



City of Tukwila
**Planning and Community
 Development Committee**

- ◆ Cynthia Delostrinos Johnson, Chair
- ◆ Kathy Hougardy
- ◆ De'Sean Quinn

Distribution:	
C. Delostrinos Johnson	Mayor Ekberg
K. Hougardy	D. Cline
D. Quinn	R. Bianchi
T. McLeod	C. O'Flaherty
	A. Youn
	L. Humphrey

AGENDA

MONDAY, OCTOBER 3, 2022 – 5:30 PM

THIS MEETING WILL BE CONDUCTED BOTH ON-SITE AT TUKWILA CITY HALL AND ALSO VIRTUALLY, BASED ON THE GOVERNOR'S PROCLAMATION 20-28.

ON-SITE PRESENCE WILL BE IN THE HAZELNUT CONFERENCE ROOM (6200 SOUTHCENTER BOULEVARD)

THE PHONE NUMBER FOR THE PUBLIC TO LISTEN TO THIS MEETING IS: 1-253-292-9750, Access Code 223807533#

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For Technical Support during the meeting call: 1-206-433-7155.

Item	Recommended Action	Page
1. BUSINESS AGENDA		
a. Proposed 2023-2024 Biennial Budget: Urban Renewal budget. <i>Derek Speck, Economic Development Administrator</i>	a. Forward to 10/10 C.O.W. Meeting.	Pg.1
b. A resolution for the Residential Rental Housing Business License and Inspection Program fee schedule. <i>Nora Gierloff, Community Development Director</i>	b. Forward to 10/17 Regular Meeting Consent Agenda.	Pg.9
c. A resolution adopting a Consolidated Permit Fee Schedule. <i>Nora Gierloff, Community Development Director</i>	c. Forward to 10/24 C.O.W. and 11/7 Regular Meeting Consent Agenda.	Pg.19
d. Grant acceptance for "Middle Housing." <i>Nancy Eklund, Long-Range Planning Manager</i>	d. Forward to 10/10 C.O.W. and 10/17 Regular Meeting.	Pg.39
2. MISCELLANEOUS		

Next Scheduled Meeting: *October 17, 2022*



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INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Derek Speck, Economic Development Administrator

CC: Mayor Ekberg

DATE: September 26, 2022

SUBJECT: Proposed 2023-24 Biennial Budget for Urban Renewal Fund 302

ISSUE

Recommended 2023-24 budget for Fund 302 (Urban Renewal).

BACKGROUND

The Urban Renewal Fund was established for tracking certain redevelopment projects such as Tukwila Village and the City's purchase of motels on Tukwila International Boulevard.

DISCUSSION

The proposed 2023-24 budget and related Capital Improvement Program (CIP) sheets are attached. The projects within the Urban Renewal Fund are nearly complete and staff plans to close the fund after the 2023-24 biennium.

FINANCIAL IMPACT

Revenues and expenditures are shown on the attachments.

RECOMMENDATION

For information and discussion. The Council is being asked to consider this item at the October 10, 2022 Committee of the Whole meeting.

ATTACHMENTS

Draft Proposed Biennial Budget for the Urban Renewal Fund 302
Draft CIP sheets for projects within the Urban Renewal Fund 302

DEPARTMENT:

FUND: Urban Renewal

RESPONSIBLE MANAGER: Derek Speck

FUND NUMBER: 302

POSITION: Economic Development Administrator

Description

The Urban Renewal fund has been established to provide future funding needs to encourage redevelopment in specific areas throughout the City.

2021-2022 Accomplishments

- ◆ Tukwila Village developer completed construction of final building (Building B). ***Strategic Plan Goals 1, 3 & 5***
- ◆ Executed an agreement to sell the former Traveler's Choice motel property to Tukwila Community Coalition, LLC and closed on the sale. ***Strategic Plan Goals 1, 3 & 5***
- ◆ Terminated billboard lease and cleared due diligence under the agreement to sell the former motels site (Great Bear, Spruce, and Boulevard motels plus the Smoke Shop) to HealthPoint. ***Strategic Plan Goals 1, 3 & 5***
- ◆ Executed an agreement providing HealthPoint access and maintenance responsibilities for the property they are purchasing from the City. ***Strategic Plan Goals 1, 3 & 5***

2023-2024 Outcome Goals

- ◆ Close escrow for the sale of the former motels site to HealthPoint.
- ◆ Sell the former Newporter motel property.

2023-2024 Indicators of Success

- ◆ City receives final payment on the HealthPoint site.
- ◆ City sells Newporter site.

Revenue and Expenditure Summary

<i>Urban Renewal</i>									
	Actual			Budget			Percent Change		
	2020	2021	Projected 2022	2022	2023	2024	2022-2023	2023-2024	
Revenue									
Investment Earnings	\$ 35,328	\$ 2,629	\$ 8,200	\$ 10,000	\$ -	\$ -	-100.0%	0.0%	
Sale of Capital Assets	-	1,400,000	1,300,000	1,850,000	1,350,000	-	-27.0%	-100.0%	
Total Revenue	35,328	1,402,630	1,308,200	1,860,000	1,350,000	-	-27.4%	-100.0%	
Projects									
Tukwila Village	6,416	8,312	12,710	10,000	-	-	-100.0%	0.0%	
TIB Redevelopment Project	13,157	13,017	20,000	-	-	-	0.0%	0.0%	
Total Project Expenditures	19,573	21,329	32,710	10,000	-	-			
Transfer Out to General Fund	400,000	786,184	2,553,951	3,186,000	300,000	200,000	-90.6%	-33.3%	
Transfer out to 305	2,753,000	-	-	-	-	-	0.0%	0.0%	
Total Expenditures	3,172,573	807,513	2,586,661	3,196,000	300,000	200,000	-90.6%	-33.3%	
Beginning Fund Balance	5,004,388	1,867,144	2,462,261	2,462,261	1,183,800	2,233,800	-51.9%	88.7%	
Change in Fund Balance	(3,137,245)	595,117	(1,278,461)	(1,336,000)	1,050,000	(200,000)	-178.6%	-119.0%	
Ending Fund Balance	\$ 1,867,144	\$ 2,462,261	\$ 1,183,800	\$ 1,126,261	\$ 2,233,800	\$ 2,033,800	98.3%	-9.0%	

General Ledger Code Details

Revenues

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
Revenues							
MR302300-361110	Investment Interest	\$ 35,328	\$ 2,629	\$ 8,200	\$ 10,000	\$ -	\$ -
MR302300-395100	Proceeds From Sales Of Capital	-	1,400,000	1,300,000	1,850,000	1,350,000	-
Total Revenues		\$ 35,328	\$ 1,402,630	\$ 1,308,200	\$ 1,860,000	\$ 1,350,000	\$ -

Expenses

GL Account Code	Account Description	Actual		Projected 2022	Budget		
		2020	2021		2022	2023	2024
MR302300-524000	Industrial Insurance	(12)	-	-	-	-	-
Total Personnel Benefits		(12)	-	-	-	-	-
MR302300-541000	Professional Services	8,402	9,767	2,000	10,000	-	-
MR302300-541002	Attorney Services	-	-	4,120	-	-	-
MR302300-541007	Contracted Services	-	-	22,040	-	-	-
MR302300-547021	Electric Utility	(143)	-	-	-	-	-
MR302300-547026	Surface Water utility	11,325	11,562	4,000	-	-	-
MR302300C-541000	Professional Services	-	-	-	-	-	-
MR302300C-547021	Electric Utility	-	-	-	-	-	-
MR302300C-547025	Water/Sewer Utility	-	-	550	-	-	-
MR302300C-547026	Surface Water utility	-	-	-	-	-	-
Total Services & Passthrough Pmts		19,584	21,329	32,710	10,000	-	-
MR302300-750000	Transfer Out to General Fund	400,000	786,185	2,553,951	3,186,000	300,000	200,000
MR302300-750305	Transfer Out to 305	2,753,000	-	-	-	-	-
Total Expenditures		\$ 3,172,573	\$ 807,513	\$ 2,586,661	\$ 3,196,000	\$ 300,000	\$ 200,000

City of Tukwila
 CAPITAL IMPROVEMENT PROGRAM
 for
 2021 - 2026

**URBAN RENEWAL
 302 Fund**

CIP Page #	PROJECT TITLE	2023	2024	2025	2026	2027	2028	TOTAL	**Other Sources	After Six Years
42	Tukwila Village	5	0	0	0	0	0	5	0	0
43	TIB Redevelopment (Motels)	10	0	0	0	0	0	10	1,350	0
Grand Total		15	0	0	0	0	0	15	1,350	0

*** Denotes other funding sources, grants, or mitigation.*

Changes from 2021 to 2023 CIP:

None.

CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

PROJECT: Tukwila Village

Project No. 90030222

DESCRIPTION:

The City purchased and sold 5.76 acres of property at Tukwila International Boulevard and South 144th Street for a mixed-use development including senior apartments, a library, plaza, office, and retail.

JUSTIFICATION:

The new development will help revitalize the neighborhood.

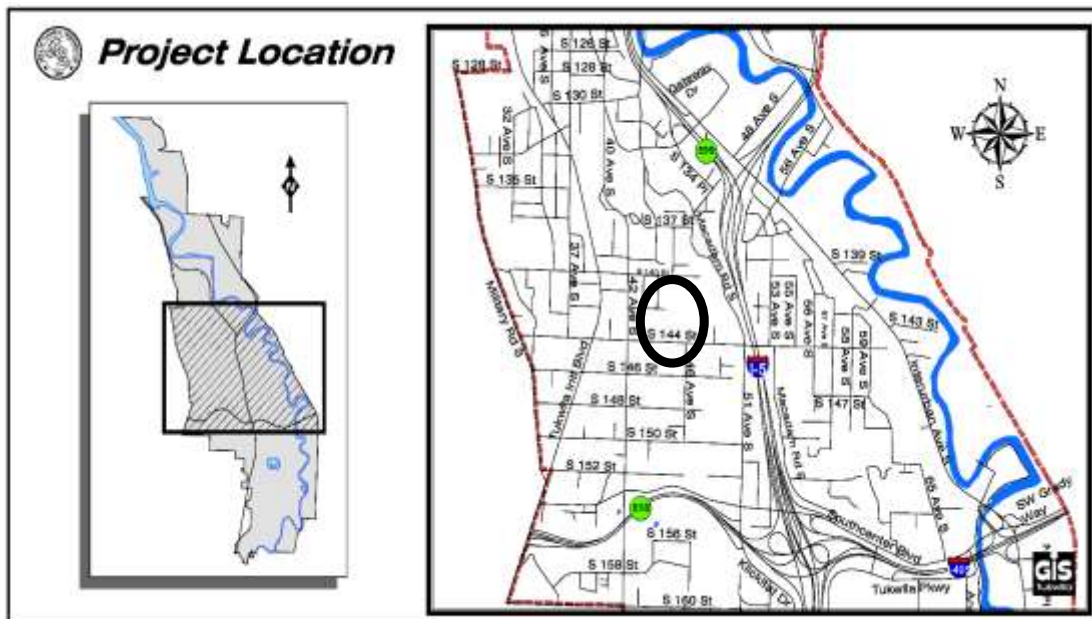
STATUS:

The library was completed in 2017. Buildings D and E, Sullivan Center, and plaza were completed in 2018. Final land sale occurred in 2019. Building A opened in 2020 and Building B opened in 2021.

MAINT. IMPACT:

Land sale reflects sale of the Library parcel for \$500,000 and Phase 1 for \$2,252,000. Phase 2 revenue of \$2,753,000 is shown in the Public Safety Plan. The project also purchased the Gregor House and Newporter properties. The value of those properties (estimated over \$1.3 million) is not shown here.

FINANCIAL (in \$000's)	Through 2021	Estimated 2022	2023	2024	2025	2026	2027	2028	BEYOND	TOTAL
EXPENSES										
Design/Engineering	1,805									1,805
Land (R/W)	7,604	20	5							7,629
Construction	230									230
TOTAL EXPENSES	9,639	20	5	0	0	0	0	0	0	9,664
FUND SOURCES										
Awarded Grant										0
Proposed Grant										0
Land Sale	2,755									2,755
Bonds	5,550									5,550
302 Fund Balance	1,334	20	5	0	0	0	0	0	0	1,359
TOTAL SOURCES	9,639	20	5	0	0	0	0	0	0	9,664



CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

PROJECT: **TIB Redevelopment (Motels)** Project No. 91330201

DESCRIPTION: Tukwila International Blvd (TIB) Redevelopment Project is for the acquisition and disposition of properties within and adjacent to the City's Urban Renewal Area.

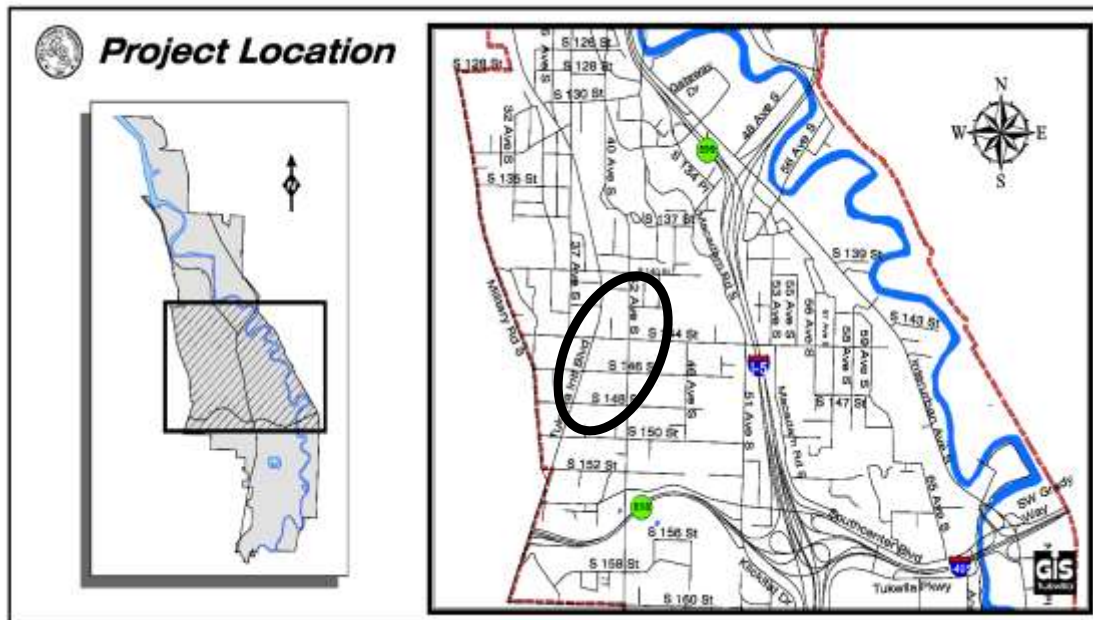
JUSTIFICATION: Improve the neighborhood's safety by eliminating the high amounts of crime associated with the Boulevard Motel, Great Bear Motel, Smoke Shop, Spruce Motel, and Travelers Choice Motel.

STATUS: The City sold the Traveler's Choice parcel to a consortium of businesses displaced by the Justice Center and is selling land to HealthPoint for a new health and wellness center. An additional \$265,000 of revenue from the Traveler's Choice sale is shown in Public Safety Plan funding.

MAINT. IMPACT: Upkeep of property until development.

COMMENT: Debt service costs are not shown below (see Attachment A).

FINANCIAL (in \$000's)	Through 2021	Estimated 2022	2023	2024	2025	2026	2027	2028	BEYOND	TOTAL
EXPENSES										
Engineering	403									403
Land (R/W)	5,205									5,205
Const. Mgmt.	175									175
Construction	636	20	10							666
TOTAL EXPENSES	6,419	20	10	0	0	0	0	0	0	6,449
FUND SOURCES										
Awarded Grant										0
Land Sales - Traveler	400									400
Land Sales - HealthPo	1,200	1,300	1,350							3,850
Bonds	6,100									6,100
302 Fund Balance	(1,281)	(1,280)	(1,340)							(3,901)
TOTAL SOURCES	6,419	20	10	0	0	0	0	0	0	6,449





INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Nora Gierloff, Community Development

BY: Lori Solberg, Rental Housing Program

CC: Mayor Ekberg

DATE: September 26, 2022

SUBJECT: Updated Rental Housing Licensing Fees and Program Update

ISSUE

Should Tukwila increase its rental housing licensing and inspection fees to adjust for inflation and staffing costs?

BACKGROUND

The City established the Residential Rental Business License and Inspection Program in 2010. This program was established to protect the public health, safety, and welfare by ensuring the proper maintenance of such housing, by identifying and requiring correction of substandard housing conditions, and by preventing conditions of deterioration and blight that could adversely impact the quality of life in the City of Tukwila.

The licensing and inspection fees for 2023, 2024, and 2025 are due to be adopted at this time.

DISCUSSION

Briefing on the Rental Housing Licensing and Inspection Program:

Tukwila Municipal Code Chapter 5.06 establishes regulations pertaining to rental housing licenses and inspection. All residential rental properties are required to obtain an annual rental business license and every 4 years pass a safety inspection performed by either a Code Enforcement Officer or a private inspector who meets specific qualifications. The city may also inspect units in response to complaints and audit inspections submitted by private inspectors when inspection reports are in question.

As of August 31, 2022, the Rental Housing Program has 4,224 registered rental units and 529 active rental licenses (one license per property). A total of 79% of all registered rental licenses have up to date passing inspections, while 11% are due for their next inspection by September 30, 2022. Inspections ensure compliance with minimum health safety standards (See Attachment B).

Fee Update for 2023, 2024, and 2025

Late fees were reimplemented in March of 2021 after being waived for all of 2020 due to the COVID-19 pandemic. Staff has found monthly late fees for overdue license renewals and inspections to be an effective tool to encourage compliance. As of August 31, 2022, 21 properties have yet to renew their 2022 rental license. Not including new rental licenses, 59 licenses are still due for inspection in 2022; 116 licenses are due for inspection in 2023.

To increase revenue staff is recommending the City begin offering rental inspections for properties with up to 12 units. Currently, the City inspector is only an option for properties with 4 or fewer units. The current fee for a city inspection is \$62 and it has only been raised \$7 since

2017. Staff is proposing that it be raised to \$75 in keeping with what other agencies and private inspectors charge and that thereafter it be increased by 5% on a yearly basis. We deliberately try to keep this inspection fee low as it only applies to small landlords.

Additionally, staff is recommending that the residential rental business license fees for 2023-2025 be increased by 5% per year over the next three years to keep up with the costs of administering the program.

FINANCIAL IMPACT

The proposed fee increases will help offset the programs' staffing costs while continuing to provide these necessary services.

RECOMMENDATION

The Committee is being asked to approve the resolution for 2023-2025 fees and forward this item as part of the consent agenda at the October 17, 2022 Regular Meeting.

ATTACHMENTS

Attachment A. Draft Residential Rental Licensing Fee Resolution

Attachment B. Rental Housing – Inspection Checklist

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING A RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION PROGRAM FEE SCHEDULE; AND REPEALING RESOLUTION NO. 2013.

WHEREAS, the City has adopted a Residential Rental Business License and Inspection Program, pursuant to Tukwila Municipal Code Chapter 5.06; and

WHEREAS, the program has significantly improved the condition of the City's rental housing stock over the past 12 years; and

WHEREAS, the City is authorized to impose fees for services rendered; and

WHEREAS, the fees for this program are intended to offset most of the cost of providing this service; and

WHEREAS, the costs to administer the program have increased due to inflation since the last fee review in 2020; and

WHEREAS, the cost to administer the licensing program increases in proportion to the number of units per site; and

WHEREAS, the continued renewal of Residential Rental Business Licenses and up-to-date rental inspections are critical to maintaining safe and healthy rental housing;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Residential Rental Business License and Inspection Program fees will be charged according to the following schedule:

RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION FEES

DESCRIPTION	2022 LICENSE	<u>2023 LICENSE</u>	<u>2024 LICENSE</u>	<u>2025 LICENSE</u>
Annual Residential Rental Business License:				
Property with one, two, three or four units	\$ 77.00	<u>\$ 80.00</u>	<u>\$ 84.00</u>	<u>\$ 88.00</u>
Property with 5 to 20 units	\$201.00	<u>\$208.00</u>	<u>\$218.00</u>	<u>\$229.00</u>
Property with 21 to 50 units	\$252.00	<u>\$260.00</u>	<u>\$273.00</u>	<u>\$287.00</u>
Property with 51 or more units	\$314.00	<u>\$324.00</u>	<u>\$340.00</u>	<u>\$357.00</u>
<i>License fees for units rented for the first time on or after July 1st of each year are reduced by 50%.</i>				
Late fee per month if existing license is not renewed before March 1	\$ 10.00	<u>\$ 10.00</u>	<u>\$ 10.00</u>	<u>\$ 10.00</u>
Penalty fee if a new unit is leased before a license and inspection is obtained	\$ 50.00	<u>\$ 50.00</u>	<u>\$ 50.00</u>	<u>\$ 50.00</u>
<u>Rental Inspection fees (City inspector):</u>				
Inspection fee per unit, <u>first 4 units (City inspector)</u>	\$ 62.00	<u>\$ 75.00</u>	<u>\$ 79.00</u>	<u>\$ 83.00</u>
<u>Additional unit inspections up to 12 units</u>		<u>\$ 35.00</u>	<u>\$ 37.00</u>	<u>\$ 39.00</u>
Re-inspection fee per unit (City inspector)	\$ 62.00	<u>\$ 35.00</u>	<u>\$ 37.00</u>	<u>\$ 39.00</u>
Late fee per unit, per month, if Inspection Checklist is not submitted by September 30 of the year it is due	\$ 10.00	<u>\$ 10.00</u>	<u>\$ 10.00</u>	<u>\$ 10.00</u>
Hearing Examiner appeal fee	\$340.00	<u>\$340.00</u>	<u>\$340.00</u>	<u>\$340.00</u>

Section 2. Repealer. Resolution No. 2013 is hereby repealed in its entirety as of 11:59 PM on December 12, 2022.

Section 3. Effective Date. This resolution and the fee schedule contained herein shall be effective as of 12:00 AM on December 13, 2022.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at
a Regular Meeting thereof this _____ day of _____, 2022.

ATTEST/AUTHENTICATED:

Christy O'Flaherty, MMC, City Clerk

Thomas McLeod, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____
Passed by the City Council: _____
Resolution Number: _____

Office of the City Attorney



Rental Housing Program - Inspection Report and Checklist

UNIT DOES NOT PASS IF INSPECTION RESULTS EQUAL 25 POINTS OR MORE

Property Owner: _____ Dwelling Type: Single-family Fourplex **FILE #** _____
 Rental Address: _____ Unit #: _____ Condominium Apartment w/5+ units **Inspection Results** PASS / FAIL (CIRCLE ONE)
 Property Name: _____ Bathrooms: _____ Duplex Accessory Dwelling Unit **Final Inspection Score** _____
 Bedrooms: _____ Triplex Studio/Efficiency Unit

CITY OF TUKWILA OFFICIAL RENTAL INSPECTION REPORT
 DATE OF INSPECTION: _____ INSPECTOR NAME (PRINTED): _____ INSPECTOR SIGNATURE: _____
 REINSPECTION REQUIRED? Y / N REINSPECTION DUE DATE: _____

POST INSPECTION COMMENTS / REQUIRED CORRECTIVE ACTIONS

HAZARDS - Check all hazards that apply.	NC-PTS	COMMENTS
Plumbing system hazards found - IPMC 504.3	25	
Mechanical equipment improperly installed and maintained - IPMC 603.1	25	
Combustion air supply is inadequate for fuel burning equipment - IPMC 603.5	25	
Unit does NOT have electrical service provided by utility - IPMC 604.1	25	
Electrical system hazards found - IPMC 604.3	25	
Other hazards found - IPMC 108	25	
Describe hazard:		
Fire doors are blocked, obstructed, or inoperable - IPMC 703.2	25	
Inadequate emergency egress from one or more habitable spaces - IPMC 702.4	25	
Doors, bars, grilles, grates over emergency escape openings are NOT readily operable from inside, without keys or special knowledge - IPMC 702.3 & 702.4	25	
Missing/inoperable Smoke detector(s): Detectors required for each story; each bedroom; immediately outside each sleeping area - IPMC 704	25	
Missing or inoperable Carbon monoxide detector(s): Detectors required for each story; immediately outside each sleeping area - RCW 19.27.530	25	
One or more bedroom under 70 sq ft - IPMC 404.4.1	25	

For each hazard present add 25 points to Final Inspection Score

RENTAL HOUSING INSPECTION CHECKLIST

DIRECTIONS:

If code standard is not met the inspector will mark the applicable section with the appropriate point value based on the severity of the violation. Severity levels are defined as minor, moderate, or severe (except where only a single score option is provided). The inspector will mark NA if not applicable and will add inspection notes to support ratings. Sections left blank indicate compliance with the referenced standards. Total score shall be calculated based on assigned non-compliance point values assigned to each violation and severity level. **An inspection does not pass if there is a total of 25 or more non-compliance points (NC-PTS).**

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD	INTERIOR CONDITIONS												NC-PTS	Severity	SCORE			
	entry	living rm	dining rm	kitchen	utility	bathroom (1)	bathroom (2)	bathroom (3)	bedroom (1)	bedroom (2)	bedroom (3)	bedroom (4)				other		
Windows and frames in good repair - IPMC 305.3															1	2	3	
Floor surface in good repair - IPMC 305.4															1	2	3	
Wall surface in good repair - IPMC 305.3															1	2	3	
No visible mold, mildew, or signs of moisture of leaks - IPMC 504.1															1	5	25	
Adequate source of heat - IPMC 602.3 & 602.5																		25
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309															3	10	25	
Functional lighting fixtures - IPMC 402.2 & 402.3															1	2	3	
Two separate & remote electrical outlets per room - IPMC 605.2															2			
Minimum of 1 operable, approved-size window facing directly to the outdoors - IPMC 402.1 & 403.1															1	5	25	
Stove vent properly connected and functional - IPMC 302.6 & 403.4															1			
Has a clear path of not less than 3' clearance between counterfronts and appliances or walls - IPMC 404.2															1	5	25	
Has kitchen sink, cooking stove, refrigerator, and counter space - IPMC 404.7 & 502.1																		
1 grounded-type receptacle or GFCI: laundry, kitchen, garage, basement - IPMC 605.2															1			25
Hot and cold water to all plumbed fixtures - IPMC 505.1																		
Clothes dryer exhausted properly to exterior - IPMC 403.5															2	10	25	
Water heater correctly installed - IPMC 505.4															3	10	25	
Door for privacy, in good repair, securely attached - IPMC 503.1															1	2	3	
Separate bathroom with toilet, sink, & tub/shower - IPMC 404.4.3																		
Bathroom/toilet room properly ventilated (operable screened window or functional mechanical fan) - IPMC 403.2																		
Has at least one electrical receptacle - IPMC 605.2															2			

INSPECTION NOTES:

EXTERIOR STRUCTURE / EXTERIOR PROPERTY

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD

ext. structure	NC PTS			SCORE		
	ext. structure	ext. property	minor	moderate	severe	
			1	2	3	
Surfaces in good repair - IPMC 304.2						
Address numbers 4" tall & visible from the street - IPMC 304.3			1			
Structural members in good repair - IPMC 304.4			3	10	25	
Foundation walls in good repair - IPMC 304.5			3	10	25	
Exterior walls in good repair - IPMC 304.6			3	10	25	
Roof and drainage in good repair - IPMC 304.7			2	10	25	
Decorative features in good repair - IPMC 304.8			1			
Overhang extensions in good repair - IPMC 304.9			2	10	25	
Stairways, decks, porches, balconies in good repair - IPMC 304.10			3	10	25	
Handrails and guardrails firmly fastened - IPMC 304.12			2	10	25	
Chimneys and towers in good repair - IPMC 304.11			3	10	25	
Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch - IPMC 304.15			2	10	25	
Clean, safe & sanitary/no uncontained debris - IPMC 302.1			1	5	10	
Approved waste containers w/tight fitting lids - IPMC 308			1	5	10	
Sidewalks/driveways free of hazards - IPMC 302.3			1	3	5	
No weeds in excess of 12 inches - IPMC 302.4			1	3	10	
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309			3	10	25	
Accessory structures in good repair - IPMC 302.7			3	10	25	
No junk vehicles/repair outside garage - IPMC 302.8			1	5	10	
Free from graffiti - IPMC 302.9			1	3	5	
No standing water or erosion - IPMC 302.2			2			
Swimming Pools, Spas & Hot Tubs - Clean, sanitary, in good repair - IPMC 303.1			1	5	10	
Swimming Pools, Spas & Hot Tubs - Enclosure 60" high, w/self-closing latch - IPMC 303.2			3	10	25	

INSPECTION NOTES

space for additional inspection notes on back

ADDITIONAL INSPECTION NOTES



INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Nora Gierloff, DCD Director

BY: Rachelle Sagan, Permit Supervisor
Max Baker, Development Supervisor
Kerry Murdock, Development Review Engineer

CC: Mayor Ekberg

DATE: September 26, 2022

SUBJECT: Consolidated Permit Fee Resolution for 2023-2024

ISSUE

Should Tukwila increase its land use, infrastructure, and development permit fees to reflect the increased costs to provide development review services?

BACKGROUND

The City has previously updated permit fees on a two-year cycle to align with the budget cycle and reflect the cost of service. Most permits have an additional 5% technology fee that pays for our permit software. Some permits have additional fees such as hearing examiner services for review of Type 3 permits. This fee is collected with the land use application and passed through to the applicant. Credit card payments are now processed by Cardknox so the City no longer collects a 3% convenience fee, the surcharge is collected directly from applicants by Cardknox.

Some permits incur additional costs for Fire Department review. Resolution 1967 adopted fees charged by the Fire Department which are in addition to the fees listed in Attachment A. In preparation for the move to a contractual arrangement for Fire services with the Puget Sound Regional Fire Authority staff recommends aligning our fee structure with other jurisdictions served by the Authority. Fire Department staff will be presenting those recommendations for a new fee structure in a separate resolution.

DISCUSSION

Overall

Staff is suggesting that permit fees increase at 8.5% in 2023 and 7% in 2024 to reflect the City's increased labor and benefit costs due to a rapid rise in inflation. The CPI-W was 9.5% for the June 2022 period and additional cost increases are anticipated to affect costs for equipment, vehicles, supplies, etc. Additionally, staff is suggesting that hourly inspection fees and after hours inspections should be increased from \$106.50 per hour to \$117 in order to recover staff costs associated with inspections. Also, the 5% technology fee collected to provide for online permitting software upgrade/maintenance and converting paper records to digital records should be maintained.

Development Permits Building/Electrical/Plumbing/Mechanical

Permits in this category are based on the value of the construction covered by the permit. This permit value is developed by the International Code Council and updated twice a year. High cost areas, such as the Puget Sound Region, apply a modifier to this nationwide index.

Tukwila has a special \$20 permit fee for residential remodels up to a value of \$20,000. The intent was to remove a barrier to permitting for homeowners making modest improvements to their houses or repairing storm damage. This can help to ensure that construction is done safely and in accordance with building codes. In 2021 the City issued 167 permits using the reduced residential remodel fee. If we had charged according to the standard fee schedule we would have collected an additional \$24,280. If the Council is looking for ways to increase cost recovery for permitting they could delete this lower rate.

	Issued	Res. Remodel Fee	Actual F
Development	16	\$ 431	\$ 7,30
Electrical	102	\$ 2,171	\$ 10,81
Mechanical	35	\$ 725	\$ 7,84
Plumbing	14	\$ 298	\$ 1,94

Infrastructure/ROW Permits

TMC Chapter 11.08 covering permitting within the City’s Right-of-Way has been going through an internal review and rewrite over the past year. The new title, with revised permit types, will be presented to Council this fall. This fee resolution assumes the passage of an updated ordinance for Chapter 11.08 and reflects the new permit categories.

Our present Public Works fee schedule, effective 1/1/21 Resolution No. 2012 was structured to incorporate permit fees for 6 different types of rights-of-way permits (A – F). Type A - (Short-Term Non-profit), Type B (Short-Term Profit), Type C (Infrastructure and Grading on Private Property and City Right-of-Way and Disturbance of City Right-of-Way), Type D (Long-Term), Type E (Potential Disturbance of City Right-of-Way), and Type F (Blanket Permits) not to be confused with Franchise permits that are issued for utilities that have an existing or expired franchise agreement with the city.

Proposed updates to Title 11.08 Permits (Right-of-Way) look to consolidate the permit subtypes into two categories – Right-of-Way Use Permit (ROWUP), and an Annual Activities Blanket Permit (AABP). The (ROWUP) would be required for both franchise holders and non-franchise holders performing any kind of work in the right-of-way. The (AABP) may be issued to franchise holders on an annual basis to undertake blanket activities as defined by the updated Title 11.08. Consolidating the number of permit types will reduce confusion among applicants and staff members and streamline the way permit fees are assessed leading to a more equitable fee structure.

INFORMATIONAL MEMO

Permit fees for the two types of proposed right-of-way permits; ROWUP & AABP will still be based on 4 prior components assessed under the current Type C Public Works permit for construction value: 1) plan review, 2) construction Inspection, 3) pavement mitigation, and 4) grading review as applicable with a base application fee. The current base application fee is \$254.00. Staff recommends that the base application fee be increased to align with comparable and surrounding municipalities, keep up with the cost of living, and provide service that meets industry demand. Historically, franchise holders have not been assessed permit fees when applying for right-of-way permits. This fee would be independent of the initial application fee that is assessed for a new franchise application or to renew an existing one that expired. This would be a new source of revenue for the city and would align with surrounding jurisdictions. To reiterate, an existing or newly granted franchise agreement holder applying for a ROWUP would be charged a base application fee and the 4 components of construction value that is determined and assessed under the city’s existing Public Works Bulletin A2 Fee Estimate Worksheet that is required upon submittal for right-of-way permits.

Permit Description	Existing Fee	2023 Fee	2024 Fee
Right-of-Way Use Permit. (ROWUP) Required for (Franchise & Non-Franchise holders).	\$254.00 application base fee, Technology Fee, plus four components based on construction value: 1)Plan Review 2)Construction Inspection 3)Pavement Mitigation 4)Grading Plan Review <i>See Public Works Bulletin A1 for fee schedule.</i>	\$276.00 application base fee, Technology Fee, plus four components based on construction value: 1)Plan Review 2)Construction Inspection 3)Pavement Mitigation 4)Grading Plan Review <i>See Public Works Bulletin A1 for fee schedule.</i>	\$295.00 application base fee, Technology Fee, plus four components based on construction value: 1)Plan Review 2)Construction Inspection 3)Pavement Mitigation 4)Grading Plan Review <i>See Public Works Bulletin A1 for fee schedule.</i>
Annual Activities Blanket Permit. (AABP) Issued to existing Franchise holders.	N/A	\$276.00 application base fee, Technology Fee, plus two components based on construction value: 1)Plan Review 2)Construction Inspection <i>See Public Works Bulletin A1 for fee schedule.</i>	\$295.00 application base fee, Technology Fee, plus two components based on construction value: 1)Plan Review 2)Construction Inspection <i>See Public Works Bulletin A1 for fee schedule.</i>
Franchise Application Deposit	\$5,075.00 deposit	\$5,506.00 deposit	\$5,891.00 deposit
Franchise – Cable	\$5,075.00 plus 5% of total revenue	\$5,506.00 plus 5% of total revenue	\$5,891.00 plus 5% of total revenue
Street Vacation	\$1,218.00	\$1,322.00	\$1,415.00

INFORMATIONAL MEMO

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Latecomer's Agreements	\$507.50 processing fee, plus 17% administrative fee, plus \$507.50 segregation fee	\$549.00 processing fee, plus 17% administrative fee, plus 549.00 segregation fee	\$587.00 processing fee, plus 17% administrative fee, plus 587.00 segregation fee
Flood Zone Control Permit	\$51.00 + Technology Fee	\$55.00 + technology Fee	\$59.00 + technology Fee
Public Works Inspector Safety, Investigation or Re-inspection Fee	\$71.00 per hour	\$77.00 per hour	\$83.00 per hour
Public Works inspection outside of normal business hours (four-hour minimum charge)	\$106.50 per hour	\$116.00 per hour	\$124.00 per hour

Land Use Permits

In addition to the overall inflation adjustment staff has reviewed the fees charged by neighboring jurisdictions and finds that some of Tukwila's fees are well below market rates, see Attachment B. Staff suggests adjusting the following permit fees to better reflect the cost of the labor of the multiple reviewers involved in the approval of these permits.

Permit	Existing Fee	Proposed Fee
Short Plat	\$4,667 (2-4 lots) \$5,310 (5-9 lots)	\$6,000 (2-4 lots) \$8,000 (5-9 lots)
Subdivision Preliminary Approval	\$6,095	\$8,500
Subdivision Final Plat Approval	\$3656	\$5,000
Development Agreement	\$2,439	\$5,000
Rezone	\$4,064	\$8,000
Boundary Line Adjustment	\$1,952	\$2,100
Lot Consolidation	\$762	\$1,000

FINANCIAL IMPACT

The proposed fee increases will keep pace with the City's costs to provide these necessary services.

RECOMMENDATION

The Council is being asked to approve the fee resolution and consider this item at the October 24, 2022 Committee of the Whole meeting and consent agenda at the subsequent November 7, 2022 Regular Meeting.

ATTACHMENTS

- A. Draft Consolidated Permit Fee Resolution for 2023-2024
- B. Comparison of Selected Land Use Permit Fees

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, REPEALING RESOLUTION NOS. 2012, 2021, AND 2046, AND ADOPTING A CONSOLIDATED PERMIT FEE SCHEDULE.

WHEREAS, the City Council adopted Resolution No. 2012 in 2020, establishing the City's current consolidated permit fee schedule; and

WHEREAS, Resolution No. 2012 was amended by Resolution Nos. 2021 and 2046, which amended the fees for wireless permits, tree/landscape permits, and zoning verification letters; and

WHEREAS, the Public Works permit structure for infrastructure and right-of-way permits has changed due to an update to Tukwila Municipal Code Chapter 11.08; and

WHEREAS, the permit structure for small wireless facilities has changed due to an update of TMC Chapter 18.58; and

WHEREAS, the City intends to update permit fees on an annual basis, with any increases tied to growth in City expenses for providing permit services; and

WHEREAS, the City Council wishes to recover a portion of the City's costs for review and processing of permit applications; and

WHEREAS, the City has adopted a biennial budget process; and

WHEREAS, the City's primary cost for permit processing is employee salaries and benefits; and

WHEREAS, the Seattle Consumer Price Index (CPI-W) was 9.5% for the June 2022 period; and

WHEREAS, the cost for employee benefits has also risen; and

WHEREAS, increasing flat fee permits by 8.5% in 2023 and 7% in 2024 will enable revenues to track with increasing City labor costs; and

WHEREAS, the permit fees for short plats, subdivisions, development agreements, rezones, and lot consolidations have been increased by larger amounts based on the amount of staff time required and comparison with other jurisdictions;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Repealer. Resolution Nos. 2012, 2021, and 2046 are hereby repealed, effective January 1, 2023.

Section 2. For 2023 and 2024, the Technology Fee shall be set at 5% of the applicable permit fee.

Section 3. Right-of-Way Use and Franchise Permit fees shall be charged according to the following schedule:

PUBLIC WORKS RIGHT-OF-WAY USE PERMITS FEE SCHEDULE

Permit Description	CURRENT Fee	2023 Fee
<u>Type A (Short-Term Non-profit)</u>	<u>\$51.00 + Technology Fee</u>	NA
<u>Type B (Short-Term Profit)</u>	<u>\$102.00 + Technology Fee</u>	NA
<u>Type C (Infrastructure and Grading on Private Property and City Right-of-Way and Disturbance of City Right-of-Way)</u>	<u>\$254.00 application base fee, Technology Fee, plus four components based on construction value:</u> <u>1) Plan Review</u> <u>2) Construction Inspection</u> <u>3) Pavement Mitigation</u> <u>4) Grading Plan Review</u> <u>See Public Works Bulletin A1 for fee schedule.</u>	NA
<u>Type D (Long-Term)</u>	<u>\$102.00 + Technology Fee</u>	NA
<u>Type E (Potential Disturbance of City Right-of-Way)</u>	<u>\$102.00 + Technology Fee</u>	NA
<u>Type F (Blanket Permits)</u>	<u>\$254.00 processing fee, plus \$5,075.00 cash deposit, withdraw \$102.00 per instance for inspection</u>	NA

Permit Description	CURRENT Fee	2023 Fee	2024 Fee
Right-of-Way Use Permit (ROWUP). Required for (Franchise and Non-Franchise Holders).	\$254.00 application base fee, Technology Fee and, as applicable, four additional based on construction value: 1) Plan Review 2) Construction Inspection 3) Pavement Mitigation 4) Grading Plan Review See Public Works Bulletin A1 for fee schedule.	\$276.00 application base fee, Technology Fee and, as applicable, four additional fees based on construction value: 1) Plan Review 2) Construction Inspection 3) Pavement Mitigation 4) Grading Plan Review See Public Works Bulletin A1 for fee schedule.	\$295.00 application base fee, Technology Fee and, as applicable, four additional fees based on construction value: 1) Plan Review 2) Construction Inspection 3) Pavement Mitigation 4) Grading Plan Review See Public Works Bulletin A1 for fee schedule.
Annual Activities Blanket Permit (AABP). Issued to Existing Franchise Holders.	NA	\$276.00 application base fee, Technology Fee and, as applicable, two additional fees based on construction value: 1) Plan Review 2) Construction Inspection See Public Works Bulletin A1 for fee schedule.	\$295.00 application base fee, Technology Fee and, as applicable, two additional fees based on construction value: 1) Plan Review 2) Construction Inspection See Public Works Bulletin A1 for fee schedule.
Franchise – Telecommunications application deposit for all franchise applications except cable franchises. ¹	\$5,075.00 administrative fee	\$5,506.00 deposit	\$5,891.00 deposit
¹ Requires a deposit with franchise application. The deposit is intended to cover all administrative expenses incurred by the City (including staff/consultant related time) associated with the review of each franchise application and associated franchise negotiations. Additional fees may apply if additional staff/consultant related time is necessary. Any application fee deposit monies not used for administrative expenses associated with the review of each franchise application and franchise negotiation shall be returned to the applicant following the approval or denial of the franchise by the City Council. This administrative fee excludes normal permit fees required for work within the City rights-of-way.			
Franchise Application Fee – Cable	\$5,075.00 plus 5% of total revenue	\$5,506.00 plus 5% of total revenue	\$5,891.00 plus 5% of total revenue
Street Vacation	\$1,218.00	\$1,322.00	\$1,415.00
Latecomer’s Agreements	\$507.50 processing fee, plus 17% administrative fee, plus \$507.50 segregation fee	\$549.00 processing fee, plus 17% administrative fee, plus \$549.00 segregation fee	\$587.00 processing fee, plus 17% administrative fee, plus \$587.00 segregation fee

Permit Description	CURRENT Fee	2023 Fee	2024 Fee
Flood Zone Control Permit	\$51.00 + Technology Fee	<u>\$55.00 + Technology Fee</u>	<u>\$59.00 + Technology Fee</u>
Public Works -Infrastructure Inspector Safety, Investigation or Re-inspection Fee	\$71.00 per hour	<u>\$77.00 per hour</u>	<u>\$83.00 per hour</u>
Public Works -Infrastructure Inspection Outside of Normal Business Hours (four-hour minimum charge)	\$106.50 per hour	<u>\$116.00 per hour</u>	<u>\$124.00 per hour</u>

Section 4. Land use permit and processing fees will be charged according to the following schedule:

LAND USE FEE SCHEDULE

All peer review fees will be passed through to the applicant per TMC Section 18.50.200.

Decision Type	2021 Fee	2022 Fee	2023 Fee	2024 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
APPEALS						
Appeal of Type 1, 2 and 4 Decisions	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
SEPA MDNS Appeal	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
Appeal of Sign Code Decision	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
Appeal of Fire Impact Fees	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
Appeal of Parks Impact Fees	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
Appeal of Transportation Impact Fees	\$675	\$685	<u>\$743</u>	<u>\$795</u>		
SIGNS (TMC Chapter 19)						
Permanent	\$279	\$283	<u>\$307</u>	<u>\$328</u>		+ TF
Temporary	\$46	\$46	<u>\$50</u>	<u>\$54</u>		+ TF
Pole/Banner Initial Application	\$279	\$283	<u>\$307</u>	<u>\$328</u>		+ TF
Special Event	\$122	\$123	<u>\$133</u>	<u>\$142</u>		+ TF
Pole/Banner Annual Renewal	\$64	\$62	<u>\$67</u>	<u>\$72</u>		+ TF
New Billboard	\$675	\$685	<u>\$743</u>	<u>\$795</u>		+ TF
Master Sign Program—Admin	\$2,492	\$2,529	<u>\$2,744</u>	<u>\$2,936</u>		+ TF
Master Sign Program—BAR	\$3,989	\$4,049	<u>\$4,393</u>	<u>\$4,701</u>		+ TF

Decision Type	2021 Fee	2022 Fee	2023 Fee	2024 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
TUC MODIFICATIONS						
Modification to TUC Corridor Standards (TMC Section 18.28.130.C)	\$675	\$685	\$743	\$795		+ TF
Modification to TUC Open Space Regulations (TMC Section 18.28.250.D.4.d)	\$675	\$685	\$743	\$795		+ TF
Transit Reduction to Parking Requirements (TMC Section 18.28.260.B.5.b)	\$675	\$685	\$743	\$795		+ TF
DESIGN REVIEW (TMC Section 18.60.030)						
Administrative	\$2,563	\$2,604	\$2,822	\$3,020		+ TF
Public Hearing	\$4,593	\$4,662	\$5,058	\$5,412		+ TF
Major Modification	\$1,573	\$1,597	\$1,733	\$1,854		+ TF
Minor Modification	\$716	\$726	\$788	\$843		+ TF
PARKING VARIANCES AND SPECIAL PERMISSIONS						
Administrative Parking Variance (Type 2—TMC Section 18.56.140)	\$675	\$685	\$743	\$795		+ TF
Parking Variance (Type 3—TMC Section 18.56.140)	\$1,111	\$1,128	\$1,224	\$1,310	+ HE	+ TF
Parking Standard for use not specified (TMC Section 18.28.250.D.4.d.1 and TMC Section 18.56.100)	\$665	\$675	\$732	\$783		+ TF
Residential Parking Reduction (TMC Section 18.56.065)	\$675	\$685	\$743	\$795		+ TF
Shared, covenant, Complementary Parking Reduction (TMC Section 18.56.070)	\$675	\$685	\$743	\$795		+ TF
Parking Lot Restriping (TMC Section 18.56.120)	\$675	\$685	\$743	\$795		+ TF
VARIANCES, SPECIAL PERMISSIONS AND SITE PLAN REVIEW						
Variances (TMC Chapter 18.72)	\$3,243	\$3,294	\$3,571	\$3,821	+ HE	+ TF
Environmentally Sensitive Areas Deviation, Buffer Reduction (TMC Chapter 18.45)	\$1,715	\$1,744	\$1,889	\$2,021		+ TF
Reduced fee for LDR homeowners, no associated short plat	\$675	\$685	\$743	\$795		

Decision Type	2021 Fee	2022 Fee	<u>2023 Fee</u>	<u>2024 Fee</u>	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
Reasonable Use Exception (TMC Section 18.45.180)	\$3,434	\$3,482	<u>\$3,778</u>	<u>\$4,042</u>	+ HE	+ TF
Exception from Single Family Design Standard (TMC Section 18.50.055)	\$675	\$685	<u>\$743</u>	<u>\$795</u>		+ TF
Special Permission Cargo Container (TMC Section 18.50.060)	\$675	\$685	<u>\$743</u>	<u>\$795</u>		+ TF
Tree Permit for single family residential properties (TMC Chapters 18.44, 18.45 and 18.54, including shoreline and critical areas tree permits)	\$124	\$124	<u>\$135</u>	<u>\$144</u>		<u>+ TF</u>
Tree Permit and Landscape Modification Permit and Exceptions for non-single family residential properties (TMC Section 18.53.120, and Chapters 18.44, 18.45 and 18.54, including shoreline and critical areas tree permits)	\$675	\$685	<u>\$743</u>	<u>\$795</u>		+ TF
LOT CREATION AND CONSOLIDATION						
Boundary Line Adjustment (TMC Chapter 17.08)	\$1,923	\$1,952	<u>\$2,100</u>	<u>\$2,247</u>		+ TF
Lot Consolidation (TMC Chapter 17.08)	\$716	\$726	<u>\$1,000</u>	<u>\$1,070</u>		+ TF
Short Plat (2-4 lots) (TMC Chapter 17.12)	\$4,380	\$4,445	<u>\$6,000</u>	<u>\$6,420</u>		+ TF
Short Plat (5-9 lots) (TMC Chapter 17.12)	\$4,984	\$5,058	<u>\$8,000</u>	<u>\$8,560</u>		+ TF
Subdivision Preliminary Plat (10+ lots) (TMC Section 17.14.020)	\$5,719	\$5,805	<u>\$8,500</u>	<u>\$9,095</u>	+ HE	+ TF
Subdivision Final Plat (10+ lots) (TMC Section 17.12.030)	\$3,434	\$3,482	<u>\$5,000</u>	<u>\$5,350</u>		+ TF
Binding Site Improvement Plan (TMC Chapter 17.16)	\$4,380	\$4,445	<u>\$4,823</u>	<u>\$5,160</u>		+ TF
Planned Residential Development—Administrative (TMC Section 18.46.110)	\$2,492	\$2,529	<u>\$2,744</u>	<u>\$2,936</u>		+ TF
Planned Residential Development—Public Hearing (TMC Section 18.46.110)	\$5,719	\$5,805	<u>\$6,298</u>	<u>\$6,739</u>		+ TF

Decision Type	2021 Fee	2022 Fee	2023 Fee	2024 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
Planned Residential Development— Minor Modification (TMC Section 18.46.130)	\$675	\$685	\$743	\$795		+ TF
Planned Residential Development— Major Modification (TMC Section 18.46.130)	\$2,781	\$2,823	\$3,063	\$3,277		+ TF
WIRELESS COMMUNICATION FACILITY (TMC Section 18.58.050)						
Eligible Facilities Modification	\$675	\$685	\$743	\$795		+ TF
Substantial Change	\$1,923	\$1,952	\$2,118	\$2,266		+ TF
New Macro-Facility	\$3,847	\$3,905	\$4,237	\$4,534	+HE	+ TF
Minor (Type 1)	\$675	\$685				+ TF
Administrative (Type 2)	\$1,923	\$1,952				+ TF
Major or Height Waiver (Type 3)	\$3,847	\$3,905			+ HE	+ TF
SMALL WIRELESS COMMUNICATION FACILITY PERMITS (TMC Chapter 23.04)						
Non-recurring fee per application, which covers up to 5 small wireless communication facilities (SWF), plus added fee for each additional SWF beyond 5	\$500 for up to 5 \$100 for each additional	\$500 for up to 5 \$100 for each additional	\$543 for up to 5 \$109 for each additional	\$580 for up to 5 \$116 for each additional		+ TF
Non-recurring fee per application for each new pole intended to support one or more SWF	\$1,000	\$1,000	\$1,085	\$1,161		+ TF
Recurring site fee (per year) for locating a SWF on City property	\$270	\$270	\$293	\$313		+ TF
SEPA AND ENVIRONMENTAL						
Checklist	\$1,959	\$1,988	\$2,157	\$2,308		+ TF
SEPA EIS	\$3,431	\$3,482	\$3,778	\$4,042		+ TF
SEPA Planned Action	\$675	\$685	\$743	\$795		+ TF
SEPA Addendum	\$675	\$685	\$743	\$795		+ TF
SEPA Exemption Letter	\$401	\$407	\$442	\$473		+ TF
Sensitive-Critical Area Master Plan Overlay (TMC Section 18.45.160)	\$5,719	\$5,805	\$6,298	\$6,739		+ TF

Decision Type	2021 Fee	2022 Fee	2023 Fee	2024 Fee	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
SHORELINE PERMITS						
Project value: \$5,000 - \$10,000	\$1,355	\$1,375	\$1,492	\$1,596		+ TF
\$10,001 - \$50,000	\$3,172	\$3,219	\$3,493	\$3,737		+ TF
\$50,001 - \$500,000	\$5,055	\$5,130	\$5,566	\$5,956		+ TF
More than \$500,000	\$6,410	\$6,506	\$7,059	\$7,553		+ TF
Permit Exemption Letter, Shoreline	\$279	\$283	\$307	\$329		+ TF
Shoreline Permit Revision	\$700	\$711	\$771	\$825		+ TF
Conditional Use Permit, Shoreline (TMC Section 18.44.050)	\$4,451	\$4,517	\$4,901	\$5,244	+ HE	+ TF
Shoreline Environment Redesignation	\$3,431	\$3,482	\$3,778	\$4,042		+ TF
NOISE VARIANCES (TMC Section 8.22.120)						
Type I	\$553	\$561	\$609	\$651		+ TF
Type II	\$751	\$762	\$827	\$885		+ TF
Type III	\$1,670	\$1,695	\$1,839	\$1,968	+ HE	+ TF
USE PERMITS						
Conditional Use Permit (TMC Section 18.64.020)	\$4,451	\$4,517	\$4,901	\$5,244	+ HE	+ TF
Unclassified Use Permit (TMC Chapter 18.66)	\$5,719	\$5,805	\$6,298	\$6,739		+ TF
TSO Special Permission Use	\$1,111	\$1,128	\$1,224	\$1,310	+ HE	+ TF
COMPREHENSIVE PLAN CHANGES (TMC Chapter 18.84)						
Rezone (Map Change— separate Comprehensive Plan amendment fees also apply)	\$4,004	\$4,064	\$8,000	\$8,560		+ TF
Comprehensive Plan Amendment	\$4,572	\$4,641	\$5,035	\$5,388		+ TF
Zoning Code Text Amendment	\$5,202	\$5,280	\$5,729	\$6,130		+ TF
MISCELLANEOUS SERVICES AND CHARGES						
Development Agreement	\$2,289	\$2,323	\$5,000	\$5,350		+ TF
Code Interpretation (TMC Section 18.96.020)	\$401	\$407	\$442	\$473		+ TF
Zoning Verification Letter (Up to two contiguous parcels; \$50 for each additional parcel.)	\$401	\$407	\$442	\$473		+ TF
Legal Lot Verification	\$639	\$649	\$704	\$753		+ TF

Decision Type	2021 Fee	2022 Fee	<u>2023 Fee</u>	<u>2024 Fee</u>	Plus Hearing Examiner Fee	Plus Technology Fee (TF)
Preapplication Meeting	\$553	\$561	<u>\$609</u>	<u>\$651</u>		+ TF
In-lieu Tree Replacement Fee	\$416	\$422	<u>\$458</u>	<u>\$490</u>		
Mailing Fee to Generate Labels, per project	\$523	\$530	<u>\$575</u>	<u>\$615</u>		
Public Notice Mailing Fee per address for each mailing	\$1	\$1	<u>\$1</u>	<u>\$1</u>		

Section 5. Building permit fees will be charged according to the following schedule:

BUILDING PERMIT FEE SCHEDULE

Total Valuation	Building Permit Fees
\$1 to \$500	\$67.29 <u>\$73.01</u> + Technology Fee
\$501 to \$2,000	\$67.29 <u>\$73.01</u> for the first \$500, plus \$4.45 <u>\$4.83</u> for each additional \$100, or fraction thereof, to and including \$2,000, + Technology Fee
\$2,001 to \$25,000	\$134.07 <u>\$145.47</u> for the first \$2,000, plus \$20.29 <u>\$22.01</u> for each additional \$1,000, or fraction thereof, to and including \$25,000, + Technology Fee
\$25,001 to \$50,000	\$621.60 <u>\$674.44</u> for the first \$25,000, plus \$15.84 <u>\$17.19</u> for each additional \$1,000, or fraction thereof, to and including \$50,000, + Technology Fee
\$50,001 to \$100,000	\$1,017.96 <u>\$1,104.49</u> for the first \$50,000, plus \$10.97 <u>\$11.90</u> for each additional \$1,000, or fraction thereof, to and including \$100,000, + Technology Fee
\$100,001 to \$500,000	\$1,564.95 <u>\$1,697.97</u> for the first \$100,000, plus \$8.80 <u>\$9.55</u> for each additional \$1,000, or fraction thereof, to and including \$500,000, + Technology Fee
\$500,001 to \$1,000,000	\$5,079.49 <u>\$5,511.25</u> for the first \$500,000, plus \$7.24 <u>\$7.86</u> for each additional \$1,000, or fraction thereof, to and including \$1,000,000, + Technology Fee
\$1,000,001 to \$5,000,000	\$8,741.30 <u>\$9,484.31</u> for the first \$1,000,000, plus \$4.86 <u>\$5.27</u> for each additional \$1,000, or fraction thereof, to and including \$5,000,000, + Technology Fee
\$5,000,001 and up	\$28,204.94 <u>\$30,602.36</u> for the first \$5,000,000, plus \$4.65 <u>\$5.05</u> for each \$1,000 or fraction thereof, + Technology Fee

A. Non-Structural Plan Review Fee. A non-structural plan review fee shall be paid at the time of submitting plans and specifications for review. The non-structural plan review fee shall be 65% of the calculated permit fee as set forth in the permit fee schedule. The non-structural plan review fee specified herein is a separate fee from the permit fee and is in addition to the permit fee.

B. Structural Plan Review Fee. Where a structural plan review is deemed necessary, a structural plan review fee shall be charged. The structural plan review fee shall be 35% of the calculated non-structural plan review fee.

C. Total Value of All Construction Work. The latest Building Data Valuation that is updated twice a year by the International Code Council shall be used for the purposes of calculating value of the construction work.

Section 6. Mechanical permit fees will be charged according to the following schedule:

MECHANICAL PERMIT FEE SCHEDULE

Valuation of Work (Total Contract Amount)	Mechanical Permit Fee
	\$33.64 <u>\$36.50</u> for issuance of each permit (base fee) + Technology Fee
\$250 or less	\$67.29 <u>\$73.01</u> + Technology Fee
\$251 to \$500	\$67.29 <u>\$73.01</u> for first \$250, plus \$8.10 <u>\$8.79</u> for each \$100 or fraction thereof, to and including \$500, + Technology Fee
\$501 to \$1,000	\$87.58 <u>\$95.02</u> for the first \$500, plus \$9.00 <u>\$9.77</u> for each \$100 or fraction thereof, to and including \$1,000, + Technology Fee
\$1,001 to \$5,000	\$132.64 <u>\$143.88</u> for the first \$1,000, plus \$9.98 <u>\$10.83</u> for each \$1,000 or fraction thereof, to and including \$5,000, + Technology Fee
\$5,001 to \$50,000	\$172.58 <u>\$187.25</u> for the first \$5,000, plus \$10.40 <u>\$11.28</u> for each \$1,000 or fraction thereof, to and including \$50,000, + Technology Fee
\$50,001 to \$250,000	\$664.75 <u>\$718.00</u> for the first \$50,000, plus \$8.69 <u>\$9.43</u> for each \$1,000 or fraction thereof, to and including \$250,000, + Technology Fee
\$250,001 to \$1,000,000	\$2,401.06 <u>\$2,605.15</u> for the first \$250,000, plus \$7.66 <u>\$8.31</u> for each \$1,000 or fraction thereof, to and including \$1,000,000, + Technology Fee
\$1,000,001 and up	\$8,146.97 <u>\$8,839.46</u> for the first \$1,000,000, plus \$6.93 <u>\$7.52</u> for each \$1,000 or fraction thereof, + Technology Fee

Section 7. Plumbing permit fees will be charged according to the following schedule:

PLUMBING PERMIT FEE SCHEDULE

Permit Issuance—Issuance of each permit (base fee)	\$35.52 <u>\$36.50</u> + Technology Fee
Unit Fee Schedule (in addition to base fee above):	
For one plumbing fixture (a fixture is a sink, toilet, bathtub, etc.)	\$69.02 <u>\$73.01</u> + Technology Fee
For each additional fixture	\$15.22 <u>\$16.51</u> + Technology Fee
For each building sewer and each trailer park sewer	\$25.37 <u>\$27.53</u> + Technology Fee
Rain water system – per drain (inside building)	\$15.22 <u>\$16.51</u> + Technology Fee
For each water heater and/or vent	\$15.22 <u>\$16.51</u> + Technology Fee

For each industrial waste pretreatment interceptor, including its trap and vent, except for kitchen type grease interceptors	\$30.45 <u>\$33.04</u> + Technology Fee
For each grease interceptor for commercial kitchens	\$30.45 <u>\$33.04</u> + Technology Fee
For each repair or alteration of water piping and/or water treating equipment, each occurrence	\$15.22 <u>\$16.51</u> + Technology Fee
For each repair or alteration of drainage or vent piping, each fixture	\$15.22 <u>\$16.51</u> + Technology Fee
For each medical gas piping system serving one to five inlets/outlets for a specific gas	\$86.27 <u>\$93.60</u> + Technology Fee
For each additional medical gas inlets/outlets	\$17.22 <u>\$18.68</u> + Technology Fee
For each lawn sprinkler system on any one (1) meter including backflow protection devices therefor.	\$30.45 <u>\$33.04</u> + Technology Fee
For atmospheric-type vacuum breakers not included in lawn sprinkler backflow protection: 1 to 5 \$15.22 <u>\$16.51</u> + Technology Fee Over 5 \$15.22 <u>\$16.51</u> for first 5 plus \$3.29 <u>\$3.57</u> for each additional + Technology Fee	
For each backflow protective device other than atmospheric type vacuum breakers: 2-inch diameter and smaller \$30.45 <u>\$33.04</u> + Technology Fee Over 2-inch diameter: \$33.49 <u>\$36.34</u> + Technology Fee	

Section 8. Fuel Gas Piping permit fees will be charged according to the following schedule:

FUEL GAS PIPING PERMIT FEE SCHEDULE

Permit Issuance	
For issuing each permit (base fee): (\$0 if permit is in conjunction with a plumbing permit for an appliance with both plumbing and gas connection.)	\$35.52 <u>\$36.50</u> + Technology Fee
Unit Fee Schedule	
For each gas piping system of one to five outlets	\$69.02 <u>\$73.01</u> + Technology Fee
For each additional gas piping system outlet, per outlet	\$15.22 <u>\$16.51</u> + Technology Fee

Section 9. Electrical permit fees will be charged according to the following schedule:

ELECTRICAL PERMIT FEE SCHEDULE

1. NEW SINGLE-FAMILY DWELLINGS

New single-family dwellings (including a garage)	\$180.70 <u>\$196.06</u> + Technology Fee
Garages, pools, spas and outbuildings	\$121.80 <u>\$132.15</u> + Technology Fee
Low voltage systems	\$60.90 <u>\$66.08</u> + Technology Fee

2. SINGLE-FAMILY REMODEL AND SERVICE CHANGES

Service change or alteration—no added/alterd circuits	\$121.80 <u>\$132.15</u> + Technology Fee
Service change \$100.50 with added/alterd circuits, plus \$10.15 for each added circuit (maximum permit fee \$162.40)	\$100.50 <u>\$109.04</u> + Technology Fee
Circuits added/alterd without service change (includes up to 5 circuits)	\$60.90 <u>\$66.08</u> + Technology Fee
Circuits \$60.90 added/alterd without service change (more than 5 circuits); \$10.15 for each added circuit (maximum permit fee \$100.50+ Technology Fee)	\$60.90 <u>\$66.08</u> + Technology Fee
Meter/mast repair	\$81.20 <u>\$88.10</u> + Technology Fee
Low voltage systems	\$60.90 <u>\$66.08</u> + Technology Fee

3. MULTI-FAMILY AND COMMERCIAL (including low voltage)

Valuation of Work (Total Contract Amount)	Permit Fee
\$250 or less	\$67.29 <u>\$73.01</u> + Technology Fee
\$251 - \$1,000	\$67.29 <u>\$73.01</u> for the first \$250 plus \$4.45 <u>\$4.83</u> for each \$100 or fraction thereof, to and including \$1,000, + Technology Fee
\$1,001 - \$5,000	\$100.42 <u>\$108.97</u> for the first \$1,000 plus \$22.36 <u>\$24.26</u> for each \$1,000 or fraction thereof, to and including \$5,000, + Technology Fee
\$5,001 - \$50,000	\$189.77 <u>\$205.90</u> for the first \$5,000 plus \$18.32 <u>\$19.88</u> for each \$1,000 or fraction thereof, to and including \$50,000, + Technology Fee
\$50,001 - \$250,000	\$1,013.71 <u>\$1,099.88</u> for the first \$50,000 plus \$13.35 <u>\$14.48</u> for each \$1,000 or fraction thereof, to and including \$250,000, + Technology Fee
\$250,001 - \$1,000,000	\$3,693.14 <u>\$4,007.02</u> for the first \$250,000 plus \$9.46 <u>\$10.26</u> for each \$1,000 or fraction thereof, to and including \$1,000,000, + Technology Fee
Over \$1,000,000	\$10,809.25 <u>\$11,728.04</u> plus 0.5% of cost over \$1,000,000, + Technology Fee

4. MISCELLANEOUS ELECTRICAL PERMIT FEES

Temporary service (residential)	\$105.00 <u>\$113.93</u> + Technology Fee
Temporary service/generators	\$105.00 <u>\$113.93</u> + Technology Fee
Manufactured/mobile home parks and RV park sites, each service and feeder	\$105.00 <u>\$113.93</u> + Technology Fee
Carnivals:	
• Base fee	\$105.00 <u>\$113.93</u> + Technology Fee
• Each concession fee	\$11.16 <u>\$12.11</u> + Technology Fee
• Each ride and generator truck	\$11.16 <u>\$12.11</u> + Technology Fee
Inspections or plan review not specified elsewhere (one hour minimum).	\$105.00 <u>\$113.93</u> per hour
Safety inspections, plan revisions	\$105.00 <u>\$113.93</u> per hour

Adult family home inspection (paid at the time of scheduling the inspection)	\$105.00 <u>\$113.93</u> for each inspection
Disaster recovery emergency repair permit (residential structures remodel or repair (up to \$20,000 construction value only))	\$20.30 <u>\$22.03</u>

Section 10. Other inspections and fees will be charged according to the following schedule:

OTHER INSPECTIONS AND FEES

Inspections outside of normal business hours (four hour minimum charge)	\$106.57 <u>\$115.63</u> per hour
Re-inspection fee (minimum charge one hour)	\$105.00 <u>\$115.63</u> per hour
Inspection for which no fee is specifically indicated—investigations or safety inspections	\$105.00 <u>\$115.63</u> per hour
Additional plan review required by changes, additions, or revisions to approved plans	\$105.00 <u>\$115.63</u> per hour
Work commencing before permit issuance shall be subject to an investigation fee equal to 100% of the permit fee.	100% of the permit fee
Plan review fee—Mechanical, Plumbing, Fuel Gas Piping and Electrical: The fee for review shall be 25% of the total calculated permit fee. The plan review fee is a separate fee from the permit fee and is required when plans are required in order to document compliance with the code.	
Work covered prior to inspection or work not ready at the time of inspection may be charged a re-inspection fee of \$106.57 <u>\$115.63</u> .	
Expired permit final – includes two inspections	\$142.10 <u>\$154.18</u>
Expired permit final – each additional inspection	\$71.05 <u>\$77.09</u>
Minor residential remodel plan review and permit (projects <u>valued</u> up to \$20,000 <u>including building, mechanical, electrical, and plumbing within 1 year</u>)	\$20.30 <u>\$22.03</u>
Certificate of Occupancy replacement	\$105.00 <u>\$113.93</u>

~~**Section 11. Credit Card Surcharge.** If payment is made by credit card, a processing fee of 3% will be added to the total order.~~

~~**Section 12**~~ **11. Effective Date.** This resolution and the fee schedules contained herein shall be effective January 1, 2023.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at
a Regular Meeting thereof this _____ day of _____, 2022.

ATTEST/AUTHENTICATED:

Christy O'Flaherty, MMC, City Clerk

Thomas McLeod, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____

Passed by the City Council: _____

Resolution Number: _____

Office of the City Attorney

Comparison of Selected Land Use Permit Fees

	Short Plat Fee
Tukwila	<ul style="list-style-type: none"> • <u>\$4,667.25</u> (2-4 lots) • <u>\$5,310.90</u> (5-9 lots)
SeaTac	<ul style="list-style-type: none"> • \$4,368.00 (Preliminary) • <u>\$2,555.50</u> (Final) = <u>\$6,923.50</u>
Kirkland	<u>\$3,931</u> + <u>\$1,192</u> per lot (9 lots = <u>\$14,659</u>)
Shoreline	<ul style="list-style-type: none"> • <u>\$7,529.00</u> for two-lot short subdivision, plus \$579 for each additional lot (Preliminary) • <u>\$2,201.00</u> (Final) (9 lots = <u>\$13,783</u>)

	Subdivision
Tukwila	<ul style="list-style-type: none"> • Preliminary Plat (10+ lots) Requires Database, Notices & Hearing Examiner Fees - <u>\$6,095.25</u> • Final Plat (10+ lots) - <u>\$3,656.10</u>
SeaTac	<ul style="list-style-type: none"> • Preliminary - <u>\$8,696.00</u> • Final - <u>\$6,804.00</u>
Kirkland	<ul style="list-style-type: none"> • Preliminary Subdivision <ul style="list-style-type: none"> ○ Fixed Fee <u>\$12,708.00</u> ○ Fee per lot <u>\$1,531.00</u> • Final Subdivision <ul style="list-style-type: none"> ○ Fixed Fee <u>\$2,530.00</u> ○ Fee Per Lot <u>\$253.00</u>
Shoreline	<ul style="list-style-type: none"> • Preliminary Subdivision - <u>\$17,373.00</u> for ten-lot subdivision, plus <u>\$813.00</u> for each additional lot, and public hearing - <u>\$4,123.00</u> • Final Subdivision - <u>\$5,928.00</u>

	Development Agreement
Tukwila	<u>\$2,439.15</u>
SeaTac	<u>\$8,933.50</u>
Kirkland	N/A
Shoreline	Hourly rate, 125-hour minimum <u>\$27,125.00</u> , plus public hearing (\$4,123.00)

	Rezoning

Tukwila	<u>\$4,064.20</u>
SeaTac	<u>\$8,190.00</u>
Kirkland	Initial request - <u>\$1,120.00</u> If request is authorized by City Council for review - <u>\$11,200.00</u>
Shoreline	<u>\$18,760.00</u> , plus public hearing (<u>\$4,123.00</u>)

	Shoreline Substantial Development
Tukwila	<ul style="list-style-type: none"> • \$5,000 - \$10,000: <u>\$1,443.75</u> • \$10,001 - \$50,000: <u>\$3,379.95</u> • \$50,001 - \$500,000: <u>\$5,386.50</u> • More than \$500,000: <u>\$6,831.30</u>
SeaTac	<ul style="list-style-type: none"> • Up to \$10,000.00: <u>\$427</u> • \$10,001.00 to \$100,000.00: <u>\$1,307.50</u> • \$100,001.00 to \$500,000.00: <u>\$3,573.00</u> • \$500,001.00 to \$1,000,000.00: <u>\$7,899.50</u> • \$1,000,001.00 +: <u>\$13,104.50</u>
Kirkland	<ul style="list-style-type: none"> • Piers and Docks Associated with Multifamily Developments and Marinas and Moorage Facilities Associated with Commercial Uses: <u>\$12,752.00</u> • Other Shoreline Improvements: <u>\$5,519.00</u>
Shoreline	<ul style="list-style-type: none"> • Up to \$10,000: <u>\$2,895.00</u> • \$10,000 to \$500,000: <u>\$6,950.00</u> • Over \$500,000: <u>\$11,582.00</u>

	BLA/Lot Consolidation
Tukwila	\$1,952.60 (BLA) + \$762.30 (LC)
SeaTac	\$1,429.50
Kirkland	\$1,281.00
Shoreline	\$1,736.00 (BLA) + \$434 (LC)



INFORMATIONAL MEMORANDUM

TO: Planning and Community Development Committee

FROM: Nora Gierloff, AICP, Community Development Director

BY: Nancy Eklund, AICP, Long Range Planning Manager

CC: Mayor Ekberg

DATE: September 15, 2022

SUBJECT: Middle Housing Grant Acceptance (Washington Department of Commerce)

ISSUE

Should the City accept a grant of \$130,000 from the Washington Department of Commerce to support analysis for and development of the City’s Comprehensive Plan along with an exploration of allowing additional housing types within single family zones?

BACKGROUND

The Washington Department of Commerce typically provides grant funding to jurisdictions to assist in the development of their periodic Comprehensive Plan Updates. The City has received a grant of \$130,000 from Commerce to cover the following three items:

1. A required analysis of historic and existing racial equity in the City’s housing and regulatory framework, and development of associated anti-displacement policies¹,
2. An analysis and consideration of whether the City might want to adopt policies and code language to allow “Middle Housing” on at least 30 percent of the lots (or the area) currently zoned as single family residential; and
3. Support for local community-based organizations to bring historically underrepresented voices into discussions about housing needs and supply.

The grant will pay \$100,000 for the first two items and \$30,000 to facilitate the participation of community-based organizations. The City would secure consultant assistance to develop the Plan and associated zoning ordinances with these grant funds, as well as develop agreements with community-based organizations to encourage participation. The \$130,000 grant is estimated to pay for about half of the Housing element updates required in this Plan update cycle.

¹ RCW 36.70A.070(2)(e) through (h)

In addition to the grant described above a second non-competitive grant for \$125,000 will be available to Tukwila for other aspects of the Comprehensive Plan update (the application is due 9/30/2022). This funding would allow for consultant assistance in completing other required updates to the Plan, as well as support development of associated zoning ordinances.

The City was awarded the Middle Housing grant on July 18th and, due to delays in Commerce, received the agreement for signature in mid-September. This delay will push out the dates that grant deliverables are due, however all work to be paid under this agreement must be completed by June 30, 2023. For the Middle Housing portion of the grant, the minimum deliverables to be included are

- the public engagement plan and results;
- the racial equity analysis report and proposed Housing element policy amendments to address anti-displacement and other issues identified in the Racial Equity analysis; and
- a staff report identifying possible amendments needed to support Middle Housing in Tukwila, including possible changes to policies, regulations, fee structures, incentives, permitting procedures to be considered in the Plan update; and
- draft code language to:
 - increase density in proximity to transit nodes; and
 - authorize Middle Housing types and ADUs on lots currently zoned as single family.

Commerce recognizes that elected officials will determine whether the proposed amendments regarding Middle Housing are implemented. The City's grant application and Commerce's Q & A regarding the grant are attached.

DISCUSSION

The Washington Department of Commerce Middle Housing grant was facilitated by the legislature's desire to expand housing supply and options in Washington. Last year the legislature considered, but did not pass, a mandatory requirement that all cities allow Middle Housing types in current single family zones. Middle Housing, also known as "infill housing," includes a range of modestly-sized buildings with multiple units – duplexes through six-plexes, townhouses, courtyard apartments, cottage housing, and stacked flats. These units are designed to be compatible in scale and form with detached single-family homes – typically two to three stories in height and located within walkable neighborhoods.

Middle Housing units would provide greater diversity of options in terms of housing form and affordability, as well as provide new opportunities for home ownership. In addition to providing funds to complete some of the required portions of the Comprehensive Plan Housing elements, the grant is intended to provide communities with funds to study and evaluate if Middle Housing policies could be adopted locally.

Several Washington cities have already adopted such programs, or are currently considering, modifications to Comprehensive Plan and code language to provide these infill housing development types, along with the design standards to ensure compatibility with existing single family zones (see [this link](#) for more information on the range of housing types being considered). Several out of state communities have also adopted such changes, including Minneapolis, Portland, and in California.

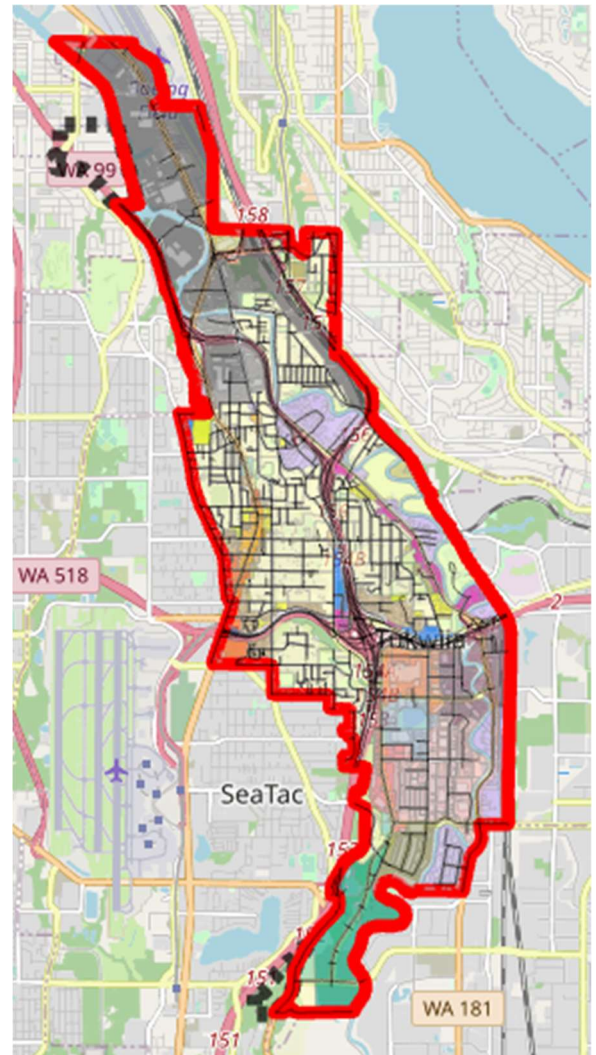
In Tukwila, the Low Density Residential zone (LDR) allows single family development only, except for lots that can add accessory dwelling units if they meet the site development requirements. The LDR zone (shown in light yellow on the adjacent map) represents 36% of the City's land and 90% of the exclusively residentially zoned land; the grant would require that at least a third of that area be considered for middle housing.

In the past, Tukwila has experimented with a cottage housing ordinance to allow more density in single family zones, though unfortunately no projects were built while it was in effect. Another example would be the Southard development by the Homestead Community Land Trust at the Riverton Park United Methodist Church property which was approved through a development agreement.²

The grant does not require that the City adopt zoning to allow new housing types in single family zones, however, the Council should determine if that potential outcome is something that should be evaluated at this point. The advantage of exploring development of these regulations now is that Tukwila could get ahead of possible future mandates and craft them in a way that best meets local needs and character. If reacting to a state mandate down the road, the City may not have the time, funding, or flexibility to exercise the desired local control. There may also be benefits to engaging early with community-based organizations so that their input into the Plan is mobilized for input on other elements. Downsides to accepting the grant and taking on this work are the tight timeline for deliverables, the difficult consulting climate, and the already full DCD workplan. If we did not accept the grant the City would need to identify other funding and absorb the work required to perform the racial equity analysis and development of anti-displacement policies.

FINANCIAL IMPACT

This grant would have no impact on city funding and would support work that the City is required to complete as a part of its Comprehensive Plan 2024 Update (the racial equity analysis and development of anti-displacement policies, and the supportive outreach to community-based organizations who have been historically not encouraged or included in discussions about Tukwila's future and its housing needs).



²This development provided duplexes, arranged in a cottage style around a central open space.

RECOMMENDATION

Forward this item to the Committee of the Whole on October 10, 2022, and the Regular Meeting on October 17, 2022. This action will authorize the Mayor to sign the grant agreement with the Washington Department of Commerce to accept grant funding in support of the City's Comprehensive Plan and to analyze housing and land use options the City could consider in addressing local housing issues.

Attachments:

- Grant Agreement between Washington Department of Commerce and the City of Tukwila for the Middle Housing Grant for a 7/1/22 to 6/30/23 grant cycle.
- City of Tukwila grant application & Mayor's Letter
- Washington Department of Commerce, *Middle Housing Grant Q&A*, May 26, 2022.
- 2024-2044 Comprehensive Plan Update, Middle Housing Grant Acceptance - presentation



Interagency Agreement with

City of Tukwila

through

Growth Management Services

For

Middle Housing Grant

Start date:

Date of Execution

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Attachment A, Scope of Work

Attachment B, Budget

FACE SHEET

Contract Number: 23-63326-027

**Washington State Department of Commerce
Local Government Division
Growth Management Services
Transit-Oriented Development Implementation (TODI) Grant**

1. Contractor City of Tukwila 6300 Southcenter Blvd, Suite #100 Tukwila, WA 98188		2. Regional planner Catherine McCoy Senior Planner 360-280-3147 catherine.mccoy@commerce.wa.gov N/A	
3. Contractor Representative Nancy Eklund, AICP Long Range Planning Manager 206-433-7141 Nancy.Eklund@TukwilaWA.gov		4. COMMERCE Representative Shane Hope Senior Planner (360) 725-3127 shane.hope@commerce.wa.gov PO Box 42525 1011 Plum Street SE Olympia Washington 98504-2525 	
5. Contract Amount \$130,000	6. Funding Source Federal: <input type="checkbox"/> State: <input checked="" type="checkbox"/> Other: <input type="checkbox"/> N/A: <input type="checkbox"/>	7. Start Date Date of Execution	8. End Date June 30, 2023
9. Federal Funds (as applicable) NA		Federal Agency: NA	
10. Tax ID # NA		11. SWV # SWV0018023	
12. UBI # 179-000-208		13. DUNS # NA	
14. Contract Purpose Implementation of Middle Housing grant for the purpose of funding actions needed to evaluate the adoption of middle housing types on thirty percent (30%) or more of lots that, before this work, only allowed single family development.			
15. Signing Statement COMMERCE, defined as the Department of Commerce, and the Contractor, as defined above, acknowledge and accept the terms of this Contract and Attachments and have executed this Contract on the date below and warrant they are authorized to bind their respective agencies. The rights and obligations of both parties to this Contract are governed by this Contract and the following documents hereby incorporated by reference: Attachment "A" – Scope of Work and Attachment "B" – Budget.			
FOR CONTRACTOR _____ Allen Ekberg, Mayor City of Tukwila _____ Date		FOR COMMERCE _____ Mark K. Barkley, Assistant Director Local Government Division _____ Date APPROVED AS TO FORM ONLY BY ASSISTANT ATTORNEY GENERAL 08/22/2019. APPROVAL ON FILE.	

**SPECIAL TERMS AND CONDITIONS
INTERAGENCY AGREEMENT
STATE FUNDS**

1. AUTHORITY

COMMERCE and Contractor enter into this Contract pursuant to the authority granted by Chapter 39.34 RCW.

2. CONTRACT MANAGEMENT

The Representative for each of the parties shall be responsible for and shall be the contact person for all communications and billings regarding the performance of this Contract.

The Representative for COMMERCE and their contact information are identified on the Face Sheet of this Contract.

The Representative for the Contractor and their contact information are identified on the Face Sheet of this Contract.

3. COMPENSATION

COMMERCE shall pay an amount not to exceed one-hundred and thirty thousand dollars (\$130,000) for the performance of all things necessary for or incidental to the performance of work under this Contract as set forth in the performance-based Scope of Work (Attachment A) and Budget (Attachment B).

4. BILLING PROCEDURES AND PAYMENT

COMMERCE will pay Contractor upon acceptance of services provided and receipt of properly completed invoices, which shall be submitted to the Representative for COMMERCE not more often than quarterly.

The parties agree this is a performance-based contract intended to produce the deliverables identified in Scope of Work (Attachment A). Payment of any invoice shall be dependent upon COMMERCE'S acceptance of Contractor's performance and/or deliverable. The invoices shall describe and document, to COMMERCE's satisfaction, a description of the work performed, the progress of the project, and fees. The invoice shall include the Contract Number 23-63326-027.

Payment shall be considered timely if made by COMMERCE within thirty (30) calendar days after receipt of properly completed invoices. Payment shall be sent to the address designated by the Contractor.

COMMERCE may, in its sole discretion, terminate the Contract or withhold payments claimed by the Contractor for services rendered if the Contractor fails to satisfactorily comply with any term or condition of this Contract.

No payments in advance or in anticipation of services or supplies to be provided under this Agreement shall be made by COMMERCE.

The grantees must invoice for all expenses by June 17, 2023. All contracts with community based organizations must be submitted by June 17, 2023.

COMMERCE will pay Contractor for costs incurred prior to the start date of this Agreement, if such costs would have been allowable on or after July 1, 2022. To be allowable, such costs must be limited to the completion of tasks and deliverables outlined in the Scope of Work (Attachment A).

Duplication of Billed Costs

The Contractor shall not bill COMMERCE for services performed under this Agreement, and COMMERCE shall not pay the Contractor, if the Contractor is entitled to payment or has been or will be paid by any other source, including grants, for that service.

Disallowed Costs

The Contractor is responsible for any audit exceptions or disallowed costs incurred by its own organization or that of its subcontractors.

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5. INSURANCE

Each party certifies that it is self-insured under the State's or local government self-insurance liability program, and shall be responsible for losses for which it is found liable.

6. SUBCONTRACTOR DATA COLLECTION

Contractor will submit reports, in a form and format to be provided by Commerce and at intervals as agreed by the parties, regarding work under this Agreement performed by subcontractors and the portion of funds expended for work performed by subcontractors, including but not necessarily limited to minority-owned, woman-owned, and veteran-owned business subcontractors. "Subcontractors" shall mean subcontractors of any tier.

7. ORDER OF PRECEDENCE

In the event of an inconsistency in this Contract, the inconsistency shall be resolved by giving precedence in the following order:

- Applicable federal and state of Washington statutes and regulations
- Special Terms and Conditions
- General Terms and Conditions
- Attachment A – Scope of Work
- Attachment B – Budget

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1. DEFINITIONS

As used throughout this Contract, the following terms shall have the meaning set forth below:

- A. "Authorized Representative" shall mean the Director and/or the designee authorized in writing to act on the Director's behalf.
- B. "COMMERCE" shall mean the Department of Commerce.
- C. "Contract" or "Agreement" means the entire written agreement between COMMERCE and the Contractor, including any attachments, documents, or materials incorporated by reference. E-mail or facsimile transmission of a signed copy of this contract shall be the same as delivery of an original.
- D. "Contractor" shall mean the entity identified on the face sheet performing service(s) under this Contract, and shall include all employees and agents of the Contractor.
- E. "Personal Information" shall mean information identifiable to any person, including, but not limited to, information that relates to a person's name, health, finances, education, business, use or receipt of governmental services or other activities, addresses, telephone numbers, social security numbers, driver license numbers, other identifying numbers, and any financial identifiers.
- F. "State" shall mean the state of Washington.
- G. "Subcontractor" shall mean one not in the employment of the Contractor, who is performing all or part of those services under this Contract under a separate contract with the Contractor. The terms "subcontractor" and "subcontractors" mean subcontractor(s) in any tier.

2. ALL WRITINGS CONTAINED HEREIN

This Contract contains all the terms and conditions agreed upon by the parties. No other understandings, oral or otherwise, regarding the subject matter of this Contract shall be deemed to exist or to bind any of the parties hereto.

3. AMENDMENTS

This Contract may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

4. ASSIGNMENT

Neither this Contract, work thereunder, nor any claim arising under this Contract, shall be transferred or assigned by the Contractor without prior written consent of COMMERCE.

5. CONFIDENTIALITY AND SAFEGUARDING OF INFORMATION

- A. "Confidential Information" as used in this section includes:
 - i. All material provided to the Contractor by COMMERCE that is designated as "confidential" by COMMERCE;
 - ii. All material produced by the Contractor that is designated as "confidential" by COMMERCE; and
 - iii. All personal information in the possession of the Contractor that may not be disclosed under state or federal law.
- B. The Contractor shall comply with all state and federal laws related to the use, sharing, transfer, sale, or disclosure of Confidential Information. The Contractor shall use Confidential Information solely for the purposes of this Contract and shall not use, share, transfer, sell or disclose any Confidential Information to any third party except with the prior written consent of COMMERCE or as may be required by law. The Contractor shall take all necessary steps to assure that Confidential Information is safeguarded to prevent unauthorized use, sharing, transfer, sale or disclosure of Confidential Information or violation of any state or federal laws related thereto. Upon request, the Contractor shall provide COMMERCE with its policies and procedures on confidentiality.

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COMMERCE may require changes to such policies and procedures as they apply to this Contract whenever COMMERCE reasonably determines that changes are necessary to prevent unauthorized disclosures. The Contractor shall make the changes within the time period specified by COMMERCE. Upon request, the Contractor shall immediately return to COMMERCE any Confidential Information that COMMERCE reasonably determines has not been adequately protected by the Contractor against unauthorized disclosure.

- C. Unauthorized Use or Disclosure. The Contractor shall notify COMMERCE within five (5) working days of any unauthorized use or disclosure of any confidential information, and shall take necessary steps to mitigate the harmful effects of such use or disclosure.

6. COPYRIGHT

Unless otherwise provided, all Materials produced under this Contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by COMMERCE. COMMERCE shall be considered the author of such Materials. In the event the Materials are not considered "works for hire" under the U.S. Copyright laws, the Contractor hereby irrevocably assigns all right, title, and interest in all Materials, including all intellectual property rights, moral rights, and rights of publicity to COMMERCE effective from the moment of creation of such Materials.

"Materials" means all items in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. "Ownership" includes the right to copyright, patent, register and the ability to transfer these rights.

For Materials that are delivered under the Contract, but that incorporate pre-existing materials not produced under the Contract, the Contractor hereby grants to COMMERCE a nonexclusive, royalty-free, irrevocable license (with rights to sublicense to others) in such Materials to translate, reproduce, distribute, prepare derivative works, publicly perform, and publicly display. The Contractor warrants and represents that the Contractor has all rights and permissions, including intellectual property rights, moral rights and rights of publicity, necessary to grant such a license to COMMERCE.

The Contractor shall exert all reasonable effort to advise COMMERCE, at the time of delivery of Materials furnished under this Contract, of all known or potential invasions of privacy contained therein and of any portion of such document which was not produced in the performance of this Contract. The Contractor shall provide COMMERCE with prompt written notice of each notice or claim of infringement received by the Contractor with respect to any Materials delivered under this Contract. COMMERCE shall have the right to modify or remove any restrictive markings placed upon the Materials by the Contractor.

7. DISPUTES

In the event that a dispute arises under this Agreement, it shall be determined by a Dispute Board in the following manner: Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, Agreement terms and applicable statutes and rules and make a determination of the dispute. The Dispute Board shall thereafter decide the dispute with the majority prevailing. The determination of the Dispute Board shall be final and binding on the parties hereto. As an alternative to this process, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control.

8. GOVERNING LAW AND VENUE

This Contract shall be construed and interpreted in accordance with the laws of the state of Washington, and any applicable federal laws, and the venue of any action brought hereunder shall be in the Superior Court for Thurston County.

9. INDEMNIFICATION

Each party shall be solely responsible for the acts of its employees, officers, and agents.

**GENERAL TERMS AND CONDITIONS
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10. LICENSING, ACCREDITATION AND REGISTRATION

The Contractor shall comply with all applicable local, state, and federal licensing, accreditation and registration requirements or standards necessary for the performance of this Contract.

11. RECAPTURE

In the event that the Contractor fails to perform this Contract in accordance with state laws, federal laws, and/or the provisions of this Contract, COMMERCE reserves the right to recapture funds in an amount to compensate COMMERCE for the noncompliance in addition to any other remedies available at law or in equity.

Repayment by the Contractor of funds under this recapture provision shall occur within the time period specified by COMMERCE. In the alternative, COMMERCE may recapture such funds from payments due under this Contract.

12. RECORDS MAINTENANCE

The Contractor shall maintain books, records, documents, data and other evidence relating to this contract and performance of the services described herein, including but not limited to accounting procedures and practices that sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this contract.

The Contractor shall retain such records for a period of six (6) years following the date of final payment. At no additional cost, these records, including materials generated under the contract, shall be subject at all reasonable times to inspection, review or audit by COMMERCE, personnel duly authorized by COMMERCE, the Office of the State Auditor, and federal and state officials so authorized by law, regulation or agreement.

If any litigation, claim or audit is started before the expiration of the six (6) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved.

13. SAVINGS

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, COMMERCE may suspend or terminate the Contract under the "Termination for Convenience" clause, without the ten calendar day notice requirement. In lieu of termination, the Contract may be amended to reflect the new funding limitations and conditions.

14. SEVERABILITY

The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of the contract.

15. SUBCONTRACTING

The Contractor may only subcontract work contemplated under this Contract if it obtains the prior written approval of COMMERCE. Subcontracting with multiple community based organizations is encouraged for this granting program. COMMERCE shall approve each community based organization, such approval to be provided in writing.

If COMMERCE approves subcontracting, the Contractor shall maintain written procedures related to subcontracting, as well as copies of all subcontracts and records related to subcontracts. For cause, COMMERCE in writing may: (a) require the Contractor to amend its subcontracting procedures as they relate to this Contract; (b) prohibit the Contractor from subcontracting with a particular person or entity; or (c) require the Contractor to rescind or amend a subcontract.

Every subcontract shall bind the Subcontractor to follow all applicable terms of this Contract. The Contractor is responsible to COMMERCE if the Subcontractor fails to comply with any applicable term or condition of this Contract. The Contractor shall appropriately monitor the activities of the Subcontractor to assure fiscal conditions of this Contract. In no event shall the existence of a

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subcontract operate to release or reduce the liability of the Contractor to COMMERCE for any breach in the performance of the Contractor's duties.

Every subcontract shall include a term that COMMERCE and the State of Washington are not liable for claims or damages arising from a Subcontractor's performance of the subcontract.

16. SURVIVAL

The terms, conditions, and warranties contained in this Contract that by their sense and context are intended to survive the completion of the performance, cancellation or termination of this Contract shall so survive.

17. TERMINATION FOR CAUSE

In the event COMMERCE determines the Contractor has failed to comply with the conditions of this contract in a timely manner, COMMERCE has the right to suspend or terminate this contract. Before suspending or terminating the contract, COMMERCE shall notify the Contractor in writing of the need to take corrective action. If corrective action is not taken within 30 calendar days, the contract may be terminated or suspended.

In the event of termination or suspension, the Contractor shall be liable for damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time.

COMMERCE reserves the right to suspend all or part of the contract, withhold further payments, or prohibit the Contractor from incurring additional obligations of funds during investigation of the alleged compliance breach and pending corrective action by the Contractor or a decision by COMMERCE to terminate the contract. A termination shall be deemed a "Termination for Convenience" if it is determined that the Contractor: (1) was not in default; or (2) failure to perform was outside of his or her control, fault or negligence.

The rights and remedies of COMMERCE provided in this contract are not exclusive and are in addition to any other rights and remedies provided by law.

18. TERMINATION FOR CONVENIENCE

Except as otherwise provided in this Contract, COMMERCE may, by ten (10) business days written notice, beginning on the second day after the mailing, terminate this Contract, in whole or in part. If this Contract is so terminated, COMMERCE shall be liable only for payment required under the terms of this Contract for services rendered or goods delivered prior to the effective date of termination.

19. TERMINATION PROCEDURES

Upon termination of this contract, COMMERCE, in addition to any other rights provided in this contract, may require the Contractor to deliver to COMMERCE any property specifically produced or acquired for the performance of such part of this contract as has been terminated. The provisions of the "Treatment of Assets" clause shall apply in such property transfer.

COMMERCE shall pay to the Contractor the agreed upon price, if separately stated, for completed work and services accepted by COMMERCE, and the amount agreed upon by the Contractor and COMMERCE for (i) completed work and services for which no separate price is stated, (ii) partially completed work and services, (iii) other property or services that are accepted by COMMERCE, and (iv) the protection and preservation of property, unless the termination is for default, in which case the Authorized Representative shall determine the extent of the liability of COMMERCE. Failure to agree with such determination shall be a dispute within the meaning of the "Disputes" clause of this contract. COMMERCE may withhold from any amounts due the Contractor such sum as the Authorized Representative determines to be necessary to protect COMMERCE against potential loss or liability.

The rights and remedies of COMMERCE provided in this section shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

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After receipt of a notice of termination, and except as otherwise directed by the Authorized Representative, the Contractor shall:

- A. Stop work under the contract on the date, and to the extent specified, in the notice;
- B. Place no further orders or subcontracts for materials, services, or facilities except as may be necessary for completion of such portion of the work under the contract that is not terminated;
- C. Assign to COMMERCE, in the manner, at the times, and to the extent directed by the Authorized Representative, all of the rights, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case COMMERCE has the right, at its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
- D. Settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Authorized Representative to the extent the Authorized Representative may require, which approval or ratification shall be final for all the purposes of this clause;
- E. Transfer title to COMMERCE and deliver in the manner, at the times, and to the extent directed by the Authorized Representative any property which, if the contract had been completed, would have been required to be furnished to COMMERCE;
- F. Complete performance of such part of the work as shall not have been terminated by the Authorized Representative; and
- G. Take such action as may be necessary, or as the Authorized Representative may direct, for the protection and preservation of the property related to this contract, which is in the possession of the Contractor and in which the Authorized Representative has or may acquire an interest.

20. TREATMENT OF ASSETS

Title to all property furnished by COMMERCE shall remain in COMMERCE. Title to all property furnished by the Contractor, for the cost of which the Contractor is entitled to be reimbursed as a direct item of cost under this contract, shall pass to and vest in COMMERCE upon delivery of such property by the Contractor. Title to other property, the cost of which is reimbursable to the Contractor under this contract, shall pass to and vest in COMMERCE upon (i) issuance for use of such property in the performance of this contract, or (ii) commencement of use of such property in the performance of this contract, or (iii) reimbursement of the cost thereof by COMMERCE in whole or in part, whichever first occurs.

- A. Any property of COMMERCE furnished to the Contractor shall, unless otherwise provided herein or approved by COMMERCE, be used only for the performance of this contract.
- B. The Contractor shall be responsible for any loss or damage to property of COMMERCE that results from the negligence of the Contractor or which results from the failure on the part of the Contractor to maintain and administer that property in accordance with sound management practices.
- C. If any COMMERCE property is lost, destroyed or damaged, the Contractor shall immediately notify COMMERCE and shall take all reasonable steps to protect the property from further damage.
- D. The Contractor shall surrender to COMMERCE all property of COMMERCE prior to settlement upon completion, termination or cancellation of this contract

All reference to the Contractor under this clause shall also include Contractor's employees, agents or Subcontractors.

21. WAIVER

Waiver of any default or breach shall not be deemed to be a waiver of any subsequent default or breach. Any waiver shall not be construed to be a modification of the terms of this Contract unless stated to be such in writing and signed by Authorized Representative of COMMERCE.

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SOURCE: Section 189 of [Engrossed Substitute Senate Bill 5693](#), of the supplemental operating budget for fiscal year 2023 is provided solely for Commerce to administer grants to eligible cities for actions relating to adopting ordinances that would authorize middle housing types on at least 30 percent of lots currently zoned as single family residential. For the purposes of this grant program, "middle housing types" include duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats.

- (a) A city is eligible to receive a grant if:
 - i. The city is required to plan under RCW 36.70A.040; and
 - ii. The city is required to take action on or before June 30, 2024, to review and, if needed, revise its comprehensive plan and development regulations pursuant to RCW 36.70A.130(5)(a).
- (b) Grant recipients must use grant funding for costs to conduct at least three of the following activities:
 - i. Analyzing comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential;
 - ii. Preparing informational material for the public;
 - iii. Conducting outreach, including with the assistance of community-based organizations, to inform and solicit feedback from a representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers;
 - iv. Drafting proposed amendments to zoning ordinances for consideration by the city planning commission and city council;
 - v. Holding city planning commission public hearings;
 - vi. Publicizing and presenting the city planning commission's recommendations to the city council; and
 - vii. Holding city council public hearings on the planning commission's recommendations.
- (c) Before updating their zoning ordinances, a city must use a racial equity analysis and establish antidisplacement policies as required under RCW 36.70A.070(2)(e) through (h) to ensure there will be no net displacement of very low, low, or moderate-income households, as defined in RCW 43.63A.510, or individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- (d) Commerce will prioritize applicants who:
 - i. Aim to authorize middle housing types in the greatest proportion of zones; and
 - ii. Subcontract with multiple community-based organizations that represent different vulnerable populations in overburdened communities, as defined in RCW 70A.02.010, that have traditionally been disparately impacted by planning and zoning policies and practices, to engage in eligible activities as described in (b) of this subsection.

Commerce will be monitoring the contracts biannually to review progress in meeting milestones, deliverables and invoicing.

Scope of Work

Steps/ Deliverables	Description	Start Date	End Date
ACTION 1	PUBLIC ENGAGEMENT ACTIVITIES	July 2022	June 2023
Step 1.1	Develop community engagement plan	July 2022	November 2022
Step 1.2	Subcontract with community-based organizations	July 2022	November 2022
Step 1.3	Develop outreach communications, surveys, mapping, and public presentations	July 2022	February 2023
Step 1.4	Conduct public engagement activities	January 2023	April 2023
Deliverable 1a	Public Engagement Plan	July 2022	Nov. 30, 2022
Deliverable 1b	Public Engagement Results	July 2022	May 31, 2023
ACTION 2	RACIAL EQUITY REPORT & HOUSING POLICY REVIEW	July 2022	June 2023
Step 2.1	Access supports from Commerce technical assistance staff.	Sept 2022	May 2023
Step 2.2	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.	July 2022	Sept 2022
Step 2.3	Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.	July 2022	Sept 2022
Step 2.4	Evaluate displacement risk of very low, low, and moderate income households.	Sept 2022	January 2023
Step 2.5	Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.	Sept 2022	January 2023
Step 2.6	Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.	July 2022	March 2023

Steps/ Deliverables	Description	Start Date	End Date
Step 2.7	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.	July 2022	March 2023
Step 2.8	Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.	Nov 2022	March 2023
Deliverable 2a	Racial equity analysis report		April 15, 2023
Deliverable 2b	Proposed Housing Element policy updates, including		May 31, 2023
ACTION 3	ZONING AMENDMENTS	Nov 2022	June 2023
Step 3.1	Review and evaluate the current housing element and other policies to support middle housing.	September 2022	January 2023
Step 3.2	Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted for residential or mixed use development.	October 2022	February 2023
Step 3.3	Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing. Consider also how building code requirements impact development of multi-unit housing structures.	October 2022	Jan 2023
Step 3.4	Identify conditions and incentives that encourage or deter development community from building missing middle housing in Tukwila.	October 2022	January 2023
Step 3.5	Identify bonus densities and incentives for affordable housing to accompany changes in zoning that can increase density.	Jan 2023	Feb 2023
Step 3.6	Identify various homeownership options that can be readily utilized and promoted to incorporate into the development of missing middle housing types.	October 2022	January 2023
Step 3.7	Gather data, analyze and review to understand the realistic potential of the various changes. Examine existing financial feasibility analysis addressing development of various housing typologies in various zones to identify opportunities and potential gaps of understanding.	Jan 2023	Feb 2023

Steps/ Deliverables	Description	Start Date	End Date
Deliverable 3a	Middle housing staff report identifying changes needed to support middle housing in Tukwila, including recommended changes to policies, regulations, fee structures, incentives, and permitting procedures to be considered with periodic update.	December 2022	June 15, 2023
Deliverable 3b	Draft ordinance to increase density in proximity to transit nodes and authorizes middle housing types and ADUs on lots currently zoned as single family.		June 15, 2023

Budget

Budget

Grant Objective:	Commerce Funds
Deliverable 1a. Public Engagement Plan	\$ 7,000
Deliverable 1b. Public Engagement Results	\$ 25,000
Deliverable 2a. Racial Equity Analysis	\$ 21,000
Deliverable 2b. Housing Element policy updates	\$ 20,000
Deliverable 3a. Middle housing staff report	\$ 20,000
Deliverable 3b. Draft ordinance	\$ 7,000
Total:	\$100,000
Contracting with Community Based Organizations	\$30,000

Middle Housing

Grant Application Form

Summary Page

Jurisdiction	City of Tukwila
Total funding request	\$100,000 + funding (\$30,000) for outreach to Community Based Organizations responsive to the City's large diverse population
Population of jurisdiction as of 2022	22,000 (OFM 2021 estimates)
Are you also requesting tech team assistance?	Yes
Approximate time frame for assistance	Fall 2022 – early summer 2023

Provide the proposed change in lots that only allow single family residential development and the change of lots zoned for middle housing. Please note, this question requires the submittal of a current zoning map with additional details, see grant guidelines for more information:

Current percentage of lots that only allow single family development:	74% of lots (lot sizes range from 3,000 SF to over 35,000 S.F.)	Current percentage of lots that allow middle housing development:	X ¹
Proposed percentage of lots that will only allow single family development at the conclusion of this grant ² :	52%	Proposed percentage of lots that will allow middle housing development at the conclusion of this grant:	52% plus the above number

¹ The Planning Division does not currently have GIS expertise and has not prepared a traditional land use element in the past, so it is difficult to address this question without guessing. Currently, the area that is the Medium Density Residential and High Density Residential zones allow middle housing development, as do Low Density Residential zoned properties located in the Tukwila South area (and subject to the Tukwila South Overlay).

² A draft will be proposed to the City Council as a part of this grant and during the Comprehensive Plan Update process, however the Council will likely not complete its deliberations until late 2024.

Current percentage of lots that only allow single family development:	74% of lots (lot sizes range from 3,000 SF to over 35,000 S.F.)	Current percentage of lots that allow middle housing development:	X ¹
Percent change:	22%	Percent change:	

Community-based organizations you will subcontract with:		Vulnerable population served:
1.	Global to local	Underserved communities, such as women, people of color, people experiencing poverty, immigrants and refugees
2.	African Community Housing & Development	African diaspora in South King County
3.	Somali Health Board	Somali immigrants and refugees
4.	<i>Possible other groups:</i> <ul style="list-style-type: none"> Partners in Employment East African Community Services Tukwila Children’s Foundation 	<ul style="list-style-type: none"> E. Africa refugees/immigrants E. African immigrant community Tukwila refugees & immigrants
Note: We plan to publish a competitive RFP for this work to attract additional CBOs that reflect the diversity of Tukwila.		

1. Jurisdiction Information

Applying Jurisdiction	City of Tukwila		
Project Manager	<i>This is the designated lead person who is responsible for grant communications between Commerce and the city. For joint applicants this is project manager from the designated lead city.</i>		
Name (Lead Contact)	Nancy Eklund, AICP		
Title	Long Range Planning Manager		
Department	Dept. of Community Development		
Mailing Address	6300 Southcenter Blvd, Suite #100		
City	Tukwila		
State	WA	Zip Code	98188
Telephone Number	206/433-7141		

Email	Nancy.Eklund@TukwilaWA.gov
Financial Contact	<i>Please provide name and contact information for the person who will be responsible for receiving and accounting for the grant funds.</i>
Name	Tony Cullerton
Title	Deputy Finance Director
Department	Finance Department
Telephone Number	206/433-1838
E-mail	Tony.Cullerton@TuwkilaWA.gov
Unified Business Identifier (UBI) Number	179-000-208
Statewide Vendor (SWV) Number	SWV0018023
Authorized Official	<i>The name and title of the office authorized to sign the grant agreement on behalf of the city.</i>
Name	Allen Ekberg
Title	Mayor
Email	Mayor@tukwilawa.gov / 206-433-1850

2. Scope of Work and Project Schedule

Provide a proposed scope of work, detailing the grant objective (project), actions, steps and deliverables. Instructions are in the Grant Application Instructions.

All grant deliverables must be submitted by June 15, 2023.

If you propose multiple grant objectives, actions, steps or deliverables, please copy and paste the appropriate rows below. The example scopes of work from the grant instructions are included at the end of this document if a community wishes to copy portions or all of that material into this table.

<i>Grant Objective:</i>			
With the goal of providing background information and analysis necessary for City leadership to consider amendments to Tukwila’s Comprehensive Plan and associated regulatory documents to expand housing options that include authorizing middle housing types on 30% of the area or lots currently zoned as Low Density Residential.			
Steps/ Deliverables	Description	Start Date	End Date
ACTION 1	PUBLIC ENGAGEMENT ACTIVITIES	July 2022	June 2023
Step 1.1	Develop community engagement plan	July 2022	November 2022

Steps/ Deliverables	Description	Start Date	End Date
Step 1.2	Subcontract with community-based organizations Community Based Organizations	July 2022	November 2022
Step 1.3	Develop outreach communications, surveys, mapping, and public presentations	July 2022	February 2023
Step 1.4	Conduct public engagement activities	January 2023	April 2023
Deliverable 1a	Public Engagement Plan	July 2022	Nov. 30, 2022
Deliverable 1b	Public Engagement Results	July 2022	May 31, 2023
ACTION 2	RACIAL EQUITY REPORT & HOUSING POLICY	July 2022	June 2023
Step 2.1	Access supports from Commerce technical assistance staff.	Sept 2022	May 2023
Step 2.2	Identify local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing, including: zoning that may have a discriminatory effect; disinvestment; and infrastructure availability.	July 2022	Sept 2022
Step 2.3	Identify areas that may be at higher risk of displacement from market forces that occur with changes to zoning development regulations.	July 2022	Sept 2022
Step 2.4	Evaluate displacement risk of very low, low, and moderate income households.	Sept 2022	January 2023
Step 2.5	Evaluate displacement risk of individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.	Sept 2022	January 2023
Step 2.6	Develop policies and regulations to address and begin to undo the impacts of local policies and regulations that result in racially disparate impacts, displacement, and exclusion in housing.	July 2022	March 2023
Step 2.7	Develop anti-displacement strategies, including strategies to minimize displacement of low-income residents resulting from redevelopment.	July 2022	March 2023
Step 2.8	Develop anti-displacement policy documents that include a schedule of programs and actions to implement the anti-displacement strategies including a timeline.	Nov 2022	March 2023
Deliverable 2a	Racial equity analysis report		April 15, 2023
Deliverable 2b	Proposed Housing Element policy updates,		May 31, 2023
ACTION 3	ZONING AMENDMENTS	Nov 2022	June 2023
Step 3.1	Review and evaluate the current housing element and other policies to support middle housing.	September 2022	January 2023

Steps/ Deliverables	Description	Start Date	End Date
Step 3.2	Review buildable lands report and current residential land uses for potential to allow middle housing, or where station areas or higher intensity uses might be defined, or where commercial areas might be converted for residential or mixed use development.	October 2022	February 2023
Step 3.3	Review current programs, development regulations, impact fees, system development charges, and permitting processes as to how they might encourage or discourage the development of multiunit housing. Consider also how building code requirements impact development of multi-unit housing structures.	October 2022	Jan 2023
Step 3.4	Identify conditions and incentives that encourage or deter development community from building missing middle housing in Tukwila.	October 2022	January 2023
Step 3.5	Identify bonus densities and incentives for affordable housing to accompany changes in zoning that can increase density.	Jan 2023	Feb 2023
Step 3.6	Identify various homeownership options that can be readily utilized and promoted to incorporate into the development of missing middle housing types.	October 2022	January 2023
Step 3.7	Gather data, analyze and review to understand the realistic potential of the various changes. Examine existing financial feasibility analysis addressing development of various housing typologies in various zones to identify opportunities and potential gaps of understanding.	Jan 2023	Feb 2023
Deliverable 3a	Middle housing staff report identifying changes needed to support middle housing in Tukwila, including recommended changes to policies, regulations, fee structures, incentives, and permitting procedures to be considered with periodic update.	December 2022	June 15, 2023
Deliverable 3b	Draft ordinance to increase density in proximity to transit nodes and authorizes middle housing types and ADUs on lots currently zoned as single family.		June 15, 2023

3. Proposed Budget / Financial Information

Propose a project budget to reflect your expected level of effort for each of the deliverables provided above. This is a performance-based contract, therefore cities will be paid upon satisfactory completion of deliverables rather than hours spent working on the project. The final deliverable of each grant objective must be at least 20% of the total grant amount for that grant objective.

Grant Objective:	Commerce Funds
Deliverable 1a. Public Engagement Plan	\$ 7,000
Deliverable 1b. Public Engagement Results	\$ 25,000 (+30,000 CBO)
Deliverable 2a. Racial Equity Analysis	\$ 21,000
Deliverable 2b. Housing Element policy updates	\$ 18,000
Deliverable 3a. Middle housing staff report	\$ 20,000
Deliverable 3b. Draft ordinance	\$ 7,000
Expenses	\$2,000
Total:	\$100,000 (+30,000 CBO)

Budget Narrative: For each grant objective, please support the funding request with estimates of staff hours (may be per action, step, or deliverable), staff hourly rates, and other expenses.

- 1a) Public engagement plan – estimated approximately 40 hours, including a project kickoff. Average hourly staff rate of \$175/hr
 - 1b) Public engagement results – includes all materials development, coordinating with CBOs, hosting engagement activities, and summarizing findings. Estimated at 150 hours with average hourly staff rate of \$167/hr
 - 2a) Racial equity analysis – includes an existing conditions report, establishing a framework for analysis, displacement risk assessment, and racial equity analysis report. Estimated at 120 hours with average hourly staff rate of \$175/hr
 - 2b) Housing Element policy updates – includes an existing conditions report, audit of existing policies, and a summary of housing element policy updates. Estimated at 110 hours with average hourly staff rate of \$164/hr
 - 3a) Middle housing staff report – includes community profile, zoning review, and concepts for consideration. Estimated at 125 hours with average hourly staff rate of \$160/hr
 - 3b) Draft ordinance – preliminary draft and final draft proposal as an ordinance estimated at 40 hours at an average hourly staff rate of \$175/hr.
- Estimated \$2,000 in project expenses (2% of budget)

4. Grant Application Questions and Scoring Method

Please answer each of the below questions. Final grant funds will be proportionate to the level of effort proposed by a city, the percent change of lots authorized for middle housing through zoning changes, and factor in the number of community-based organizations the city plans to subcontract with. Please refer to the Grant Application Instructions for more detail regarding scoring and ranking.

4a. Readiness to Proceed: (0-20 points) Please describe your plan to initiate and complete this project by June 15, 2023. See grant instructions for additional detail on what to include in this section.

The City of Tukwila planning staff require state support to meet this grant deadline. We are currently seeking two senior planner staff to hire to augment the long range planning effort and will need to hire a consultant to assist City staff in meeting the work and the timeline. We are currently seeking to identify best options for using our limited staff and resources for plan development and community outreach. Because we have, so far, had difficulty hiring new City staff, and much of the consultant community is already booked, we are projecting that we begin with community outreach and be more available to begin analysis and deliverable drafting in later 2022.

As the City is needing to plan for a \$5.6 million dollar deficit, we most definitely could use the Department of Commerce's technical support, as well as the funding available to support community based organizations that can help with outreach to the large immigrant community within Tukwila. As of 2019, more than 40% of Tukwila residents were born outside of the U.S., and the City is approximately 34% white. The City has identified numerous potential community based organizations reflective of the City's diverse community and is working on formalizing outreach approaches to those groups.

The City will consult its recently completed Housing Action Plan, as well as several other local plans that have engaged the Tukwila community. The HAP supported a range of approaches to increase housing density within a ½ mile walkshed to the Link Light rail transit hub.

The Planning Department does not currently have staff who are either knowledgeable in using the City's GIS system or available to prepare maps or do other analysis. We hope to rectify this with the addition of new staff, however, at this time, we are unable to use such tools to provide data on the amount of area zoned for single family, or that would currently accept the housing typologies considered missing middle. These housing types would be accepted in the City's Medium Density and High Density Residential zones. The City's 2015 Comprehensive Plan and Zoning Map is shown on page 12.

4b. Local Commitment to the project: (0-20 points) See grant instructions for additional detail on what to include in this section.

The City is committed to adopting a plan and regulations that support providing more affordable housing options to address the City's and region's housing shortages. The City also supports fostering greater development in areas adjacent, or in proximity, to transit hubs.

The City's Comprehensive Plan and zoning code provide the same residential use/zone options: Low Density Residential (SF only + ADUs); Medium Density Residential (up to 14.5 dwelling units per net acre); and High Density Residential (up to 22.0 dwelling units per net acre, or 60, if seniors and meeting specific criteria or if in a limited Overlay district, up to 65 feet or possibly 100 feet if consistent with specific criteria). The outcome of this effort will be to identify how the City can adopt new standards for its Single Family Residential zone, as well as other zones to enhance density, provide greater diversity of properties, and ideally, enhance opportunities for home ownership. This increase in density is particularly important to those areas of the City that are in proximity to transit hubs.

Tukwila has two regional centers – the Tukwila Urban Center located in the Tukwila Southcenter Mall area, and the Manufacturing Industrial Center located in the Duwamish River/East Marginal Way area of north Tukwila. The City’s zoning has prioritized these areas for increase development through the use of higher density zones and incentives. Tukwila is also home to (or adjacent to) several major light rail, bus rapid transit stations, and heavy rail transit hubs. Employment areas projected to experience significant growth in the coming years are located in the Tukwila South Area, and the two urban centers, which include or are adjacent to City’s transit hubs.

Tukwila welcomes the opportunity to integrate more affordable, and varied, housing options into the City’s housing stock, including providing missing middle housing in its single family housing areas well as other areas of the City. It is relevant to point out that Tukwila’s housing profile is different from other cities in King County. Based on 2008-2012 American Community Survey 5-year estimates data, Tukwila has a lower percentage of single family housing units compared to the other cities and the County. Tukwila also has the

Table 6: Comparison of Home Ownership Rates

	Tukwila	Seattle	KC	KC Outside Seattle
Owner	43%	48%	59%	65%
Renter	57%	52%	41%	35%

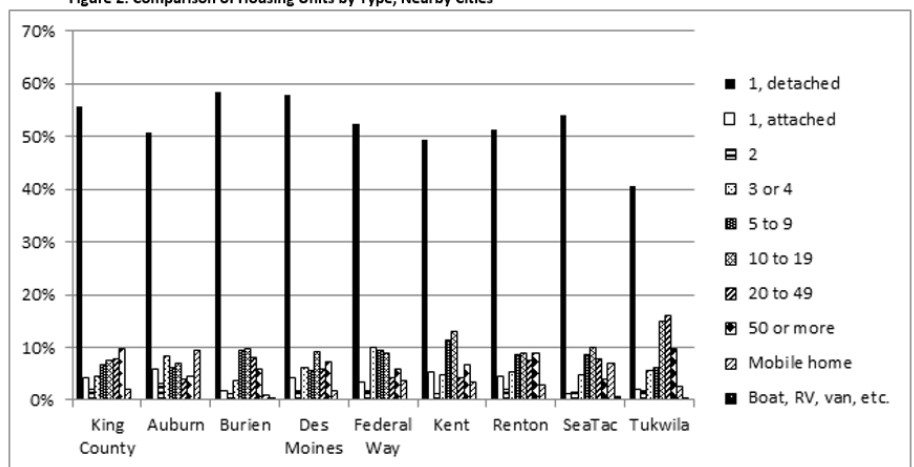
Source: US Census, 2010

highest percentage of units in all structures ten units or larger. In Tukwila, approximately 54% of the housing units are multifamily, 42% are detached single family dwelling units, and approximately 2.8% are manufactured or mobile homes. Countywide, 40% of households live in multifamily structures, approximately 58 percent live in single-family homes, and just over 2% live in manufactured or mobile homes.

In addition, Tukwila historically has had a larger percentage of renter-occupied households than owner-occupied households. This continues to be true despite a gradual increase in the percentage of owner-occupied households in recent years. The home ownership rates in Tukwila are closer to those found in renter-rich Seattle than the other communities within King County, apart from outside of Seattle. The City’s elected officials have long encouraged greater home ownership in an effort to provide a better foundation for the City to become less of a transitional destination for newcomers (especially the immigrant community) and more of a stable, permanent “home” for its residents. It is hoped that the addition of missing middle housing typologies into the City’s single family zones will encourage investment in these areas and support the desired stability of the community.

The Tukwila Planning staff experienced a reduction in size during the pandemic, and with the planned addition of two new Senior Planners (whose focus will also include current planning) we will still have several fewer staff members that when the Comprehensive Plan was updated in

Figure 2: Comparison of Housing Units by Type, Nearby Cities



Source: U.S. Census Bureau, 2008-2012 American Community Survey

2015. The two Associate planners who focus on current planning, are eager to provide assistance, however they will continue to be burdened by current planning project loads that have not diminished any during the pandemic.

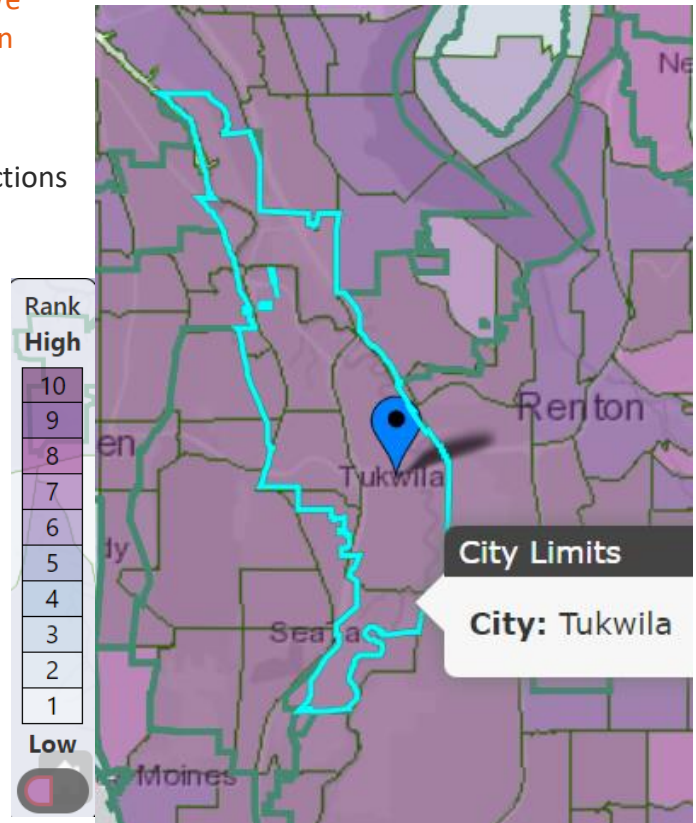
Tukwila Mayor Ekberg has expressed his support for pursuing this grant to provide the analysis that would potentially enable the City Council to approve transitioning the City’s Low Density Residential zone into a zone that allowed the missing middle housing typologies. We hope to have a letter of support signed by the mayor sent back to Commerce by the end of the week. In addition, we are working with our community engagement office which has indicated an interest in being a conduit to CBOs, so we are hope to have formalized outreach relationships established with them in the near future. We welcome any support assistance Commerce can provide in understanding how to best form these alliances.

4c. Racial Equity Analysis: (0-30 points) See grant instructions for additional detail on what to include in this section.

The requirement to provide a racial equity analysis and establish anti-displacement policies associated with Housing policy is critical to Tukwila, given our very significant immigrant and lower income population, and the likelihood that *any* community development will negatively impact this population.

The Washington Health Department Environmental Disparities Map (at right) identifies the entire City as being at high risk for negative environmental and health indicators. The City has prioritized ensuring its work within the Tukwila community is equitable and fair and projects and plans are evaluated through an equity lens supported by our Equity and Social Justice committee and board. Long range staff will be working with the Community Engagement Office to develop the

Comprehensive Plan, and gaining guidance from the Staff’s Transportation Demand Management personnel who have developed extensive outreach into the City’s community groups. This outreach will help identify potential undesirable outcomes and enable us to strategize on responding to those potential impacts.



4d. Middle Housing Opportunities: (0-30 points)

See grant instructions for additional detail on what to include in this section.

There are numerous areas where single family zoned properties abut high density residential (in some cases, where there is no transition zone), and that are located in close proximity to areas of higher density with more frequent transit service that are excellent candidates for providing greater housing options. As previously noted, there are many areas zoned for single family or higher residential densities that could be modified to allow more residential density, and many of these are in areas that offer frequent transit service. One such area is along Tukwila International Blvd and to the south where the City’s Link light rail station is located (as shown in the following map). The City’s adopted Housing Action Plan identified these areas as optimal candidates for future housing growth.

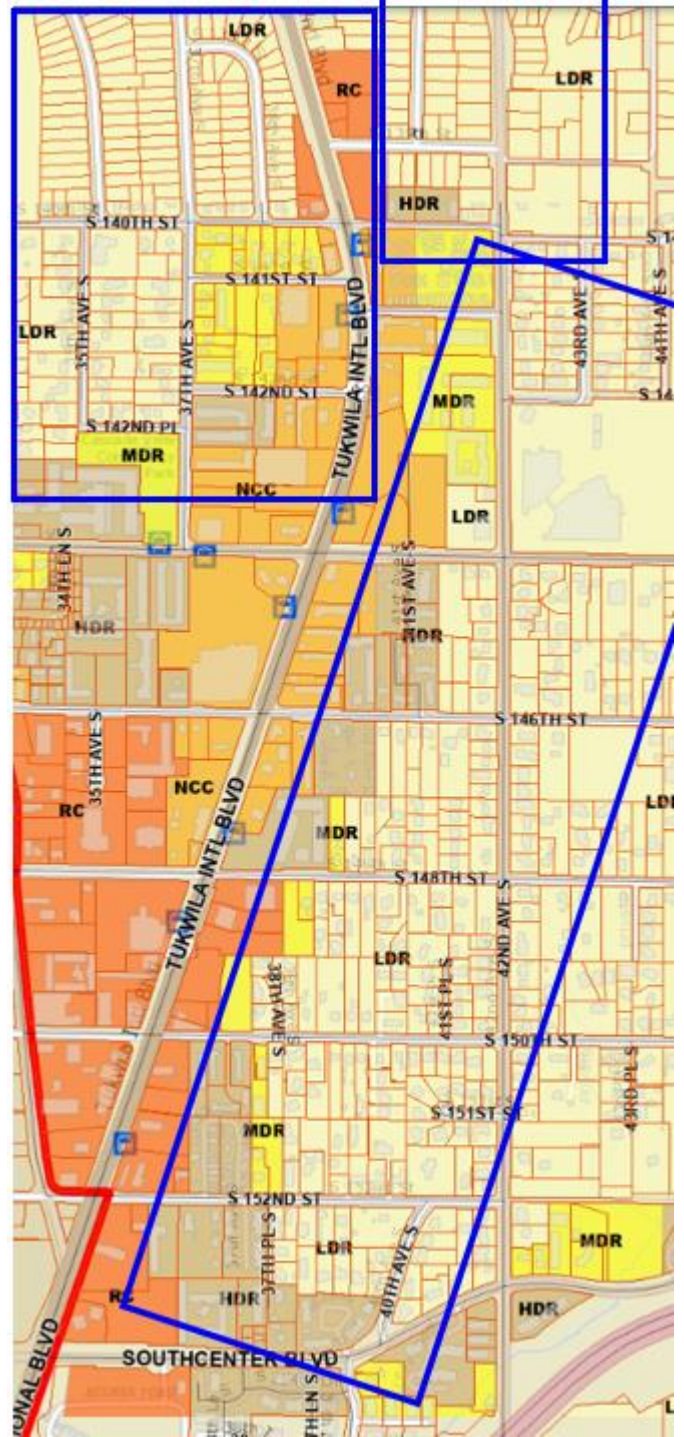
With the assistance of the grant, and the addition of consultant staff, these opportunities will be explored more fully, with the intent of adopting missing middle changes that will expand densities and affordable housing options for the community.

CHECKLIST

Applications and supporting documentation must be emailed gmsgrants@commerce.wa.gov by 5:00 p.m. on Thursday, June 9, 2022.

- Letter of commitment from the mayor or authorized official. (coming, by 7/8/22)
- Letters of commitment from community-based organizations. (coming, by 7/15/22)
- Zoning, transit and other maps as needed to allow reviewers to understand the potential to meet the objectives of the grant program. (see page 11)
- Buildable lands report (attached) (beginning after page 11)
- Submit application (12 pages or less), and zoning, transit and other maps to gmsgrants@commerce.wa.gov by Thursday, June 9, 5:00 p.m.

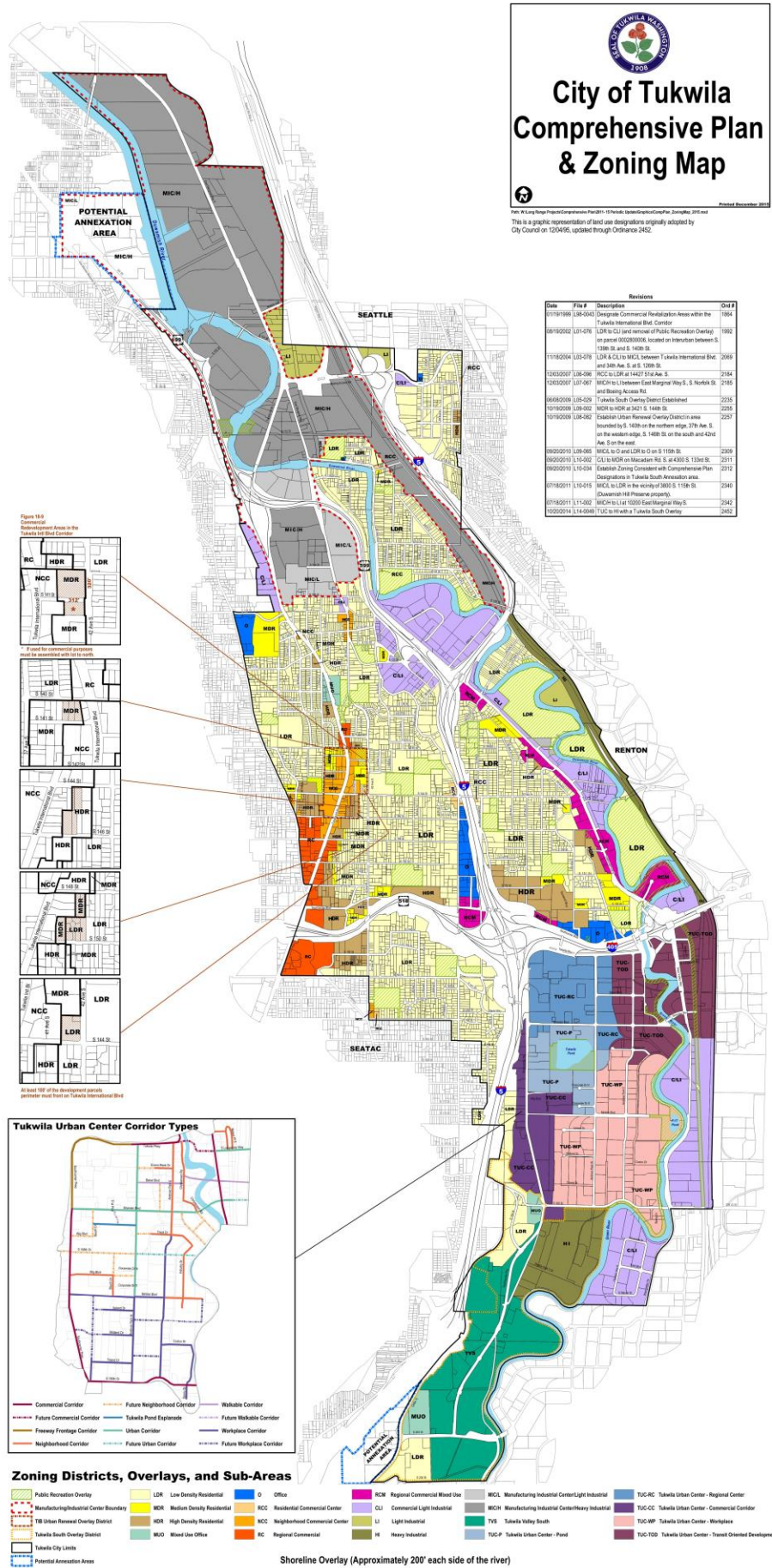
Thank you for completing this application. You may delete from this paragraph to the end of the document before submitting.





City of Tukwila Comprehensive Plan & Zoning Map

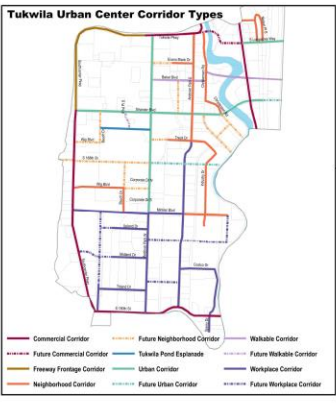
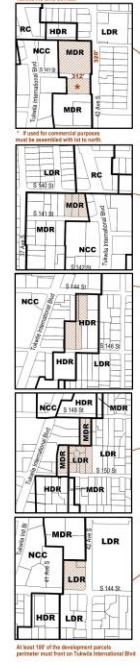
Printed December 2011



This is a graphic representation of land use designations originally adopted by City Council on 12/04/95, updated through Ordinance 2482.

Date	File #	Description	Revision
01/18/1996	LDR-0243	Designate Commercial Rehabilitation Area within the Tukwila International Blvd. Corridor	1984
08/16/2002	LRI-076	LDR to CLI (and removal of Public Recreation Overlay) on parcel 3002300006, located on intersection between S. 135th St. and S. 140th St.	1992
11/16/2004	LDR-078	LDR & CLI to MICL between Tukwila International Blvd. and 34th Ave. S. at S. 109th St.	2009
12/02/2007	LDR-089	NCC to LDR at 1425 5th Ave. S.	2184
12/02/2007	LDR-087	MICM to LDR on East Marginal Way S. S. North St. and Billing Avenue Rd.	2185
06/04/2009	LDR-029	Tukwila South Overlay District Established	2235
10/19/2009	LDR-052	MICM to MDR at 3421 S. 144th St.	2235
10/19/2009	LDR-042	Establish Urban Renewal Overlay District in area bounded by S. 140th on the northern edge, 37th Ave. S. on the western edge, S. 140th St. on the south and 42nd Ave. on the east.	2237
09/02/2010	LDR-069	MICL to O and LDR to O at S. 119th St.	2269
09/02/2010	LDR-062	CLI to MDR on Macdonald Rd. S. at 4300 S. 131st St.	2271
09/02/2010	LDR-034	Establish Zoning Consistent with Comprehensive Plan Designations in Tukwila South Annexation area.	2312
07/16/2011	LDR-045	MICL to LDR in the vicinity of 3805 S. 119th St. (Duwamish Hill Preserve property).	2340
07/16/2011	LDR-042	MICM to LDR at 10200 East Marginal Way S.	2342
10/22/2014	LDR-048	TUC-RC to MDR at Tukwila South Overlay	2382

Figure 18-6
Commercial Areas in the
Tukwila Urban Center

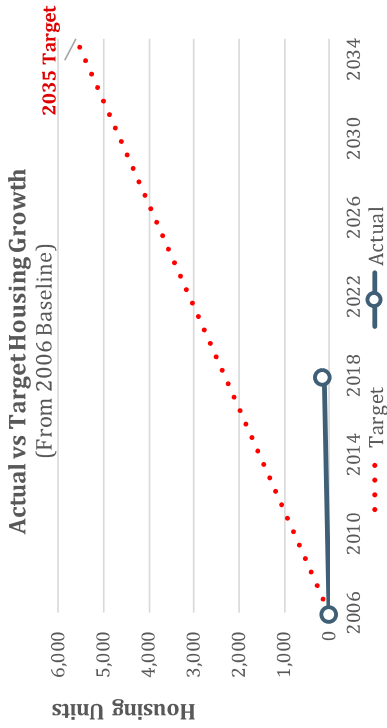


- Zoning Districts, Overlays, and Sub-Areas**
- Public Recreation Overlay
 - Manufacturing/Industrial Center Boundary
 - TB Urban Renewal Overlay District
 - Tukwila South Overlay District
 - Tukwila City Limits
 - Potential Annexation Area
 - LDR Low Density Residential
 - MDR Medium Density Residential
 - HDR High Density Residential
 - MUO Mixed Use Office
 - O Office
 - RCC Residential Commercial Center
 - NCC Neighborhood Commercial Center
 - RC Regional Commercial
 - RCM Regional Commercial Mixed Use
 - CLI Commercial Light Industrial
 - LI Light Industrial
 - HI Heavy Industrial
 - MICL Manufacturing Industrial Center/Light Industrial
 - MICH Manufacturing Industrial Center/Heavy Industrial
 - TYS Tukwila Valley South
 - TUCP Tukwila Urban Center - Pond
 - TUC-RC Tukwila Urban Center - Regional Center
 - TUC-CC Tukwila Urban Center - Commercial Center
 - TUC-WP Tukwila Urban Center - Workplace
 - TUC-TOD Tukwila Urban Center - Transit Oriented Development

Shoreline Overlay (Approximately 200' each side of the river)

City of Tukwila

Housing Growth and Residential Development Trends



Tukwila Housing Growth Target: 2006-2035	
2006 Estimated Housing Units	7,739
2018 Estimated Housing Units	7,869
Estimated Housing Growth	130
Remaining 2035 Target	5,496

Since 2006, Tukwila has grown at 6% of the pace needed to achieve its 2035 housing growth target of 5,626 units. During this period, the total number of housing units in Tukwila grew by roughly 2%. At this current rate, Tukwila is under the

% of Pace Needed to Achieve 2035 Housing Growth Target	
Average Annual 2006-2018 Growth Rate	0.14%
2018-2035 Avg. Annual Growth Needed to Meet 2035 Target	3.17%

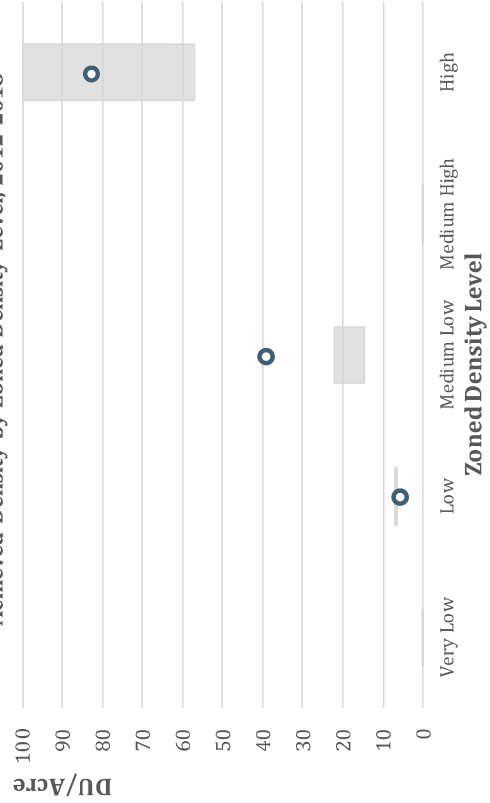
production pace needed to meet its 2035 growth target, and needs to grow at an annual rate of 3.2% to reach its remaining target by 2035.

Residential Achieved Densities

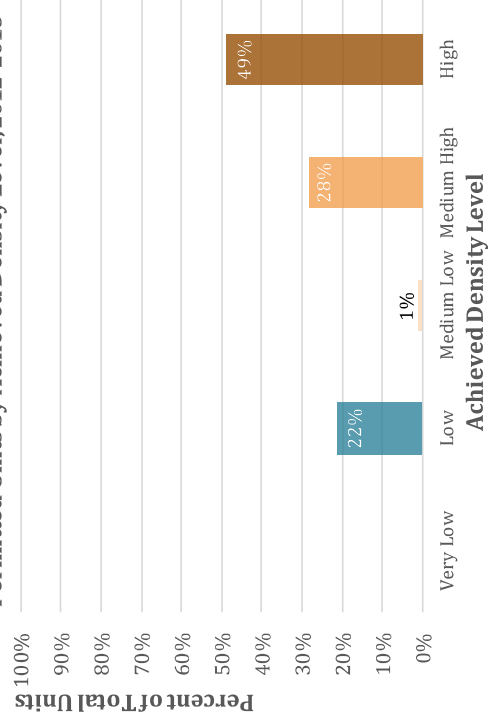
Zoned Density (du/acre)	Gross Area (acres)	Critical Areas (acres)	Public Purpose (acres)	ROWs (acres)	Net Area (acres)	Total Units	Achieved Density (DU/acre)
Very Low	0 - 4 du/acre	0.0	0.0	0.0	0.0	0	0
Low	4 - 10 du/acre	35.6	1.7	2.3	31.6	163	5.2
Medium Low	10 - 24 du/acre	4.2	0.0	0.2	4.0	155	38.9
Medium High	24 - 48 du/acre	0.0	0.0	0.0	0.0	0	0
High	48 & up du/acre	5.3	0.0	0.0	5.3	440	82.4
Total	45.1	1.7	2.5	0.0	40.9	758	18.5

Achieved Density Level	Net Area (acres)	Total Units
Very Low	0.0	0
Low	31.6	163
Medium Low	0.6	9
Medium High	5.3	215
High	3.4	371
Total	40.9	758

Achieved Density by Zoned Density Level, 2012-2018

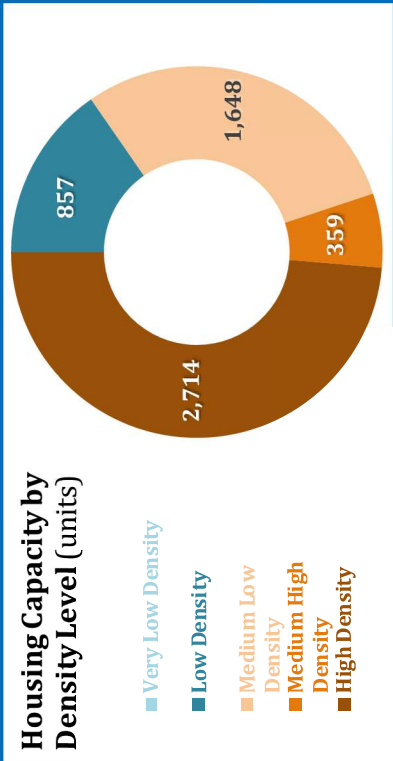


Permitted Units by Achieved Density Level, 2012-2018



Tukwila - Residential Land Supply and Capacity

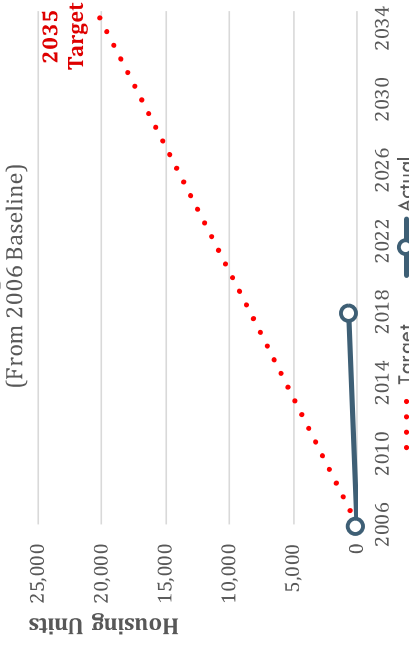
Assumed Density Level	Vacant/ Redevelopable	Gross Acres	Critical Areas	Infrastructure Constrained Area	ROW & Public Purpose Discount	Market Factor (low/high)	Net Available Acres	Assumed Densities (low/high - units/acre)	Net Capacity (units)
Very Low Density	Vacant Subtotal				0.00	0.0% - 0.0%	0.00	0.0	0
	Redev Subtotal				0.00	0.0% - 0.0%	0.00	0.0	0
	Subtotal	0.00	0.00	0.00	0.00		0.00		0
Low Density	Vacant Subtotal				9.06	20.0% - 20.0%	63.41	5.1	323
	Redev Subtotal				31.52	20.0% - 20.0%	220.65	5.1	533
	Subtotal	645.65	225.11	14.74	40.58		284.06		857
Medium Low Density	Vacant Subtotal				7.65	10.0% - 20.0%	44.69	14.5 / 22.0	938
	Redev Subtotal				6.01	10.0% - 20.0%	39.04	14.5 / 22.0	710
	Subtotal	388.64	95.68	0.00	13.65		83.72		1,648
Medium High Density	Vacant Subtotal				0.43	10.0% - 10.0%	2.79	35.8	100
	Redev Subtotal				1.18	10.0% - 10.0%	7.69	35.8	259
	Subtotal	13.56	0.12	0.00	1.61		10.48		359
High Density	Vacant Subtotal				1.37	0.0% - 10.0%	8.92	61.7 / 61.7	271
	Redev Subtotal				13.82	0.0% - 10.0%	89.84	61.7 / 61.7	2,443
	Subtotal	155.60	28.98	0.00	15.19		98.76		2,714
All Zones	Vacant Total				18.51		119.81		1,632
	Redev Total				52.53		357.22		3,945
	Total	1,203.45	349.89	14.74	71.04		477.03		5,577



Capacity (units)	Value
Very Low Density Zones	0
Low Density Zones	857
Medium Low Density Zones	1,648
Medium High Density Zones	359
High Density Zones	2,714
Capacity in Pipeline	2,642
Total Capacity (Units)	8,219
Remaining Target (2018-2035)	5,496
Surplus/Deficit Capacity (Units)	2,723

Tukwila - Employment Growth and Commercial/Industrial Development Trends

Actual vs Target Jobs Growth
(From 2006 Baseline)



Since 2006, Tukwila has grown at 7% of the pace needed to achieve its 2035 jobs growth target of 20,358 units. During this period, the total number of jobs in Tukwila grew by roughly 1%. At this current rate, Tukwila is under the pace needed to meet its 2035 jobs growth target, and needs to grow at an annual rate of 2.2% to reach its remaining target by 2035.

Tukwila Jobs Growth Target: 2006-2035	
2006 Jobs (PSRC)	44,345
2018 Jobs (PSRC)	44,966
Total Jobs Growth	621
Remaining 2035 Target	19,737

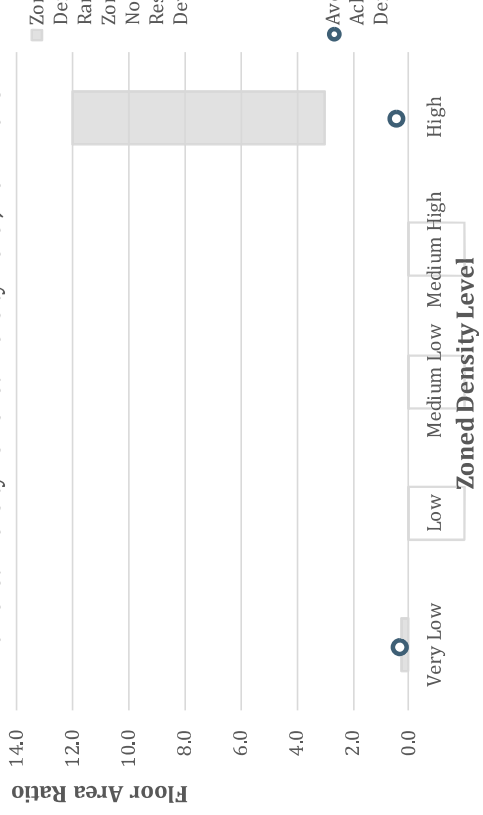
% of Pace Needed to Achieve 2035 Jobs Target	
Average Annual 2006-2018 Growth Rate	0.12%
2018-2035 Avg. Annual Growth Rate Needed to Meet 2035 Target	2.16%

Non-Residential Achieved Densities

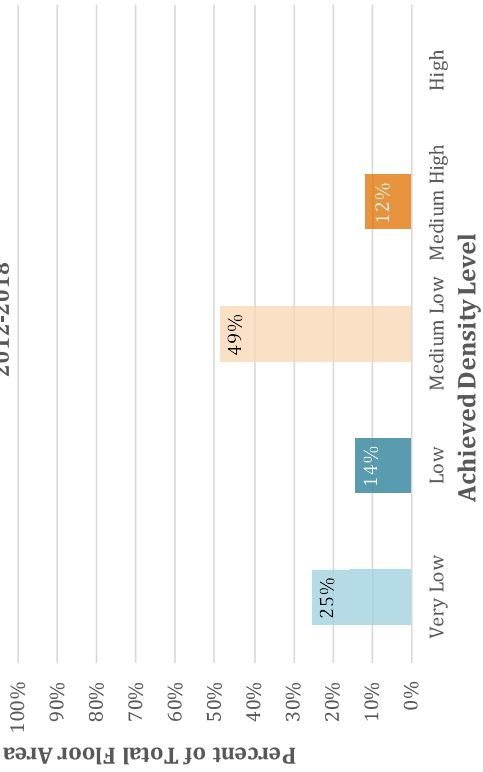
Zoned Density (FAR)	Net Area (sq. feet)	Total Floor Area (sq. feet)	Average Achieved Density (FAR)
Very Low	0 - 0.35 FAR	328,799	0.3
Low	0.35 - 0.5 FAR	0	0
Medium Low	0.5 - 1.0 FAR	0	0
Medium High	1.0 - 3.0 FAR	0	0
High	3.0 & up FAR	1,422,281	0.4
Total	1,751,080	629,558	0.4

Achieved Density Level	Net Area (sq. feet)	Total Floor Area (sq. feet)	Average Achieved Density (FAR)
Very Low	1,141,085	158,640	0.1
Low	219,547	90,252	0.4
Medium Low	348,948	307,035	0.9
Medium High	41,500	73,631	1.8
High	0	0	0.0
Total	1,751,080	629,558	0.4

Achieved Density vs Zoned Density Level, 2012-2018



Non-Residential Development by Achieved Density Level, 2012-2018



Tukwila - Commercial/Industrial Land Supply and Job Capacity

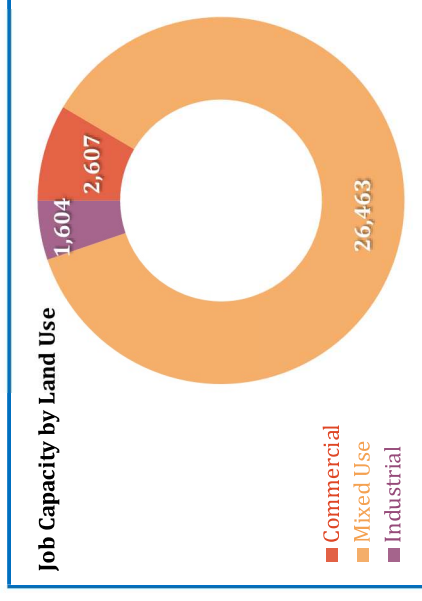
Land Supply	Gross Area (acres)	Critical Areas (acres)	ROW's (acres)	Public Purpose (acres)	Initial Land Supply	Market Factor	Buildable Area (acres)
Vacant / Redev.							
Commercial	234.4	137.9	1.9	9.7	84.9	20%	65.6
Mixed Use	399.4	48.8	7.0	35.1	308.5	10% - 20%	256.3
Industrial	282.1	122.6	3.2	16.0	140.4	35%	84.5
Non-Res Land Total	915.8	309.3	12.1	60.7	533.8		406.5

Job Capacity by Land Use	Net Buildable Area (mil.sq.ft.)	Assumed Density Range (FAR)	Existing Floor Area (million sq.ft.)	Floor Area Capac. (million sq.ft.)	Sq. ft. per Job	Job Capacity
Commercial*						
Vacant	0.45	0.07 / 0.75	0.00	0.19	400 / 800	275
Redevelopable	3.97	0.07 / 0.75	0.95	1.09	400 / 800	2,332
Commercial Total	4.42	0.07 / 0.75	0.95	1.28	400 / 800	2,607
Mixed-Use						
Vacant	5.48	0.06 / 1.75	0.00	8.67	400	21,679
Redevelopable	5.69	0.06 / 1.75	1.53	1.91	400	4,784
Mixed Use Total	11.16	0.06 / 1.75	1.53	10.59	400	26,463

Job Capacity by Land Use	Net Buildable Area (mil.sq.ft.)	Assumed Density Range (FAR)	Existing Floor Area (million sq.ft.)	Floor Area Capac. (million sq.ft.)	Sq. ft. per Job	Job Capacity
Industrial						
Vacant	1.02	0.42	0.00	0.43	800	534
Redevelopable	2.67	0.42	0.26	0.86	800	1,070
Industrial Total	3.68	0.42	0.26	1.28	800	1,604
City Total						
Commercial	4.42	0.07 / 0.75	0.69	1.28	400 / 800	2,607
Mixed Use	11.16	0.06 / 1.75	0.91	10.59	400	26,463
Industrial	3.68	0.42	0.26	1.28	800	1,604
<i>Job Capacity in Pipeline</i>						<i>3,074</i>
City Total	19.26	0.06 / 1.75	1.86	13.15	400 / 800	33,749

*Certain zones grouped as commercial allow for industrial use.

Job Capacity by Assumed Density Level	#	%
Very Low Density	309	1%
Low Density	2,195	7%
Medium Low Density	5,954	19%
Medium High Density	22,216	72%
High Density	0	0%
<i>Capacity in Pipeline</i>		<i>3,074</i>
Total Capacity (Jobs)		33,749
Remaining Target (2018-2035)		19,737
Surplus/Deficit Capacity (Jobs)		14,012





July 7, 2022

Growth Management Services
Washington Department of Commerce
gmsgrants@commerce.wa.gov.

RE: City of Tukwila - Middle Housing Grant Application

Dear Sir or Madam:

I, Allan Ekberg, Mayor of Tukwila, authorize the City to propose the scope of work and budget request submitted on July 5, 2022, for Middle Housing Grant funding to consider policy, zoning, and development regulation code strategies to allow middle housing in our community.

We acknowledge the grant threshold is to consider middle housing types on at least 30% of the lots which only allow single family development at this time. We understand that the periodic update, due December 2024, requires us to adopt policies related to moderate density housing options, including, but not limited to duplexes, triplexes, and townhomes, and this funding will help us meet this requirement.

We also acknowledging this work is required to address new components of the housing element to address past racial discrimination, exclusion, and displacement in housing.

The City's grant application states the following objective for the grant:

"... providing background information and analysis necessary for City leadership to consider amendments to Tukwila's Comprehensive Plan and associated regulatory documents to expand housing options that include authorizing middle housing types on 30% of the area or lots currently zoned as Low Density Residential."

The grant scope includes both a Public Engagement component, and development of a Racial Equity Report & Housing Policy document analyzing current conditions and summarizing how the City can address displacement risk for racial, ethnic, and religious communities, as well as for persons in lower income communities. The Report will include a schedule of programs and actions the City can take to implement anti-displacement policies, and the associated timeline for action.

The City recognizes that solving the problem of affordable housing is difficult, and that some of the community must be "brought along" in the discussion of existing conditions, the need for

diverse and affordable options, and the benefits of change. Tukwila has conditions that are unlike our peer cities in King County. The proportion of renters in Tukwila (57%) is closer to that of renter-rich Seattle (52%), than the average of other cities within King County, excluding Seattle (31%). This is relevant to Tukwila because the City continually seeks to increase the owner-occupied share of the City's housing to transition the City toward being less of a transitional destination for newcomers (especially, the refugee and immigrant community), and more of a permanent, stable home for its residents.

The application also notes that, compared with other King County Cities, Tukwila's has a lower percentage of single family housing units compared to the other cities and the County, and the highest percentage of units in structures having ten units or more. These characteristics will require creativity in identifying how the City can achieve more of its home ownership ambitions than just adding more multi-family housing.

The City offers several high capacity transit options and active bus routes. This comprehensive plan, like previous plans, will address how these investments can be best supported by the land use, housing, and transportation priorities endorsed. The City received great community support for the continued development of the Tukwila International Blvd area and will build on that focus for the next Comprehensive Plan, including through the housing policy that shapes the greater TIB Neighborhood.

Tukwila is looking forward to receiving this funding so we can continue to explore how we can provide the affordable housing and housing types needed by the community. Thank you.

Sincerely,

eSigned via SeamlessDocs.com

Key: b79304bb2e9428eadcbb20f5ac19143

Allan Ekberg, Mayor
City of Tukwila

Middle Housing Grant Q&A

Summary:

In the 2022 legislative session, Growth Management Services (GMS) received \$7.5 million to create a grant program for middle housing. In May, GMS formalized the grant program application process, grant requirements, and provided an informational workshop on May 23, 2022 to discuss the program with potential applicants. Approximately 30 city representatives attended the workshop, and asked questions. This Q&A captures those questions and answers, and others sent by email, providing an update to the grant program.

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Proviso excerpt:

MIDDLE HOUSING GRANT PROGRAM PROVISO EXCERPT

(189) \$7,500,000 of the general fund—state appropriation for fiscal year 2023 is provided solely for the department to administer grants to eligible cities for actions relating to adopting ordinances that would authorize middle housing types on at least 30 percent of lots currently zoned as single family residential.

For the purposes of this subsection, "middle housing types" include duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats.

- (a) For the purposes of this subsection, a city is eligible to receive a grant if:
 - i. The city is required to plan under RCW 36.70A.040; and
 - ii. The city is required to take action on or before **June 30, 2024**, to review and, if needed, revise its comprehensive plan and development regulations pursuant to RCW 36.70A.130(5)(a).
- (b) Grant recipients must use grant funding for costs to conduct at least three of the following activities:
 - i. Analyzing comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential;
 - ii. Preparing informational material for the public;
 - iii. Conducting outreach, including with the assistance of community-based organizations, to inform and solicit feedback from a representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers;
 - iv. Drafting proposed amendments to zoning ordinances for consideration by the city planning commission and city council;
 - v. Holding city planning commission public hearings;
 - vi. Publicizing and presenting the city planning commission's recommendations to the city council; and
 - vii. Holding city council public hearings on the planning commission's recommendations.
- (c) Before updating their zoning ordinances, a city must use a racial equity analysis and establish antidisplacement policies as required under RCW 36.70A.070(2)(e) through (h) to ensure there will be no net displacement of very low, low, or moderate-income households, as defined in RCW 43.63A.510, or individuals from racial, ethnic, and religious communities which have been subject to discriminatory housing policies in the past.
- (d) The department shall prioritize applicants who:
 - i. Aim to authorize middle housing types in the greatest proportion of zones; and
 - ii. Subcontract with multiple community-based organizations that represent different vulnerable populations in overburdened communities, as defined in RCW 70A.02.010, that have traditionally been disparately impacted by planning and zoning policies and practices, to engage in eligible activities as described in (b) of this subsection.

SOURCE: Section 189 of [Engrossed Substitute Senate Bill 5693](#), the 2022 supplemental operating budget

Questions & Answers

WHAT DO YOU MEAN BY “MIDDLE HOUSING” AND 30%?

Q: The proviso seems to say that the 30% condition is only one of a list of seven activities a community must conduct with the grant funding, while the instructions reads as if the activities chosen must enable middle housing on at least 30% of lots. Is there a discrepancy here, or am I misreading the proviso? A: It is only one of the seven activities, but if you take it off the list, there is no direction about what you are supposed to be doing. (ii) through (vii) follow (i). (i) is very broad in the types of activities that you can do to meet the goal, so there is room for a lot of activities, but the goal is clearly stated.

Q: Does a city have to authorize all middle housing types or is a subset of them ok? A: The grant proviso includes a definition for “middle housing types”, which includes duplexes, triplexes, fourplexes, fiveplexes, sixplexes, townhouses, courtyard apartments, cottage housing, and stacked flats. **We suggest considering the whole suite of middle housing types, and think about where they might fit in your community.** It may not be appropriate that all types are allowed in all parts of your community. For example, higher intensity types might be more appropriate in corridors or commercial nodes, where 2-3,4 plexes might be more appropriate for low density residential zones. None of the middle housing types may be appropriate in high density centers and transit station areas. **The recommendations should take into account your public engagement findings,** and document how the suite of middle housing types were considered.

Q: How are you calculating the 30%? Does it have to be considered in existing zones, or do we need to develop new zones? And are we calculating based on area or number of parcels? And when do you calculate that? A: We see the complications. The proviso said “lots” but there is definitely room for interpretation. If you are fully platted, **you can count all lots.** If you have a lot of unplatted land, look at area. There is no requirement to create a new zone. Also, Commerce realizes that many communities already changed their zoning with or without state funds. So any changes to your zoning code since January 1, 2019 (when housing action plan grants first were provided), may be considered in the calculation of 30%.

Q: We are struggling with this 30%. Does this refer to platted lots or land area? Could it be 30% of buildable or developable lots? We have issues with changing zoning on newly developed subdivisions. There is a lot of concern and fear from new homeowners if they hear of zoning changes. People are worried. A: The proviso appears to look at the net number of lots, and since middle housing is generally applied by zone, it would make sense to apply by zoning district. However, **30% can be however you work it out, but it appears to be total lots or area in the community.** The Buildable Lands Report can help to see what is possible.

Q: 30% seems premature with the intentions of the grant to have middle housing conversations, and seems prescriptive. A: The grant program must reflect the language in the proviso. **We are requiring that the application show a minimum of 30% of area or lots as a place where middle housing types are considered.**

Q: How do you authorize the most middle housing types? Would you split some zones to allow more in other areas? How you achieve it is flexible. There is no specific requirement to change existing zones or create new ones.

Q: What would the deliverable be when final products are not required? A. The example scope of work shows deliverables as reports on the racial equity analysis, and on the middle housing work. Middle housing grant

deliverables could be **draft policies to include in the comprehensive plan update**, related to middle housing. Such policies are already required for areas inside the UGA as part of the periodic update. Another deliverable could be **recommendations on which zones could accommodate which types of middle housing**, or **draft changes to zoning codes, permit structures, fees, etc.**, that could feed into the update.

Q: Even to just have those conversations by June of 2023 is a tight timeline. But if conversations are still going on in June 2023 – what would be the deliverables that are being submitted to Commerce? A: The way we think it might work is to include a **review of the policies and regulations and structures**. **The range of things a city could do to address middle housing could include a report that provides the data, analysis, draft policies and recommendations for amendments to the development regulations**. Much of this is already required for your housing element update.

Q: What if you already meet the 30% threshold? A: That's great! What types of other middle housing work you can do? Can you evaluate fees, permitting processes, and incentives? Could you refine the zoning, design, etc.? What else can you do to incentive or remove barrier to these housing types?

HOW MUCH COMMITMENT DOES A CITY HAVE TO MAKE TO GET THE GRANT?

Q: We don't have a commitment from the council to do this amount of work. Does this exclude us from working on this? What is your guidance for us if we don't have the ability to predict it's not going to go sideways when it goes to council? Council members in Washington and Minneapolis lost their seats over middle housing. A: **There is no requirement to adopt the policy changes or zoning code amendments** because the timeline is so short. We assume the legislature wanted cities to have these discussions and understand where these middle housing types are most appropriate in their community, and propose updates to their policies and regulations. There is enough money that the legislature envisioned every community would have these conversations. Regarding the City of Minneapolis, recent information is that the city has authorized about 9,000 housing units since they authorized middle housing on all lots in the city, and only 50 units are middle housing.

Q: It appears that the grant does not require us to adopt anything. Is that correct? A: Yes, due to the tight time frame, the grant requires certain activities, but **should end with recommendations that would be eventually adopted or incorporated into the periodic update of the comprehensive plan and regulations**.

Q: Is the letter of commitment from the mayor (or authorized official) required to even be eligible for the grant, or does it only factor into scoring for the "Local Commitment" points? A. **A letter of commitment to authorize staff to do the work is required**. Unlike the HAP grants, which required adoption of a final result, this grant, like the majority of growth management grants requires consideration of the proposals, but does not presuppose a final result. We do require agreement from city leadership to work on the issues. .

Q: Do you think it's essentially a non-starter for a city being awarded a middle housing grant if they can't state a commitment to that 30% threshold through their proposed eligible activities under the grant? A: The grant application **requires you to submit a zoning map, buildable lands report, and a summary of how you might be considering getting to the 30% threshold**. If that shows that it is possible, and that you are considering a minimum of 30% of lots, you would be able to receive the grant. **If the map and analysis shows that you are only considering 10 or 20% of lots or area, you are not meeting the minimum threshold for receiving the funds**.

Q: We thought we would not qualify because we don't have direction from council yet. We are still looking at our strategy for growth. One of their goals is to have more middle housing – but it would put the cart before the horse if we say we have this grant to do 30% of SF lots as middle housing – they will say they have not done the pre-work. A: This grant could be very good for your community to **explore your middle housing goal and capacity**. The intent is to **queue up work in your periodic update**. This will help define the goal for middle housing and see where it might work in your community.

Q: Our city has a Housing Action Plan (HAP) grant, but we are nervous about changing goal posts. With Vision 2050, we have a certain amount of growth they have to accommodate. The director is nervous about the perception that the two grants are similar but different perspective work products. A: The requirements for a housing action plan and a housing element are similar, and the work **required by the middle housing grant is also similar to that needed for a housing element**. Here is a chart with the major components

Housing Element RCW 36.70A.-070(2) (required for all GMA cities and counties)	Housing Action Plan (Optional grant to fund many required activities)	Middle Housing Grant Optional grant to fund mostly required activities	Other Comments
a. Housing needs assessment	Required		Housing projections by income band and for shelters will be provided by Commerce
b. Goals and policies..., for preservation, improvement, and development of housing, including single-family residences, and within an urban growth area boundary, moderate density housing options including, but not limited to, duplexes, triplexes, and townhomes;	Must review housing element. Must develop strategies for meeting housing needs	Middle housing is one strategy, consider policies and zoning, and other programs to support middle housing	Local policies must be consistent with countywide planning policies and Vision 2050
c.. Land capacity analysis for housing	Required, and must analyze employment trends	May consider capacity for middle housing	Jurisdictions inside the Puget Sound region should have already completed a buildable lands report
d. adequate provisions for all economic segments, consider housing location relative to employment, ADUs	Suggested		
e.. to h. Address racial discrimination, exclusion and displacement in housing	Must address displacement	Must address racial discrimination, exclusion and displacement in housing	Guidance and technical assistance on this topic will come this summer
Community Engagement	Required	Required	
	Implementation Plan Required		

Q: This should be a tool to help with other work. So this will not create new goal posts? A: Correct. This can fund about half of the update requirements for the housing element. A HAP is optional, and helps support overall housing planning work.

WHAT ARE ELIGIBLE ACTIVITIES?

Q: If we already have a grant to develop code amendments (to do missing middle). Could we use this grant to supplement that grant to do more with addressing equity and displacement and other impediments to middle housing? A: Yes, but Commerce can't pay twice for the same thing – so we just need to clearly document what is covered under one grant and what is covered in another grant. But your other work to address middle housing should be consistent with this grant, **considering all middle housing types, and considering on at least 30% of lots.**

Q: So we do not have to use this funding to create a new zone. Could we create new zone? A: Yes.

Q: Could we conduct financial analysis of proposed policies to evaluate affordable housing requirements? A. The grant funds can be used **to outreach to, communicate with, and educate the community on issues related to middle housing** as long as the jurisdiction is using that outreach to evaluate the implementation of middle housing types on at least 30% of the lots currently zoned as single family. If some of that communication includes clear analysis and information on middle housing types, affordable housing, and implementation this could be included in the grant.

Q: Can the grant be used to assess displacement, equity, and other impediments to middle housing like fees, financing, etc.? A: Yes. Absolutely!

Q: Can the final deliverable be only draft comp plan policies, or would it also have to include draft zoning code amendments? A: In looking at the proviso, the language is “\$7,500,000 of the general fund—state appropriation for fiscal year 2023 is provided solely for the department to administer grants to eligible cities for **actions relating to adopting ordinances** that would authorize middle housing types on at least 30 percent of lots currently zoned as single family residential.” The list of eligible activities leads with **“(i) Analyzing comprehensive plan policies and municipal code to determine the extent of amendments required to meet the goal of authorizing middle housing types on at least 30 percent of lots currently zoned as single family residential;”**

Policy changes are certainly part of the support for code changes, and it is great time to review policies, but the intent of the proviso is beyond changing policies, it needs to be **on the path to adopting ordinances, or changes in code.** You will only have 12 months, so the analysis and shaping potential middle housing will take a while. **A first draft of code amendments would likely be sufficient,** or even a list of which specific code sections would be need to be revised.

TIMING OF APPLICATIONS AND POTENTIAL LEGISLATION

Q: Could we have more time? A: No. We may ask for re-appropriation of unspent funds, but it is uncertain as this is operating funds, not capital funds (capital funds are what is typically re-appropriated). The current state biennium is July 1, 2021 through June 30, 2023. Typically operating funds are to be spent within the biennium.

Q: If we choose to submit for the July 5 deadline – will we receive lower priority like the climate grants? A: No, **we should be able to fund everyone in this program.**

Q: Can you speak to missing middle housing bills that didn't pass? A: The middle housing bill (HB 1782) and others did not pass last year. It would have required significant densities around transit services. I have heard the bill may come back next session. We believe this grant program was intended as a voluntary approach at this time.

MORE DETAIL ON COMMERCE TECHNICAL ASSISTANCE OPPORTUNITIES

Comment: Cities like the sound of technical assistance. We have already come across the lack of capacity in the consultant world. So prepping a **clear explanation of what those technical assistance people can do to help cities do the work would be really helpful.**

Q: Is the interdisciplinary team to help reduce jurisdiction reliance on consultants? A: Yes, we recognize that it is very difficult to hire consultants, or staff, at this time. The interdisciplinary team is Commerce in-house assistance to support in-house city staff or hired consultants. The team will be able to help in several ways:

- **Review existing comprehensive plans and other housing policies and suggest changes**
- **Review your local code and recommend approaches to allowing middle housing**
- **Assisting with community outreach**
- **Completing the racial equity analysis,**
- **Communications and messaging and a series of videos, presentations and handouts on various housing topics.**

Q: What are you looking for in terms of the pilot studies for middle housing? A: We are looking for communities that have done the policy work for middle housing. We can then hire a national level firm that develops model missing middle housing codes and design guidelines for cities of different sizes.

Q: Our council isn't even aware of this need. Can we use the Commerce tech team to present on the need? A: yes! And we have provided slides on the grant program that local planners can use.

MORE DETAIL ON WORKING WITH COMMUNITY-BASED ORGANIZATIONS (CBOs)

Q: What are the parameters for subcontracting with CBOs? Are there certain eligibility requirements? Do they have to be based in the city? A: There are some guidelines for **paying people to attend your meetings.** We can find if there are state guidelines for working with CBOs. We will have to get back to you.

Q: When we hear "CBO" – we hears a cultural identity group, NGO, etc. Is there something more specific or broad this is referring to? A: We will have to do more research to find out that answer.

Q: Is it correct that we are not required to subcontract with community-based organizations, but applications that do include that aspect are prioritized? A: That is **correct,** subcontracting is not required, but **consultation is certainly recommended.** The proviso says that Commerce shall prioritize applicants who subcontract with multiple

community-based organizations that represent different vulnerable populations in overburdened communities, as defined in RCW 70A.02.010, that have traditionally been disparately impacted by planning and zoning policies and practices, to engage in eligible activities as described in (b) of this subsection.

Q: Regarding CBO subcontracting funds, application instructions state, “Additional funding requests will be reviewed after the first round of applications are received.” Is this above and beyond the base grant limits listed by city size (i.e. \$100K for cities over 20K pop)? Yes.

Q: Are there guidelines/limits for this additional CBO funding, and can you share that? There are no limits, but we put \$20,000 in the example. We have heard that it can cost \$2,000 to work with a community-based organization. So we thought about working with 10 groups. I think you would need to provide enough detail in your proposal to provide clear explanations about the improved engagement, and outcome based on how you would spend the extra money.

Q: Should the additional funding for CBOs be explained and requested through the grant applications due June 9, or will there be a separate request period for that CBO funding? The request should be submitted as the same time.

Q: Can you tell me more about Civic Spark Fellows to help with the work? CivicSpark is an AmeriCorps program operated by CivicWell (formerly the Local Government Commission) in California. Over the last seven years 500+ CivicSpark Fellows have contributed over 500,000 hours of support for hundreds of community resilience projects (e.g., climate action, affordable housing, mobility, and equitable community engagement) with over 250 public agencies. CivicSpark is coming to Washington in the Fall of 2022 and they are looking for local governments and organizations across the state who might be interested in hosting one or more AmeriCorps Fellows who will spend 11 months supporting local resilience projects including affordable housing.

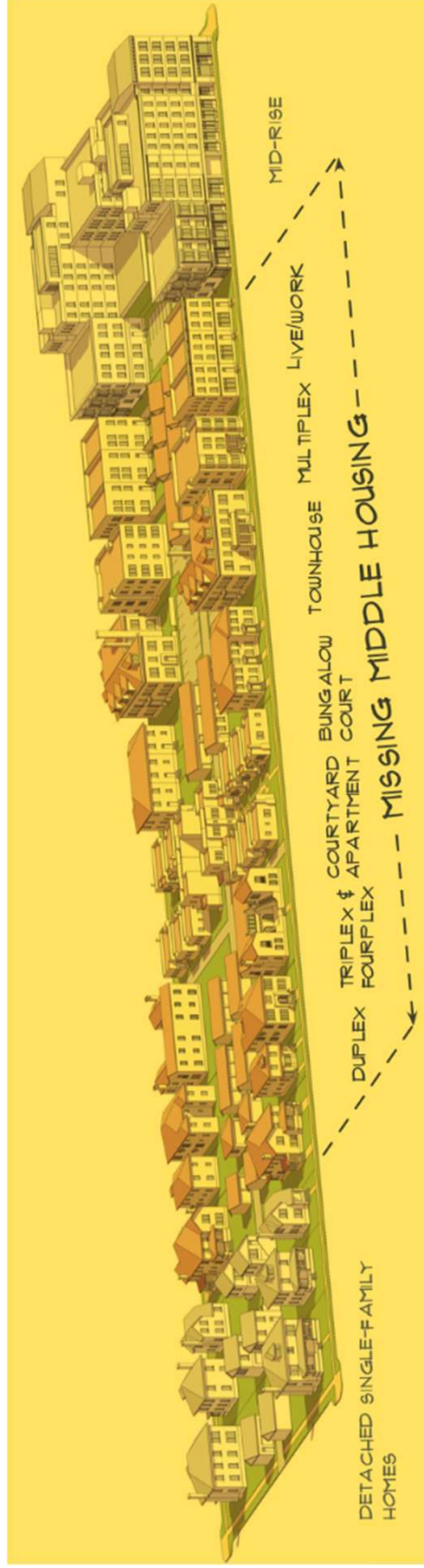
CivicSpark places highly motivated emerging leaders with local organizations for 11-months to support research, planning, and implementation projects for community resilience. CivicSpark Fellows are AmeriCorps Members selected through a competitive national application process. Fellows have at minimum a college degree in a relevant field, as well as workplace and community service experience. Public agencies, state agencies, Tribes, and non-profit organizations can contract directly to host CivicSpark Fellows. To date, housing support projects have generally focused on priorities such as analysis of housing capacity and inventory, planning for increased housing supply, housing equity programs, and disaster recovery and rebuilding support. Applications are being accepted on a rolling basis, but they encourage interested applicants to apply in parallel with the Middle housing grant process (e.g. June 9). The local financial contribution is \$29,000, which can be covered by the grant.

For a bit more about the program, the background, and the process of getting involved, please see the attached flyer, visit the [Washington Partner page](#), check out a recent MRSC Blog posting at [Tapping the Power of Emerging Leaders for Climate Resilience](#) or reach out directly to Kif Scheuer (kif@farallonstrategies.com).



2024-2044 Comprehensive Plan Update

Middle Housing Grant Acceptance



Planning and Community Development Committee

October 3, 2022



Middle Housing Grant

- \$130,000 from WA Dept. of Commerce
- Grant Requirements:
 - Complete a **GMA-required** racial equity analysis + develop anti-displacement policies in response
 - Analyze and consider adoption of policies and code language to allow “Middle Housing” on at least 30 percent (lots or area) of currently zoned single family (LDR).
 - Contract with local Community-based Organizations to ensure historically underrepresented interests are considered (this involvement is **required by GMA**)
 - Provide deliverables of draft language by June 30, 2023.



Why is this Grant Available?

- 2022 Legislature
 - Wanted to address Housing Affordability, Supply, and Choice
 - Considered, but did not pass, a mandatory requirement that all cities allow Middle Housing in current Single Family zones
 - It's anticipated that the legislature will take up the issue again in 2023.



What is “Middle Housing”?

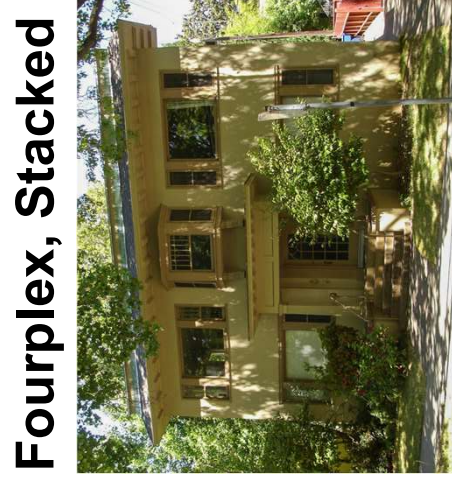
- A range of modestly-sized buildings with multiple units
 - Duplexes through six-plexes, townhouses, courtyard apartments, cottage housing, and stacked flats.
- Designed to be compatible in scale/form with detached single-family homes
- Intended to provide:
 - Diversity of housing choice: form, affordability, neighborhood character
 - Ownership opportunities



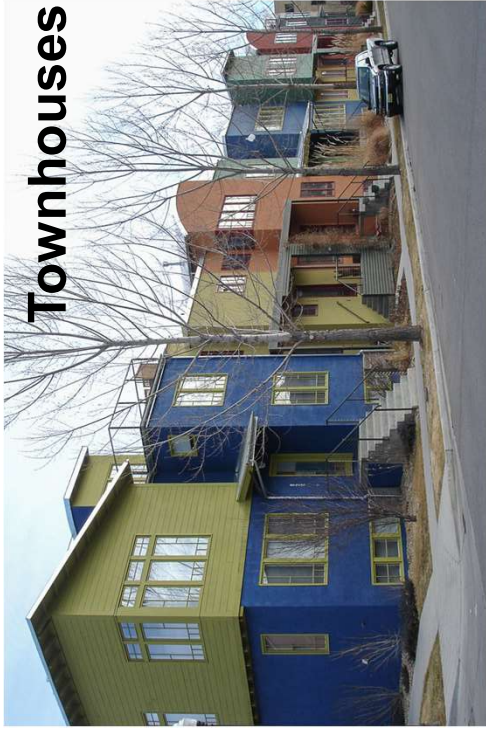
Examples



Duplex



Fourplex, Stacked



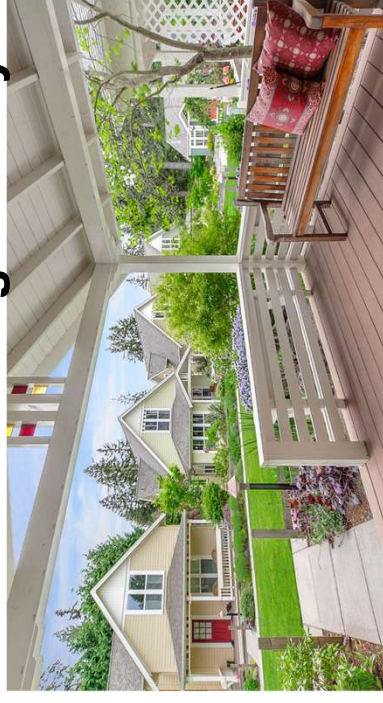
Townhouses



Duplex, Stacked



Courtyard Building



Cottage Courtyard

¹The term "Missing Middle" Housing was created by Daniel Parolek | Image © [Opticos Design, Inc.](https://www.opticosdesign.com) | For more information visit www.missingmiddlehousing.com.



Considerations

- **Pros**
 - City is not mandated to adopt new zoning or standards for Middle Housing
 - Opportunity to evaluate Middle Housing question before possible legislative mandates
 - The grant funding will pay for some required Plan Update analysis and community coordination
- **Cons**
 - Timeline is short (consultants tightly booked)
 - Community attitudes may be resistant to change



Recommendation

- Forward grant agreement to
 - the Committee of the Whole (10/10/22) for discussion, and
 - the Council Regular meeting (10/17/22) for approval.



Questions?
