



PLANNING COMMISSION REGULAR MEETING

Wednesday, November 1, 2023
at 6:00 p.m.

In person at the Snohomish Carnegie 105 Cedar Avenue, Snohomish
and remote on-line/telephone access via *Zoom*
ONLINE Zoom remote meeting access: <https://us02web.zoom.us/j/87423712909>
or call in at (253) 215-8782 and use Meeting ID# 874 2371 2909

AGENDA

1. **CALL TO ORDER**
 - a. Roll Call
 - b. Flag Salute
2. **PUBLIC COMMENT on Items Not on the Agenda**
3. **APPROVE AGENDA Contents and Order**
4. **APPROVE MINUTES of Previous Meeting(s)**
 - a. October 4, 2023 Regular Meeting Minutes
5. **DISCUSSION ITEMS**
 - a. Chapter 14.285 SMC, Incentives for Housing Affordability
 - b. 2024 Comprehensive Plan Schedule and Project Update
 - c. Urban Forestry Plan Update
6. **COMMISSIONER COMMENTS**
7. **DIRECTOR'S REPORT**
8. **ADJOURN**

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

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

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

- 1. CALL TO ORDER/FLAG SALUTE** - Chair Terry Lippincott opened the regular meeting of the Planning Commission at 6:03 p.m. on Wednesday, October 4, 2023. The meeting was held in person in the Snohomish Carnegie Building at 105 Cedar Avenue and online via Zoom.

COMMISSIONERS PRESENT:

Terry Lippincott, Chair
Gordon Cole
Mitch Cornelison
Nick Gottuso
Merritt Weese

STAFF:

Brooke Eidem, Planning Director
Katie Hoole, Permit Coordinator

COMMISSIONERS ABSENT:

Christine Wakefield Nichols
Hank Eskridge

2. GENERAL PUBLIC COMMENTS

Morgan Davis commented on developer incentives.

- 3. APPROVAL OF AGENDA ORDER** - Commissioner Cole moved to approve the agenda order as presented, and Commissioner Weese seconded. The motion passed 4-0, with Commissioner Gottuso abstaining.

- 4. APPROVAL** of the minutes of the September 6, 2023, regular meeting.

Commissioner Gottuso moved to approve the meeting minutes from September 6, 2023. Commissioner Cole seconded, and the motion passed 5-0.

- 5. DISCUSSION ITEM** – Chapter 14.285 SMC, Incentives for Housing Affordability

Planning Director Brooke Eidem explained that existing gaps in low-income housing incentives were discussed last month. Some gaps were the ineffectiveness of the benefit being offered, and some involved eligibility criteria that was too burdensome, making the process too costly, difficult, and/or unpredictable. The draft language in the agenda packet had been reviewed by the City Attorney; some sections were also sent to real estate lenders to see if anything would preclude home ownership. Their comments should be integrated into the next version.

Commissioner Weese asked where to find information on the “stated account” referenced in the Utility Connection Fee section, 14.285.050(B)(8). Director Eidem clarified there would be a fund set up for that purpose. Commissioner Weese confirmed it would be a dedicated account out of the 0.1% sales tax.

Commissioner Lippincott confirmed the funds would be used on a first come first served basis.

Commissioner Gottuso was also concerned about the fund references and asked for additional clarity in subsections (4), (7), and (8). Director Eidem thought the “or” might be part of the confusion, and Commissioner Lippincott suggested omitting the “other” fund that does not exist.

Commissioner Lippincott mentioned the letter received from Mat Johnson, Director of Government and Public Affairs with the Snohomish County Camano Association of Realtors, who had some recommendations. Director Eidem stated the referenced letter included three items in the proposed draft and two that were not.

Commissioner Cole noted that the benefit to the City for these incentives was developers providing at least 10% of the project’s units as affordable housing, and asked if that percentage would increase if more than one incentive was utilized. Director Eidem explained that a developer could use any number of the incentives applicable to their project, if eligible; the intent was to only require 10% affordable housing units to be eligible. However, there would be very little opportunity to use all of the incentives, as some were based on zone. The height allowance was only allowed in Midtown, but there would be no density bonus in Midtown because there was no maximum density. Eligibility for the financial bonuses was steeper than the general incentives due to the restrictions on spending identified in House Bill 1590.

Commissioner Cornelison confirmed that the 10% affordable housing referred to households earning 80% or less than the regional AMI.

Commissioner Weese confirmed that for the open space reduction, the project would have to be within 500 feet of a Neighborhood or Community Park identified on the City’s PROS Plan.

Commissioner Cole noted that Snohomish’s AMI was significantly less than the region’s because it was skewed by Seattle. He calculated that 60% of the Seattle/Bellevue AMI was the same as 80% of Snohomish’s, and suggested the City use the region’s 60% for affordable housing eligibility. Commissioner Cornelison asked if the intent was to create incentives for builders to build or for people to live, and supported Commissioner Cole’s proposal. Commissioners agreed with the use of 60% rather than 80%.

Commissioner Cole asked about the duration of affordability. With a 30-year program commitment, if the owner decided to convert it to market rate, they would have to pay back any financial incentive. Director Eidem noted that the intent was to include a 6% interest rate for financial incentives, and will add that in. For the non-financial incentives, it would be different, such as 20% of the assessed change in value at the sale or date of conversion. SMC 14.285.030(F)(1)(b) would be amended in the next draft.

Commissioner Lippincott asked about the timeline. Director Eidem indicated a public hearing could be scheduled for either the November or December meetings. Commissioner Lippincott was hesitant to hold a hearing at the next meeting with two Commissioners absent tonight, so another work session was planned for November.

Commissioner Lippincott opened the floor to public comment.

Morgan Davis inquired if incentives applied to multi-family property owners, or if they were only for developers and new construction.

Director Eidem confirmed a landlord owning an existing property could use these incentives.

6. **COMMISSIONER COMMENTS** - There were no Commissioner comments.
7. **DIRECTOR'S REPORT** - Director Eidem noted the City Council would take action on the Commercial Uses in Multi-Family Zones code amendment at its October 17, 2023 meeting.
8. **ADJOURNMENT** - The meeting adjourned at 6:58 p.m.

Approved this 1st day of November, 2023.

By: _____
Commissioner Terry Lippincott, Chair



PLANNING COMMISSION STAFF REPORT

Date: November 1, 2023

Agenda Section: DISCUSSION ITEMS

From: Brooke Eidem, AICP, Planning & Development Services Director

Subject: Chapter 14.285 SMC, Incentives for Housing Affordability

SUMMARY: The Planning Commission will continue discussions of Chapter 14.285 SMC.

BACKGROUND & ANALYSIS: The Planning Commission has discussed revisions to Chapter 14.285 SMC, currently titled "Low-Income Housing Incentives" for the last two meetings. In October, draft language was presented and the Commission offered suggestions and revisions. Those revisions have been integrated into the attached draft.

As drafted, the attached code would accomplish several of the housing action items as directed by the City Council. Those are:

- Incentive zoning
- Density incentive
- Open space incentive
- Midtown building height incentive
- Expedited permit review process
- Fee reductions

In October, the Planning Commission requested the following revisions to the document:

- Affordable households are those earning 60% of the Area Median Income for the Metropolitan Statistical Area
- A 6% interest charge is added for financial incentives if a homeownership project converts before the affordability term is complete
- A reference to assessed value is added to determine fees in lieu for regulatory incentives if a project converts before the affordability term is complete
- General language verification and clean-up

Several other minor language changes have also been integrated for clarity and consistency throughout the chapter. These changes are non-substantive, so they are not highlighted.

In addition to the revised draft Chapter 14.285 SMC, changes to SMC 14.210.240 are attached for the Midtown building height incentive.

REFERENCE(S): [Chapter 14.285 SMC, Low-Income Housing Incentives](#)

ATTACHMENT(S):

Draft SMC 14.210.240 Table 1

Revised Draft Chapter 14.285 SMC

14.210.240 Dimensional Requirements.

Table 1. Commercial and Industry Zones

	Commercial CO	Midtown District M	Historic District Business HB	Business Park BP	Industry IND	Airport Industry AI
Minimum lot size, in square feet	5,000	none	none	20,000	none	25,000
Minimum lot width, in feet	50	none	none	none	none	none
Permitted density ⁽¹⁾ , du/ac	18	none	18	18	na	1 per 10 acres
Minimum density, du/ac		16 ⁷ 12 ⁸				
Front yard setback, in feet						
a. From street	0	0 ⁹	0	0 ²	0	35
b. From property line	0	0 ⁹	0	0 ²	0	0
Side yard setback ^{2, 3} , in feet	0	0 ¹⁰	0	0 ¹²	0	0
Side yard abuts residential designation				50		
Rear yard setback, in feet	0	0 ¹⁰	0	0 ²	0	0
Rear yard abuts residential designation ²				50		
Rear access from an alley	na	0	15			
Open space (vegetated) ⁴	15% ⁴	See SMC 14.214.470		20%	15%	20%
a. Percent landscaped (excl. screening)	5%	See SMC 14.214.470	0%	5%	5%	5%
Maximum lot coverage	80%			80%	85%	80%
Height limitation ⁵ in feet ⁶	35 ¹³	((55⁷⁻¹³)) 45 ((8-)) ¹³ ((14))	40 ¹³	45 ^{11, 13}	40 ¹³	40 ¹³

1 An alternative maximum density may be permitted by Chapter [14.285](#) SMC.

2 Subject to compliance with landscape screening requirements of Chapter [14.240](#) SMC.

3 Side yards abutting streets shall conform to one-half the front yard setbacks.

4 Twenty percent vegetated open space required for multifamily developments.

5 Measured per SMC [14.210.030\(E\)](#).

6 Height limitation of 55 feet for public schools and other public educational facilities such as aquatic centers, stadiums and gymnasiums.

7 Applicable to the North Overlay area of the Midtown District which is from the north side of Tenth Street North. Minimum density requirements shall only be applied to developments that are exclusively residential.

8 Applicable to the South Overlay area of the Midtown District which is from Sixth Street to the south side of Tenth Street. Minimum density requirements shall only be applied to developments that are exclusively residential.

9 Front yard setbacks in the Midtown District are subject to compliance with the block frontage standards in Article [III](#) of Chapter [14.214](#) SMC.

10 Side and rear yard setbacks in the Midtown District are subject to the provisions of SMC [14.214.410](#).

11 May be increased, pursuant to SMC [14.211.030\(D\)](#).

12 Fifty feet when abutting a residential designation.

13 Accessory structures in setback areas shall meet the height limits of SMC [14.210.200\(C\)](#).

[\(\(14 Building height in the North Overlay may be increased pursuant to Chapter 14.285 SMC.\)\)](#)

Chapter 14.285
Incentives for Housing Affordability

Sections:

14.285.010	Purpose
14.285.020	Applicability
14.285.030	General Provisions
14.285.040	Regulatory Incentives
14.285.050	Financial Incentives
14.285.060	Procedure for Review and Approval
14.285.070	Monitoring

14.285.010 Purpose.

The purpose of this Chapter is to encourage the development of affordable housing within the City of Snohomish to meet the housing needs of all economic segments of the community and to meet the goals and objectives of the Growth Management Act (GMA) while maintaining high standards of design and quality housing. This chapter provides several incentives which may be used for eligible developments meeting the criteria contained herein, in exchange for the public benefit of providing affordable housing units.

14.285.020 Applicability.

“Affordable housing” refers to residential developments or individual dwelling units meeting fair market rent standards for households earning ~~((80 60))~~ percent or less than the annual median household income as adjusted for family size in the Seattle-Bellevue-Everett Primary Metropolitan Statistical Area ~~((80 60))~~ % AMI).

Unless specifically stated otherwise, the affordable housing incentives contained in this chapter may be utilized for multi-family housing developments and permanent supportive housing projects containing a minimum of four units that include a minimum threshold of ten percent of units allocated as affordable for households earning ~~((80 60))~~ % AMI and meeting other criteria as specified under each regulatory or financial incentive as listed in SMC 14.285.040 and 14.285.050. This Chapter shall not apply to projects proposed within zoning districts not specifically addressed herein.

14.285.030 General Provisions.

- A. Duration of affordability. Unless expressly stated otherwise, affordable housing units created as a result of the provisions of this Chapter shall remain affordable for 30 years. A recorded agreement, lien or covenant, approved by the City Attorney, running with the land and binding all the assigns, heirs, and successors of the applicant shall secure the affordability requirements. The recorded covenant must provide that if the property is converted to a use other than housing, the property owner must pay the applicable fees pursuant to SMC 14.285.050 in effect at the time of the exemption.

- B. Affordable Housing Incentives Program Agreement. A proposed project that incorporates any of the incentives in this Chapter shall not be issued permits or receive plat or land use approvals until the applicant has submitted a signed Affordable Housing Incentives Program Agreement to the City of Snohomish, in a form acceptable to the City Attorney. This agreement shall be a covenant running with the land and shall be binding on the assigns, heirs and successors of the applicant.

The agreement shall include, but not be limited to:

1. Identification of all the incentives, regulatory and financial, that the project proposes to incorporate;
 2. Identification of the number of affordable housing units provided in the project;
 3. Price restrictions and long-term affordability requirements;
 4. Method of determining homebuyer or tenant qualifications, including age requirements, if the project is for senior housing pursuant to SMC 14.285.040(B);
 3. Binding language that protects the City's interests in the event that a developer obtains affordable housing incentives through the land use or building approval phase but fails to provide affordable housing;
 4. Language that requires documentation of recording the required affordability provisions prior to the approval of a final plat or multi-family building permit;
 5. Language that recognizes the potential need to modify the agreement if the submitted project requires alteration through the review and approval process; and
 6. Annual reporting requirements, including the total numbers of affordable units under this Chapter, and documentation of household eligibility. Reports shall be submitted to the Planning & Development Services Department.
- C. Affordability shall be maintained. The affordable housing units shall be rented, sold, or resold to income-qualified households as defined in this chapter or to a nonprofit organization through the end of the required affordability duration.
- D. Construction of affordable housing units. For mixed-income developments constructed in phases exceeding 12 months, a proportional amount of affordable units must be completed at or prior to the completion of related market rate units.
- E. Location/appearance of affordable housing units. Affordable units constructed under the provisions of this Chapter shall be held to the same building and design standards applicable to the underlying zone in which they are located and shall have the same general appearance as any market rate units in the same development.
- F. Resale of affordable ~~((homeownership housing))~~ units. Affordable housing units provided under this Chapter may be sold or resold only to eligible households as described by this chapter or to a nonprofit organization that will continue to sell or rent only to eligible households through the end of the required affordability duration. For Affordable housing units to be sold or resold at

market rate prior to the end of the required affordability duration, the benefit provided through this Chapter shall be accounted for through a recorded agreement, lien, or covenant, approved by the City Attorney, running with the land, binding all the assigns, heirs and shall be accounted for as follows:

1. Payment in lieu shall be made to the City of Snohomish as compensation for the value of all incentives originally granted.
 - a. If incentives were only financial, all waived or reduced portions of fees, ((plus six percent interest.)) shall be repaid to the City upon final sale at the rates in effect at the time the exemption was approved.
 - b. If incentives were only regulatory, 20 percent of the net proceeds of the sale ((, or the difference in assessed value between the first 12 months after issuance of Certificate of Occupancy and the date of the conversion, whichever is greater.)) shall be paid to the City by the seller to be deposited into the City's Housing Fund.
 - c. If incentives were both financial and regulatory, the payment to the City shall be the greater of either amount specified in subsections a. and b. above.
2. All payments in lieu shall be used by the City toward future incentives offered through this Chapter, and/or shall be contributed to the City's Housing Fund.
- G. Participation measure. The City of Snohomish Planning and Development Services Department shall review the effectiveness of this Chapter as part of the periodic Comprehensive Plan update and may recommend modifications to the incentives, eligibility thresholds, fee waiver distribution and applicability to increase participation and achieve affordable housing goals.

14.285.040 Regulatory Incentives.

Regulatory incentives include density incentives, parking incentives, building height incentives, and permit prioritization. Each incentive is limited in scope and/or geographic area, as specified below.

- A. Density incentive. A multi-unit project meeting the applicability standards and general provisions of this chapter may be eligible for a 20 percent density incentive. Fractional units shall be rounded up to the next whole unit. All other dimensional standards in Chapter 14.210 SMC and/or applicable to the proposed development type shall be met.
- B. Density incentive for senior housing. A multi-unit housing development meeting the applicability standards and general provisions of this chapter for residents age 55 and older may be eligible for the density incentives contained in Table 1. Fractional units shall be rounded up to the next whole unit. All other dimensional standards in Chapter 14.210 SMC and/or applicable to the proposed development type shall be met.

Table 1.

Zoning District	Maximum Density with Incentive
Low Density Residential (LDR)	18 units/acre
Medium Density Residential (MDR)	27 units/acre
High Density Residential (HDR)	36 units/acre
Commercial	27 units/acre
Business Park	30 units/acre

- C. Midtown District building height incentive. A multi-unit project meeting the applicability standards and general provisions of this chapter and located in the Midtown District North Overlay may be eligible for a building height increase of ten feet above the base allowance in SMC 14.210.240, Table 1. All other dimensional standards in Chapter 14.214 SMC shall be met.
- D. Open Space reduction. A multi-unit project meeting the applicability standards and general provisions of this chapter and located within 500 feet of a designated Community or Neighborhood Park according to the adopted Parks, Recreation, and Open Space Long-Range Plan shall not be required to provide the minimum open space for the underlying zone as described in the Dimensional Standards of Chapter 14.210 SMC.
- E. Expedited permit review. An applicant may request an expedited review process for projects meeting the applicability standards and general provisions of this chapter. An expedited project shall be contingent upon City staffing and other resource availability, and only if such prioritization does not result in the unreasonable delay of other permit applications. Planning and Development Services will endeavor to complete review as expeditiously as time and resources allow.

14.285.050 Financial Incentives.

Financial incentives are intended to reduce the financial burden of carrying a loan through the review process and alleviate up-front financial costs to developers and builders associated with review and impact fees to reduce costs in exchange for providing affordable housing units.

- A. Fee Reductions.
 - 1. A multi-unit project meeting the applicability standards and general provisions of this chapter may request a reduction of the following fees.

Table 2.

Fee/Deposit	Maximum Reduction Allowed
Land Use permit fee	20%

SEPA review fee	20%
Site civil construction permit fee	20%
Building permit fee	20%

- Impact and mitigation fees may be reduced for the eligible affordable housing units as defined herein. Fees for market rate units shall not be reduced.

Table 3.

Impact/Mitigation Fee	Maximum Reduction Allowed
Traffic impact fee	50%
Park impact fee	50%
School impact fee	0%

All other fees not addressed in this chapter, including consultant deposits for third party review or Hearing Examiner costs may not be waived or reduced.

- Utility Connection Fees. Upon approval by the Planning Director, the collection of water and sewer connection fees under the provision of Title 15 SMC to serve housing units for eligible developments ~~((meeting the applicability and general provisions of this chapter and))~~ as set forth in Table 4 below may be reduced, based on the percentage of affordable units served by each utility meter.
 - Affordable units shall be intermixed throughout the development.
 - To qualify for a utility connection fee reduction, affordable units must serve ~~((households earning 60 percent or less than the annual median household income as adjusted for family size in the Seattle-Bellevue-Everett Primary Metropolitan Statistical Area (60% AMI) and are))~~ one of the priority populations of RCW 82.14.530, now and as hereafter amended.
 - All reduction requests shall be made in writing to the Planning and Development Services Department prior to issuance of a land use approval for said project, or at least 30 days prior to levy of the connection fees, whichever occurs first.
 - ~~Such requests may be granted only at such times as the City has established and funded a utility connection fee reduction fund ((as described in this section. The City Council shall approve such requests by resolution at a regularly scheduled meeting.~~
 - ~~In order to approve utility connection fee reduction requests, the City Council shall establish, through adoption of the City biennial budget, a connection fee reduction fund or account funded by general fund revenues)((through the sales and use tax of SMC 3.55.010))~~ and not from funds received from payment of water and/or sewer utility rates (apart from taxes assessed thereon).
 - On an annual basis, and at such other times as the City Council deems appropriate, upon consideration for the number of potential requests for utility connection fee reduction requests under the provisions of this section, the City Council may determine by

resolution or ordinance the appropriate amount available for utility connection fee reductions. Upon this determination, utility connection fee reductions or waivers shall be available on a “first-come, first-served” basis.

7. Upon the Planning Director’s approval of a utility connection fee reduction request, the connection fee amount that was reduced shall be paid from the appropriate fund ((~~of~~ ~~account~~)) designated for utility connection fee reductions. Any remaining fee that was not reduced shall be paid by the project applicant prior to issuance of a building permit pursuant to Title 15 SMC.
8. Reductions can only be granted to the extent funds are available in the stated account.
9. Repayment of reduced fees((, ~~plus six percent interest,~~)) is required if the housing is converted to any use other than affordable housing units as defined in this Chapter.

Table 4.

Fee	Maximum Reduction Allowed Percentage of Affordable Units Served by Utility Meter			
	Minimum 10%	11%-30%	31%-50%	51% - 100%
Water Utility Connection Fee	20%	35%	60%	80%
Water Capital Facility Fee	20%	35%	60%	80%
Water Installation Fee	35%	35%	35%	35%
Water Connection Administrative Fee	100%	100%	100%	100%
Water Recovery Contract(s)	0%	0%	0%	0%
Sewer Utility Connection Fee	20%	35%	60%	80%
Sewer Capital Facility Fee	20%	35%	60%	80%
Sewer Inspection Fee	50%	50%	50%	50%
Sewer Connection Administrative Fee	100%	100%	100%	100%
Sewer Trunkline Special Development Fee	0%	0%	0%	0%

- C. Property Tax Exemption. A multi-family development providing affordable housing units may be eligible for a property tax exemption pursuant to Chapter 3.50 SMC.

14.285.060 Procedure for Review and Approval

- A. Pre-Application required. A Pre-Application shall be required for any development application that proposes to incorporate any regulatory or financial incentive provided by this Chapter. Such Pre-Application shall describe the proposed development in as much detail as is feasible, including the specific incentive(s) that will be requested by the applicant.
- B. Agreement. An application for a proposed project that incorporates any incentive of this Chapter shall not be approved until the applicant has submitted a signed Affordable Housing Incentives Agreement stipulated in SMC 14.285.030(B) as a component of the application package.

- C. Development review. Development proposals incorporating any incentive of this chapter shall be required to meet all other elements of land development and applicable codes and regulations thereof, including required land use approvals and permits.
- D. Required documentation. Prior to the final approval of any land use application or building permit that incorporates any incentives provided for within this Chapter, the owner of the property shall provide a recorded agreement, or covenant on the property title running with the land, binding all the assigns, heirs and successors of the applicant and securing the affordability requirements as stated under this Chapter. The recorded covenant must provide language for conversion prior to duration requirements per SMC 14.285.030.

14.285.070 Monitoring.

- A. Monitoring Continued Affordability. The City of Snohomish Planning and Development Services Department shall be the responsible party to monitor the continued affordability of both rental and owner-occupied housing units.
- B. Reporting. At least every two years, a report shall be forwarded to the Snohomish City Council prior to the budgeting process that provides details on all the projects that utilized the provisions of this Chapter. The report shall include, but is not limited to, the total number of housing units/lots constructed and the number of affordable units.

DRAFT



PLANNING COMMISSION STAFF REPORT

Date: November 1, 2023

Agenda Section: DISCUSSION ITEMS

From: Brooke Eidem, AICP, Planning & Development Services Director

Subject: 2024 Comprehensive Plan Schedule and Project Update

SUMMARY: Staff will present an update to the 2024 work schedule to complete the Comprehensive Plan Periodic Update. Civic Ambassadors will also be present to provide an update to the Planning Commission on their work engaging with the community, including major themes.

BACKGROUND & ANALYSIS: The Comprehensive Plan Periodic Update is due at the end of 2024. This project will have a significant impact on the Planning Commission's 2024 work program and time commitment throughout the year. Staff will provide an update on the estimated schedule and strategy to complete the nine Elements (the Shoreline Element will not be updated during this cycle). The Commission should consider whether mid-month workshop meetings, small working groups, individual assignments, or a combination of those will be necessary.

Civic Ambassadors Check-in

Civic Ambassadors will be present at the meeting to discuss what they have learned through their community engagement efforts. Civic Ambassadors will be an excellent resource for the Planning Commission, and may be able to assist on small working groups, policy analysis, and/or provide their perspective at meetings as members of the public.

Growth Management Act Changes

There has been a lot of recent legislation affecting this Comprehensive Plan update cycle. Most notably, the Housing Element and the Transportation Element have significantly increased requirements. A Climate Element mandate was also recently passed under HB 1181; although it is not required until 2029, it will be included in the 2024 Periodic Update because this work was already in process.

Periodic Update 2024 Schedule

The current project schedule is below. This has been updated to reflect some work that is anticipated to wrap up earlier than previously expected, resulting in a shift in the first two quarters of 2024.

Timeline	Element/Task	Status/Notes
2022-2023	Public Engagement Technical Analysis	Ongoing; upcoming events include Subareas Design Workshops (January), Housing Simulation Survey (open now)
2024, Q1	Parks	In process; PROS plan anticipated for adoption in December
	Climate & Environment	In process; CRAB reviewing goals & policies
	Utilities	In process; based on Water/Sewer Comp Plans
2024, Q2	Housing	In process; land capacity analysis being conducted
	Economic Development	Pending UW LCY and EDAB
	Capital Facilities	In process; consultant working on facilities assessment

2024, Q3	Land Use	Pending capacity data
	Transportation	In process; consultant drafting element
	Strategic	Pending additional public engagement
2024, Q4	Final reviews, adoption	SEPA, City Council public hearing, Commerce/PSRC certification

Housing Targets

Housing targets for Snohomish County cities have been adopted by Snohomish County Tomorrow. As required under HB 1220, targets are broken down by income band of households served. The land capacity analysis referenced in the schedule above is being conducted to determine whether existing zoning will be adequate to result in housing that will serve the income bands required in the targets.

Income Band	0-30% AMI PSH	0-30% AMI non-PSH	30-50% AMI	50-80% AMI	80-100% AMI	100-120% AMI	120%+ AMI
<i>Existing units</i>	4	540	864	954	766	509	710
Housing Targets	146	0	0	99	183	290	828

Policy Analysis

In July, each Planning Commissioner received a Policy Matrix worksheet (also distributed electronically). The worksheet will be collected at the meeting so that the analyses can be synthesized by staff to facilitate future discussion.

SUGGESTED ACTION: The Planning Commission should discuss the 2024 schedule and decide whether to create small groups that will work together outside the regular meeting schedule, to volunteer for individual assignments, or to schedule mid-month workshop meetings. Additionally, the Commission should decide whether and how to use Civic Ambassadors as another resource.

REFERENCE(S):

- [RCW 36.70A.070 Comprehensive Plans - Mandatory Elements](#)
- [Snohomish County Housing Characteristics and Needs Report \(HO-5\)](#)
- [Snohomish County Countywide Planning Policies \(CPPs\)](#)
- [PSRC VISION 2050](#)



PLANNING COMMISSION STAFF REPORT

Date: November 1, 2023

Agenda Section: DISCUSSION ITEMS

From: Brooke Eidem, AICP, Planning & Development Services Director

Subject: Urban Forestry Plan Update

SUMMARY: Staff will update the Planning Commission on the status of the Urban Forestry Plan, currently in progress and being reviewed by the Parks & Forestry Board.

BACKGROUND & ANALYSIS: In 2022, the City received the Community Forestry grant from the Department of Natural Resources to complete an inventory of all trees within City rights-of-way. This was the first step in a program to address urban forestry in Snohomish and ultimately, apply for Tree City USA recognition from the Arbor Day Foundation. The tree inventory was completed in May and published as an interactive map on the City's website. Trees located on private property were not included in this analysis, as right-of-entry was beyond the scope of the project.

Since that time, City staff has been working with the Parks & Forestry Board on next steps to adopt an Urban Forestry Plan, which will provide policy guidance for increasing and maintaining the urban canopy and direct legislative updates for Tree City USA eligibility. The Parks & Forestry Board will serve as the City's tree committee as required by the Arbor Day Foundation.

Some of that work included a geospatial analysis of urban heat islands that was overlaid with the sections of right-of-way that lack tree cover according to the inventory. Areas of highest priority for planting efforts were mapped as a starting point to guide future planting efforts to improve tree canopy, reduce ambient heat, support tree equity, and save heating and cooling costs for adjacent properties.

The Urban Forestry Plan will also include a species list focused on "right tree, right place", emphasizing native species for their lower maintenance needs and hardiness to the local climate. Other elements of consideration are root structure to avoid conflict with utilities and sidewalks, suitability under power lines and in tree grates, adaptability to climate change, cost, and availability at local nurseries.

The Parks & Forestry Board has already reviewed the planting prioritization plan and the draft goals and policies. The full document will be reviewed at an upcoming meeting and will also be published online to the Urban Forestry webpage linked below. It is anticipated that the Urban Forestry Plan will be adopted by the City Council by the end of 2023, or in early 2024. The next step will be an update to the landscape standards and a new tree code, which will be the focus of the Parks and Forestry Board during 2024 before being brought to the Planning Commission after the Comprehensive Plan work is complete.

REFERENCE(S): [Urban Forestry webpage](#)
