming key projects will double that number in just a few months. Mr. Chave noted that Swedish Edmonds Hospital’s project was not factored into those numbers yet, and it should add \$28,000 in value.

Ms. Hope reported that the City issued significantly more solar panel permits in 2014 compared to 2012 and 2013, and most of those permits were applied for on line. Mr. Chave advised that the City’s Building Official has been working with other cities, including Seattle, Bellevue and Ellensburg, on a program to encourage solar installations using grant funding from the

State Department of Commerce. The program has been implemented in a few cities as a pilot to figure out how to streamline and reduce the costs of solar permitting. A few incentive programs were rolled out recently in Edmonds. He summarized that it is through a combination of programs that the City is seeing a significant increase in the number of solar permits. This speaks directly to the work they have done to improve the process and provide more information. The City will continue to work hard to encourage solar in the community, and he anticipates the numbers will continue to increase.

Ms. Hope reported that for the period between September 1, 2013 and August 31, 2014, the Engineering Division issued 591 engineering permits, for total permit fees of \$93,285.44. They also performed 1094 inspections, for total inspection fees of \$124,815.82. In addition, they completed an estimated 1,200 reviews of plans.

Ms. Hope provided a map identifying the location of key development projects in Edmonds. Mr. Chave explained that the Development Services Department currently has a total of 544 active issued building permits. These building permits are typically issued early in the year and take time to progress through. There is still a tremendous amount of work to be done on most of them. Mr. Chave specifically noted the following:

- There are currently 52 active new single-family residence permits. This is a significant increase, and one particularly large project is a 27-lot subdivision in the southwest part of the City that is starting to develop.
- Swedish Edmonds Hospital recently completed its three-story parking garage. This was an \$8.4 million project with over 108,000 square feet of space. They are currently working on an expansion that will add a 94,000 square foot, state-of-the-art facility valued at about \$28 million. This project was not reflected in the numbers provided earlier.
- Clearing and excavating work is currently taking place for a new mixed-use building in the downtown that will include a somewhat down-sized post office. The project will provide 94,256 square feet of space, with 43 residential units, the post office, and retail space. The project is valued at \$7.2 million.
- The Community Health Clinic is a new 24,750 facility that houses a medical and dental clinic. The project was completed in July of 2014 and is valued at \$2.6 million.
- The Salish Crossing Project will be a complete remodel of the “old Safeway site” into five new tenant spaces and a museum within the existing building. Parking lot and pedestrian improvements are also proposed as part of the project.
- The Jacobsen’s Marine Project will create a new 10,120 square foot marine service building valued at \$810,000 on Port of Edmonds property. This will be a big deal in terms of retail sales, as the company is a significant seller of boats and marine supplies.
- Prestige Care is developing a new 48,782 square foot skilled nursing facility on 76th Avenue West. The project is valued at \$6.9 million. The new building will replace the existing facility.
- Excavation work is going on now for the 5th Avenue Animal Hospital, which will be a 10,562 square foot veterinary clinic that is valued at \$891,000. The new building will help fill the gap between the strong retail uses on the south end of 5th Avenue and the downtown retail area.
- The City is transitioning to new technology, particularly on-line permit applications and digital permit reviews.

Chair Cloutier thanked Ms. Holt and Mr. Chave for the report, which he found to be enlightening and helped him understand the big projects that are occurring in the City.

REVIEW OF EXTENDED AGENDA

The Board did not review their extended agenda.

PLANNING BOARD CHAIR COMMENTS

Chair Cloutier thanked the Board Members for enduring a long meeting. There was a lot on their plate and the issues are important. He also thanked Vice Chair Tibbott for presenting the Planning Board’s quarterly report to the City Council.

PLANNING BOARD MEMBER COMMENTS

APPROVED

Board Member Rubenkönig said she enjoyed being able to download the meeting packet. Mr. Chave explained that he will work with the City Clerk to learn how to imbed page numbers into the documents so they are easier for the Board to use.

Board Member Stewart referred to the two links to videos that were forwarded to Board Members by Ms. Hope. The first video is general about the value of comprehensive plans and important issues to consider when updating them. The second video is called "Planning Roles and Citizen Participation." She said she reviewed both videos, and she encouraged the other Board Members, as well as City Council Members, to do the same. She particularly recommended the second video, which shows some striking parallels to not only the Planning Board's role, but how they interact with the City Council.

Board Member Stewart reminded the Board of the tour of the marsh and Shoreline that is scheduled for October 4th from 10:00 a.m. to 12:00 noon. The tour will be led by Keeley O'Connell and a representative from the Tribes. Participants should meet in front of the Harbor Square Athletic Club. She explained that the tour is part of her citizen project called "Students Saving Salmon." In addition to the students, members of the Planning Board, City Council and Mayor's Climate Protection Committee are invited to attend.

Vice Chair Tibbott pointed out that if the City is expected to accommodate an additional 5,000 residents before 2035, this equates to about 250 addition people per year. If this number is divided by the average household size of just over two, the number of new units needed each year is 125. This year the City added just 33 new single-family residential homes and no duplexes or multi-family units. Mr. Chave clarified that the post office project will provide an additional 43 multi-family residential units for a total of about 76 new residential units. It is likely the number will grow before the end of the year. The best report to look at will be the year-end report that captures all the projects that were completed in 2014. He suspects the final number will be about 100, which is a good year for the City.

Vice Chair Tibbott provided a brief review of the quarterly report he presented to the City Council on behalf of the Board. He reported that several City Council Members said they read the Board's comments and recommendations and they appreciated their work. One City Council Member was somewhat critical of the one meeting the Board held when there was not a quorum of members, yet they reported information that was put together that evening. He didn't go into the details about the nature of the meeting, but the City Council Member expressed concern that it seemed like the Board was pushing forward an agenda that neither the City Council nor the City staff was ready for. Mr. Chave clarified that there was some confusion about the timeline. The City Council had actually talked about the Highway 99 stuff at their retreat before the Board met with the Highway 99 Task Force. The Board's discussion was a follow up to the points made by the City Council. He did not feel the Board was out in front of the City Council in this situation.

Board Member Lovell asked if any progress has been made to fill the vacant Planning Board position. Mr. Chave answered that Mayor Earling is in the process of interviewing four candidates.

ADJOURNMENT

The Board meeting was adjourned at 10:05 p.m.

APPROVED