



## COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE HYBRID MEETING

**Monday, December 04, 2023, at 6:00 PM**

**Snoqualmie City Hall, 38624 SE River Street & Zoom**

### COMMITTEE MEMBERS

Chair: Jolyon Johnson

Councilmembers: Cara Christensen and James Mayhew

**Join by Telephone at 6:00 PM:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

Press \*9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press \*6 to mute and unmute.

**Join by Internet at 6:00 PM:** To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **860 6728 7531**; Enter Password **1730040121**
- 4) Please confirm that your audio works prior to participating.

*This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.*

### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

### PUBLIC COMMENTS

### MINUTES

- [1.](#) Approval of the minutes dated November 20, 2023

### AGENDA BILLS

### DISCUSSION ITEMS

- [2.](#) Housing Recommendation
- [3.](#) Council Priority Tracker
- [4.](#) Traffic Impact Fee Discussion
- [5.](#) Affordable Housing Workshop

### ADJOURNMENT

### UPCOMING ITEMS

*(The following items reference either upcoming projects or issues pertaining to matters of the Community Development Council Committee. There will be no discussion of these items unless there is a change in status.)*



## COMMUNITY DEVELOPMENT COMMITTEE MINUTES REGULAR HYBRID MEETING November 20, 2023

*This meeting was conducted as a hybrid in-person and remote meeting; the in-person option was in the Council Chambers at Snoqualmie City Hall, and the remote participation option was using teleconferencing technology provided by Zoom.*

**CALL TO ORDER & ROLL CALL:** Chair Johnson called the meeting to order at 6:01 PM

**Committee Members:**

Chair Jo Johnson, Councilmember Cara Christensen, and Councilmember James Mayhew were present.

Mayor Ross, Councilmembers Wotton and Benson were also present.

**City Staff:**

Emily Arteche, Community Development Director; Mike Chambless, City Administrator; Ashley Wragge, Planning Technician; Andy Latham, IT Systems Support.

**AGENDA APPROVAL**

The agenda was approved.

**PUBLIC COMMENTS**

No comments.

**MINUTES**

1. Committee approved the minutes for November 6, 2023 after amending agenda item three.

**AGENDA BILLS**

2. Annual Floodplain Management and Repetitive Loss Plan  
November 8<sup>th</sup> recertification was submitted. This is in an effort to lower the CRS classification.

**DISCUSSION ITEMS**

3. Land Use Recommendation  
Forward to council in January with revisions from PSRC.
4. Economic Development Recommendation  
Concerns that data may be out of date due to it predating Covid. Discussion addressed the low number of people who work and live in the community and how the Economic Development Commission brought that into consideration when drafting the goals and policies.  
Recommended to Council for review in January.
5. Economic Development Commission Letters of Support  
Two letters of support this year were signed. One recommended joining the Economic Alliance of valley cities following a presentation about the no-cost partnership. An agenda bill will be

drafted in the future to authorize Mayor Ross to sign the alliance document. The other letter was in support of the community center expansion.

6. EDC Liaison Report to the Committee  
Discussion opened with recommending that the new council liaison to the EDC by on the Community Development Committee to help facilitate the flow of information. EDC is looking for ways to strengthen economic development in the city and for more specific guidance with issues/ tasks. Two topics of interest to the EDC are the downtown business community, specifically the use of retail space, and lengthen the time between tenants before a change in use is used since current policy is not helping retail.
7. Housing Recommendation  
Committee agreed to move to December 4, 2023 meeting due to time constraints.
8. Council Priority Tracker  
Committee agreed to move to December 4, 2023 meeting due to time constraints.

#### **ADJOURNMENT**

Chair Johnson adjourned the meeting at 6:59 PM

#### **CITY OF SNOQUALMIE**

*Minutes by Ashley Wragge, Planning Technician*

*Recorded meeting audio is available on the City website after the meeting.*

*Minutes approved at the \_\_\_\_\_ Community Development Meeting.*



# Community Development Department

Item 2.

**Emily Arteche, Director**

38624 SE River St. | P.O. Box 987

Snoqualmie, Washington 98065

(425) 888-5337 | [earteche@snoqualmiewa.gov](mailto:earteche@snoqualmiewa.gov)

## MEMORANDUM

To: Community Development Committee  
From: Emily Arteche, Director  
Date: November 4, 2023  
Subject: Comprehensive Plan – Housing Element Policy Review

### Introduction

The Washington Growth Management Act (GMA) requires King County and cities within King County to update their comprehensive plans on or before December 31, 2024. The housing chapter (referred to as an “element”) is the core of the Comprehensive Plan and must incorporate updated growth targets and show how the City is planning to grow and change over the planning horizon of 20 years.

### Background

Two primary pieces of legislation listed below were adopted to guide the development of Housing Elements. The City has already made great strides in addressing both bills with the completion of a Valley-wide Housing Needs Analysis, a City Housing Needs Analysis, a Housing Strategy Plan and a Middle Housing Analysis. Draft accessory dwelling units code amendments were recently reviewed by the Planning Commission in August 2023.

- HB 1220 - Supporting emergency shelters and housing through local planning and development regulations. The law also directs the Department of Commerce to project future housing needs for jurisdictions by income bracket and made significant updates to how jurisdictions are to plan for housing in the housing element of their comprehensive plans. These new changes to local housing elements include planning for sufficient land capacity for housing needs, providing for moderate density housing options inside the urban growth area, making adequate provisions for housing to existing for projected needs of all economic segments of the community and identifying racially disparate impacts, displacement and exclusion.
- HB 1337 - Expanding housing options by easing barriers to the construction and use of accessory dwelling units.

The City’s housing element provides for policies in Affordable Housing, Sustainable Design and Constructions, and Diverse Housing to address the legislation. On September 5th, staff presented an introduction to the Housing element including about half of draft policies in all three areas for the Planning Commission to review and discussion. A large factor contributing to draft policies are the findings and recommendations from Snoqualmie’s Housing Strategy Plan, Middle Housing Analysis, and Housing Needs

Assessment. At the proceeding meeting, staff presented the remaining draft policies for discussion including draft goals for the three sections.

**NEXT STEPS**

Discuss signed draft goals and policy recommendations shown in Attachment 3.

Attachment 1: Key Definitions

Attachment 2: Housing Element Evolution Spreadsheet

Attachment 3: Recommended Housing Element Draft Goals and Policies

Attachment 4: Legislative Color-Coded Planning Commission from Previous Presentation on Housing Goals and Policies

## Definitions:

**Affordable Housing** (RCW [36.70A.030](#) (5): "Affordable housing" means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed thirty percent of the monthly income of a household whose income is:

(a) For rental housing, 60 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development; or

(b) For owner-occupied housing, 80 percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

**Transitional Housing:** RCW 84.36.043, transitional housing is a facility that provides housing and supportive services to homeless individuals or families for up to two years. The primary purpose is facilitating the movement of homeless persons and families into dependent living.

**Emergency Housing:** RCW 84.36.043, Provides housing and supportive services to homeless person or families for up to 60 days

**Emergency Shelter:** RCW 36.70A.030, a facility that provides a temporary shelter for individuals or families who are currently homeless. Emergency shelter may not require occupants to enter into a lease or an occupancy agreement. Emergency shelter facilities may include day and warming centers that do not provide overnight accommodations.

**Permanent Supportive Housing:** RCW 36.70A.030, subsidized, leased housing with no limit on length of stay that prioritizes people who need comprehensive support services to retain tenancy and utilizes admissions practices designed to use lower barriers to entry than would be typical for other subsidized or unsubsidized rental housing, especially related to rental history, criminal history, and personal behaviors. Permanent supportive housing is paired with on-site or off-site voluntary services designed to support a person living with a complex and disabling behavioral health or physical health condition who was experiencing homelessness or was at imminent risk of homelessness prior to moving into housing to retain their housing and be a successful tenant in a housing arrangement, improve the resident's health status, and connect the resident of the housing with community-based health care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW.

**Impact Fee:** RCW 82.02.090 means a payment of money imposed upon development as a condition of development approval to pay for public facilities needed to serve new growth and development, and that is reasonably related to the new development that creates additional demand and need for public facilities, that is a proportionate share of the cost of the public facilities, and that is used for facilities that reasonably benefit the new development. "Impact fee" does not include a reasonable permit or application fee.

**Green Infrastructure:** RCW 36.70A.030, a wide array of natural assets and built structures within an urban growth area boundary, including parks and other areas with protected tree

canopy, and management practices at multiple scales that manage wet weather and that maintain and restore natural hydrology by storing, infiltrating, evapotranspiring, and harvesting and using stormwater.

**Workforce Housing:** WAC 365-196-410: housing affordable to households earning between 80 to 120 percent of the median household income. Typically targets middle-income workers which includes professions such as police officers, firefighters, teachers, health care workers, retail clerks, etc.

**Vulnerable populations:** RCW 36.70A.030, population groups that are more likely to be at higher risk for poor health outcomes in response to environmental harms, due to: (i) Adverse socioeconomic factors, such as unemployment, high housing and transportation costs relative to income, limited access to nutritious food and adequate health care, linguistic isolation, and other factors that negatively affect health outcomes and increase vulnerability to the effects of environmental harms; and (ii) sensitivity factors, such as low birth weight and higher rates of hospitalization. Vulnerable populations" includes, but is not limited to:

- (i) Racial or ethnic minorities;
- (ii) Low-income populations; and
- (iii) Populations disproportionately impacted by environmental harms.

**Affordable Workforce Housing:** affordable housing development for households at 50-80% of the area median income

**Jobs-to-housing balance:** WAC 365-196-410: the number of jobs in a city or county relative to the number of housing units

### **Income Band**

**Low-Income:** RCW 84.14.010 (8) Low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area, where the project is located, as reported by the United States department of housing and urban development.

**Extremely low:** RCW 36.70A.030 (17) Extremely low-income household" means a single person, family, or unrelated persons living together whose adjusted income is at or below thirty percent of the median household income adjusted for household size, for the county where the household is located, as reported by the United States department of housing and urban development.

GOAL HO 2: A sufficient mix of housing types, sizes, costs and densities enables current and future citizens from a wide range of economic levels, age groups and household make-ups to live within the City and provides housing to meet the needs of local employees.	GOAL HO 3: Maintain a sufficient amount of quality affordable housing with healthy living environments	GOAL HO 4: Support sustainable housing design through construction regulations, education, and partnerships.
Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.	Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.	Support the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects to reduce housing operation and maintenance costs, energy use and impact on natural resources.
Allow accessory dwelling units and small-lot housing with regulations that minimize procedural requirements and address neighborhood compatibility.	Work with the community to plan for, create, and retain affordable housing.	Promote and raise public awareness of options for lower daily housing expenses, available tax incentives for green housing renovations and energy conservation practices.
In residential areas with alley access, incentivize and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility.	Apply for housing funds available to assist in the development or improvement of affordable housing.	Consider keeping short subdivisions and small redevelopments more affordable by providing alternative streetscape improvement, open space, and recreation amenities requirements.
Support the siting and operating of emergency, transitional and permanent supportive housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.	To the maximum extent feasible, require affordable housing to be provided in new Mixed Use, Planned Residential and Innovative Development district projects that include a mix of rental and owner-occupied units, that are made available to people with low-, very low-, and extremely low incomes.	Consider making affordable housing types exempt from Floor Area Ratio (FAR) regulations and adding minimum density to areas where affordable housing is allowed.
Allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities to increase opportunities for seniors to live in accessible housing with nearby services.	Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.	Promote awareness of green housing renovation options and energy conservation practices that lower the cost of daily housing expenses.
Consider allowing more senior housing in the City, where appropriate, with existing incentives.	Utilize Community Land Trusts (CLTs) as a tool for addressing the community's affordable housing needs. Consider offering favorable ground lease terms on city-owned land to CLTs	
Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.	Continue to support low-income housing with exempt impact fees for development types, for example: <ul style="list-style-type: none"> <li>• ADU's,</li> <li>• transitional housing facilities,</li> <li>• shelters for temporary placement,</li> <li>• community residential facilities,</li> <li>• senior housing, and</li> <li>• tiny homes</li> </ul>	
	Consider recommendations from the Snoqualmie Valley Housing Taskforce to further promote affordable housing.	
	Support the local workforce (educational employees, first responders, retail clerks, casino employees) with housing.	
	Cooperate with other government entities, non-profit housing organizations, and housing developers, to research and develop alternative means for keeping affordable housing affordable, so that units do not immediately appreciate beyond the reach of applicable income levels.	



#	Text
Diverse Housing Section	Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.
Diverse Housing Section	Allow accessory dwelling units and small-lot housing with regulations that minimize procedural requirements and address neighborhood compatibility.
Diverse Housing Section	In residential areas with alley access, incentivize and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility.
Diverse Housing Section	Support the siting and operating of emergency, transitional and permanent supportive housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.
Diverse Housing Section	Allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities to increase opportunities for seniors to live in accessible housing with nearby services.
Diverse Housing Section	Consider allowing more senior housing in the City, where appropriate, with existing incentives.
Diverse Housing Section	Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.
Affordable Housing Section	Continue to support low-income housing with exempt impact fees for development types, for example: <ul style="list-style-type: none"> <li>• ADU's,</li> <li>• transitional housing facilities,</li> <li>• shelters for temporary placement,</li> <li>• community residential facilities,</li> <li>• senior housing, and</li> <li>• tiny homes</li> </ul>
Affordable Housing Section	Consider recommendations from the Snoqualmie Valley Housing Taskforce to further promote affordable housing.
Affordable Housing Section	Support the local workforce (educational employees, first responders, retail clerks, casino employees) with housing.
Affordable Housing Section	Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.
Affordable Housing Section	Work with the community to plan for, create, and retain affordable housing.
Affordable Housing Section	Apply for housing funds available to assist in the development or improvement of affordable housing.
Affordable Housing Section	To the maximum extent feasible, require affordable housing to be: provided in new Mixed Use, Planned Residential and Innovative Development district projects that include an appropriate mix of rental and owner-occupied units that are made available to people with low-, very low-, and extremely low-incomes.
Affordable Housing Section	Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.



#	Text
	GOAL HO 2: A sufficient mix of housing types, sizes, costs and densities enables current and future citizens from a wide range of economic levels, age groups and household make-ups to live within the City and provides housing to
Housing Goal - 4	meet the needs of local employees.
	GOAL HO 3: Maintain a sufficient amount of quality affordable housing with
Housing Goal - 4	healthy living environments
	GOAL HO 4: Support sustainable housing design through
Housing Goal - 4	construction regulations, education, and partnerships.

#	Text	Related Existing Policy	LDC Comments
Diverse Housing Section	Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.	4.2.1	
Diverse Housing Section	Allow accessory dwelling units and small-lot housing with regulations that minimize procedural requirements and address neighborhood compatibility.	4.2.2	
Diverse Housing Section	In residential areas with alley access, incentivize and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility.	4.2.3	
Diverse Housing Section	Support the siting and operating of emergency, transitional and permanent supportive housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.	4.2.4	
Diverse Housing Section	Allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities to increase opportunities for seniors to live in accessible housing with nearby services.	4.2.5	
Diverse Housing Section	Consider allowing more senior housing in the City, where appropriate, with existing incentives.	4.2.5	
Diverse Housing Section	Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.	4.2.7	
Affordable Housing Section	Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.	4.3.1	
Affordable Housing Section	Work with the community to plan for, create, and retain affordable housing.	4.3.2	
Affordable Housing Section	Apply for housing funds available to assist in the development or improvement of affordable housing.	4.3.2	
Affordable Housing Section	To the maximum extent feasible, require affordable housing to be: provided in new Mixed Use, Planned Residential and Innovative Development district projects that include an appropriate mix of rental and owner-occupied units that are made available to people with low-, very low-, and extremely low-incomes.	4.3.4	

#	Text	Related Existing Policy	LDC Comments
Affordable Housing Section	Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.	4.3.6	
Affordable Housing Section	Utilize Community Land Trusts (CLTs) as a tool for addressing the community's affordable housing needs. Consider offering favorable ground lease terms on city-owned land to CLTs.	4.3.8	
Sustainable Design and Construction	Support the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects to reduce housing operation and maintenance costs, energy use and impact on natural resources.	4.4.1	
Sustainable Design and Construction	Lower the cost of daily housing expenses by raising public awareness on green housing renovation options and energy conservation practices.	4.4.2	
Sustainable Design and Construction	Promote awareness of green housing renovation options and energy conservation practices that lower the cost of daily housing expenses.	4.4.2	
Sustainable Design and Construction	Consider keeping short subdivision and small redevelopments more affordable by providing alternative streetscape improvement, open space and recreation amenities requirements.	4.4.3	
Sustainable Design and Construction	Consider exempting affordable housing types from FAR regulations and adding a minimum density where those housing types are allowed.	4.4.4	
Sustainable Design and Construction	Consider keeping short subdivision and small redevelopments more affordable by providing alternative streetscape improvement, open space and recreation amenities requirements.	4.4.3	

#	Text	Related Existing Policy	LDC Comments
Diverse Housing Section	Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.	4.2.1	
Diverse Housing Section	Support the siting and operating of emergency, transitional and permanent special needs housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.	4.2.4	
Diverse Housing Section	Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.	4.2.7	
Affordable Housing Section	Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.	4.3.1	
Affordable Housing Section	Work with the community to plan for, create, and retain affordable housing.  Apply for housing funds available to assist in the development or improvement of affordable housing.	4.3.2	
Affordable Housing Section	Cooperate with other government entities, non-profit housing organizations, and housing developers, to research and develop alternative means for keeping affordable housing affordable, so that units do not immediately appreciate beyond the reach of applicable income levels.	4.3.5	
Affordable Housing Section	Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.	4.3.6	
Affordable Housing Section	Exempt impact fees for development types with little to no impact on surrounding public schools, for example: <ul style="list-style-type: none"> <li>• ADU's,</li> <li>• Transitional housing facilities,</li> <li>• Shelters for temporary placement,</li> <li>• Community residential facilities,</li> <li>• Senior housing, and</li> <li>• Tiny homes</li> </ul>	4.3.7	
Sustainable Design and Construction Section	Support the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects to reduce housing operation and maintenance costs, energy use and impact on natural resources.	4.4.1	
Sustainable Design and Construction Section	Lower the cost of daily housing expenses by raising public awareness on green housing renovation options and energy conservation practices.	4.4.2	

**Goal HO 4.2:** A sufficient mix of housing types, sizes, costs and densities enables current and future citizens from a wide range of economic levels, age groups and household make-ups to live within the City and provides housing to meet the needs of local employees.

**Goal HO 4.3:** A sufficient amount of quality affordable housing with healthy living environments is available to meet the needs of low and moderate-income residents, and provide the opportunity for our business' lower-wage employees to live within the City.

**Goal HO 4.4:** The City supports sustainable housing design through applicable code, programs, partnerships and educational efforts.

Existing Section	Existing Policy #	Text	Action
Diverse Housing	4.2.1	Encourage innovative housing that helps promote City goals for affordability, high-quality sustainable design, and housing to meet diverse household sizes, types and age ranges, and consider flexibility in density and design standards to support such projects.	Revise
Diverse Housing	4.2.2	Encourage accessory dwelling units and small-lot housing through appropriate regulation and incentive programs, with regulations that minimize procedural requirements and address neighborhood compatibility.	Revise
Diverse Housing	4.2.3	In residential areas with alley access, encourage and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility, such as reduced or aggregated parking areas, streetscape orientation, common amenities and open space.	Revise
Diverse Housing	4.2.4	Assure that land use regulations allow for the siting and operating of emergency, transitional and permanent special needs housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit.	Revise
Diverse Housing	4.2.5	To increase opportunities for seniors to live in accessible housing with nearby services, allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities, and provide incentives for developing senior housing such as reduced or waived permit fees, density bonuses and reduced parking requirements.	Revise
Diverse Housing	4.2.6	Require some number of living units in Planned Residential zones to be designed with Universal Design principles, so that there is at least one no-step entrance, the master bedroom suite or all bedrooms are on the ground floor and the floor plan is wheelchair-friendly.	Implementation Item



Existing Section	Existing Policy #	Text	Action
Diverse Housing	4.2.7	Support the development of rental apartments that are appropriate for families with children, including the provision of services, recreation and other amenities as feasible.	Revise
Affordable Housing	4.3.1	Strive to meet the targets established and defined in the Countywide Planning Policies for low- and moderate-income housing as a percentage of projected overall household inventory.	Revise
Affordable Housing	4.3.2	Work with County, State, Federal and non-profit organizations to create and retain affordable housing, and apply for federal and state housing funds available to assist in the development or improvement of affordable housing.	Revise
Affordable Housing	4.3.3	Evaluate the supply and condition of affordable housing in the City every five years to measure the effectiveness of City housing policies, regulations and incentives and provide assistance to retain low-income units where feasible.	Revise
Affordable Housing	4.3.4	To the maximum extent feasible, require affordable housing to be: provided in new Mixed Use, Planned Residential and Innovative Development district projects; either proximal to services or dispersed throughout new developments; and include an appropriate mix of rental and owner-occupied units that are made available to people with qualifying incomes	Revise
Affordable Housing	4.3.5	With the cooperation of other government entities, non-profit housing organizations, and housing developers, investigate alternative means for keeping affordable housing affordable, so that units do not immediately appreciate beyond the reach of applicable income levels.	Revise

Existing Section	Existing Policy #	Text	Action
Affordable Housing	4.3.6	Consider strategies and mechanisms such as density bonuses, expedited permit processes, and where allowed by law, tax waivers and relief from development fees, to encourage very low- and low-income housing development.	Revise
Affordable Housing	4.3.7	Grant priority in the development review process for projects providing 15 percent or more of the proposed residential units as affordable units.	Revise
Affordable Housing	4.3.8	Encourage development and utilization of Community Land Trusts as one tool for addressing the community's affordable housing needs.	Revise
Sustainable Design and Construction	4.4.1	To reduce housing operation and maintenance costs, energy use and impact on natural resources, encourage the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects.	Revise
Sustainable Design and Construction	4.4.2	Provide education to citizens on green housing renovation options and energy conservation.	Revise
Sustainable Design and Construction	4.4.3	Require new housing developments to provide streetscape improvements, open space, and recreation amenities to support the City's urban forest goals, establish a sense of neighborhood cohesion and permanence, and promote community distinctiveness.	Revise
Sustainable Design and Construction	4.4.4	Utilize floor area ratio and other standards as appropriate to promote housing that is affordable, in-scale with the lot, and has reduced environmental impacts over its lifetime.	Revise

Existing Section	Existing Policy #	Text	Action
Sustainable Design and Construction	4.4.5	Maintain a Housing Inspection and Code Enforcement Program to ensure the continued safety and viability of rental housing, with annual Building Department inspections.	Revise

The Planning Commission unanimously recommends that the Community Development Committee APPROVE the proposed goals, and policies for the Housing Element for the 2044 Snoqualmie Comprehensive Plan and transmit them to the City Council for consideration.

It is the recommendation of the Planning Commission to approve proposed goals and policies for the Housing Element as presented in Attachment A.

**RECOMMENDED BY THE CITY OF SNOQUALMIE PLANNING COMMISSION ON THE 2<sup>ND</sup> OF OCTOBER 2023.**

<u><i>Luke Marusiak</i></u> <small>Luke Marusiak (Oct 9, 2023 21:00 PDT)</small>	Oct 9, 2023
Luke Marusiak	Date
Planning Commission Chair	
Attest by:	
<u><i>Ashley Wragge</i></u> <small>Ashley Wragge (Oct 6, 2023 14:01 PDT)</small>	Oct 6, 2023
Ashley Wragge	Date
Planning Technician	

**1. A sufficient mix of housing types, sizes, costs and densities enables current and future citizens from a wide range of economic levels, age groups and household make-ups to live within the City and provides housing to meet the needs of local employees.**

- a. Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.
- b. Allow accessory dwelling units and small-lot housing with regulations that minimize procedural requirements and address neighborhood compatibility.
- c. In residential areas with alley access, incentivize and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility.
- d. Support the siting and operating of emergency, transitional and permanent supportive housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.
- e. Allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities to increase opportunities for seniors to live in accessible housing with nearby services.
- f. Consider allowing more senior housing in the City, where appropriate, with existing incentives.
- g. Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.

**2. Maintain a sufficient amount of quality affordable housing with healthy living environments.**

- a. Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.
- b. Work with the community to plan for, create, and retain affordable housing.
- c. Apply for housing funds available to assist in the development or improvement of affordable housing.
- d. To the maximum extent feasible, require affordable housing to be provided in new Mixed Use, Planned Residential and Innovative Development district projects that include a mix of rental and owner-occupied units, that are made available to people with low-, very low-, and extremely low incomes.
- e. Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.
- f. Utilize Community Land Trusts (CLTs) as a tool for addressing the community's affordable housing needs. Consider offering favorable ground lease terms on city-owned land to CLTs.
- g. Continue to support low-income housing with exempt impact fees for development types, for example:
  - i. ADU's,
  - ii. transitional housing facilities,
  - iii. shelters for temporary placement,
  - iv. community residential facilities,

- v. senior housing, and
  - vi. tiny homes
- h. Consider recommendations from the Snoqualmie Valley Housing Taskforce to further promote affordable housing.
- i. Support the local workforce (educational employees, first responders, retail clerks, hospitality employees) with housing.
- j. Cooperate with other government entities, non-profit housing organizations, and housing developers, to research and develop alternative means for keeping affordable housing affordable, so that units do not immediately appreciate beyond the reach of applicable income levels.

### **3. Support sustainable housing design through construction regulations, education, and partnerships.**

- a. Promote the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects to reduce housing operation and maintenance costs, energy use and impact on natural resources.
- b. Raise awareness of the benefits of green housing renovations, including: waste reduction and recycling, energy efficiency, using salvaged or local materials as well as tax incentives.
- c. Promote the reduction of daily housing cost through energy conservation practices.
- d. Consider keeping short subdivisions and small redevelopments more affordable by providing alternative streetscape improvement, open space, and recreation amenities requirements.
- e. Consider making affordable housing types exempt from Floor Area Ratio (FAR) regulations and adding minimum density to areas where affordable housing is allowed.



# The City of Snoqualmie Comprehensive Plan 2024 Update The Housing Element



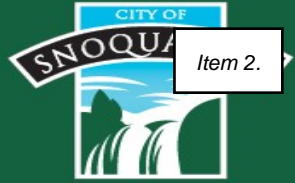
## Overview of Planning Commission Meeting 09/05

### Housing Element Intro-

- New legislation affecting the Housing Element
- General Approach to revisions of draft policy



# The City of Snoqualmie Comprehensive Plan 2024 Update The Housing Element

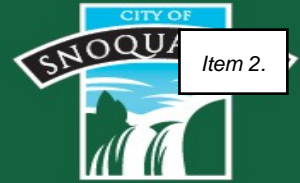


## Tonight's Planning Commission Meeting

### Overview

- Revised draft policies
- The rest of the draft housing policies
- Draft housing goals

# The City of Snoqualmie Comprehensive Plan 2024 Update The Housing Element

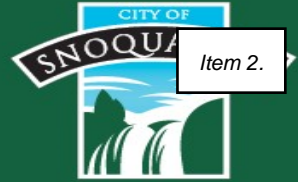


HB 1220 or 1337	
Other HB	
HSP	
MHA	

## Color Coding

- **HB 1220**: Housing requirements for all income levels, equity and displacement risk, supporting emergency shelters and housing through local planning and development regulations.
- **HB 1337**: Expanding housing options by easing barriers to the construction and use of accessory dwelling units.
- **Other House Bills**
- **Housing Strategy Plan (HSP)**: study of existing and future housing needs for the Snoqualmie community.
- **Middle Housing and Displacement Risk analysis (MHA)**: study of existing housing conditions, developing options to provide a greater variety of housing types, and identify any communities that may be at risk of racial discrimination or displacement.

# Draft Housing Policies revised per our last meeting

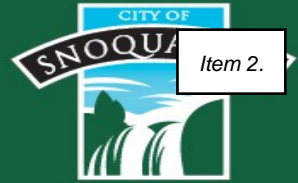


Continue to support low-income housing with exempt impact fees for development types, for example:

- ADU's,
- transitional housing facilities,
- shelters for temporary placement,
- community residential facilities,
- senior housing, and
- tiny homes

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies revised per our last meeting

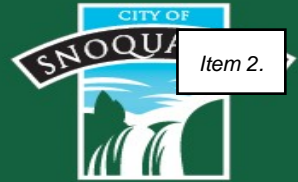


- Provide housing inspections and code compliance to ensure the continued safety and viability of rental housing.
- Allow for voluntary compliance efforts, which help property owners to bring existing housing into compliance and avoid displacement through condemnation.
- Consider recommendations from the Snoqualmie Valley Housing Taskforce to further promote affordable housing.
- Support the local workforce (educational employees, first responders, retail clerks, casino employees) with housing.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies

## Diverse Housing

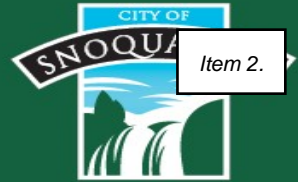


- Create a supportive environment for innovative housing that promotes City goals for affordability and housing to meet diverse household sizes, types and age ranges by considering flexibility in density and design standards.
- Allow accessory dwelling units and small-lot housing with regulations that minimize procedural requirements and address neighborhood compatibility.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies

## Diverse Housing

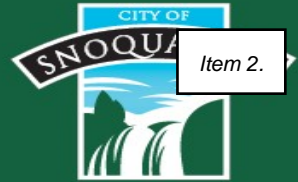


- In residential areas with alley access, incentivize and allow for small-lot and cottage housing subject to regulations to address issues of neighborhood compatibility.
- Support the siting and operating of emergency, transitional and permanent supportive housing, and ensure that sufficient land is zoned to allow their location near shops, services and transit, prioritizing locations near historically underserved populations.
- Allow and encourage a range of housing types for seniors, such as independent living, various degrees of assisted living, and skilled nursing care facilities to increase opportunities for seniors to live in accessible housing with nearby services.
- Consider allowing more senior housing in the City, where appropriate, with existing incentives.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies

## Diverse Housing



- Support the development of rental apartments in locations that encourage a healthy lifestyle and are appropriate for families with children, including the provision of services, recreation and other amenities.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

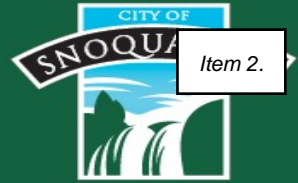
# Draft Housing Policies Affordable Housing

- Work towards meeting the targets established and defined in the Countywide Planning Policies for moderate, low, very low, and extremely low-income housing as a percentage of projected overall household inventory.
- Work with the community to plan for, create, and retain affordable housing.
- Apply for housing funds available to assist in the development or improvement of affordable housing.
- To the maximum extent feasible, require affordable housing to be: provided in new Mixed Use, Planned Residential and Innovative Development district projects that include an appropriate mix of rental and owner-occupied units that are made available to people with low-, very low-, and extremely low-incomes.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	



# Draft Housing Policies Affordable Housing

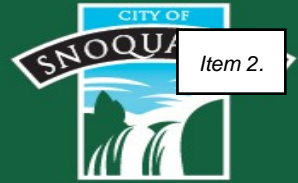


- Offer strategies and mechanisms such as density bonuses and, where allowed by law, tax waivers and relief from development fees, to encourage low, very low, and extremely low-income housing development.
- Utilize Community Land Trusts (CLTs) as a tool for addressing the community's affordable housing needs. Consider offering favorable ground lease terms on city-owned land to CLTs.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies

## Sustainable Design and Construction

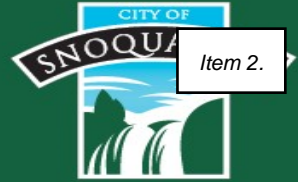


- Support the use of high quality, durable, and low-maintenance building materials, high-efficiency energy systems, and environmentally responsible building principles in all new housing and renovation projects to reduce housing operation and maintenance costs, energy use and impact on natural resources.
- Lower the cost of daily housing expenses by raising public awareness on green housing renovation options and energy conservation practices.
- Promote awareness of green housing renovation options and energy conservation practices that lower the cost of daily housing expenses.
- Consider keeping short subdivisions and small redevelopments more affordable by providing alternative streetscape improvement, open space, and recreation amenities requirements.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies

## Sustainable Design and Construction



- Consider exempting affordable housing types from FAR regulations and adding a minimum density where those housing types are allowed.

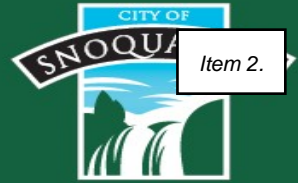
<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Policies Implementation Progress

- Evaluate the supply and condition of affordable housing in the City every five years to measure the effectiveness of City housing policies, regulations and incentives
- Provide assistance to retain low-income units where feasible in the form of code compliance review, building inspections, and/or expedited building permit review for any required repairs or modifications.
- Update and revise housing policies, regulations, and incentives that have proven to be ineffective.
- Cooperate with other government entities, non-profit housing organizations, and housing developers, to research and develop alternative means for keeping affordable housing affordable, so that units do not immediately appreciate beyond the reach of applicable income levels.

<b>HB 1220 or 1337</b>	
<b>Other HB</b>	
<b>HSP</b>	
<b>MHA</b>	

# Draft Housing Goals

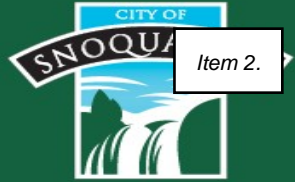


- A sufficient mix of housing types, sizes, costs and densities enables current and future citizens from all ranges of income levels, age groups and household make-ups to live within the City and provides housing to meet the needs of local employees.
- Maintain a sufficient amount of quality affordable housing with healthy living environments
- Support sustainable housing design through construction regulations, education, and partnerships.
- Anticipate steps needed to prepare an Implementation Progress Report

# Questions and Discussion



# Thank you





# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Community Development Committee

Item 3.

Topic	Council Priorities							Council Committee	Department	Start Date	End Date	Intended Outcome	Next Steps	Contact	Notes	Hyperlinks (if available)
	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability	Purpose									
Snoqualmie Mill Site Development	✓	✓	✓	✓			Economic Development and Affordable Housing	Community Development	Community Development	N/A	Ongoing	New Community with Economic Vibrancy	Awaiting the permit review process	Emily Arteshe	The applicant is currently waiting for improved economic conditions before pursuing additional permits. An approval of resolution for MFE is required.	<a href="https://www.snoqualmiewa.gov/888/Snoqualmie-Mill-PCI-Plan">https://www.snoqualmiewa.gov/888/Snoqualmie-Mill-PCI-Plan</a>
Affordable Housing		✓		✓		✓	Meet State Requirements	Community Development	Community Development	Nov-22	Ongoing	New Units Available to All Income Levels	Roundtable	Emily Arteshe	3-pronged approach analyzing city lands, city funds and city policy.	
Tourism	✓	✓		✓		✓	Economic Development	Community Development	Community Development	Nov-23	Ongoing	On-going Economic Vibrancy	Economic Development Commission	Emily Arteshe	This is an effort to support downtown businesses and retail expansion to create a Tourism Multiplier Effect. A Trolley Car could be considered.	<a href="https://www.railwaypreservation.com/vintagetrolley/issaquah.htm">https://www.railwaypreservation.com/vintagetrolley/issaquah.htm</a>
Northwest Railway Museum Roundhouse Project	✓	✓		✓			Economic Development	Community Development	Community Development	Sep-21	Ongoing	Expanded Museum Bringing Tourism	Continue the permit review process	Emily Arteshe	The applicant is currently addressing City review comments on permitting on plans for a building with a circular or semicircular shape used by railways for servicing and storing locomotives.	
FEMA Community Rating System (CRS) and Flood Mitigation		✓		✓	✓		Meet State and Federal Requirements	Community Development	Community Development	Sep-23	Ongoing	Lower Insurance Rate for Property Owners	Review Repetitive Loss Properties	Emily Arteshe	Staff is seeking opportunities to address flood mitigation including raising of homes above flood elevation and changing the city classification.	<a href="https://www.fema.gov/floodplain-management/community-rating-system">https://www.fema.gov/floodplain-management/community-rating-system</a>
Comprehensive Plan	✓	✓	✓	✓	✓	✓	Meet State Requirements	Community Development	Community Development	Jan-23	Ongoing	A Viable Roadmap for Future	Review Recommendations from Commission	Emily Arteshe		<a href="https://www.snoqualmiewa.gov/397/Comprehensive-Plan-Update-2044">https://www.snoqualmiewa.gov/397/Comprehensive-Plan-Update-2044</a>
Urban Growth Area (UGA) Boundaries		✓		✓			Meet State and County Requirements	Community Development	Community Development	Jul-23	Dec-25	A Review of Capacity Opportunities	Identify desired features in UGA, Proposed Reconciliation Steps, complete current housing efforts	Emily Arteshe	Staff is working with King County on next steps which include completion of a Comprehensive Plan, determination of feasible boundaries, requesting County/State Tools to assist the City in the process, and requesting reconciliation.	
Snoqualmie Municipal Code (SMC) Retail Code Amendment	✓	✓				✓	Economic Development	Community Development	Community Development	Apr-23	Dec-24	Increased Retail in Key Locations	Initiate MUFP Amendments	Jonathan Kesler	Discussion occurred at a Community Development Committee Meeting in April 2023. Next steps to come.	
Middle Housing	✓	✓	✓	✓			Meet State and Federal Requirements	Community Development	Community Development	Sep-22	Jun-23	Development and Encouragement of Attached Units, Variety of Complexes	N/A	Emily Arteshe	The city will continue to stay involved in discussions on middle housing additions. Other opportunities to address work-force housing and low-income housing are forthcoming.	<a href="https://www.snoqualmiewa.gov/1017/Middle-Housing">https://www.snoqualmiewa.gov/1017/Middle-Housing</a>
Human Services Program		✓		✓	✓		Support Desired Services and/or Enhancements	Community Development	Administration	Jan-23	Dec-24	Providing Money to Desired Services and Enhancements	Identify Gaps to Fill	Carson Hornsby	The Human Services Advisory Committee will review accountability forms and distribute remaining funds to human services organizations throughout the biennium.	<a href="https://www.snoqualmiewa.gov/583/Human-Services">https://www.snoqualmiewa.gov/583/Human-Services</a>





# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Finance & Administration Committee

Item 3.

Council Priorities							Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Topic	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability								
Shop Snoqualmie, Ship Snoqualmie, Support Snoqualmie Marketing Campaign	✓			✓			Finance & Administration	Administration (Communications)	Jul-23	Ongoing	Promote content on City media outlets	Danna McCall	Communications staff is working on a campaign to promote local businesses.	
Snoqualmie Tribe Fee for Service Agreement			✓			✓	Finance & Administration	Administration	Apr-23	Ongoing	Continue discussions with the Snoqualmie Tribe	Mayor Ross	City representatives have met with the Snoqualmie Tribe to discuss a possible agreement regarding City services and associated fees. Discussions are ongoing.	
National Community Survey (Polco)		✓		✓	✓	✓	Finance & Administration	Administration (Communications)	Jul-23	Dec-23	Data collection for random sample, data collection for separate self opt-in survey version	Danna McCall	The National Community Survey conducted by Polco will be instrumental in gathering community feedback to implement into strategic planning initiatives. The random sampling process has been completed and data collection began on September 5, 2023.	<a href="https://www.snoqualmie.gov/603/Community-Surveys">https://www.snoqualmie.gov/603/Community-Surveys</a>
City Network Improvements			✓	✓	✓	✓	Finance & Administration	Information Technology	TBD	TBD	Finalize IT Assessment with Berry Dunn and present the final report to Council at an upcoming meeting	Sarah Reeder	The City consulted with Berry Dunn for an overall IT Assessment which includes network improvements. The final report is in the process of being finalized by the administration and consultant and will be presented to the City Council at an upcoming meeting. The report intends to identify network improvements recommended by the consultant for Council considerations.	
Citywide Employee Identification Badges				✓	✓	✓	Finance & Administration	Information Technology	May-23	Ongoing	Continue providing badges to City staff	Sarah Reeder	IT staff is working on creating badges for all staff to access appropriate City facilities for each department.	
Employee Wellness Program (AWC WellCity Standards)				✓	✓		Finance & Administration	Finance	Jun-23	Ongoing	Continue updating employee sharepoint page and developing program to meet AWC WellCity standards	Krista Hintz	Staff continues to roll out Employee Wellness Program components to increase staff health, quality of life, and safety. An internal sharepoint site has been established for employees to access resources and participate in the wellness program. The City is expected to receive a 2% discount on health insurance premiums for establishing and maintaining the program through AWC.	<a href="https://wacities.org/data-resources/city-awards/wellcity-awards">https://wacities.org/data-resources/city-awards/wellcity-awards</a>
Ground Emergency Medical Transportation (GEMT)						✓	Finance & Administration	Finance	Jun-23	Ongoing	Visit Systems Design NW (3rd party biller) to talk about controls	Tami Wood	The GEMT program provides supplemental payments to publicly owned/operated qualified GEMT providers to cover the funding gap between actual costs per GEMT transport and the allowable amount received from other reimbursement sources such as Medicaid. The Finance Department is gathering expenditure data to send to the third-party administrator who will assemble the bill for reimbursement. The annual reimbursement to the City is estimated at \$350,000.	<a href="https://www.hca.wa.gov/billers-providers-partners/program-information-providers/ground-emergency-medical-transportation-gemt">https://www.hca.wa.gov/billers-providers-partners/program-information-providers/ground-emergency-medical-transportation-gemt</a>
Financial Transparency Tools (Tyler/Munis)				✓		✓	Finance & Administration	Finance	Nov-23	Ongoing	Implementation of the Munis/Socrata Open Data Portal is planned to begin in late fall of 2023	Jen Ferguson	As part of the Tyler/Munis ERP project, the City will implement the Socrata open data portal to connect all stakeholders interested in Snoqualmie financial performance to interactive data tools, budget information, capital project details, and citywide financial performance metrics.	
Enterprise Resource Planning (ERP) System Implementation (Tyler/Munis)				✓		✓	Finance & Administration	Finance	Jan-23	Dec-23	Finance Software Implementation HR & Payroll Implementation Utility Billing Implementation Asset Management Implementation	Sarah Reeder	The City is partnering with Tyler Technologies to implement an ERP System that will centralize data, simplify processes, and connect all City departments. The ERP System will give staff, elected officials, and the public enhanced access to city resources, data, and performance metrics.	
Financial Forecasting Tools						✓	Finance & Administration	Finance	Jan-23	Ongoing	Build a long-term financial model	Jen Ferguson	The Finance Department plans to establish a long-term financial forecasting model to assist the City Council in financial decision-making. The financial model is currently in development.	
Citywide Asset Inventory						✓	Finance & Administration	Finance	Nov-23	Ongoing	Build a comprehensive inventory of all City assets	Jen Ferguson	As part of the Tyler/Munis ERP project, the City will implement the Enterprise Asset Management module to maintain a comprehensive inventory of all City assets to include the Parks and Public Works and IT Departments, and other assets owned by the City.	
General Citywide Process Improvement				✓		✓	Finance & Administration	Finance	Jul-23	Ongoing	LEAN Process Improvements	All Departments	The City is partnering with the Washington State Auditor's Office Center for Government Innovation to implement process improvements and increase efficiency of service delivery to the community.	
Electronic Content Management Implementation (Document Management and Automated Workflows)				✓		✓	Finance & Administration	City Clerk	Sep-23	Ongoing	Potential grant approval, vendor selection, planning	Deana Dean	The City Clerk's Office is working on implementation of the Laserfiche program to manage content and business process automation. This project is dependent on grant funding.	
Transfer to State Business License System						✓	Finance & Administration	Finance	Apr-23	Sep-23	Go-Live date: 9/19/23	Tami Wood	The City is in the process of transferring to using the Washington State business licensing system in September 2023.	<a href="https://dor.wa.gov/open-business/business-licensing-service-and-local-licensing">https://dor.wa.gov/open-business/business-licensing-service-and-local-licensing</a>

Topic	Council Priorities						Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest In Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability								
Comprehensive City Rate and Fee Study						✓	Finance & Administration	Finance	Sep-23	Aug-23	Gather all current fees & rates collected by the city	<a href="#">Tami Wood</a>	All departments are in the process of assembling lists of fees and rates charged by the City. A Request for Proposal (RFP) with a deadline of 9/14/2023 has been released by the Finance Department to procure consulting services to conduct the study.	
Strategic Plan						✓	Finance & Administration	Finance	TBD	TBD	Determine City Council readiness for Strategic Planning	<a href="#">Jen Ferguson</a>	The City Council participated in a Council retreat in March 2023 to establish priorities for the biennium. The next step is to discuss with Council their readiness for a formal strategic planning process.	



## City of Snoqualmie

### 2023-2024 Council Priority Tracker

Parks & Public Works Committee

#### Council Priorities

Topic	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Model Train Museum (Pacific West Rail)	✓	✓		✓			Parks & Public Works	Parks & Public Works, Community Development	Dec-22	Ongoing	Tribal meetings, Council action on development and lease agreements, renderings, and design considerations	<a href="#">Emily Arteche</a>	This project is under the guidance of P&PW, CD, and Administration. A 3 month extension to the MOU was signed in August and council continues meeting with tribal representative regarding the developing plans to build a museum to house the model train on city property.	<a href="https://www.snoqualmieva.gov/1029/Model-Train-Museum-Park">https://www.snoqualmieva.gov/1029/Model-Train-Museum-Park</a>
Pavement Management Program		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-23	2023 Overlay Project Completed	<a href="#">Hind Ahmed</a>	Mill Pond Road, Tokul, Mountain Ave and Stone Quarry Road grind and overlay was complete in August .	<a href="https://www.snoqualmieva.gov/733/Snoqualmie-Parkway-Retail">https://www.snoqualmieva.gov/733/Snoqualmie-Parkway-Retail</a>
Riverwalk Project	✓	✓	✓	✓			Community Development	Community Development	May-23	Dec-25	Design Phase	<a href="#">Dylan Gamble</a>	Pre-design began in Summer 2023; Final design anticipated for completion in Spring 2024.	<a href="https://www.snoqualmieva.gov/891/Riverwalk">https://www.snoqualmieva.gov/891/Riverwalk</a>
Sandy Cove Park Revetment		✓		✓			Parks & Public Works	Parks & Public Works	Jul-23	Dec-24	Phase 1 Design	<a href="#">Dylan Gamble</a>	Phase 1 Construction underway to stabilize Sandy Cove shoreline before winter flood season. Phase 2 anticipated to begin in Summer 2024.	<a href="https://www.snoqualmieva.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>
Sidewalk Repair Program		✓	✓	✓	✓		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Construction Phase	<a href="#">Pat Fry</a>	Council has approved a contract to remedy sidewalk surface displacements in 2024.	<a href="https://www.snoqualmieva.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmieva.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>

Council Priorities														
Topic	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Community Center Expansion Project	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-25	Concluding programatic design.	<a href="#">Jeff Hamlin</a>	Planning, programming, and schematic design phases will allow the City to develop Guaranteed Max Price (GMP) by January 2024. Construction expected to begin in Spring 2024.	<a href="https://www.snoqualmiewa.gov/639/Community-Center-Expansion">https://www.snoqualmiewa.gov/639/Community-Center-Expansion</a>
Snoqualmie Parkway Pavement Overlay			✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Oct-23	Construction Phase - Striping & Signals	<a href="#">Hind Ahmed</a>	Grind and overlay activities are complete. Project closeout anticipated for December 2023	<a href="https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>
City Hall Stairway Repair Project			✓		✓		Parks & Public Works	Parks & Public Works	May-23	Oct-23	Construction Phase - Electrical and Concrete	<a href="#">Pat Fry</a>	City Hall Stairway Rehabilitation project is currently underway. Completion is anticipated for October 2023.	<a href="https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>
Fire Station Improvements (Boiler Replacement Project)			✓				Parks & Public Works	Parks & Public Works	Jul-23	Sep-23	Construction Phase	<a href="#">Pat Fry</a>	Boiler Replacement Project underway; anticipate completion November 2023	
Capital Improvement Plan (CIP)	✓	✓	✓	✓	✓	✓	Parks & Public Works	Parks & Public Works	Aug-23	Dec-23	CIP Updates with the Finance Department	<a href="#">Dylan Gamble</a>	Staff will coordinate with the Finance Department to update the CIP to incorporate results of the upcoming comprehensive rate and fee study.	<a href="https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>
National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge Permit Renewal			✓		✓	✓	Parks & Public Works	Parks & Public Works	Ongoing	Ongoing	Preparation and submittal of plans, designs, and reports as required by permit conditions.	<a href="#">Andrew Vining</a>	The next application for permit renewal will occur December 2025 to include capacity increase. On-going work is underway on permit required deliverables including updating O&M plans, planning reclaimed water distribution system improvements, and preparing an effluent mixing zone study.	<a href="https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility">https://www.snoqualmiewa.gov/559/Water-Reclamation-Facility</a>
Water Reclamation Facility Phase 3			✓		✓	✓	Parks & Public Works	Parks & Public Works	Jun-23	Jun-25	Construction Phase - Foundation and Underground	<a href="#">Andrew Vining</a>	Construction began July 2023. Completion anticipated in Spring of 2025.	<a href="https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Improve">https://www.snoqualmiewa.gov/1026/Water-Reclamation-Facility-Phase-3-Improve</a>
Road Pavement Marking Program			✓				Parks & Public Works	Parks & Public Works	Mar-23	Oct-23	Completed	<a href="#">Hind Ahmed</a>	King County crews began work in July 2023 and restriped crosswalks, centerlines, and stop bars throughout the City.	
Wayfinding/Sign Program	✓	✓	✓	✓			Parks & Public Works	Parks & Public Works	Aug-23	Ongoing	Replace and add new signs as needed	<a href="#">Nicole Wiebe</a>	Staff has taken inventory of signs within City limits and is selecting signs in need of replacement and identifying new wayfinding opportunities and sign locations.	
Aquifer Storage and Recovery			✓		✓	✓	Parks & Public Works	Parks & Public Works	Ongoing	Ongoing	Conduct Feasibility Study and Pilot Test program	<a href="#">Jeff Hamlin</a>	The feasibility study is funded by a grant from Dept of Ecology's Stream Restoration Program.	<a href="https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan">https://www.snoqualmiewa.gov/DocumentCenter/View/3570/5/2023-2028-Capital-Improvement-Plan</a>

## Council Priorities

Topic	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability	Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Inclusive Park/Playground Improvements (Centennial Park)		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Construction Phase - Mobilization & Demo	<a href="#">Dylan Gamble</a>	Construction began October 2, 2023; estimated 3 month duration to completion	<a href="https://www.snoqualmieva.gov/CivicAlerts.aspx?AID=1389">https://www.snoqualmieva.gov/CivicAlerts.aspx?AID=1389</a>
Urban Forestry - Street Tree Replacements (Autumn + Storm)		✓	✓	✓			Parks & Public Works	Parks & Public Works	Jun-23	Dec-23	Completed	<a href="#">Phil Bennett</a>	Construction phase began in August 2023. Expected completed October 20, 2023	<a href="https://www.snoqualmieva.gov/247/Stormwater-Urban-Forestry-Division">https://www.snoqualmieva.gov/247/Stormwater-Urban-Forestry-Division</a>
Road Construction / Maintenance Outreach				✓			Parks & Public Works	Administration (Communications)	Ongoing	Ongoing	News releases and social media outreach as needed	<a href="#">Danna McCall</a>	Communications staff continues to inform the community about road conditions and closures.	
WA State Dept of Health - Water System Sanitary Survey			✓		✓		Parks & Public Works	Parks & Public Works	N/A	Ongoing	Continue to maintain water system until the next sanitary survey in 5 years.	<a href="#">Matt Hedger</a>	A sanitary survey is a periodic inspection of water system facilities, operations, and records used to identify conditions that may present a sanitary or public health risk. The City's sanitary survey covering the period 2017-2021 was completed in 2022. All issues were addressed and the City has been approved to move to a 5-year period between sanitary surveys.	<a href="https://doh.wa.gov/community-and-environment/drinking-water/regulation-and-compliance/sanitary-surveys">https://doh.wa.gov/community-and-environment/drinking-water/regulation-and-compliance/sanitary-surveys</a>



# City of Snoqualmie

## 2023-2024 Council Priority Tracker

### Public Safety Committee

Item 3.

Council Priorities							Council Committee	Department	Start Date	End Date	Next Steps	Contact	Notes	Hyperlinks (if available)
Topic	Encourage Economic Vibrancy	Bolster Neighborhood Livability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability								
Evaluation of Fee for Transport Program	√			√	√		Public Safety	Fire & Emergency Management	Sep-23	Dec-23	Evaluate cost structure of Fee for Transport Program	Mike Bailey	The cost structure of the program will be analyzed to determine if there is a need to increase fees for emergency medical transportation services.	
Alternative Fire Department Service Delivery Models				√		√	Public Safety	Fire & Emergency Management	TBD	TBD	N/A	Mike Bailey	Direction is needed from the City Council regarding next steps.	
Police Department Programs and Community Outreach					√		Public Safety	Police	Jan-23	Ongoing	Hosted first post-Covid National Night Out event	Brian Lynch	The Police Department continues efforts to engage residents through community-oriented programs such as National Night Out, active shooter education, and opportunities to interact with the Police Chief, etc.	
Regional Involvement in Police Matters/Issues					√		Public Safety	Police	Jan-23	Ongoing	Attend regular CSPA Chiefs meetings/Echo Glen meetings	Brian Lynch	The Police Department continues to participate in policy development discussions for Echo Glen, as well as hold a presence on the Major Crimes Task Force and CSPA Chiefs monthly meetings.	
Police Hiring Process Improvements					√	√	Public Safety	Police	Jul-23	Ongoing	Appoint internal background investigators	Brian Lynch	Human Resources and the Police Department are working on hiring improvements and practices Modelled after the Issaquah Police Department. Staff met with Issaquah Police for input in August and discussions are ongoing.	<a href="https://www.snoqualmieva.gov/538/Job-Opportunities">https://www.snoqualmieva.gov/538/Job-Opportunities</a>
Fire Department Accreditation - Commission on Fire Accreditation International (CFAI)					√	√	Public Safety	Fire & Emergency Management	Jan-23	Mar-23	Document submittal expected by Sept 30, 2023	Mike Bailey	A site visit to the Snoqualmie Fire Station by CFAI is scheduled in December 2023. If the City is determined to meet the criteria of the accreditation program, a CFAI hearing will be scheduled in February 2024.	<a href="https://www.snoqualmieva.gov/633/Accreditation-and-Plans">https://www.snoqualmieva.gov/633/Accreditation-and-Plans</a>
Emergency Operations Center (EOC) Support					√		Public Safety	Fire & Emergency Management	Sep-23	Ongoing	Schedule quarterly training with City staff for 2024	Mike Bailey	Quarterly EOC training with staff will commence once the Comprehensive Emergency management Plan (CEMP) is completed. Staff plans to develop a training schedule for 2024 during Autumn 2023 and begin training in Winter 2024.	
Comprehensive Emergency Management Plan (CEMP)					√		Public Safety	Fire & Emergency Management	Jun-23	Dec-23	Finalize contract with Tetra Tec (completed) Scheduled completion in November 2023. Council approval request is expected in December 2023.	Mike Bailey	The CEMP establishes procedures to prepare for emergencies as well as the management structure employed in coordinating and managing responses to emergencies.	

# Memorandum

Date: September 15, 2023  
To: Emily Arteché, City of Snoqualmie  
From: Chris Breiland, PE, Fehr & Peers  
Subject: **Option to Better Capture Development Impacts on Snoqualmie's Transportation System**

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With buildout of Snoqualmie Ridge phases I and II and [pending adoption of a development agreement] for the Mill Site, the majority of future development in the City of Snoqualmie is likely to come from smaller-scale infill development, repurposing of existing commercial buildings, and redevelopment of older properties. Given that much of Snoqualmie's recent growth has been through planned unit developments, there was never an urgency to establish a more comprehensive transportation impact analysis and impact mitigation program for the City.

However, without these types of programs, Snoqualmie stands to lose out on the following:

- A rigorous system to ensure the transportation system is functioning safely and effectively for current and future residents/workers as new development occurs.
- A means to equitably and effectively ensure that new development helps to pay for the infrastructure needed to support additional demands on the transportation system.

This memorandum presents an option for Snoqualmie to address this issue in a way that will be familiar to most developers and consistent with most other jurisdictions in Western Washington.

## Historic and Current Practice

When Snoqualmie Ridge was proposed, it was accompanied by an Environmental Impact Statement (EIS) prepared under Washington's State Environmental Policy Act (SEPA). SEPA requires an extensive evaluation of the impacts of any discretionary government action that has the potential to negatively impact the environment. An element of the environment included in SEPA is the transportation system (part of the built or human environmental impacts assessment).

Snoqualmie Ridge prepared EIS documents for both phases of development and as part of the EIS were measures identified to mitigate adverse impacts to the transportation system. Examples included building regional roadways, like Snoqualmie Parkway and installing traffic signals and other traffic control devices both within and around the development site. Based on these mitigation measures, the City of Snoqualmie developed a transportation mitigation plan for Snoqualmie Ridge that required a mix of construction and funding commitments for transportation improvements.

For developments outside of Snoqualmie Ridge, the scale of development generally will not trigger a SEPA analysis, although the City can request that a Transportation Impact Study (TIS) be prepared to assess potential on-site and off-site impacts.

## The Problem

The challenge with the current system is that there are not formal triggers for when a TIS is required, nor what is expected to be studied in this type of evaluation. This places additional pressure on Snoqualmie staff to negotiate with developers on what is required to be studied, which could lead to inconsistent results or the potential for some developers to try and game the system.

Additionally, the City does not have a simple mechanism to ensure that developers address some of the transportation impacts caused by the development. This is particularly challenging for smaller-scale development that may not have a large individual impact, but when many small developments are taken into consideration, a substantial capital investment is needed. In practice, this often results in many developers investing nothing in the transportation system until a facility is over capacity or failing in some other way, which leave the final developer responsible to fix the entire issue—this is inherently inequitable.

## Potential Solution

The challenges that Snoqualmie faces are not new and there are long-established practices to formalize transportation impact review and transportation mitigation. Notably, most jurisdictions in Western Washington have established both *Transportation Impact Study Guidelines* and a *Transportation Impact Fee Program*. These are summarized below.

- Transportation Impact Study Guidelines define the expectations of a jurisdiction for how a TIS should be executed. Typically, they include guidance on when a TIS is required and articulate different scope elements based on the size of the project. The larger the project the more complex the scope tends to be. This ensures that small projects are not saddled with expensive costs to prepare a study, but that large projects have a clearly defined



impact area that needs to be analyzed. TIS guidelines can be focused on traffic and parking impacts only or be fully multimodal.

- Example: [Spokane Valley](#) (vehicle impact only)
- Example: Olympia (multimodal)—see attachment
- Transportation Impact Fees are defined fees required of all developers (unless development is exempt under state law—applies only to affordable housing and child care centers) to pay for “system improvements” to the transportation network. Impact fees are authorized under the Growth Management Act and can be implemented by any jurisdiction. Transportation Impact Fees are a fair way for developers to pay a proportionate share into the transportation system since they are based on trip generation and scale with the size of development. Transportation Impact Fees require a specific “rate study” to establish the fee program, which defines how existing deficiencies and external growth are excluded from the fee program. Impact Fees also are required to fund a defined list of projects (included in the rate study) that is consistent with the Capital Facilities Element of the Comprehensive Plan. Transportation Impact Fees can fund virtually any type of new capacity project (they cannot be used for pure maintenance), including new roads, lanes, shoulders, traffic signals, bike lanes, bike trails, sidewalks, crosswalks, pedestrian refuge islands, etc.

Many jurisdictions in Western Washington have Transportation Impact Fee programs. Notable examples include:

- North Bend
- Duvall
- Sultan
- Carnation
- Sammamish
- Monroe
- Issaquah

This [PDF on the MRSC website](#) has a great listing and comparison of Western Washington fees. Note that some of Snoqualmie’s neighboring jurisdictions have some of the highest fees in the state (North Bend, Duvall, Sammamish, and Issaquah). These are important financing tools for these communities to build out their transportation systems.

## Budget Implications

Developing TIA Guidelines is relatively straightforward and can be as simple as adapting a similar jurisdictions to creating a more customized version for Snoqualmie. Typical cost ranges for developing TIA Guidelines are between \$6,000-\$25,000.

Transportation Impact Fee programs have a required amount of travel modeling to substantiate the fact that the program excludes existing deficiencies, external growth, establishes a nexus of the project list to growth, and charges a proportionate fee to all eligible developments. Therefore, the cost to develop these programs is not insubstantial, however, the costs can be rolled back onto the fee program itself to recoup costs over time. A basic vehicle-based Transportation Impact Fee program is generally about \$50,000 to establish. A more complex multimodal Impact Fee Program is in the \$70,000-\$100,000 range. Impact Fee Programs also include the writing of necessary ordinance language as well as establishing provisions for regular price adjustments to account for inflation.

# Appendix A: Olympia TIA Guidelines

## Chapter 4

### TRANSPORTATION

#### Appendix 7 TRANSPORTATION IMPACT ANALYSIS (TIA) GUIDELINES FOR NEW DEVELOPMENTS

##### TRANSPORTATION PRESUBMISSION CONFERENCE REQUIREMENTS

- Description of project to include: land use with project size in residential units or building square footage.
- Site plan to include: proposed public street access, onsite parking (for vehicles and bicycles) location and internal street network.
- At the Site Plan Review Committee meeting, staff will indicate if a subsequent Transportation Impact Analysis (TIA) is required.

##### TRANSPORTATION IMPACT ANALYSIS SCOPING MEETING

- Retain qualified traffic engineer with a professional engineer's license.
- Prior to scoping meeting provide CP&D a TIA scoping letter to include the following:
  - a. Proposed use and size.
  - b. Trip Generation per City of Olympia Transportation Impact Fee Program Update.
  - c. Site Plan to include: proposed public street access, onsite parking location (for bicycles and vehicles) and internal street network. Indicate location of any off-site adjacent or cross street driveway or street intersections.
  - d. Provide a pm peak hour project trip assignment, based on the Thurston Regional Transportation Demand Model (360.741.2510). Indicate geographic distribution for north, south, east, and west.
  - e. Provide project year of occupancy.

##### TRANSPORTATION IMPACT ANALYSIS PRIOR TO PRELIMINARY PLAT

- This analysis must follow City of Olympia guidelines for a Transportation Impact Analysis (see following TIA Guidelines for New Development).
- All analysis will use a two-hour LOS and unsignalized intersection LOS will be determined by a weighted average of all intersection approaches. This will be explained further at the TIA Scoping Meeting.

#### A. INTRODUCTION

A Transportation Impact Analysis (TIA) is a specialized study of the impacts that a certain type and size of development will have on the surrounding transportation system. The TIA is an integral part of the development review process. It is specifically concerned with the generation, distribution, and assignment of traffic and person trips to and from the new development. **New development includes properties that are redeveloped.** The purpose of a TIA is to determine what impact development trips will have on the existing and proposed transportation network and what impact the existing and projected trips on the transportation system will have on the new development.

These guidelines have been prepared to establish the requirements for a TIA. Except as directed by other sections of the Olympia Municipal Code the Environmental Review Officer (ERO) will be the person responsible under the State Environmental Policy Act (SEPA), as well as city ordinances, for enforcing the need for a TIA. The ERO will consult with the Transportation Line of Business of the Public Works Department and, based on their recommendation, determine the need for a TIA.

## **B. WHEN REQUIRED**

To adequately assess a new development's transportation impact on the transportation system, the ERO, based on the recommendation of the Transportation Line of Business, may require a TIA. The requirement for a TIA will be based on the size of the development proposed, existing transportation conditions, traffic volumes, transit service, pedestrian/bicycle facility conditions, queue lengths, safety analysis, community concerns, and other pertinent factors relating to transportation impacts attributable to new developments.

The ERO, based on the recommendation of the Transportation Line of Business, will make the determination as to whether a TIA will be required. As a minimum, the following guidelines will be utilized in making this decision:

1. The new development generates more than 70 person trips during the peak hour of the generator. In general, person trip generation shall be calculated using the PM peak-hour person trip generation rates in the Transportation Impact Fee Rate Study Addendum, unless a variation is approved by the Transportation Line of Business. Depending on the characteristics of the land use, the Transportation Line of Business may also identify that the peak hour of the generator does not correspond to the PM peak hour summarized in the Transportation Impact Fee Rate Study. In these cases, other sources that may be considered by the Transportation Line of Business may include person trip generation rates directly from the ITE Trip Generation Manual (although the City must determine if there are an adequate number of sites surveyed in the ITE Manual) or ITE vehicle trip generation estimates factored by the vehicle-to-person trip ratio documented in the current edition of the City of Olympia Transportation Impact Fee Rate Study. Person trips include a trip that leaves the project site by any mode (vehicle driver, vehicle passenger, walking, biking, or transit).
2. The new development distributes more than 25 percent of site-generated peak-hour vehicle traffic through a signalized intersection or the critical movement at an unsignalized intersection.
3. The new development is within an existing or proposed transportation benefit area. This may include Latecomer Agreements, Transportation Benefit Districts (TBD), Local Improvement Districts (LID), or local/state transportation improvement areas programmed for development reimbursements.
4. The new development may potentially affect the implementation of the transportation system outlined in the Transportation Element of the Comprehensive Plan, the Transportation Improvement Program, the Transportation Master Plan, or any other documented transportation project.
5. A rezone of the subject property will require a TIA prior to rezone approval.
6. The original TIA is more than two years old or where the proposed person trip generation increases by more than 10 percent.
7. If there is an identified or potential hazardous traffic condition (safety concern, including a consideration of crash history, systemic safety characteristics, long queues, or other safety concerns identified by the Transportation Line of Business).

If the ERO, based on the recommendation of the Transportation Line of Business, has made the determination to require a TIA, the general guidelines for content and structure shall follow the format outlined in Section D, Scope of Work.

## **C. QUALIFICATIONS FOR PREPARING TIA DOCUMENTS**

A TIA shall be conducted under the direction of a responsible individual or firm acceptable to the ERO, based on the recommendation of the Director of the Transportation Line of Business, or Public Works Director, or Deputy Director of Public Works. The TIA shall be prepared by an engineer licensed to practice in the State of Washington with special training and experience in traffic engineering. The developer shall provide the ERO the credentials of the individual(s) selected to perform the TIA and review them with the Transportation Line of Business to determine if the individual or firm is qualified. Upon request, the ERO may provide the developer a list of qualified individuals to perform such work.

## **D. SCOPE OF WORK**

The level of detail and scope of work of a TIA may vary with the size, complexity, and location of the new development. A TIA shall be a thorough review of the immediate and long-range effects of the new development on the transportation system.

1. New Development Prospectus

- a. Provide a reduced copy of the site plan, showing the type of development, street system, right-of-way limits, access points, and other features of significance in the new development. The site plan shall also include pertinent off-site information, such as locations of adjacent intersections, land use descriptions, street right-of-way limits with respect to the existing roadway, and other features of significance. Exhibit A illustrates an example site plan for reference purposes.
- b. Provide a vicinity map of the project area showing the transportation system to be impacted by the development. The map should show the surrounding roadway network with functional classifications, existing transit routes, as well as any project identified in the Transportation Master Plan. Exhibit B illustrates an example vicinity map for reference purposes.
- c. Discuss specific development characteristics, such as type of development proposed (single-family, multi-family, retail, industrial, etc.), internal street network, proposed access locations, parking requirements, zoning, and other pertinent factors attributable to the new development.
- d. Discuss project completion and occupancy schedule for the new development. Identify horizon years for traffic analysis purposes.

2. Existing Conditions

- a. Discuss street characteristics, including functional classification, number of traveled lanes, lane width, shoulder treatment, posted speed, 85th percentile speeds (if available/requested by the City), bicycle and pedestrian infrastructure, transit service and infrastructure, and traffic control at study intersections. Existing conditions descriptions should extend approximately 1/2 mile from the edge of the proposed development, as specified by the Transportation Line of Business. A figure may be used to illustrate existing transportation facilities. Identify a set of study intersections in coordination with the Transportation Line of Business; the ERO must agree to the final list of study intersections.
- b. Identify safety and access conditions, including discussions of the five-year crash history at the roadway segments, driveways, and unsignalized intersections immediately adjacent to the site and any signalized intersections within 1/2 mile of the site or as specified by the Transportation Line of Business.
- c. Obtain all available pertinent transportation data from the City of Olympia. If data is unavailable, the individual or firm preparing the TIA shall collect the necessary data to supplement the discussions and analysis in the TIA.
- d. Conduct peak-hour turning movement counts of vehicles, bicycles, and pedestrians at study intersections, if traffic volume data is more than two years old or, if after consulting with the Transportation Line of Business, it is recommended to the ERO that new counts should be conducted. A copy of the reduced data shall be attached to the TIA, when submitted to the ERO, who will distribute it for review.
- e. A figure shall be prepared showing existing average daily traffic (ADT) and peak-hour traffic volumes, posted speeds/85<sup>th</sup> percentile speeds on the adjacent streets and intersections in the study area. Complete turning movement volumes shall be illustrated as shown in Exhibit C. This figure shall represent the base-line traffic volumes for analysis purposes.

3. Development Trip Generation

This element of the TIA shall be conducted initially to identify the limits of the study area. The study area shall include all pertinent intersections and streets impacted by development traffic. The limits of the study area shall be representative of the specific conditions outlined in Section B of these guidelines.

To define study intersections and streets, a threshold requirement of development traffic exceeding 20 vehicles in the peak direction of the peak-hour traffic on the adjacent streets and intersections shall apply. The threshold requirement of the development generating 25 percent or more of site traffic through a signalized intersection or the critical movements at an unsignalized intersection shall also apply. Each intersection and street impacted as described shall be included in the study area for analysis purposes.

The individual or firm preparing the TIA shall submit to the ERO a figure illustrating the proposed trip distribution for the new development. The trip generation shall be included in a table format on the figure with peak-hour traffic volumes assigned to the study area in accordance with the trip distribution. Once approved by the ERO, based on the recommendation of the Transportation Planner, a formal scoping of the development proposal shall be conducted to clearly identify the study area and contents expected in the TIA. Exhibit D shows an example figure for reference purposes.

The methodology and procedures used in preparing the trip generation and trip distribution elements of the TIA are as follows:

a. Trip Generation

Site traffic shall be generated for daily, afternoon and/or morning peak-hour periods, using the most current Transportation Impact Fee Rate Study Addendum. The new vehicle trip rate accounts for “passer-by” traffic volume discount and is based on the ITE Trip Generation Handbook edition that is consistent with the Transportation Impact Fee (TIF) rate schedule. Variations of vehicle trip rates will require approval from the ERO, based on the recommendation of the Transportation Line of Business.

To determine if the project meets Olympia’s Transportation Concurrency standard and to assess Transportation Impact Fees, person trip generation must also be calculated for the PM peak-hour using the rates in the Transportation Impact Fee Rate Study Addendum, unless a variation is approved as noted in above in Section B subsection 1.

For assessing potential non-vehicle transportation/safety impacts (see section 4.b), trip generation for pedestrian, bicycling, and transit access trips is also required. To calculate the trip generation for these modes, the applicant can use any valid data source that is approved by the ERO, based on the recommendation of the Transportation Line of Business. However, to simplify the calculation for basic land use categories, the following data from the TRPC household travel survey (for non-commuting/home-based travel) and the US Census Bureau (for commute-oriented land uses) are acceptable. Note that an updated household travel survey from TRPC is expected in 2022 and the most recent Census data for commuting trips is always preferred.

Table X: Typical Mode Share Percentages for Estimating Mode Share		
Mode	Commute Trips (source: American Community Survey 2019 5 -Year Estimates)	All Other Trips (source: 2013 TRPC Household Travel Survey)
Drive alone	The City requires the use of the TIF rate schedule for vehicle trip generation. These data are only relevant for non-vehicle modes.	
Carpool/Vanpool		
Walk	4%	8%
Bus/Public Transit/School Bus	4%	4%
Bicycle	2%	2%
Other (not specified in survey)	1%	1%

Note that the American Community Survey indicates that 6% of Olympia workers telecommuted. Since these trips do not use the network, the trips that use the transportation network were scaled up to reflect actual trip generation leaving a development site.

For multi-use and/or “phased” projects, a trip generation table shall be prepared showing proposed land use, trip rates, and person trips for daily and peak-hour periods and appropriate traffic volume discounts, if applicable, per phase. Transportation impact will be based on the cumulative effect of each phase.

**b. Trip Distribution**

The trip distribution for a new development shall be approved by the ERO, based on the recommendation of the Transportation Planner, prior to the formal scoping of the TIA. The methodology shall be clearly defined and discussed in detail in the TIA. Information on transportation modeling, regional distribution models, transportation analysis zones, and employment density areas are available from the Thurston County and City of Olympia Planning Departments. Available information can be used to assist in the preparation of the trip distribution model. A regional trip distribution map may be required by the ERO, based on the recommendation of the Transportation Planner, for large-scale development projects. Exhibit E shows an example figure for reference purposes.

**4. Future Transportation Conditions**

**a. Future Transportation Conditions, Not Including Site Generated Trips**

Future traffic volumes shall be estimated using information from transportation models or applying an annual growth rate to the base-line traffic volumes. The future traffic volumes shall be representative of the horizon year for project development. The ERO will work with the Transportation Line of Business to determine an appropriate growth rate, if that option is utilized.

In addition, proposed on-line development projects shall be taken into consideration, when forecasting future traffic volumes. The increase in traffic from proposed on-line projects shall be compared to the increase in traffic by applying an annual growth rate.

If modeling information is unavailable, the greatest traffic increase, from either the on-line developments or the application of an annual growth rate or a combination of an annual growth rate and on-line developments, shall be used to forecast the future traffic volumes.

New transportation infrastructure that may add non-vehicle trips adjacent to the site should also be qualitatively described. Projects include new bike lanes, bicycle corridors, pathways, trails, sidewalks, mid-block crossings, or transit services, as identified in the Transportation Master Plan and other relevant transportation documents. The ERO will work with the Transportation Line of Business to identify appropriate future non-vehicle transportation projects.

**b. Future Transportation Conditions, Including Site Generated Trips**

The site-generated traffic shall be assigned to the street network in the study area, based on the approved trip distribution model. The site traffic shall be combined with the forecasted traffic volumes to show the total traffic conditions estimated at development completion. A figure will be required showing daily and peak-hour turning movement volumes for each traffic study intersection. Exhibit F shows an example figure for reference purposes. In addition, a figure shall be prepared showing the base-line volumes with site-generated traffic added to the street network. This figure will represent site-specific traffic impacts to existing conditions.

In addition, the TIA will include an estimate of the peak-hour site-generated pedestrian, bicycle, and transit-access trips and a description and figures of how these trips will utilize the surrounding transportation network. For most developments, a basic description of the peak hour non-motorized trip



generation along with figures of key destinations and the routes between the development and those key destinations is sufficient. Key pedestrian and bicycle destinations are defined in the Transportation Master Plan and specifically include: schools (K-12, public and private), bus stops, parks, government/public buildings that have a public interface, grocery stores, Neighborhood Centers (as defined in the City Code), existing and planned trails, and existing and planned pathways. For example, noting and creating figures of the pedestrian routes between an office building and the closest bus stop (including any needed street crossings) would be expected. As another example, describing and creating figures of the pedestrian and bicycle routes between an apartment building and adjacent (within 1/2 mile) major off-site destinations (as identified above) would also be expected. The intent of this description is to identify the “desire lines” of pedestrians, bicycles, and transit riders and the Transportation Master Plan defined major destinations (identified above) to determine if there are adequate facilities to support convenient and safe access to those locations. Exhibit G shows an example figure for reference purposes.

## 5. Traffic Operations

The Level of Service (LOS) and capacity analysis shall be conducted for each pertinent intersection in the study area, as determined by the ERO, based on the recommendation of the Transportation Line of Business. The methodology and procedures for conducting the capacity analysis shall be consistent with the guidelines specified in the most current version of the Highway Capacity Manual. The individual or firm preparing the TIA shall calculate the intersection LOS for each of the following conditions:

- a. Existing peak-hour traffic volumes (figure required).
- b. Site-generated traffic (figure required).
- c. Future traffic volumes, not including site traffic (figure required).
- d. Future traffic volumes, including site traffic (figure required).
- e. LOS results for each traffic volume scenario (table required).

The LOS table shall include LOS results for morning and afternoon peak periods, if applicable. The table shall show LOS conditions with corresponding vehicle delays for signalized intersections and LOS conditions for the critical movements at unsignalized intersections. For signalized intersections the LOS conditions and average vehicle delay shall be provided for each approach and the intersection as a whole. All analysis will use a two hour LOS and unsignalized intersection LOS will be determined by a weighted average of all intersection approaches.

The capacity analysis for existing signalized intersections shall include existing phasing, timing, splits, and cycle lengths in the analysis, as observed and measured during the peak-hour traffic periods. All traffic signal system operational data will be made available by the City of Olympia.

If the new development is scheduled to be completed in phases, the TIA shall conduct an LOS analysis for each separate development phase. The incremental increases in site traffic from each phase shall be included in the LOS analysis for each preceding year of development completion. A figure will be required for each horizon year of phased development.

If the new development impacts a traffic signal coordination system currently in operation, the ERO, based on the recommendation of the Transportation Line of Business, may require the TIA to include operational analysis of the system. Timing plans and proposed modifications to the coordination system may be required.

The capacity analysis will be conducted using computer software compatible with the Transportation Line of Business’s software package. **The individual or firm preparing the TIA shall use SYNCHRO (coordinated systems) or SIDRA (roundabouts) for capacity analysis of study intersections. For unsignalized intersections, the Highway Capacity Manual methodology will be used.** A software copy of the capacity analysis worksheets will be submitted concurrently with the TIA document to the Public Works Transportation Line of Business.

**Other computer software packages used for capacity analysis applications will not be accepted.**

**6. Mitigation**

The TIA shall include a proposed mitigation plan. **LOS “E” and “F” shall be used as the threshold for determining appropriate mitigating measures on roadways and intersections in the study area. Mitigating measures may be required to the extent that the transportation facilities operated at a LOS “D” condition or better. Inside the high density residential corridor and core areas LOS “E” condition is acceptable.** At the City’s sole discretion, identified mitigating measures to improve LOS to “D” or “E” conditions may be modified or substituted for non-vehicle capacity improvements when considering potential impacts to transportation safety and other modes. For example, the TIA might indicate that a right turn lane is required for an intersection to operate at LOS “D” conditions; however, the City may elect to not implement the right turn lane because of impacts to pedestrian crossing times at the intersection or a bicycle safety conflict. In this case, the City can elect to take an “in-lieu” payment for the cost of adding the right turn lane to enhance intersection operations in other ways for better multimodal operations, which could include non-vehicle capacity improvements that are consistent with the Transportation Master Plan, Street Safety Plan or other relevant transportation studies or documents. Alternatively, the City and developer may negotiate to have the developer build a non-vehicle capacity project as mitigation for the traffic operations impact – in these cases, the cost of the mitigation or in-lieu fee will be roughly proportional to the cost of the traffic capacity mitigation.

The following guidelines shall be used to determine appropriate mitigating measures of traffic impacts generated by new developments.

- a. On transportation facilities where the need exists to construct improvements prior to occupancy of the new development, the cost for the mitigation will be entirely borne by the new development. However, in the event the ERO officer and the Transportation Line of Business identify more than one development under simultaneous review, accumulative impacts and distribution of mitigation costs may be considered. A Latecomers Agreement could be formulated by the new development for reimbursement of mitigation costs.
- b. On transportation facilities identified for new improvements that are funded by impact fees, the adverse traffic impacts of the new development will be considered mitigated by payment of the City’s Transportation Impact Fees. However, if construction of the impact-fee improvements are required to mitigate operations or safety issues that would occur as soon as the project is occupied, the City Traffic Engineer may require the new development to construct impact-fee funded improvements prior to project occupancy. In this case, the new development may request to be reimbursed for construction cost equal or less than the funds listed in the City’s CFP, not to exceed the value of the impact fees that are due from the developer.
- b. If the transportation facility currently operates less than LOS “D” (LOS “E” within high density residential corridors and core areas), the new development may be required to make interim facility improvements to maintain the existing level of service operation on the facility and to identify future facility improvements five years beyond the anticipated opening year of the new development. As noted in the main body paragraph for this section, the City could also choose to implement/require/or take a fee in-lieu to develop a non-vehicular improvement, if transportation safety or other modal operations are deemed to be a priority over adding capacity for vehicles. If agreed to by the City, the cost of the interim improvements will be deducted from the new development’s proportionate share of costs for the identified future facility improvements, only if the cost of interim improvements is less than the ultimate proportionate share. The new development also has the option to wait until the improvements are implemented by the City or other developments.
1. To calculate the proportionate share of costs, the development’s share of total person trips that would use the future facility would be determined relative to the total person trip growth using the future facility over the horizon of when the facility would be needed. For example, if a roundabout is required to be built in the next 10 years, the development’s share of person trip generation through the roundabout would be calculated against all the growth in person trips

through the roundabout forecast 10 years into the future. Note that in general, proportionate cost contributions are not required for impact fee projects.

c. Unsignalized intersections that currently operate at less than a LOS “D” condition (LOS “E” within core areas) shall be analyzed for traffic signal and intersection improvements (i.e., roundabout, exclusive left, through, or right lanes; three- or four-way stops; etc.). Unsignalized intersection LOS will be determined by the weighted average of the control delay from all movements (see Highway Capacity Manual equation 17-40 and 17-41). Provided a single lane approach is failing and the vehicle queue is four or more vehicles, exclusive turn lanes or a roundabout may be required, unless the City determines that these lanes would result in traffic safety or modal conflicts. If two or more traffic signal warrants are satisfied (minimum warrant 1, condition A or B must be met), signal/roundabout and intersection improvements may be required as a mitigating measure for the new development, unless the City identifies an alternative mitigating measure. Under no circumstance will the City’s alternative mitigating measure exceed the cost contribution of traditional signal/roundabout improvements in this case.

If at least two traffic signal warrants are not satisfied by the new development’s horizon year, the TIA shall determine if traffic signal warrants, roundabout, or other intersection improvements would be needed within a five-year period, after the new development’s horizon year. The new development could be required to provide a proportionate share cost towards future traffic signal, roundabout, and/or intersection improvements constructed to City standards, if warranted within the five-year period (and the improvement is not on the City’s impact fee project list), unless the City determines that a more appropriate mitigating measure is required to meet safety or multimodal operations needs.

In addition, if intersection LOS mitigation is needed, a roundabout will be considered, or exclusive left-turn lane warrants will be analyzed and required, as part of the intersection improvement. The City may require construction of a roundabout or exclusive left-turn lanes to address operations and safety impacts if left-turn lane warrants are met.

d. In intersections where the projected LOS condition is at “D” but where one or more of the LOS conditions on the approaches fall below LOS “D,” mitigating measures may be required to improve the capacity and traffic operations at the intersection. The City reserves the right to review all adverse traffic impacts at these intersections and to determine appropriate mitigating measures.

e. Other conditions which should be considered for mitigation:

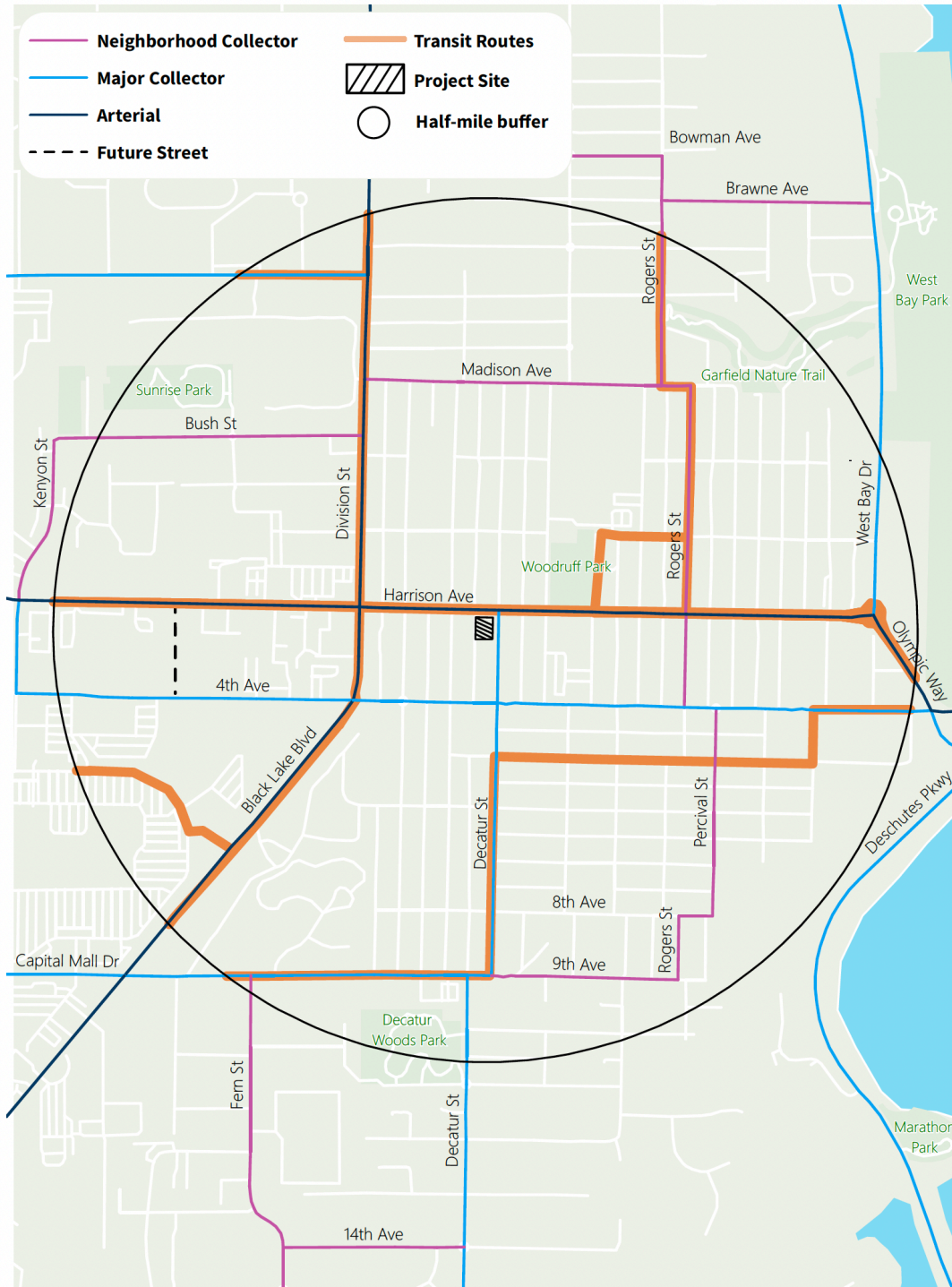
- Facilities for safe and comfortable pedestrian and bicycle travel should be provided along the project frontage and immediately adjacent to the site as identified in the Engineering Design, Development Standards, Transportation Master Plan, or Comprehensive Plan.
- Based on the pedestrian, bicycle, or transit access desire line analysis, the developer shall work with the City to determine if any affected crossing is appropriate for a midblock crossing treatment that has not been identified in the Transportation Master Plan or any other city transportation plans. In this event, the City will identify an adequate engineering solution for the treatment (e.g., crosswalk, RRFB, median island, pedestrian signal/beacon, etc.). The developer will be required to install the midblock crossing treatment to address safety and operations impacts; although for major improvements, such as a new pedestrian traffic signal, the City may accept a proportionate payment that is calculated based on person trips using the facility, as described in section b.1 above. Because these crossings are not included in the Transportation Master Plan and therefore not part of the Impact Fee Program, no Transportation Impact Fee Credits are due for these necessary improvements to address pedestrian, bicycle, or transit access.
- The need for transit stops, bus pullouts, and shelters shall be identified if applicable. The developer will be required to install a transit shelter if daily transit boardings exceed 20 and no shelter is present.

- If a safety hazard is identified for either pedestrians, bicyclists, or vehicles, appropriate mitigating measures shall be identified to correct the deficiency. Mitigation measures shall address site access, frontage, and other high crash locations within 1/2 mile of the site.
- If a new development will adversely impact an adjacent neighborhood, measures to mitigate these impacts shall be identified.

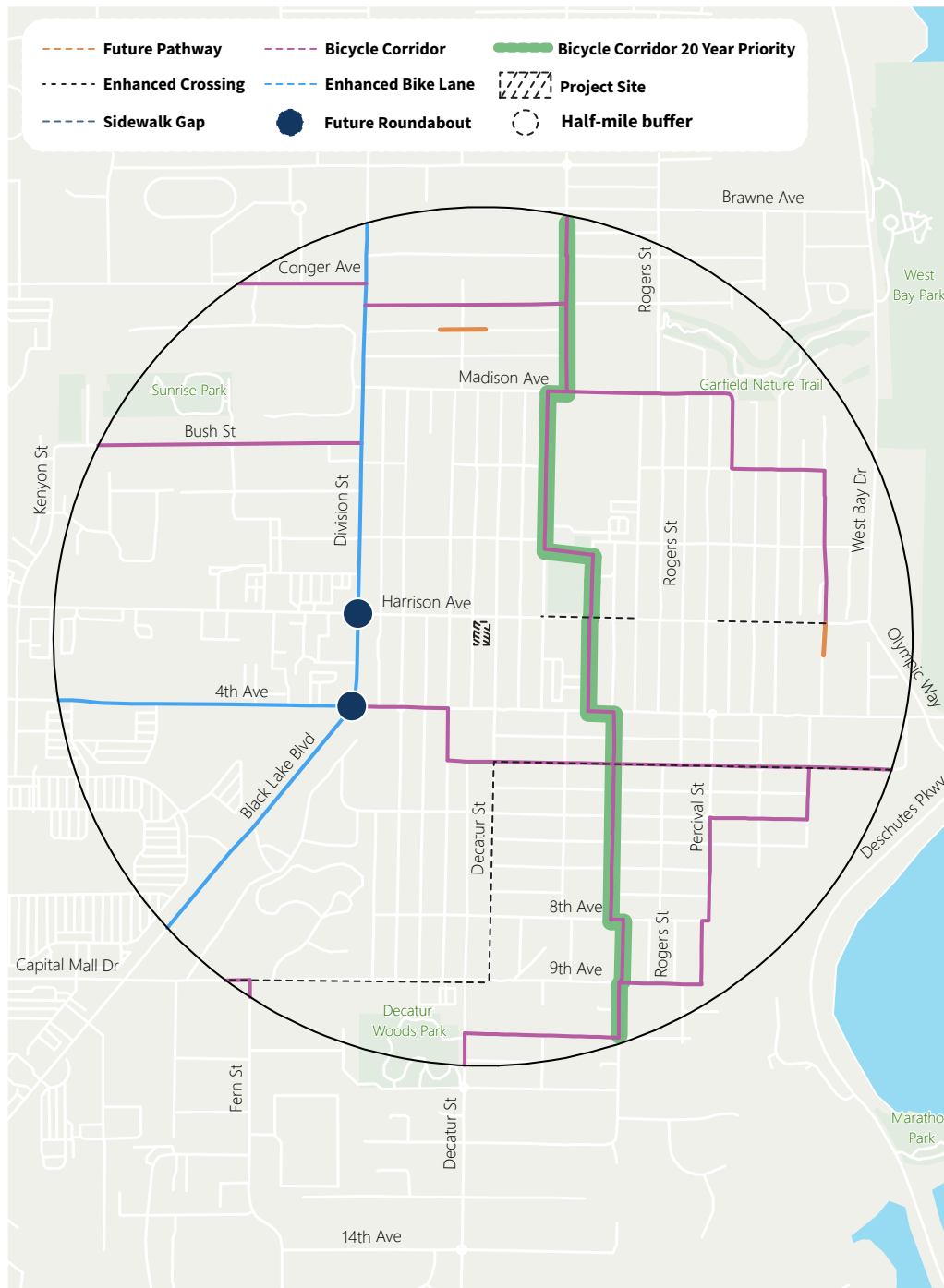
## Exhibit A: Site Plan



## Exhibit B: Roadway & Transit Network

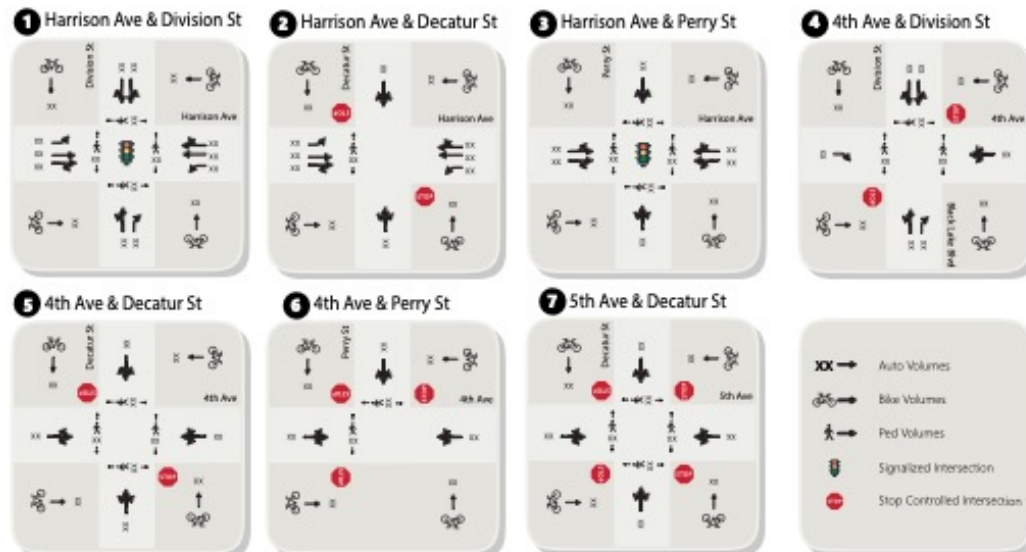
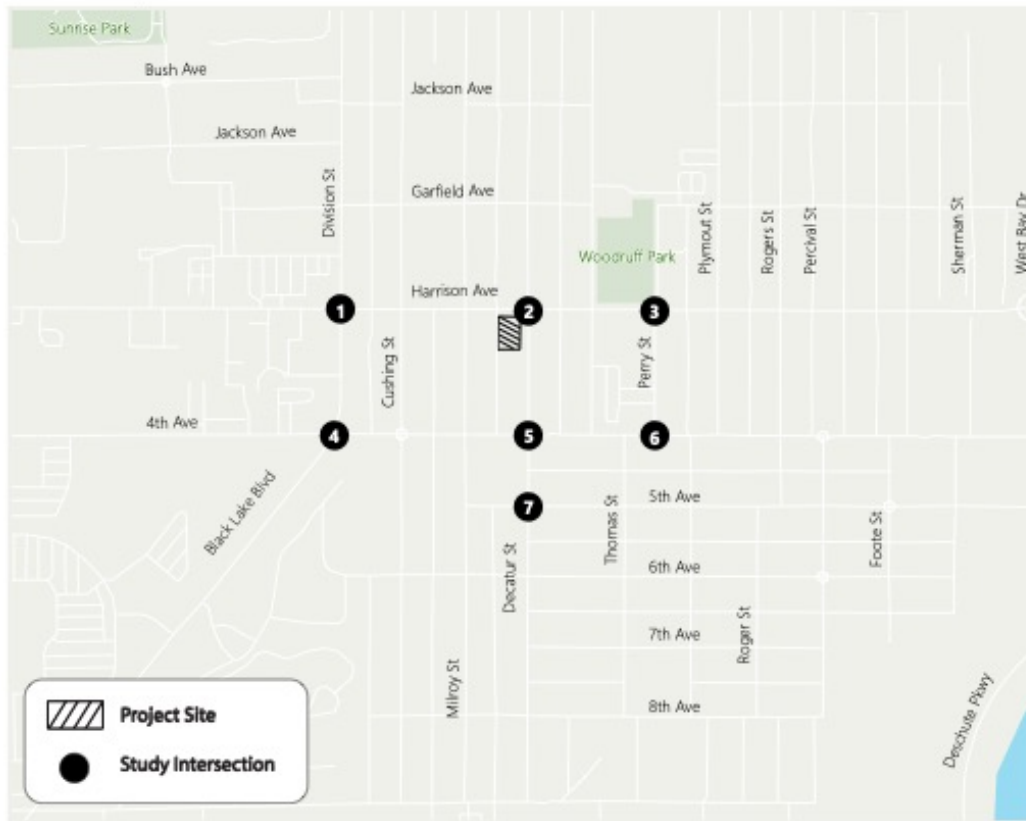


## Exhibit C: Planned Facilities in TMP



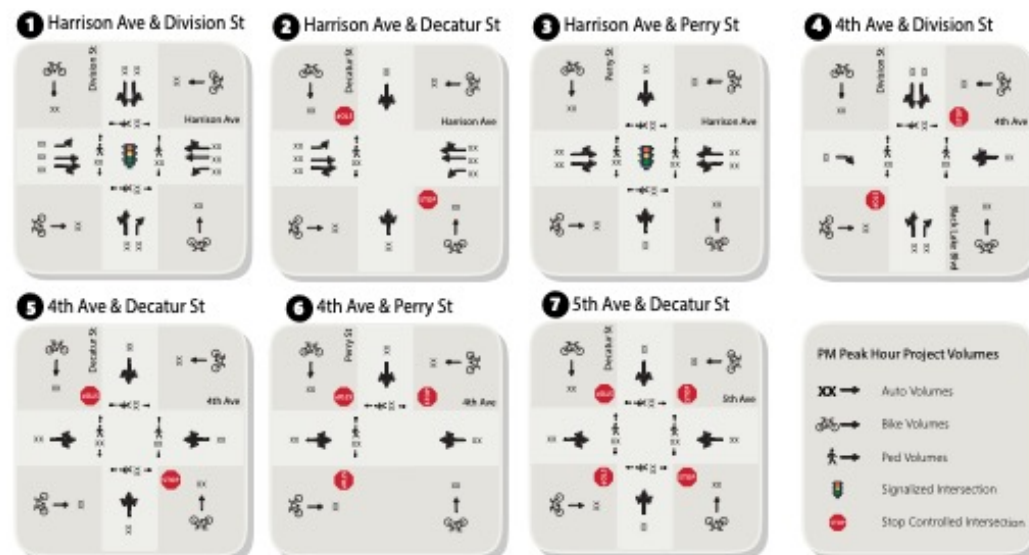
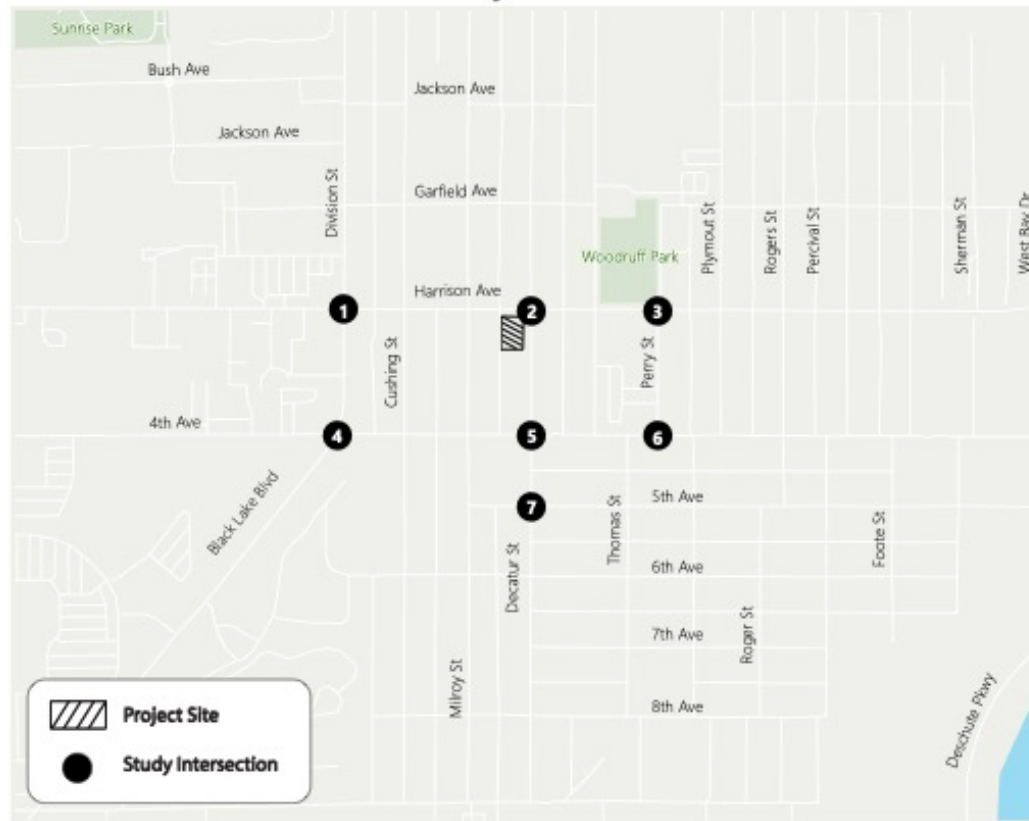


## Exhibit D: Existing PM Peak Hour Turning Volumes & Average Weekday Traffic

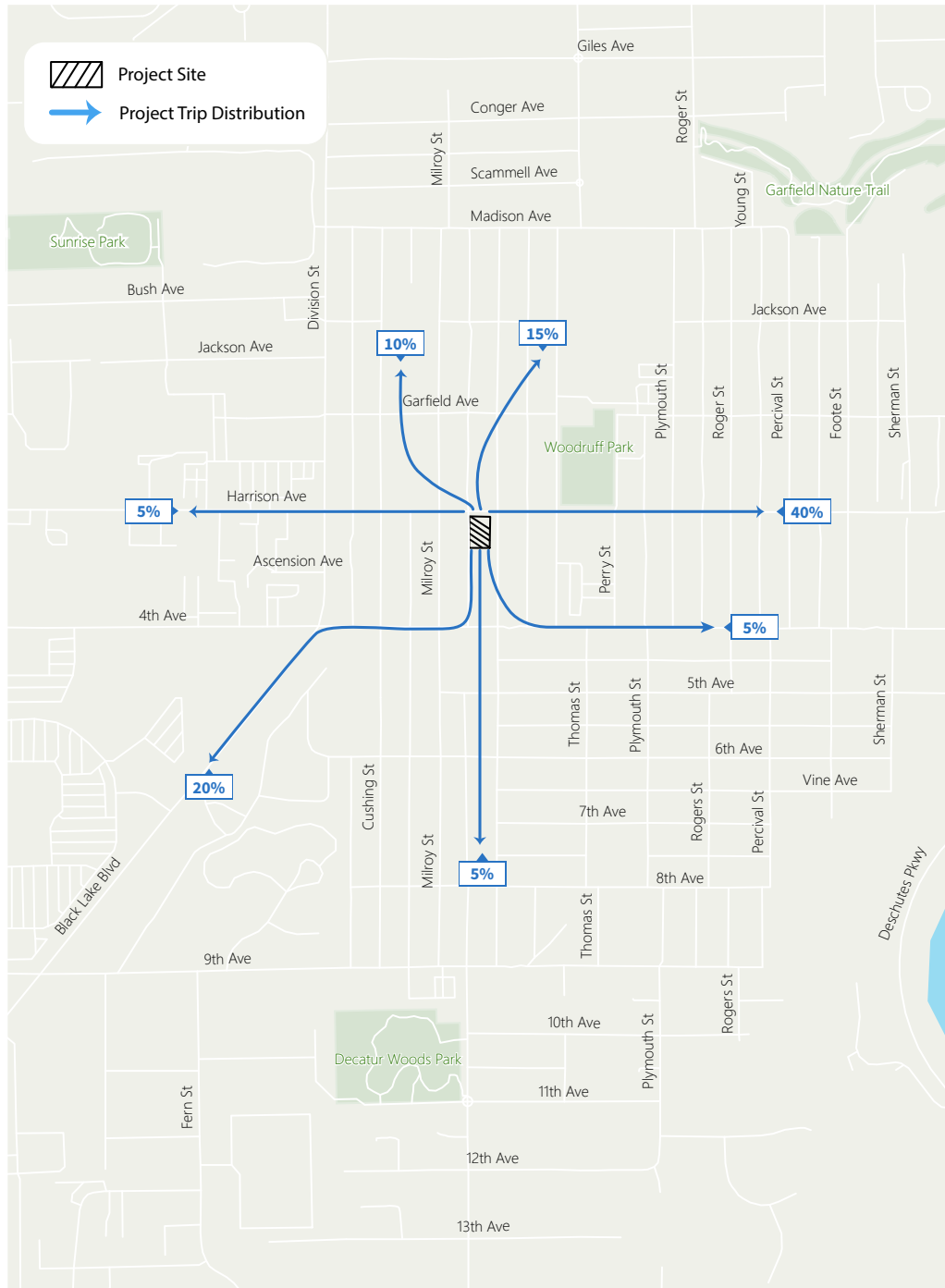




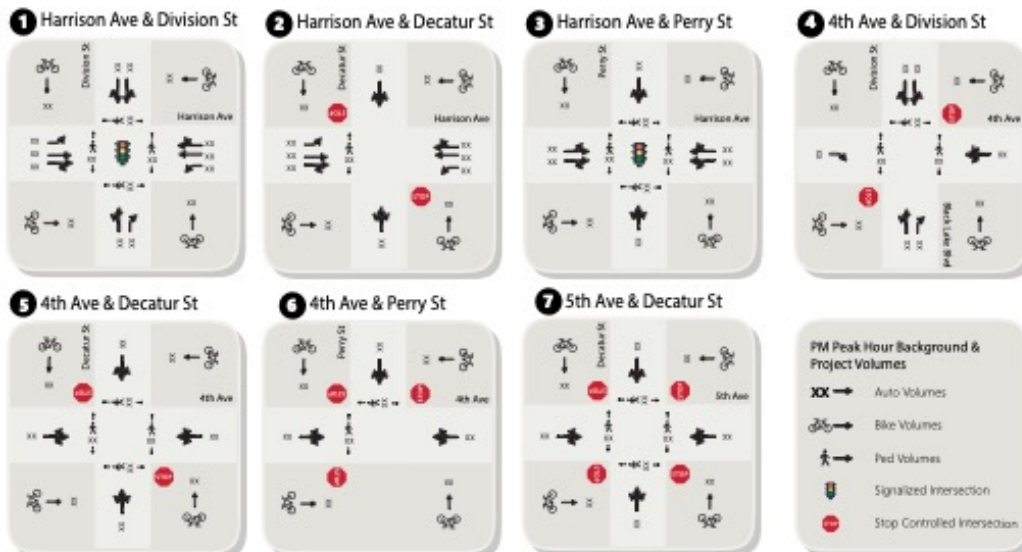
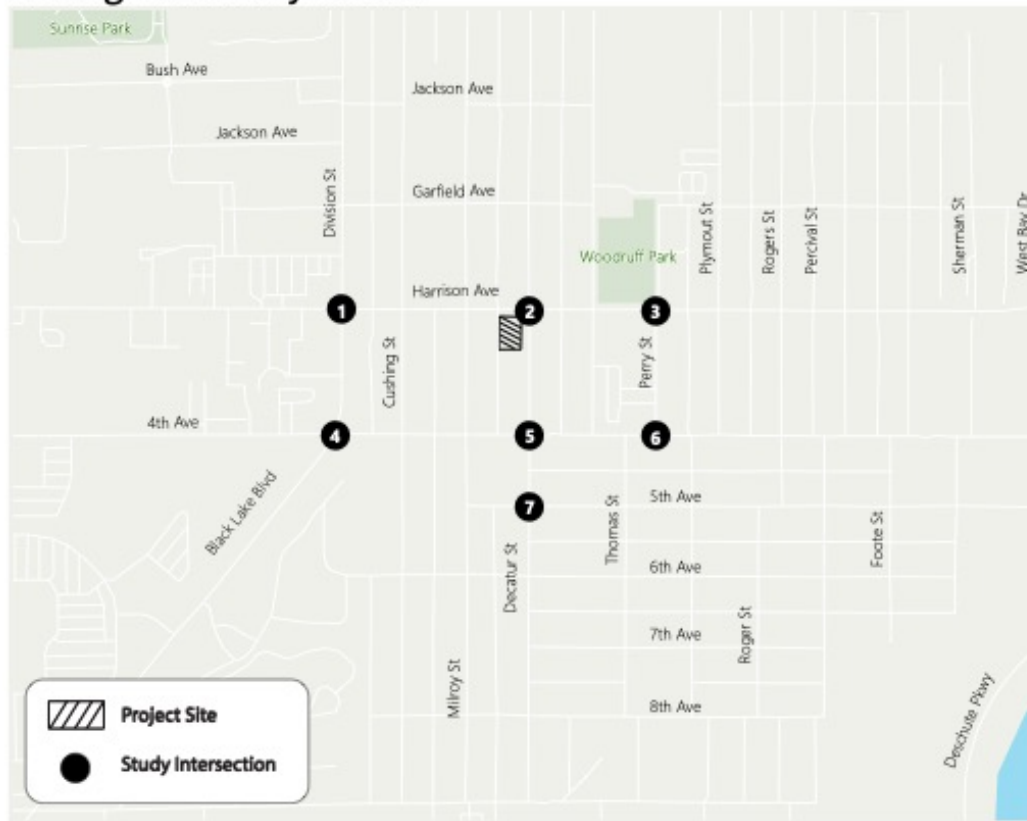
## Exhibit E: PM Peak Hour Project Traffic Distribution



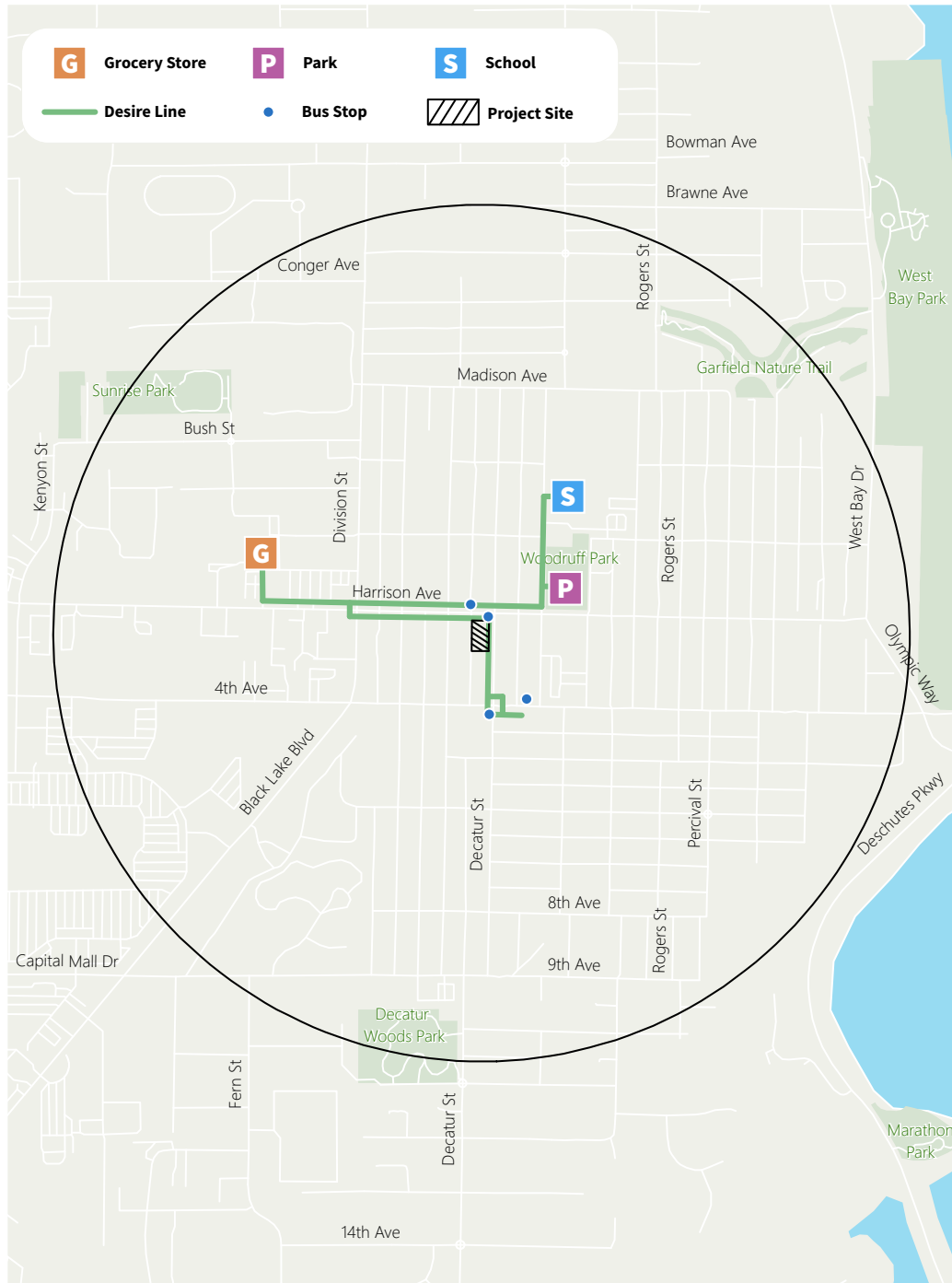
## Exhibit F: Project Vehicle Trip Distribution



## Exhibit G: Projected PM Peak Hour Turning Volumes & Average Weekday Traffic



## Exhibit H: Active Mode Desire Line Analysis



# **AFFORDABLE HOUSING WORKSHOP**

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Snoqualmie City Council

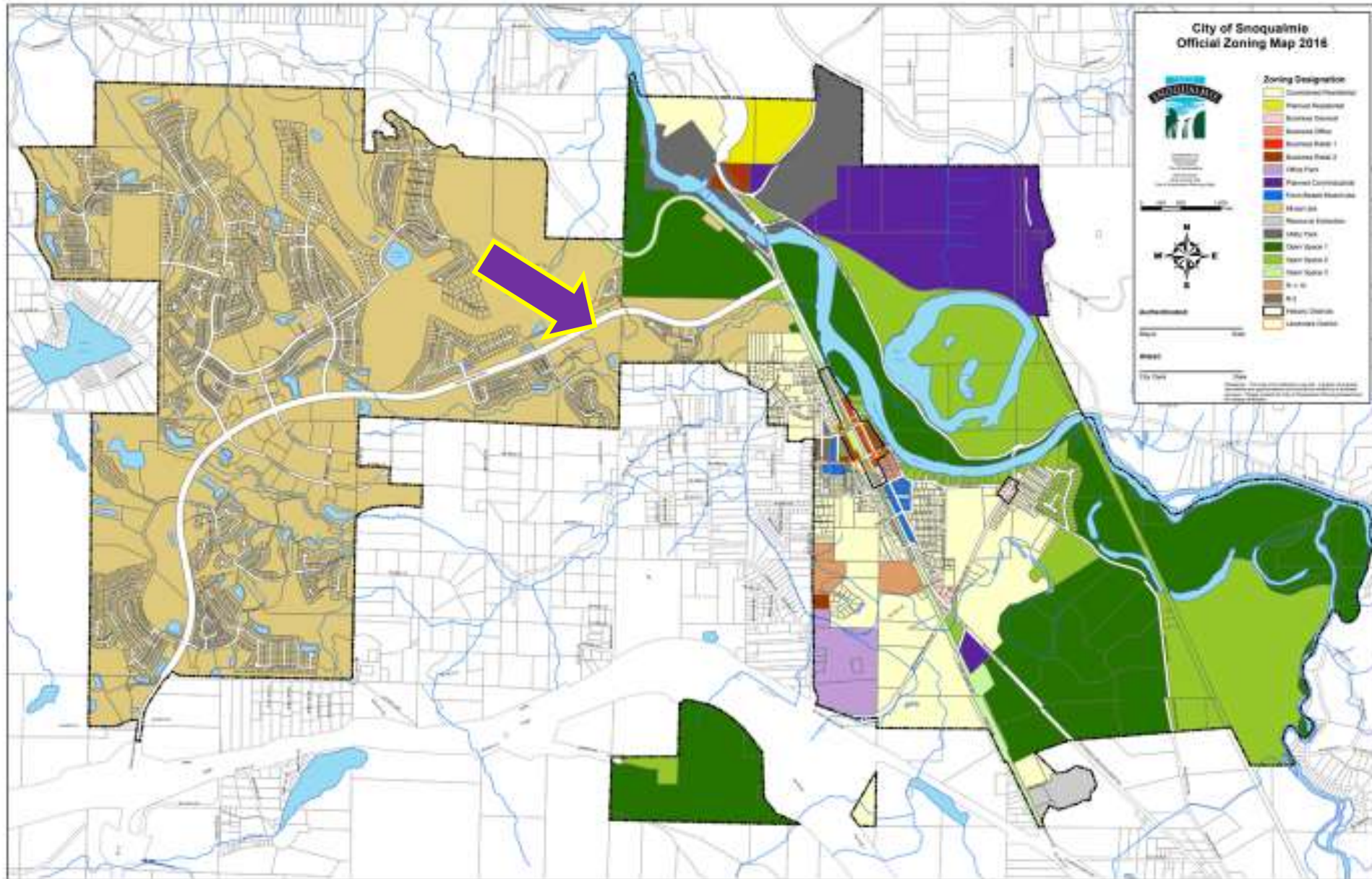
November 27, 2023

## Considerations:

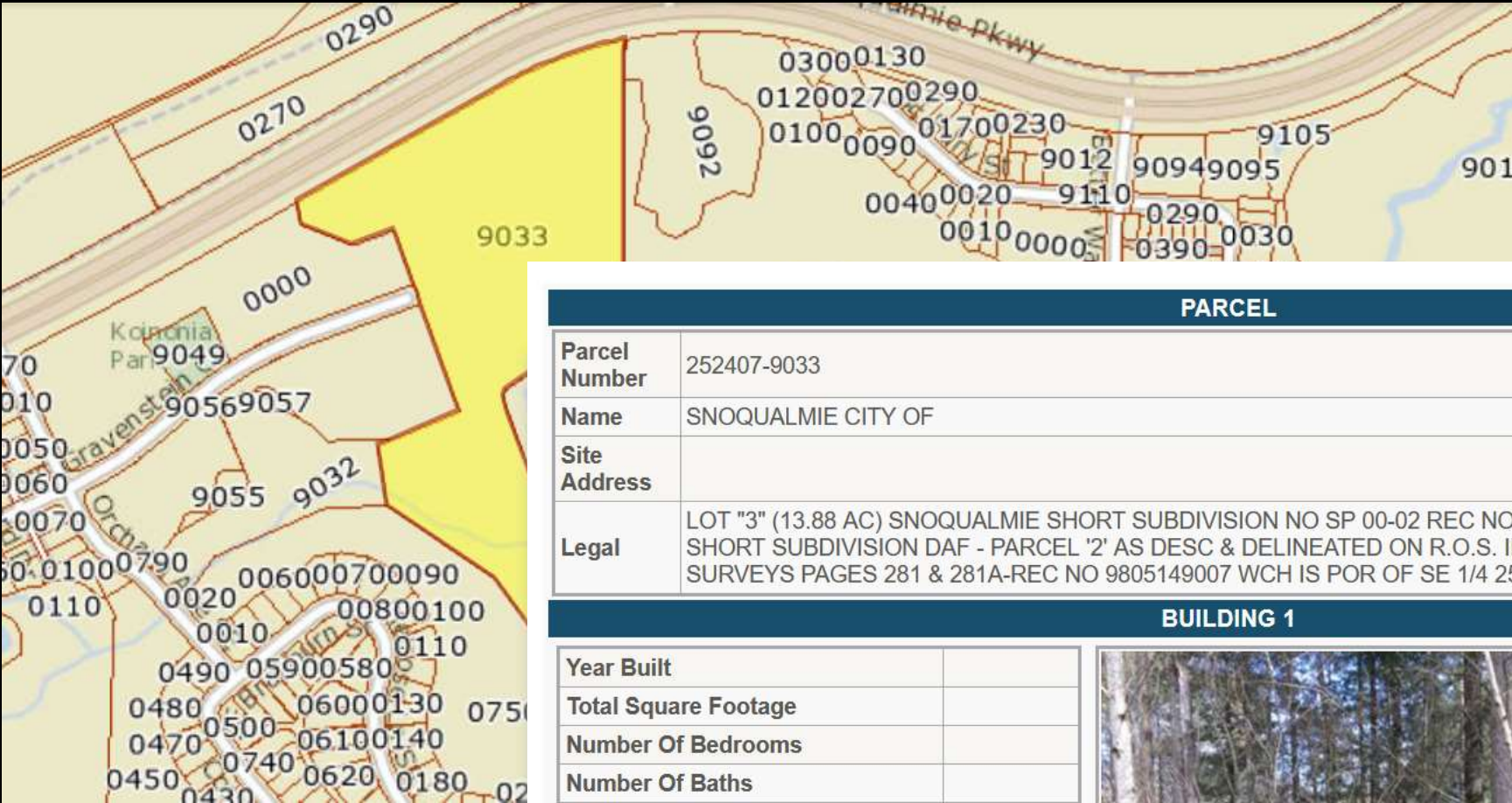
- Availability of City-Owned Parcels
- Access to Public Transportation
- Walkability
- Existing Infrastructure
- Development Time
- “Missing Middle Housing”











PARCEL

Parcel Number	252407-9033
Name	SNOQUALMIE CITY OF
Site Address	
Legal	LOT "3" (13.88 AC) SNOQUALMIE SHORT SUBDIVISION NO SP 00-02 REC NO 20001114900003 SD SHORT SUBDIVISION DAF - PARCEL '2' AS DESC & DELINEATED ON R.O.S. IN VOL 121 OF SURVEYS PAGES 281 & 281A-REC NO 9805149007 WCH IS POR OF SE 1/4 25-24-07

BUILDING 1

Year Built	
Total Square Footage	
Number Of Bedrooms	
Number Of Baths	
Grade	
Condition	
Lot Size	604613
Views	No
Waterfront	







# Proposed 2023-2024 Amended Biennial Budget Ordinance Table

Item 5.

Fund #	Fund Name	Est. 2023 Beginning Fund Balance	Est. 2023 Sources	Est. 2023 Uses	Est. 2023 Ending Fund Balance	Est. 2024 Sources	Est. 2024 Uses	Est. 2024 Ending Fund Balance	Total 2023-2024 Est. Sources	Total 2023-2024 Uses (Appropriation)
001	General Fund	\$ 4,423,674	\$ 20,681,954		\$ 1,662,668	\$ 21,848,782		\$ 1,946,402	\$ 42,530,736	
	Administrative Departments <sup>1</sup>			\$ 5,500,484			\$ 5,637,667			\$ 11,138,151
	Police (Snoqualmie)			\$ 5,207,692			\$ 5,390,813			\$ 10,598,505
	Fire & Emergency Management			\$ 4,121,971			\$ 4,261,862			\$ 8,383,832
	Parks Maintenance			\$ 1,862,517			\$ 1,845,018			\$ 3,707,535
	Community Development <sup>2</sup>			\$ 2,275,257			\$ 2,498,294			\$ 4,773,551
	Streets Maintenance			\$ 1,047,448			\$ 1,105,101			\$ 2,152,549
	Non-Departmental <sup>3</sup>			\$ 3,427,592			\$ 826,293			\$ 4,253,884
002	Reserve Fund	\$ 2,726,625	\$ 210,497	\$ -	\$ 2,937,122	\$ 92,949	\$ -	\$ 3,030,071	\$ 303,446	\$ -
	<b>Total General Fund</b>	<b>\$ 7,150,300</b>	<b>\$ 20,892,451</b>	<b>\$ 23,442,961</b>	<b>\$ 4,599,790</b>	<b>\$ 21,941,731</b>	<b>\$ 21,565,047</b>	<b>\$ 4,976,474</b>	<b>\$ 42,834,182</b>	<b>\$ 45,008,008</b>
012	Arts Activities Fund	\$ 48,578	\$ 52,094	\$ 60,856	\$ 39,816	\$ 28,217	\$ 37,136	\$ 30,897	\$ 80,311	\$ 97,992
014	North Bend Police Services Fund	\$ 244,924	\$ 2,425,603	\$ 2,573,165	\$ 97,362	\$ 2,568,379	\$ 2,665,741	\$ -	\$ 4,993,982	\$ 5,238,906
018	Deposits Reimbursement Control Fund	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 10,358	\$ 10,358	\$ 21,266	\$ 20,716	\$ 20,716
020	School Impact Fee Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>Total Managerial Funds</b>	<b>\$ 314,767</b>	<b>\$ 2,488,055</b>	<b>\$ 2,644,379</b>	<b>\$ 158,443</b>	<b>\$ 2,606,954</b>	<b>\$ 2,713,235</b>	<b>\$ 52,163</b>	<b>\$ 5,095,009</b>	<b>\$ 5,357,614</b>
110	Hotel/Motel Tax Fund	\$ 147,700	\$ 140,190	\$ 175,000	\$ 112,890	\$ 139,601	\$ 175,000	\$ 77,491	\$ 279,791	\$ 350,000
118	Drug Enforcement Fund	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 5,172	\$ 5,172	\$ 10,200	\$ 10,344	\$ 10,344
123	Opioid Settlement Fund	\$ -	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -
131	Affordable Housing Fund	\$ 898,936	\$ 564,121	\$ 132,000	\$ 1,331,057	\$ 394,121	\$ -	\$ 1,725,178	\$ 958,242	\$ 132,000
144	Home Elevation Fund	\$ -	\$ 1,468,000	\$ -	\$ 1,468,000	\$ -	\$ -	\$ 1,468,000	\$ 1,468,000	\$ -
150	ARPA Covid Local Recovery Fund	\$ 2,244,095	\$ 28,327	\$ 1,139,516	\$ 1,132,906	\$ 9,454	\$ 1,142,360	\$ -	\$ 37,781	\$ 2,281,876
	<b>Total Special Revenue Funds</b>	<b>\$ 3,300,932</b>	<b>\$ 2,225,810</b>	<b>\$ 1,451,688</b>	<b>\$ 4,075,053</b>	<b>\$ 548,348</b>	<b>\$ 1,322,532</b>	<b>\$ 3,300,869</b>	<b>\$ 2,774,158</b>	<b>\$ 2,774,220</b>
310	Non-Utilities Capital Fund	\$ 20,100,000	\$ 16,027,950	\$ 18,655,588	\$ 17,472,362	\$ 5,407,400	\$ 21,035,946	\$ 1,843,816	\$ 21,435,350	\$ 39,691,534
350	ERP Project Fund	\$ -	\$ 1,181,579	\$ 742,834	\$ 438,745	\$ 200,083	\$ 488,828	\$ 150,000	\$ 1,381,662	\$ 1,231,662
	<b>Total Capital Funds</b>	<b>\$ 20,100,000</b>	<b>\$ 17,209,529</b>	<b>\$ 19,398,422</b>	<b>\$ 17,911,107</b>	<b>\$ 5,607,483</b>	<b>\$ 21,524,774</b>	<b>\$ 1,993,816</b>	<b>\$ 22,817,012</b>	<b>\$ 40,923,196</b>
401	Water Operations Fund	\$ 1,635,856	\$ 5,190,814	\$ 5,480,981	\$ 1,345,689	\$ 5,504,819	\$ 5,804,411	\$ 1,046,098	\$ 10,695,634	\$ 11,285,392
402	Sewer Operations Fund	\$ 786,844	\$ 6,447,608	\$ 6,308,480	\$ 925,972	\$ 6,713,795	\$ 6,761,796	\$ 877,971	\$ 13,161,403	\$ 13,070,276
403	Stormwater Operations Fund	\$ 984,709	\$ 2,850,899	\$ 3,260,430	\$ 575,178	\$ 3,063,483	\$ 3,223,527	\$ 415,134	\$ 5,914,382	\$ 6,483,957
417	Utilities Capital Fund	\$ 19,400,000	\$ 10,502,385	\$ 9,026,949	\$ 20,875,436	\$ 14,773,142	\$ 20,625,096	\$ 15,023,482	\$ 25,275,527	\$ 29,652,045
	<b>Total Enterprise Funds</b>	<b>\$ 22,807,410</b>	<b>\$ 24,991,706</b>	<b>\$ 24,076,840</b>	<b>\$ 23,722,276</b>	<b>\$ 30,055,239</b>	<b>\$ 36,414,830</b>	<b>\$ 17,362,685</b>	<b>\$ 55,046,945</b>	<b>\$ 60,491,670</b>
501	Equipment Replacement & Repair Fund	\$ 2,384,697	\$ 2,068,177	\$ 2,586,278	\$ 1,866,596	\$ 1,622,125	\$ 1,028,835	\$ 2,459,886	\$ 3,690,302	\$ 3,615,113
502	Information Technology Fund	\$ 2,251,692	\$ 2,657,771	\$ 3,877,961	\$ 1,031,502	\$ 2,671,609	\$ 3,059,118	\$ 643,994	\$ 5,329,380	\$ 6,937,078
510	Facilities Maintenance Fund	\$ 711,374	\$ 914,845	\$ 1,424,153	\$ 202,066	\$ 723,497	\$ 722,587	\$ 202,976	\$ 1,638,342	\$ 2,146,740
	<b>Total Internal Service Funds</b>	<b>\$ 5,347,762</b>	<b>\$ 5,640,793</b>	<b>\$ 7,888,392</b>	<b>\$ 3,100,164</b>	<b>\$ 5,017,231</b>	<b>\$ 4,810,540</b>	<b>\$ 3,306,855</b>	<b>\$ 10,658,024</b>	<b>\$ 12,698,931</b>
	<b>Total All Funds</b>	<b>\$ 59,021,171</b>	<b>\$ 73,448,344</b>	<b>\$ 78,902,681</b>	<b>\$ 53,566,833</b>	<b>\$ 65,776,986</b>	<b>\$ 88,350,958</b>	<b>\$ 30,992,861</b>	<b>\$ 139,225,330</b>	<b>\$ 167,253,639</b>

<sup>1</sup> Includes Executive, Legislative, City Attorney, City Clerk, Finance & Human Resources, and Communications

<sup>2</sup> Includes Planning, Developer-Reimbursed Expenditures, Building, and Events

<sup>3</sup> Includes Human Services, Court Services, etc.

# RFP/RFQ Process Timeline



Action	Responsibility
Determine Potential City-Owned Parcels	(Sept/Oct. 2023)
Discuss Housing Objectives	Workshop
Determine Menu of Housing Strategies	Workshop
Develop RFP/RFQ	Council Action
Issue RFP/RFQ to List of Potential Developers	Staff
Site Visitation Opportunities	Task Force Members, Staff
RFP/RFQ Review & Evaluation	Ad Hoc Committee?

Final Actions: Council Awards Development Rights  
Staff Monitors and Reports Progress

## Menu of Housing Strategies

- Tiny Homes
- Micro Apartments
- Co-op Apartments
- Land Trust Arrangement (city either maintains property or assigned to a nonprofit management)
- Use Affordable Housing Reserve Funds to incentivize (e.g., \$50k per unit at 50%, \$30k at 60%, \$15k at 80% AMI)
- Offer an allowance for utilities/street development from the Affordable Housing Reserve Funds
- MFTE for units 80% and less AMI
- Blended Development to allow up to 50% market rate units
- Housing designed for Single, Family, and Seniors



**Snoqualmie Valley**

**HOUSING**  
**Task Force**

# Creation of an RFP

- Determine Expectations (Max height, affordability, 1 bdrm, Family Units, Senior Units)
- Allow Percentage of Market Rate?
- City-Contributions
- Timeline Considerations
- Funding Sources
- City-Owned, Lease-Back Option
- Rentals or Land Trust Ownership
- Preferred Amenities