

City of Tenino

149 Hodgen Street South

Tenino, WA 98589

**Planning Commission Meeting
Wednesday, April 12, 2023 at 6:00 PM**

Agenda

CALL TO ORDER

HOUSEKEEPING

1. Agenda approval of the 4/12/2023 Planning Meeting

Recommended Action: Motion to approve the agenda as presented.

2. Minutes of the regular Planning Commission meeting.

Recommended action: Move to approve the 3/15/2023 meeting minutes.

PUBLIC COMMENT

REPORTS

PUBLIC HEARINGS

UNFINISHED BUSINESS

3. Housing Action Plan

Recommended Action: None

NEW BUSINESS

4. Resignation of Commissioner Cory Mounts

Recommended Action: Accept Commissioner Cory Mounts Resignation

ADJOURN

2.

File Attachments for Item:

2. Minutes of the regular Planning Commission meeting.

Recommended action: Move to approve the 3/15/2023 meeting minutes.

**Planning Commission Meeting
Wednesday, March 15, 2023**

Minutes

CALL TO ORDER

1. Agenda approval of the 3/15/2023 Planning Meeting

Recommended Action: Motion to approve the agenda as presented.

2. Minutes of the regular Planning Commission meeting.

Recommended action: Move to approve the 2/8/2022 meeting minutes.

HOUSEKEEPING

PUBLIC COMMENT

REPORTS

PUBLIC HEARINGS

UNFINISHED BUSINESS

3. Housing Action Plan

Recommended Action: None

NEW BUSINESS

4. Oath of New Commissioner Darnella Stenzel

Recommended Action: Approval of Oath

ADJOURN

3.

File Attachments for Item:

3. Housing Action Plan

Recommended Action: None

LOCAL IDENTIFIED GAPS		
	Lacey	Olympia
Affordability	●	●
Supply	●	●
Variety	●	●
Seniors	●	●
Improvements	●	●
Stability	●	●
Supportive Housing	●	●

Local Strategies		
	Lacey	Olympia
Increase the supply of permanent, income-restricted affordable housing.	①	①
Make it easier for households to access housing and stay housed.	②	②
Expand the overall housing supply by making it easier to build all types of housing projects	③	③
Increase the variety of housing choices	④	④
Continually build on resources, collaboration, and public understanding to improve implementation of housing strategies.	⑤	⑤
Establish a permanent source of funding for low-income housing.	⑥	⑥

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LOCAL STRATEGIES AND ACTIONS				
	Lacey	Olympia	Tumwater	Affordability
Increase the supply of permanently affordable housing for households that make 80 percent or less of the area median income.	●	●	●	●
Donate of lease surplus or underutilized jurisdiction-owned land to developers that provide low-income housing.	●	●	●	●
Require Planned Residential Developments (PRDs)/Planned Unit Developments (PUDs) for low-density development and include standards for including low-income housing.	●	●	●	●
Adopt a "Notice of Intent to Sell" ordinance for multifamily developments.	●	●	●	○
Provide funding for the Housing Authority of Thurston County and other non-profit organizations to buy income-restricted units proposed to be converted to market rate housing.	●	○	●	●
As part of comprehensive plan and development code changes, include an evaluation of the impact such changes will have on housing affordability, especially for low-income households.	●	●	●	●
Provide funding for renovating and maintaining existing housing that serves low-income households or residents with disabilities.	●	●	○	●
Allow mobile or manufactured home parks (MHPs) in multifamily and commercial areas.	●	●	○	○
Provide funding for low-income and special needs residents to purchase housing through community land trusts.	●	●	●	●
Offer density bonuses for low-income housing.	●	●	○	●
Define income-restricted housing as a different use from other forms of housing in the zoning code.	●	●	○	○
Offer and/or expand fee waivers for low-income housing developments.	●	○	●	●
Require low-income housing units as part of new developments. (Tumwater: Encourage..)	●	●	●	●
Fund development projects that increase low-income housing through grants or loans.	●	●	●	●
Establish a program to preserve and maintain healthy and viable manufactured home parks.	●	●	●	●
Enhance enforcement of property maintenance codes to keep housing in good repair.	●	●	●	●
Encourage the LOTT Clean Water Alliance to discuss lower hook-up fees and other incentives for low income affordable housing as part of their cost of service study.	○	●	○	●

Extend public water and sewer to unserved areas to allow infill development in underdeveloped areas.	○	○	●	●
Provide funding for non-profit organizations to buy income-restricted units proposed to be converted to market rate housing.	○	●	○	●
Partner with low-income housing developers (such as Habitat for Humanity) to expand homeownership opportunities.	●	●	●	●
Make it easier for households to access housing and stay housed.	●	●	●	●
Provide displaced tenants with relocation assistance.	●	●	●	○
Partner with local trade schools to provide renovation and retrofit services for low-income households as part of on-the-job-training.	●	●	●	●
Rezone manufactured home parks to a manufactured home park zone to promote their preservation.	●	●	○	●
Adopt a “right to return” policy.	●	●	○	●
Adopt short-term rental regulations to minimize impacts on long-term housing availability.	●	●	●	○
Explore barriers and policies that can increase access to housing for formally incarcerated individuals.	○	●	○	○
Consider a Tenant Opportunity to Purchase (TOPO) Ordinance.	○	●	○	●
Develop a technical assistance or education program for small landlords.	○	○	●	○
Fund an energy assistance program for rental housing/make landlords do upgrades when the unit is sold.	○	○	●	○
Assist non-profits in acquiring mobile home parks to turn them into public trusts so that lot rental fees can be controlled.	○	○	●	○
Establish a down payment assistance program. (Tumwater: Support..)	●	●	●	●
Identify and implement appropriate tenant protections that improve household stability.	●	●	●	●
Expand the overall housing supply by making it easier to build all types of housing projects.	●	●	●	●
Offer developers density and/or height incentives for desired unit types.	●	●	○	●
Allow third-party review of building permits for development projects.	●	●	○	○
Develop a plan for adapting vacant commercial space into housing.	●	●	○	●
Expand allowance of residential tenant improvements without triggering land use requirements.	●	●	○	○
Reduce parking requirements for residential uses, including for multifamily developments near frequent transit routes.	●	●	○	○
Identify strategically placed but underdeveloped properties and determine what barriers exist to developing desired housing types.	●	●	○	○
Increase minimum residential densities.	●	●	○	○
Reduce minimum lot sizes.	●	●	○	○
Reduce setbacks & increase lot coverage/imprevious area standards.	○	●	○	●

Lower transportation impact fees for multifamily developments near frequent transit service routes.	●	●	●	●
Expand the multifamily tax exemption to make it available in all transit corridors.	●	●	○	●
Allow deferral of impact fee payments for desired unit types.	●	●	●	○
Simplify land use designation maps in the comprehensive plan to help streamline the permitting process.	●	●	○	○
Integrate or adjust floor area ratio standards.	●	●	○	○
Relax ground floor retail requirements to allow residential uses.	○	●	○	○
Review fees/regulations to identify housing cost reductions.	○	●	○	●
Explore allowing medium-density zoning around neighborhood centers.	○	●	○	○
Process short plat administratively.	○	●	○	○
Fix development code so that Transfer of Development Rights (TDR) bonus in R4-8 is a bonus and not a restriction.	○	●	○	○
Continue to look for place-making opportunities along urban corridors.	○	○	●	○
Complete a subarea plan for the Capital Mall High Density Neighborhood area.	○	●	○	●
Mix market rate and low-income housing to avoid creating areas of concentrated low-income housing.	○	○	●	○
Maximize use of SEPA threshold exemptions for residential and infill development.	●	●	●	●
Consult with Washington State Department of Transportation as part of the SEPA review process to reduce appeals based on impacts to the transportation element for residential, multifamily, or mixed-use projects.	●	●	○	●
Increase the variety of housing choices.	●	●	●	●
Increase the types of housing allowed in low-density residential zones (duplexes, triplexes, etc.).	●	●	○	●
Allow accessory dwelling units (ADUs) in all residential zones.	○	●	○	●
Provide pre-approved plan sets for ADUs	○	●	○	●
Simplify ADU requirements.	○	●	○	●
Allow more housing types in commercial zones.	●	●	○	○
Allow group homes in all residential zone and commercial zones that allow residential units.	○	●	○	●
Adopt a form-based code for mixed-use zones to allow more housing types and protect the integrity of existing residential neighborhoods.	●	●	●	●
Recognize modular/manufactures housing as a viable form of housing construction.	○	●	○	●
Allow single-room occupancy (SRO) housing in all multifamily zones.	●	●	○	●
Strategically allow live/work units in nonresidential zones.	●	●	●	●

Continually build on resources, collaboration, and public understanding to improve implementation of housing strategies.		●	●	●	
	Conduct education and outreach around city programs that support affordable housing.	●	●	●	●
	Fund Housing Navigators to assist households, renters, homeowners, and landlords with housing issues.	●	●	●	○
	Identify and develop partnerships with organizations that provide or support low-income, workforce, and senior housing as well as other populations with unique housing needs.	●	●	●	●
	Partner with a public or private developer to build a townhouse or row house demonstration project.	○	○	●	○
	Track data on affordable housing at the regional level.	○	○	●	○
	Establish a rental registration program to improve access to data and share information with landlords.	●	●	●	○
Establish a permanent source of funding for low-income housing.		●	●	●	
	Develop a (regional) comprehensive funding strategy for affordable housing that addresses both sources of funding and how the funds should be spent.	●	●	●	●
	Establish an affordable housing property tax levy to finance affordable housing for very low-income households.	●	●	●	●
	Establish an affordable housing sales tax.	●	●	●	●
	Take advantage of local revenue sharing program established by HB1406 (portion of State sales tax can be used for affordable housing.)	○	●	○	●
	Use Community Development Block Grant (CDBG), Section 108 loans and other federal resources for affordable housing.	○	●	○	●
	Establish a regional housing trust fund to provide dedicated funding for low-income housing.	●	●	○	○
	Establish an affordable housing loan program.	○	●	○	●
	Encourage the Housing Authority of Thurston County to take greater advantage of State and Federal housing grants and tax incentives.	○	○	●	●
	Use value capture (e.g. consider tax increment financing) to capture the value of city investments that increase private investment in neighborhoods, especially in areas with planned or existing transit.	○	●	○	●
	Capture the value of city investments (utilities, roads, etc.) that increase private investments in neighborhoods, especially in areas with planned or existing transit.	●	○	●	●

P = Proposed

C = Consider

3.

Gaps Addressed					
Supply	Variety	Seniors	Improvements	Stability	Supportive Housing
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LOCAL STRATEGIES AND ACTIONS	Gaps Addr		
	Affordability	Supply	Middle Housing (Variety)

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Tenino Strategies

Update development regulations and policy documents to help reduce barriers to innovative housing types.

Analyze and considering mapping developable parcels to provide quick information to developers

Analyze usability of West Tenino and redesignation of other areas within the City or adjacent to city limits.

Evaluate how strategies might lead to housing displacement

Increase SEPA thresholds for single family and multi-family projects

Create or expand need-based rehabilitation assistance and partnernery with housing rehab and non-profit developers

Relax development regulations for affordable housing development in specifc areas of the city.

4.

File Attachments for Item:

4. Resignation of Commissioner Cory Mounts

Recommended Action: Accept Commissioner Cory Mounts Resignation

3/27/2023

Dear Tenino Planning Commission,

I write to give notice that I am resigning from the Planning Commission. I'm grateful for the opportunity to serve the city in this capacity for the last 6 years. I'm proud of the progress we made together and am optimistic about the direction the city is headed under your direction. I look forward to continuing to serve the community in other ways.

Please accept this letter as my formal resignation as Tenino City Planning Commissioner position 4.

Sincerely,

Cory Mounts