

**TUMWATER PLANNING COMMISSION
MINUTES OF MEETING
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CONVENE: 7:03 p.m.

PRESENT: Chair Debbie Sullivan, Commissioners Marcus Glasper, Jessica Moore, Sally Nash, Bill Mandeville, and Nancy Stevenson.

Excused Absence: Terry Kirkpatrick.

Staff: Planning Manager Tim Smith and Recording Secretary Tom Gow.

**APPROVAL OF
PLANNING COMMISSION
MINUTES – DECEMBER
14 2010:**

A change was requested in the second paragraph on page 3 within the second sentence revising the sentence to read, “There are also proposed updates to code requirements on demolition of buildings and moving of buildings.”

MOTION: **Commissioner Nash moved, seconded by Commissioner Stevenson, to approve the minutes of December 14, 2010 as amended. Motion carried.**

CHANGES TO AGENDA: Manager Smith requested deferral of the briefing on 2010 Comprehensive Plan Amendments: Land Use Plan changes to the SE Capitol Boulevard Neighborhood until the January 11, 2011 meeting to provide staff additional time to work on the proposal and to accommodate staff availability.

**NEXT PLANNING
COMMISSION MEETING
DATE: DECEMBER 28,
2010:** The Commission confirmed the next meeting is on January 11, 2011.

**COMMITTEE/COUNCIL
UPDATES:** Manager Smith reported the Commission will receive briefings at its next meeting on several comprehensive plan amendments and a presentation from representatives from the LOTT Clean Water Alliance, which is exploring the possibility with the owners of the brewery property to potentially place a satellite wastewater treatment facility in the Deschutes River valley.

Manager Smith reported the City received good response for the Request for Qualifications for a consultant to provide assistance during the City’s brewery visioning project. City and Thurston Regional Planning Council (TRPC) staff will review the statements to develop a short list of applicants to interview next week.

Commissioner Glasper advised that he is unable to attend the January 11 meeting.

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**OTHER
BUSINESS/UPCOMING
EVENTS/CONFERENCES:**

There was no report.

**PUBLIC HEARING:
ORDINANCE NO. O2010-
020, AMENDMENTS TO
TITLE 18 TMC (ZONING
CODE) RELATED TO
COTTAGE HOUSING:**

Manager Smith reported the Commission received an initial briefing on December 14 on the proposal. The amendments allow development of cottage housing in the City. Thurston County is currently working on a similar ordinance for the urban growth areas of Olympia, Lacey, and Tumwater. The City of Lacey is also adopting standards as well as other communities in the state. The ordinance creates a new chapter addressing cottage housing, which provides for small, detached single family housing clustered around open spaces that are typically smaller than regular single family homes.

Cottage housing would be allowed in Single Family Low and Medium zoning districts as well as Multi-Family Medium and Mixed Use zones. Cottage housing would not be allowed in the Single-Family Residential Sensitive Resource zoning district because of environmental issues associated with the zone. Development standards include density provisions, open space areas, parking, design standards, and consistency with other plans and regulations. Density in the underlying zoning district controls the number of units on a site. There are some exceptions to density. A minimum of four units can be clustered with a maximum of 12 units. The number of clusters on a project is unlimited. The maximum square footage of each unit is 1,000 square feet. There are development standards controlling the number and size of garages and carports, and parking standards that provide for a minimum number of parking stalls. There are design standards for controlling the appearance of the structure. The maximum height standard is 25 feet. Setbacks are ten feet from the front, five feet on side yards, and five feet in the rear yard of each structure.

Staff recommends approval of the proposed ordinance to the City Council. The General Government Committee is scheduled to review the ordinance on January 5.

Commissioner Glasper asked whether the main intent of the proposal is to provide for low-income housing. Manager Smith said the intent is to provide affordable housing. It is not structured specifically for low-income housing. Habitat for Humanity is developing a project within the City. The intent of establishing cottage housing is outlined in the ordinance.

Commissioner Mandeville expressed concerns about the parking provisions within the ordinance that speaks to one garage or carport not exceeding 250 square feet per dwelling unit either attached or detached. Additionally, parking cannot be located in the common area. He asked if parking could only be accessed from the rear of the cottages. Manager Smith advised access is only from the rear and not from the open space area.

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Commissioner Mandeville said another concern involves parking between structures that is allowed if it is located in the rear of the structure and served by an alley or private driveway. That situation could be problematic as there is only 10 feet between each structure. He suggested not allowing parking between structures.

Chair Sullivan opened the public hearing at 7:19 p.m.

PUBLIC TESTIMONY:

Curt Andino, Executive Director, South Puget Sound Habitat for Humanity, said the organization builds cottage style housing because it fulfills the organization's goals, provides infill opportunities, and brings families closer to the urban area. Cottage housing is not only for the low-income as there are many styles and types of cottage housing. The organization serves the low-income community and builds cottage housing for low-income residents. The long-term goal is to provide affordable housing. Families are placed in homes for under \$35,000. Houses are valued at approximately \$180,000 because of the number of amenities and location to urban services. Today, commuting shouldn't entail having another job. The organization just completed a 15-home cottage community in northeast Olympia. The goal is to create stability for families. The average length of time families remain in the homes is 6-1/2 years. The average for a median income family is seven years while the average for very low-income families is 18 months. Many single family homes are cost prohibitive for many families in today's economy. Mr. Andino said he represents the only organization that has successfully built cottage housing in Thurston County.

Commissioner Stevenson asked Mr. Andino for feedback on the proposed ordinance. Mr. Andino agreed that there is no need for vehicles. The goal is to deemphasize personal cars, which is why the organization constructs housing near bus lines and services. The goal is to place housing near suburban amenities.

Commissioner Mandeville commented that it's likely many of the organization's clients have cars. He asked where those families park their cars. Mr. Andino said the five-home community that was submitted for a preliminary plat includes 13 parking stalls enabling two parking stalls for each unit and three visitor stalls. The housing unit is located off Henderson Boulevard in Tumwater. The parking is located away from the units. He noted the parking in Fairview, a 15 unit home site in northeast Olympia, is located away from the units on pervious concrete.

Commissioner Mandeville referred to the small size of the units and asked about the number of bedrooms in each unit as the housing is promoted as family housing. Mr. Andino said the smallest unit is 1,200 square feet. Currently, the organization builds several types of units that primarily consist

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of a two or three-bedroom home. Commissioner Mandeville pointed out that Tumwater's ordinance proposes a maximum square footage of 1,000 square feet. Mr. Andino said the organization might need to change its plans to accommodate 1,000 square feet. He recommended the Commission increase the square footage to 1,200 and invited the Commission to tour some 1,200 square foot homes. The Tumwater cottage housing site is located on a .77-acre site.

Chair Sullivan closed the public hearing at 7:31 p.m.

Commissioner Glasper said he understands the comments on minimizing parking but cautioned that the Commission might be restricting other uses. Mr. Andino had referred to the objectives of providing low-income housing. However, there is also senior housing, which also has a need for different types of transportation needs and services. He's viewed other cottage housing in a timeshare/resort environment. It's important not to impose too many restrictions. He agreed with the recommendation to increase the maximum square footage to 1,200.

Commissioner Nash said she understands the need for parking a vehicle. She conveyed concerns about parking overlapping on adjacent property. Manager Smith clarified that parking is not allowed in any of the yards areas.

Commissioner Stevenson agreed with allowing a maximum of 1,200 square feet.

Commissioner Mandeville referred to the initial briefing and staff's explanation for establishing the maximum square footage of 1,200. The intent was not to replicate existing subdivision homes that can be 1,200 square feet. Manager Smith advised that the homes could be similar in size to subdivision homes. There are different characteristics that separate cottage housing from a typical subdivision home. In some cases, new homes are being built at 1,300 square feet in size, which is why 1,000 square feet was recommended.

Commissioner Glasper commented that he used to live in a 1,200 square foot apartment many years ago. It was not that big. A cottage home of 1,200 square feet is not very large, especially for families. That's a size of a starter home that has a higher turnover in ownership.

MOTION:

Commissioner Glasper moved, seconded by Commissioner Nash, to increase the maximum square foot size from 1,000 to 1,200 square feet for cottage housing. Motion carried.

Commissioner Mandeville referred to the minimum number of required parking spaces of 1.5 for each dwelling unit. It appears the emphasis is to deemphasize automobiles and parking. He questioned whether that should

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be the maximum allowed parking rather than the minimum. Currently, parking provisions allow for 13 spaces for five housing units, which appear to be too many. If there is an emphasis on common areas, the goal is to avoid excessive parking. Chair Sullivan noted that another intent is to avoid having parking overflow in adjacent streets and neighborhoods.

Commissioner Stevenson said she prefers not limiting parking options at this point.

Commissioner Mandeville said if the provision represented a maximum instead of a minimum, there would be eight spaces allowed instead of 10 spaces. Chair Sullivan questioned whether it's reasonable to reduce parking.

Commissioner Mandeville pointed out that the City already has ordinances that allow multi-family and subdivisions that accommodate more cars and larger structures. This proposal is different and accommodates a smaller unit and should deemphasize the number of cars. It is a smaller subdivision. If a person wants more cars, they should live in areas that accommodate more parking. The proposal is for cottages with an emphasis on common areas, pedestrian areas, and a lack of automobiles.

Manager Smith said that currently, the standards allow a minimum of two spaces in a standard subdivision. When the ordinance was drafted, the minimum was less at 1.5 spaces per dwelling unit. Multi-family is 1.5 spaces for each apartment plus a guest space for every 10 units.

Commissioners and staff discussed options and other parking standards in the code.

MOTION:

Commissioner Mandeville moved, seconded by Commissioner Moore, to change language on page 5 of the ordinance to change "Minimum" to "Maximum" in the provision pertaining to parking.

Commissioners and staff discussed the motion and the intent of the proposed change. Manager Smith added that if "maximum" is included, it means that there is no minimum and it could be zero. The City has taken the position that onsite parking requirements should be accommodated onsite and not on the street.

Commissioner Mandeville offered to amend the motion to reflect a minimum of one parking space and a maximum of two parking spaces.

Manager Smith commented that Habitat for Humanity's proposal provides a community parking area for all parking rather than at each unit.

Commissioner Nash said she prefers to retain the existing language as proposed as 1.5 spaces is an improvement from other family zones. The

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market will handle the need.

MOTION: **Motion failed. Commissioners Sullivan, Nash, and Stevenson opposed. Commissioner Glasper abstained.**

MOTION: **Commissioner Mandeville moved to require the number of parking spaces at a minimum of one and a maximum of two for each dwelling unit. The motion died due to the lack of a second.**

Commissioner Mandeville questioned parking at each unit and the width of the concrete pad. The ordinance appears to allow attached garages and parking on the side. There shouldn't be any parking between the structures. Concrete pads should be limited to 50% of the width of the structure, if allowed.

MOTION: **Commissioner Stevenson moved, seconded by Commissioner Mandeville, to change #7 on page 6 of the proposed ordinance to state, "Parking between structures is not allowed."**

Commissioner Nash said her concern is with parking located away from the structure and that some people may have some difficulty in accessing parking away from the structures. Parking should be allowed toward the rear of structures for those who encounter difficulties. She recommended retaining the current language to enable flexibility.

MOTION: **Motion failed. Commissioners Nash, Moore, and Sullivan opposed. Commissioner Glasper abstained.**

MOTION: **Commissioner Stevenson moved, seconded by Commissioner Moore, to recommend the City Council approve Ordinance No. O2010-020; Amendments to Title 18 TMC (Zoning Code) related to Cottage Housing as amended. Motion carried. Commissioner Mandeville opposed.**

ADJOURNMENT: **Commissioner Mandeville moved, seconded by Commissioner Stevenson, to adjourn the meeting at 8:03 p.m. Motion carried.**

Prepared by Valerie L. Gow, Recording Secretary/President
Puget Sound Meeting Services