



CITY OF TUKWILA PLANNING COMMISSION AGENDA FEBRUARY 27, 2025 - 6:30 PM

Join **in-person** at: 6200 Southcenter Blvd, Council Chambers, Tukwila, WA. 98188

To participate in the **virtual meeting** at 6:30 pm:

By Phone: Dial [+1 253-292-9750](tel:+12532929750), Access 779 253 241#

Online: To join this meeting virtually please click on Planning Commission on the 2/27/25 calendar date on the events page located at <https://www.tukwilawa.gov/events/>

For Technical Support during the meeting, you may call 1-206-433-7155

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes – 1/23/25 Meeting
- IV. Amendment of the Agenda, if necessary
- V. General Public Comments (acknowledge non-hearing-related written comments received)
- VI. Unfinished Business
 1. None
- VII. New Business
 1. Multi-factoring Authentication (MFA) for Commissioner email (Bao Trinh)
 2. Middle Housing Code Discussion (Neil Tabor)
- VIII. Director’s Report
- IX. Adjournment

General Public Comments: Persons wishing to provide general comments on any non-public hearing, planning-related topic may submit their written comment to BoardsComms@TuCkwilaWA.gov. Comments **received before 5:00 p.m. the day before the PC meeting** will be forwarded to Commissioners prior to their meeting. Materials received after that time will be forwarded prior to the next meeting.

Reminder: Staff are available to address PC questions regarding packets. Please call or email PC Secretary Wynetta Bivens, at 206-431-3654 or Wynetta.Bivens@TukwilaWA.gov to be connected with a staff member. Thank you!



CITY OF TUKWILA PLANNING COMMISSION (PC) MINUTES

Date: January 23, 2025
Time: 6:30 p.m.
Location: Hybrid Meeting - via Microsoft Teams / Public, In-Person Attendance,
Council Chambers, 6200 Southcenter Blvd., Tukwila, WA 98188

I. **Call to Order**

Chair Probst called the Tukwila PC meeting to order at 6:35 p.m.

II. **Roll Call**

The PC Secretary took roll call.

Present: Chair Martin Probst; Vice Chair Ann Durant; Commissioners Louise Strander, Alex Kaehler, Richard McLeland Wieser, and Jacob Halverson

Excused Absence: Commissioner Jane Ho

Staff: Director Nora Gierloff, American Institute of Certified Planners (AICP), Department of Community Development (DCD); Long Range Planning Manager Nancy Eklund, AICP, DCD; Development Supervisor Max Baker, AICP, DCD; Senior Planner Neil Tabor, AICP, DCD; and PC Secretary Wynetta Bivens, DCD

III. **Amendment of the Agenda**

No changes to the agenda were requested.

IV. **Approval of Minutes**

Commissioner Halverson moved to adopt the 12/12/24 Minutes. Commissioner Durant seconded the motion. Commissioner Kaehler recused himself due to absence. Motion carried.

V. **Written General Public Comments**

No submittals.

VI. **Old Business**

None

VII. New Business

PUBLIC HEARING

1. Shelter, Transitional, Emergency, Permanent (STEP) Housing Changes

FILE NUMBER: L24-0026, E25-0001
PURPOSE: Code amendment to comply with state law.
LOCATION: Non-Project Action/Citywide

Senior Planner Neil Tabor gave the presentation for staff. He provided background on STEP Housing and the purpose of the public hearing. He said that legislature narrowed restrictions for the STEP Housing types, which resulted in the allocation of certain housing targets. The City of Tukwila previously adopted code amendments to recognize the STEP Housing types. In 2021, the State legislature passed HB 1220 which sets requirements for STEP Housing. The following housing types are not included:

- Temporary Encampments
- Tiny Home Villages
- Group Homes
- Oxford Homes/Recovery Residence
- Assisted Living Facility
- Adult Family Homes
- Senior Living
- Traditional Income-Restricted Housing

Staff noted that the State, Puget Sound Regional Council, and Countywide King County each commented that the city's current development regulations do not meet requirements. Staff went over the proposed standards and walked through the STEP housing requirements in which the City of Tukwila is not in compliance.

To meet state law requirements and provide capacity to site the city's allotted amount of STEP Housing, while maintaining reasonable occupancy and spacing requirements, staff propose to amend TMC 18.50.250, 18.50.260 and Table 18-2 *Tukwila Urban Center (TUC) Land Uses Allowed by District*

Staff addressed clarifying questions from the PC.

Recommendation

Staff are requesting that the Planning Commission forward a recommendation for adoption of the draft code amendments to the City Council (CC) for their review.

Public Hearing

Chair Probst opened the public hearing.

Staff noted that there were no public hearing comments letters received.

There was no public testimony.

Chair Probst closed the public hearing.

Deliberations/Motion

There was no deliberation.

Commissioner Halverson moved to adopt the staff's recommendation and forward them to the CC for their review. Commissioner Durant seconded the motion. Motion carried.

PUBLIC HEARING

2. Phased Binding Site Improvement Plans (BSIP)

FILE NUMBER: L25-0001, E25-0002
PURPOSE: Code amendment to remove development agreement requirement.
LOCATION: Non-Project Action/Citywide

Senior Planner Neil Tabor gave the presentation for staff. He provided background on the proposed BSIPs are plans used to provide flexibility for sale of property within a larger development. These developments often rely on shared features within the larger site, such as: Parking; access points; landscaping; utilities; refuse collection areas; etc. Phased BSIPs improvement plans and proposals to develop in phases are required to enter into a development agreement in addition to completing the BSIP.

The requirement for phased BSIPs to execute a development agreement is listed in the Tukwila Municipal Code (TMC) 17.16.030(C) Preliminary Binding Site Improvement Plan (BSIP) approval, approval Criteria.

Staff proposed removing the sole provision requiring the execution of a development agreement with phased BSIPs. References requiring consistency with approvals and options to apply conditions and limitations for phased BSIPs are already present in other sections of TMC 17.16 and throughout the TMC.

Staff addressed clarifying questions from the PC.

Recommendation

Staff are requesting that the Planning Commission forward a recommendation for the adoption of the draft code amendments to the CC for their review.

Public Hearing

A public hearing comment letter was received from Sam Pace, Housing Specialist. Seattle King County REALTORS, on January 22, 2025, which was distributed to the PC on January 22, 2025.

Chair Probst opened the public hearing.

There was no public testimony.

Chair Probst closed the public hearing.

Deliberations/Motion

There was no deliberation.

Commissioner Durant moved to adopt the staff's recommendations and forward it to the CC for their review. Commissioner McLeland Wieser seconded the motion. Motion carried.

PUBLIC HEARING

3. Townhouses in the TUC

FILE NUMBER: L25-0003, E25-0004
PURPOSE: Code amendment to update residential allowances.
LOCATION: Non-Project Action/Citywide

Senior Planner Neil Tabor gave the presentation for staff. He provided background on the proposed. He stated this item is on townhouse allowances in the TUC, which is a regional center designated with the Puget Sound Regional Council for future growth, capitalizing on transit infrastructure to reduce car dependency. This center designation under the Regional Growth Strategy makes this area eligible for additional funding that helps them transition into denser, transit-oriented development over time. It covers Pierce, Snohomish, King, and Kitsap Counties. Within these counties, centers can be designated where high capacity transit exists, encouraging the greater use of public transportation.

Part of the requirement for a center is that it plans for a minimum of 45 "activity units" per acre.

Staff proposes removing townhouses from the list of allowed dwelling types in table 18-2, affecting the TUC Regional Center, Transit Oriented Development, Pond and portions of the Work Place Zoning Districts.

Staff are requesting that the PC forward a recommendation for the adoption of the proposed redlined language to the CC for their further review and adoption.

Staff addressed clarifying questions from the PC.

Commissioner Halverson stated that he would propose an amendment, stating he is against removing townhomes from the use in the TUC.

Commissioner Durant stated it was mentioned in the staff background report that regional growth strategy designation makes the area eligible for additional funding. She asked if townhomes are not stricken and allow zoning that wouldn't meet the 45 activity units whether the City of Tukwila would be ineligible for the funding or would it be less accessible to the city. She said the change makes sense to her. Mr. Tabor stated individual use allowances would be unlikely to eliminate funding eligibility, but regulations should be consistent with goals for the center.

Commissioner Halverson inquired whether there is any concept to build small townhouse-style residential.

Staff said they identified this as something that is inconsistent with the overall goals, which is why they are proposing it.

Staff proposes removing townhouses from the list of allowed dwelling types in table 18-2, affecting the Tukwila Urban Center (TUC) Regional Center, Transit Oriented Development, Pond and portions of the Work Place Zoning Districts.

There was extensive discussion around this subject.

Recommendation

Staff are requesting that the Planning Commission forward a recommendation for the adoption of the draft code amendments to the CC for their review.

Public Hearing

Chair Probst opened the public hearing

Staff noted that there were no public hearing comments letters received.

There was no public testimony

Chair Probst closed the public hearing

Deliberations/Motion

There was no deliberation.

Commissioner Halverson moved to amend staff's recommendation, to change townhomes to an accessory use in the Tukwila Urban Center instead of striking them. Commissioner Strander seconded the motion. There was a split decision.

Commissioner Halverson moved to forward the split recommendation to the CC for their review. Commissioner Strander seconded the motion. Motion carried.

Staff asked for clarification on how the PC would like to format the suggested amendment to change Townhouses to an accessory use. The PC deferred the decision to staff.

PUBLIC HEARING

4. Residential Conversions

FILE NUMBER: L25-0002, E25-0003
PURPOSE: Code amendment to comply with changes in state law.
LOCATION: Non-Project Action

Senior Planner Neil Tabor gave the presentation for staff. He provided background on the proposed amendment. He stated that in the 2023 legislative session, HB 1042 passed and broadened allowances for conversions of non-residential to residential spaces. Per the Municipal Research and Services Center (MRSC) he went over several of the key provisions of the requirements. He said the intent with this code amendment is to provide consistency with the state law. Also, to provide future allowances that the city can still maintain ground floor commercial space that is required in new use development and identified areas.

In the interest in preserving the ability to maintain ground floor commercial space staff propose to adopt a major pedestrian corridor along Tukwila International Boulevard (TIB).

Staff proposed adopting a new code section within the Tukwila Municipal Code (TMC). TMC 18.50.230 for Residential Conversion.

Staff addressed clarifying questions from the PC.

Recommendation

Staff are requesting that the Planning Commission forward a recommendation for the adoption of the draft code amendments to the CC for their review.

Public Hearing

Chair Probst opened the public hearing.

Staff noted that there were no public hearing comments letters received.

There was no public testimony.

Chair Probst closed the public hearing.

Deliberations/Motion

There was no deliberation.

Commissioner McLeland Wieser moved to adopt staff's recommendations to adopt the draft code amendments and forward them to the PC for their review. Commissioner Durant seconded the motion. Commissioner Halverson abstained. Motion carried.

VIII. Director's Report

Coming up: (may meet more than once a month some months)

- February - Additional Middle Housing (MH) presentation and discussion. Review of mapping and density standards. Intro to design and road standards.
- March - Public Hearing #1 on MH, focusing on general development regulations and consistency.
- April - Public Hearing #2 on MH focusing on objective design standards and road standards.
- Move the full package to the City Council, aiming for adoption by the end of June.
- Quick Quack Carwash has received design review approval. Now they are working on some other issues.

IX. Adjournment

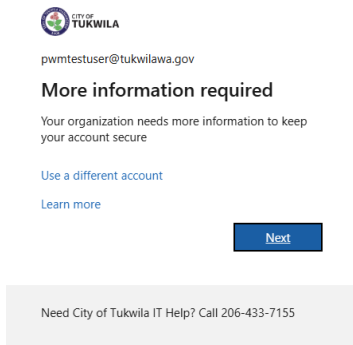
Commissioner McLeland Wieser moved to adjourn. Commissioner. Durant seconded the motion.

Adjourned at: 7:59 p.m.

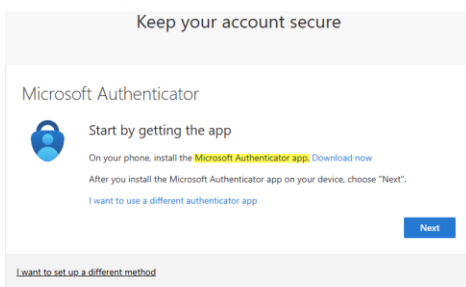
Submitted by: Wynetta Bivens
PC Secretary

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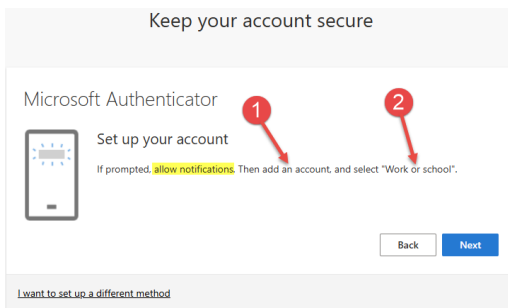
1. Login to office.com with your email address and password
2. This is screen you will get after logging in. Click Next



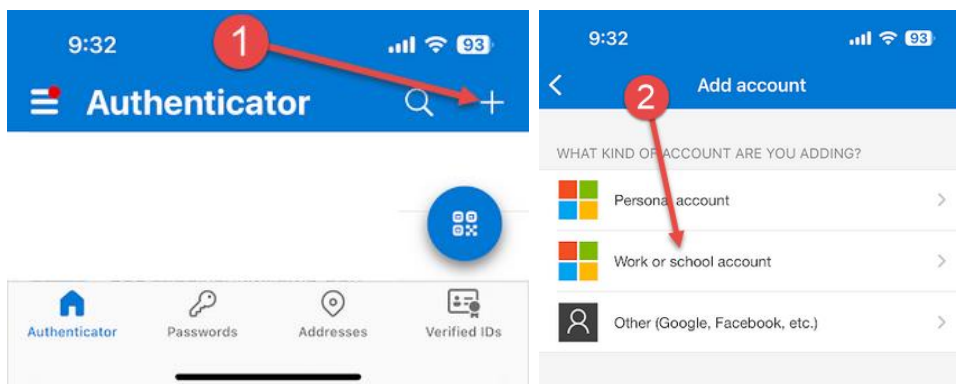
3. Make sure you have the Microsoft Authenticator app installed on your phone. Once installed, click Next



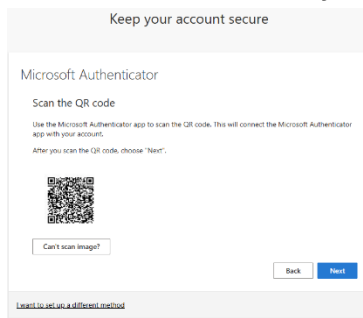
4. Open the Authenticator app on your phone and add an account



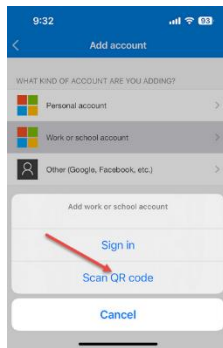
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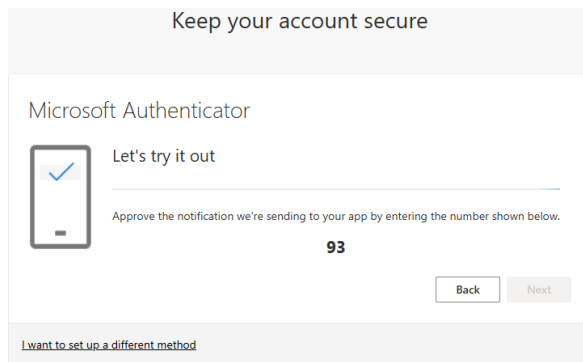
5. Scan the QR code with your phone and click Next



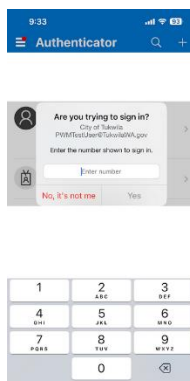
This is the view from your phone



6. You will now be prompted in the Authenticator app asking if you are trying to login. Enter the number on the screen and click Yes on your phone



Phone view



7. Once you entered the correct number, you are done. Click Next and you will be logged in.



INFORMATIONAL MEMORANDUM

TO: Tukwila Planning Commission

FROM: Nora Gierloff, Community Development Director

BY: Neil Tabor, Senior Planner, DCD and Isaac Gloor, Senior Planner, DCD

DATE: February 27, 2025

SUBJECT: Middle Housing Code Discussion

ISSUE

The City is required to update middle housing regulations by June 30th, 2025. Staff would like to discuss current proposed regulations and field any questions and feedback on the draft standards.

DISCUSSION

Code Amendments

Below is a summary of anticipated code amendments as part of the Middle Housing update. Further visualizations and details are provided in the attached presentation.

Rezone

Staff is proposing to rezone all land within the LDR and MDR zoning districts to Community Residential (CR). Consolidation of these two zones will streamline the middle housing adoption and eliminate unnecessary differentiation in zones.

Density & Housing Type Allowances

Staff is proposing to:

- Establish a minimum lot size for the CR zoning district of 5,000 square feet
- Count accessory dwelling units toward the total density allowance
- Allow three units per lot (outside of ¼ mile transit buffer), with additional unit allowance per 1,500 square feet lot of additional lot area, up to 5 units per lot
- Allow four units per lot (within ¼ mile transit buffer), with additional unit allowance per 1,500 square feet lot of additional lot area, up to 5 units per lot
- Allow 8 of 9 middle housing types, only not allowing sixplexes

Parking

Staff is proposing to require:

- 1 parking space per dwelling unit (outside of the ½ mile major transit stop buffer)
- No parking requirement within the ½ mile major transit stop buffer, per State law

Setbacks & Building Massing

Staff is proposing to:

- Reduce the existing 20-foot LDR front setback to 15 feet in the CR zone, with additional encroachment allowances for porches and certain architectural features
- Reduce the existing 10-foot LDR rear setback to 5 feet in the CR zone
- Increase building height allowance to 35 feet
- Increase building lot coverage to 50%

Road & Frontage Standards

Staff is proposing to:

- Broaden allowances for use of more proportionately-sized roads
- Consolidate access points
- Require sidewalks and curbs for more types of development

Design Review

Staff is proposing to:

- Update design standards to ensure they comply with “clear and objective” criteria requirements
- Create a design checklist to provide clear options for residential developers

Miscellaneous

Anticipated miscellaneous updates include:

- Update code references to LDR and MDR zones and “single-family only” standards for consistency
- Update definitions to comply with state law
- Add graphics for clarity

Anticipated Schedule

Staff anticipates the following timeline for public hearings and City Council deliberations.

- Middle Housing Open House (Wednesday, March 5th, 4:30-7pm at the Sullivan Center)
- Middle Housing work continuation at Planning Commission (March 27th)
- Middle Housing Public Hearing at Planning Commission (April 27th)
- Middle Housing & Design Code Ordinances at Council (May-June)

Staff will forward the proposed revisions to the Washington Department of Commerce for their 60-day review prior to the Council vote, and will also conduct environmental review under the State Environmental Policy Act.

ATTACHMENTS

1. Middle Housing Presentation



Middle Housing Discussion

Planning Commission

February 27, 2025



Schedule 2025

- Wednesday March 5th, 4:30-7pm
 - Open House
- March 27th Planning Commission Meeting
 - Middle Housing continuation
- April 27th Planning Commission Meeting
 - Public Hearing on Draft Code Package
- May & June
 - Vote and adoption of Regulations by City Council



Legislation Impacting Update

- HB 1110, Middle Housing
- HB 1337, Accessory Dwelling Units
- HB 1293, Objective Design Standards
- SB 5058, Definition of Multifamily
- SB 5258, Condos, Proportionate Impact Fees and Unit Lot Subdivisions
- SB 6015, Parking Considerations



Middle Housing Code Update

- The Middle Housing code update will contain several areas of amendments:
 - Zoning changes
 - Density & use allowances
 - Changes to development standards
 - Updated road standards
 - Design review changes
 - Definitions & consistency

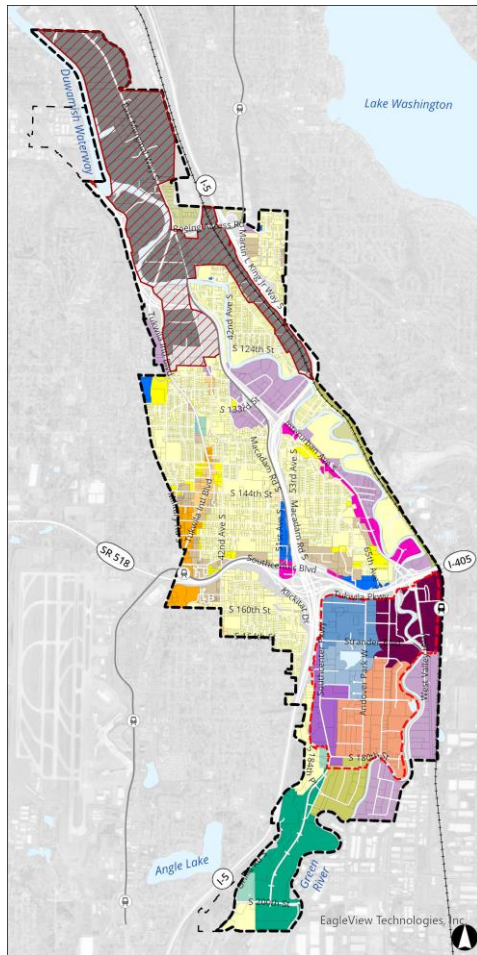


Staff Intent

- Expand opportunities for housing types, which provide for more options for the community
- Create more affordable homeownership options than new single-family units
- Ensure new infill development is high quality
- Make new standards easy for developers to understand and staff to administer
- Comply with state requirements

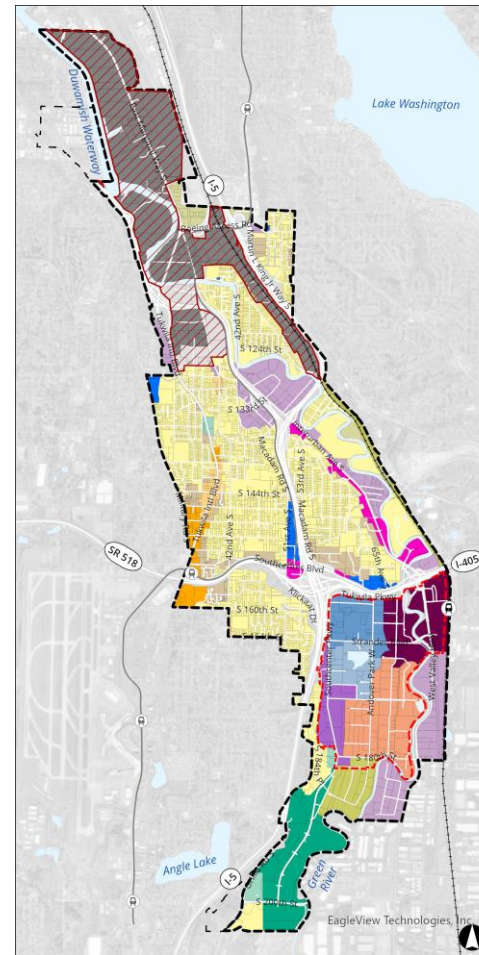


Rezone



Zoning

- LDR - Low Density Res.
- MDR - Medium Density Res.
- HDR - High Density Res.
- MUO - Mixed Use Office
- O - Office
- RCC - Residential Com. Center
- NCC - Neighborhood Com. Center
- RC - Regional Com. District
- RCM - Regional Com. Mixed-Use
- C/LI - Com. / Light Ind.
- HI - Heavy Ind.
- LI - Light Ind.
- MIC/L - Manufacturing Ind. Center (Light)
- MIC/H - Manufacturing Ind. Center (Heavy)
- TVS - Tukwila Valley South
- TUC - Pond
- TUC - Regional Center
- TUC - Commercial Corridor
- TUC - Workplace
- TUC - TOD
- Tukwila Urban Center North Tukwila
- Manufacturing Industrial Center
- Link Light Rail
- Sounder Commuter Rail
- City Limits
- Potential Annexation Area



Future Land Use

- CR - Community Residential
- HDR - High Density Res.
- MUO - Mixed Use Office
- O - Office
- RCC - Residential Com. Center
- NCC - Neighborhood Com. Center
- RC - Regional Com. District
- RCM - Regional Com. Mixed-Use
- C/LI - Com. / Light Ind.
- HI - Heavy Ind.
- LI - Light Ind.
- MIC/L - Manufacturing Ind. Center (Light)
- MIC/H - Manufacturing Ind. Center (Heavy)
- TVS - Tukwila Valley South
- TUC - Pond
- TUC - Regional Center
- TUC - Commercial Corridor
- TUC - Workplace
- TUC - TOD
- Tukwila Urban Center North Tukwila
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Housing Type Allowances

	<i>LDR (existing)</i>	<i>MDR (existing)</i>	Community Residential (replacing LDR & MDR)
Detached house	P	P	P
Cottage (small-lot)			P
Stacked Flats			P
Duplex		P	P
Triplex		P	P
Fourplex		P	P
Fiveplex			P
Sixplex			
Townhouses		(up to four)	P
Courtyard Apts.		(up to four)	P

Middle Housing Types



Density

- Establish minimum lot size of CR at 5,000 square feet
 - LDR currently 6,500 sqft
 - MDR currently 8,000 sqft
- Baseline density allowance of 3 units per lot (ADUs) count toward total units
 - Additional unit allowance for each additional 1,500 sqft of lot area, up to 5 units
 - 8,000 sqft parcel can have 5 units
 - Bonus density for site with at least 1 affordable unit (60% AMI rental, 80% AMI ownership) & within ¼ mile from transit



Massing

- Reducing minimum lot width from 50' to 40'
- Increasing maximum height from 30' (LDR & MDR) to 35'
- Increasing building footprint allowance from ~35% to 50%
- Maintaining 75% development area coverage
- Eliminating upper story stepbacks



Setbacks

- Reducing the front setback from 20' to 15', with additional encroachment allowances for porches, bay windows, balconies, and other features up to 7'
- Reducing the rear setback from 10' to 5'



Site Requirements

- 1 parking space per middle housing unit, outside of the ½ mile buffers in which parking cannot be required
 - Developers may elect to provide additional parking on-site, especially in certain housing types
- No parking requirements for accessory dwelling units
- 250 square foot open space requirement per unit



Tree Standards

- Existing tree standards for LDR will be used for the Community Residential Zone
- Staff will reevaluate overall tree and landscaping regulations in the near future
- A summary of the removal allowances and replacement rates can be found on the following slide



Tree Standards

**TABLE A –
Single Family Tree Removal without Replacement Limits**

Trees (DBH)	# of Trees in 36 month period that can be removed without replacement ⁽¹⁾
>6-8"	4
>8-18"	2
>18"	1 and no other trees

⁽¹⁾ A combination of trees of different sizes may be removed without replacement so long as the total number of trees removed does not exceed the number allowed for the largest tree removed in a 36-month period. See Tree Permit Application for additional details.

TABLE B – Tree Replacement Requirements

Trees (DBH)	Replacement ratio for trees that are subject to replacement
6-8"	1:1
>8-18"	1:2
>18"	1:3



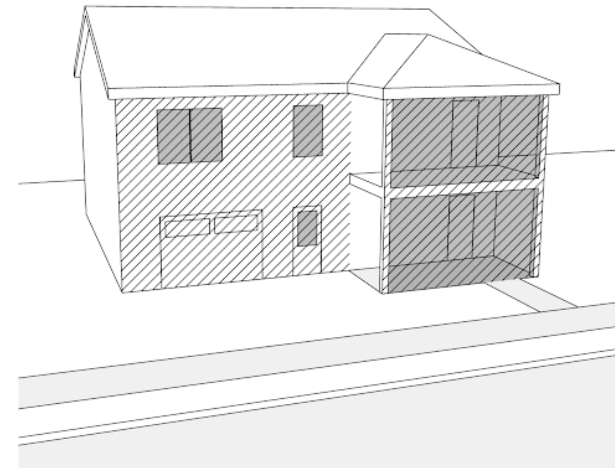
Design

- To ensure high quality design and support integration of new development into areas largely developed as single-family, a design checklist will be required for new single-family and middle housing development
- Standards are a mix of minimum requirements, such as percentage of windows along a façade and flexible options, such as including dormers



Design

- Example of minimum percentage of windows, porch area or other qualifying open areas



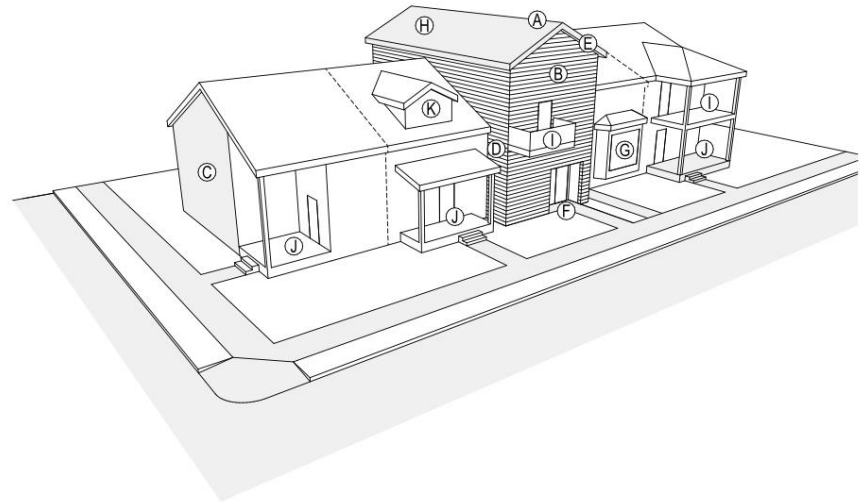
 TOTAL STREET FACING FACADE AREA

 CONTRIBUTING AREA



Design

- Example of flexible design options to include as elements of the overall design



- Ⓐ Varied building heights
- Ⓑ Use of different materials
- Ⓒ Different colors
- Ⓓ Building perimeter offsets minimum of 4'
- Ⓔ Projecting roofs (minimum of twelve inches)
- Ⓕ Recesses, minimum of 3'
- Ⓖ Bay windows. May project as much as 2', up to 35% of the facade
- Ⓗ Variation in roof materials, color, pitch, or aspect
- Ⓘ Balconies
- Ⓝ Covered porch or patio
- Ⓚ Dormers



Road Standards

- Much of Tukwila's current road and frontage improvement standards are based on number of lots rather than number of units
- Existing standards create changes in supporting slightly denser infill development, less dependent on number of lots for development impacts



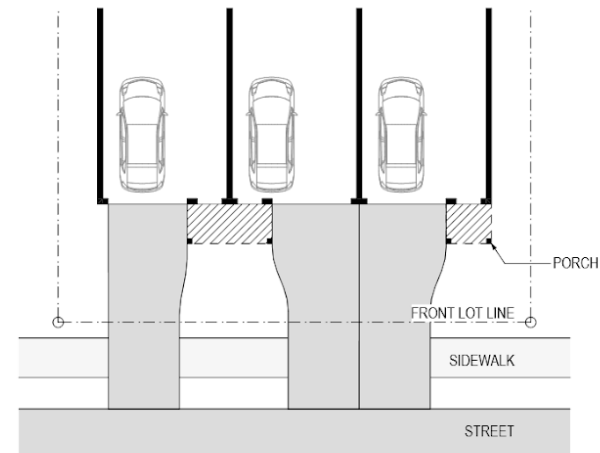
Road Standards

- Changes include:
 - Increasing the number of lots/units that can be served from a private drive
 - Clarifying alternatives in construction which can eliminate fire turnarounds and seldom used spaces
 - Lowering frontage improvement thresholds
 - Exploring flexibility in multi-purpose spaces, such as rolled curb sidewalks also fulfilling fire requirements



Road Standards

- Additional Changes:
 - Consolidating access points to the extent possible
 - Reducing access point width for pedestrian and vehicular safety





Miscellaneous

- Add graphics for ease of understanding
- Update definitions with state requirements
- Remove and update outdated references to single-family, LDR, and MDR zones



Items for further refinement

- Waste & Recycling Screening and collection area standards
- Ensuring all design standards are clear and objective
- Further refinement of road standards and coordination with fire standards



Questions & Discussion
