

- Meetings may be viewed on the [City of Anacortes website](#), on the City of Anacortes [YouTube](#) Channel, or on TV [Channel 10](#).
- To watch, listen to, or participate in the meeting live, visit <https://us02web.zoom.us/j/84685300609> or telephone 1-253-215-8782 and enter Meeting ID 846 8530 0609.
- The public is encouraged to comment via email to pced@cityofanacortes.org, via written comment addressed to PCED, P.O. Box 547, Anacortes, WA 98221. Public comments received prior to 3:00 p.m. the day of the meeting will become part of the record for the meeting, just as if presented in person.
- Complete guidelines for virtual participation in Anacortes Planning Commission meetings are available [here](#) (page 2). View the quick video example for connecting to the meeting [here](#).

Anacortes Planning Commission
Municipal Building - Council Chambers
904 6th Street

February 26, 2025
6:00 PM

PRELIMINARY AGENDA
[Packet Materials](#) / [Watch Meeting](#)

1. **Roll Call**
2. **Pledge of Allegiance**
3. **Minutes**
4. **Public Comment**
5. **Public Hearings**
 - a. 2025 Comprehensive Plan Update - Proposed amendments to the goals and policies of the Capital Facilities and Utilities Elements (Public Hearing)
6. **Other Business**
 - a. 2025 Comprehensive Plan Update - Housing Action Plan (HAP) strategies discussion, continued
 - b. Planning Commission Rules of Procedure discussion
7. **Planning Department Update**
8. **Adjournment**

**Citizens wishing to comment on items not on the agenda may do so under Public Comment. Citizens wishing to comment during a public hearing may do so as those items are considered by the Planning Commission during the course of the meeting.*

The City of Anacortes is committed to making public meetings available and accessible to all members of the community. For assistance with special needs, please contact the City Clerk at 360-299-1960 in advance of the meeting.



Planning Commission Agenda Bill

Meeting Date: February 26, 2025

Agenda Item: 5.a.

Subject: 2025 Comprehensive Plan Update - Proposed amendments to the goals and policies of the Capital Facilities and Utilities Elements (Public Hearing)

Staff Contact: Libby Grage

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Public Hearing

Summary Statement: On February 26, 2025, the Planning Commission is holding a public hearing on proposed amendments to the goals and policies of the Capital Facilities and Utilities elements of the Comprehensive Plan.

The proposed amendments were reviewed by the Planning Commission at their January 22 and February 12, 2025 meetings. The draft amendments, with the Planning Commission's recommended changes, are included with this packet in the documents titled "Capital Facilities Goals & Policies Update Tracker" and "Utilities Goals & Policies Update Tracker".

No formal recommendations or final decisions about the goals and policies of the Capital Facilities and Utilities elements will be made at this meeting. The information gathered will be used to help update the elements further. This information will also help inform updates to the rest of the Comprehensive Plan (including the Climate Element that is still being drafted). Staff will bring the revised elements back to the Planning Commission later in 2025 for further public review and public hearings.

Background:

Previous Action:

[1/22/25 PC Meeting](#)

[2/12/25 PC Meeting](#)

Competing Viewpoints Considered:

Recommended Motion: N/A

Alternative Actions:

Attachments (listed in order presented):

1. Capital Facilities Goals & Policies Update Tracker
2. Utilities Goals & Policies Update Tracker

Anacortes Comprehensive Plan Update

Capital Facilities Goals and Policies

Revision Tracker

DRAFT January 17, 2025

2/12/25 Planning Commission Recommended Changes Version

The Planning Commission reviewed the 1st draft proposed amendments at their January 22 and February 12, 2025 meetings. The Planning Commission’s recommended changes to the 1st draft, if any, are shown in the last column.

Introduction

This goals and policies revision tracker shows the existing goals and policies from the Capital Facilities element of the 2016 Anacortes Comprehensive Plan, revisions proposed to the goals and policies as part of the 2025 periodic update, and rationale for the proposed revisions.

Further updates to the Capital Facilities element policies are planned in order to meet Climate element requirements and better connect policies that are both Capital Facilities and Climate related.

Capital Facilities Element

Goals and Policies

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Goal CF-1		Goal CF-1. Support Existing Development and Future Growth. Provide capital facilities and public services necessary to support existing and new development envisioned in the land use element.			No PC comments.
Policy CF-1.1		Plan for needed public and private capital facilities based on adopted level-of-service standards and forecasted growth in accordance with the Land Use Element of the Comprehensive Plan.			No PC comments.
Policy CF-1.2		Accommodate new residential, commercial, and industrial development only when required facilities and services are available prior to or concurrent with development. Concurrency means that facilities are available within 6 years of construction of the new development.	Accommodate new residential, commercial, and industrial development only when required facilities and services are available prior to or concurrent with development. Maintain a process for reviewing the impacts of new development on concurrency facilities and services. Concurrency means that adequate public facilities are available when the impacts of development occur, or within 6 years of construction of the new development a specified time thereafter. For water, wastewater and stormwater facilities, “concurrent with development” means prior to actual use of the facilities. For transportation, police protection, fire protection, and parks and recreation, “concurrent with development” means that a financial commitment is in place to complete the improvements or strategies within six years.	Updated to more generally cover all types of development (not just residential, commercial and industrial) and to better match the definition provided in WAC 365-196-210 and the provisions in AMC 19.22.040(A)(1), which require adequate water, sewer, and stormwater facility capacity to be available prior to the actual use of the facilities. Revise policy to refer to the Concurrency review process (implemented in AMC 19.2). This proposed change was introduced at the 2/12/25 PC meeting.	No PC comments.
Policy CF-1.3		MISSING			
			New policy Develop and update system plans that evaluate existing conditions and future conditions necessary to accommodate growth projected in the Comprehensive Plan. System plans shall use best available techniques and when possible, modeling will be used to identify capital facility needs. Plans include but are not limited	The City’s system plans contain more detail than is needed in the comprehensive plan. However, the detail is necessary to show how adequate provisions can be made to provide facilities and plan for long-term expenses. Therefore, the Comp Plan adopts the system plans by reference to	No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
			to: Water System Plan, General Sewer Plan, Stormwater Master Plan, Transportation Master Plan.	meet GMA requirements for the capital facilities element.	
Policy CF-1.4.		Coordinate planning for city capital facilities and services and prepare a Capital Facilities Plan that includes: A. A long-range plan for capital improvements and construction needed to support the level and distribution of the adopted 20-year population and employment growth target, B. A demonstration of how facility and service needs are determined. C. At least a six-year finance plan, which is to be updated concurrently with the budget, demonstrating how needs are to be funded. D. Population and employment projections consistent with those used in developing the Anacortes Comprehensive Plan. E. A strategy for achieving consistency between the land use and the capital facility plan beyond the six-year capital improvement plan, including identified potential funding sources.	Coordinate planning for city capital facilities and services and prepare a Capital Facilities Plan that includes: A. A long-range plan for capital improvements and construction needed to support the level and distribution of the adopted 20-year population and employment growth target, B. A demonstration of how facility and service needs are determined. C. At least a six-year finance plan, which is to be updated concurrently with the budget, demonstrating how needs are to be funded. D. Population and employment projections consistent with those used in developing the Anacortes Comprehensive Plan Land Use Element. E. A strategy for achieving consistency between the land use and the capital facility plan Capital Facilities Plan beyond the six-year capital improvement plan, including identified potential funding sources.	Capitalization and specificity.	No PC comments.
Policy CF-1.5		When planning, developing, and administering the City's capital facilities plan, give primary consideration to the following: A. Protect public health and safety. B. Provide infrastructure to support the vision of Anacortes's future as articulated in the Comprehensive Plan. C. Support the provision of City services consistent with the expectations of the community, as expressed in the City's adopted level of service standards. D. Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency. E. Develop and operate capital investments in a way that is fiscally responsible.	When planning, developing and administering the City's capital facilities plan Capital Facilities Plan, give primary consideration to the following: A. Protect public health and safety. B. Provide infrastructure to support the vision of Anacortes's future as articulated in the Comprehensive Plan. C. Support the provision of City services consistent with the expectations of the community, as expressed in the City's adopted level of service standards. D. Maintain, rehabilitate, or replace the City's facilities and infrastructure as necessary to extend the useful life of existing facilities and ensure continued efficiency. E. Develop and operate capital investments in a way that is fiscally responsible.	Capitalization	No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Policy CF-1.6.		Locate, inventory and monitor the capacity of existing capital facilities owned by the City. Inventories should be updated periodically.	Locate, inventory and monitor the capacity of existing capital facilities owned by the City. Inventories should be updated periodically <u>when a new capital facility is added or an old one is replaced, but no less than every periodic update cycle.</u>	Provides more specificity for the interval of inventory updates.	No PC comments.
Policy CF-1.7.		Coordinate with other agencies, including the Anacortes School District, to ensure that the levels of service are consistent between the providers' plan and this Capital Facilities Element, and that the providers can continue to achieve their level of services over the 20-year timeframe of the Comprehensive Plan.	Coordinate with <u>tribal governments and other public entities that provide capital facilities and services</u> agencies , including the <u>Port of Anacortes and</u> Anacortes School District, to ensure that the levels of service are consistent between the providers' plan and this Capital Facilities Element, and that the providers can continue to achieve their level of services over the 20-year timeframe of the Comprehensive Plan.	Seems best to expand beyond coordination with the school district to include other partners. Especially for transportation facilities with the tribe and potential future event center with the port.	No PC comments.
Policy CF-1.8		Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	Relocate Policy under Goal CF-7 regarding design and location.	No PC comments.
Policy CF-1.9		Participate in processes for determining the location of capital facilities of regional or statewide importance.	Participate in processes for determining the location of capital facilities of regional or statewide importance.	Relocate this policy to Goal CF-7.	No PC comments.
Policy CF-1.10.		Conduct vulnerability assessments and prepare disaster preparedness plans for critical infrastructure.			Consider relocating to CF-3.
Policy CF-1.11		Evaluate the feasibility of the City providing broadband services. A. Conduct a fiber-optic infrastructure feasibility study and business model analysis. B. Author and work toward implementation of a Broadband Strategic Plan which describes in detail the technology and economic context and outlines the community's options and intended plan to address its broadband needs.	Evaluate the feasibility of the City providing broadband services: A. Conduct a fiber-optic infrastructure feasibility study and business model analysis. B. Author and work toward implementation of a Broadband Strategic Plan which describes in detail the technology and economic context and outlines the community's options and intended plan to address its broadband needs.	The feasibility study and plan referenced in this policy have been completed.	No PC comments.
Goal CF-2.		Level of Service. Utilize level of service standards that correspond with the Land Use Element and provide a realistic assessment of City resources.	Level of Service. Utilize level of service standards that correspond with <u>the growth, densities and distribution of growth anticipated</u> in the Land Use Element and provide a realistic assessment of City resources.	Reworded for clarity.	No PC comments.
Policy CF-2.1		Establish the following levels of service for City-provided facilities and services. The standards are to guide the future delivery of community services and facilities, and	Establish the following levels of service for City-provided facilities and services. The standards are to guide the future delivery of community services and facilities, and	The current policy provides clear level of service standards for some facilities and services, and for others it refers to an	

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft																		
		to provide a measure to evaluate the adequacy of actual services. Table CF-1. Level of Service Standards for services/facilities necessary for development. <table><tr><th>Service or Facility</th><th>Level of Service Standard</th></tr><tr><td>Water</td><td>A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.</td></tr><tr><td>Wastewater</td><td>Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.</td></tr><tr><td>Stormwater</td><td>Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City.</td></tr><tr><td>Parks</td><td>As adopted in the Anacortes Parks & Recreation Comprehensive Plan</td></tr><tr><td>Transportation</td><td>LOS C for City street corridors. Washington State Department of Transportation LOS requirements apply to the State Routes within the City (LOS D). For a complete description of LOS standards for</td></tr></table>	Service or Facility	Level of Service Standard	Water	A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.	Wastewater	Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.	Stormwater	Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City.	Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan	Transportation	LOS C for City street corridors. Washington State Department of Transportation LOS requirements apply to the State Routes within the City (LOS D). For a complete description of LOS standards for	to provide a measure to evaluate the adequacy of actual services. Table CF-1. Level of Service Standards for services/facilities necessary for development. <table><tr><th>Service or Facility</th><th>Level of Service Standard</th></tr><tr><td>Water</td><td><u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.</td></tr><tr><td>Wastewater</td><td><u>Wastewater effluent and biosolids from the Wastewater Treatment Plant will meet environmental quality standards established by the Washington State NPDES Wastewater Treatment Plant Permit. The wastewater collection system will have no sewer overflows and only one combined sewer overflow will be discharged per</u></td></tr></table>	Service or Facility	Level of Service Standard	Water	<u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.	Wastewater	<u>Wastewater effluent and biosolids from the Wastewater Treatment Plant will meet environmental quality standards established by the Washington State NPDES Wastewater Treatment Plant Permit. The wastewater collection system will have no sewer overflows and only one combined sewer overflow will be discharged per</u>	external document. Staff are proposing to provide within the table a specific level of service for each facility/ service that is necessary for development. Names of the plans external to the comprehensive plan have been updated to reflect current common names used throughout the municipal corporations of Washington. The Police and Fire/EMS levels-of-service have been updated per the police chief’s and fire chief’s recommendations.	Remove aspirational language highlighted in yellow.
Service or Facility	Level of Service Standard																						
Water	A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.																						
Wastewater	Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.																						
Stormwater	Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City.																						
Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan																						
Transportation	LOS C for City street corridors. Washington State Department of Transportation LOS requirements apply to the State Routes within the City (LOS D). For a complete description of LOS standards for																						
Service or Facility	Level of Service Standard																						
Water	<u>Drinking water will meet Washington Department of Health standards for no bacteria and adequate chlorination. Water pressure will be a minimum of 35 PSI, Fire flows will meet the standard for the land use as detailed in the Anacortes Water System Plan. The city upholds the goal of achieving the reservoir volume determined in the Anacortes Water System Plan.</u> A flow volume that meets instantaneous demand together with projected fire flows consistent with the Anacortes Water System Plan, the Skagit County Coordinated Water System Supply Plan and the 1996 Memorandum of Agreement Regarding Utilization of Skagit River Basin Water Resources for Instream and Out of Stream Purposes.																						
Wastewater	<u>Wastewater effluent and biosolids from the Wastewater Treatment Plant will meet environmental quality standards established by the Washington State NPDES Wastewater Treatment Plant Permit. The wastewater collection system will have no sewer overflows and only one combined sewer overflow will be discharged per</u>																						

Goal or Policy	Existing Page Number	Existing Goal or Policy Text		First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>		Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
			transportation, refer to the Transportation Element.		year. <u>The wastewater utility will strive to achieve the future condition of the system as detailed in the General Sewer Plan.</u> Collection and treatment of peak wastewater discharge, including infiltration and inflow, consistent with the Sewer System Utility/Comprehensive Plan.		Remove aspirational language highlighted in yellow.
		Police Protection	1.7 officers per 1,000 people Average 5 minute response to emergency calls from time of dispatch. Average 15 minute response to non-emergency calls from time of dispatch.				
		Fire Protection	Initial response –imminent rescue capability From time of 911 call to any structure, vessel, vehicle, wildland fire, and hazardous materials incident; arrive with the closest fire engine staffed with 3 firefighters within 7 minutes 90% of the time. Effective response force From time of 911 call, to any structure, boat, vehicle, wildland fire, and hazardous materials incident; be able to assemble an Effective Response Force of 12 firefighters within 11 minutes 90% of the time. Fire prevention Provide an initial fire inspection of High Risk Business Occupancies twice a year, and other Business Occupancies annually.	Stormwater	<u>Provide stormwater runoff treatment and detention to the standards established by the current Western Washington Phase II Municipal Stormwater Permit. To limit potential for flooding, stormwater pipes will be designed to convey the 25-year 24-hour storm event. The stormwater utility is strive to achieve the future condition of the system as detailed in the</u> Consistent with the requirements of the current Department of Ecology Surface Water Design Manual and Surface Waste Water Comprehensive Plan adopted by the City. <u>the Stormwater Master Plan.</u>		Remove aspirational language highlighted in yellow.
				Parks	As adopted in the Anacortes Parks & Recreation Comprehensive Plan. NOTE: TO BE UPDATED WITH PARKS AND REC ELEMENT.		
				Transportation	<u>Level of service "C"</u> for City street corridors. Washington State Department of Transportation <u>Level of service "D" for state routes</u> requirements apply to the State Routes within the City <u>as throughout the state.</u> (LOS-D). For a complete		

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>		Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
				description of LOS standards for transportation, refer to the Transportation Element and the Transportation Master Plan.		
			Police Protection	1.7 1.83 officers per 1,000 residents people Average 5 minute response to emergency calls from time of dispatch. Average 15 minute response to non-emergency calls from time of dispatch.		
			Fire Protection and EMS Services	Fire Suppression Initial response –imminent rescue capability From time of 911 call dispatch to any all structure fires: vessel, vehicle, wildland fire, and hazardous materials incident; arrive with the closest fire engine staffed with 3 firefighters within 320 seconds (5:20) 7 minutes 90% of the time. Imminent rescue capability – From time of dispatch to all structure fires: assemble a minimum of 3 firefighters within 420 seconds (7 min.) 90% of the time. Effective response force - From time of 911 call, of 2nd Alarm to any structure fires: boat, vehicle, wildland fire, and hazardous materials incident; be able to assemble an Effective Response Force of 12 firefighters within 11 minutes 90% of the time.		

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>		Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
				Fire prevention - Provide an initial fire inspection of High-Risk Business Occupancies twice a year, and other Business Occupancies annually. EMS Initial Response – From time of dispatch to all Advanced Life Support EMS incidents: arrive with the closest EMS unit within 300 seconds (5min) 90% of the time.		
Goal CF-3.		Correct Deficiencies. Identify deficiencies in public facilities serving existing development based on adopted level of service standards and the means and timing by which those deficiencies will be corrected.	Correct Deficiencies. Identify deficiencies in public facilities serving existing <u>and future</u> development based on adopted level of service standards, and the means and timing by which those deficiencies will be corrected.			No PC comments.
Policy CF-3.1.		Identify needs for additional capital facilities based on adopted levels of services and forecasted growth, and determine the means and timing for providing needed additional facilities.	Identify needs for additional capital facilities based on adopted levels of services and forecasted growth, and determine the means and timing for providing needed additional facilities.			No PC comments.
Policy CF-3.2.		In conjunction with the budget, confirm that long-term financial capacity exists to provide adequate capital facilities and to ensure consistency between the Capital Facilities Plan, Land Use Element, and other elements of the Comprehensive Plan.				No PC comments.
						Consider relocating Policy CF-1.10 to Goal CF-3.
Goal CF-4.		Financial Feasibility. Ensure that planned capital facilities are financially feasible.				No PC comments.
			New policy <u>Develop and implement a funding prioritization process and criteria to help guide future funding decisions and provide transparency to the public.</u>		The Commerce Capital Facilities Plan Guidebook recommends jurisdictions have a funding prioritization process in-place to help guide future funding decisions and provide transparency to the public.	No PC comments.
Policy CF-4.1.		If projected funding is inadequate to finance needed capital facilities that provide adequate levels of service,				

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
		adjust the level of service, the planned growth, and/or the sources of revenue to maintain a balance between available revenue and needed capital facilities.			
Policy CF-4.2,		Capital improvements that are needed to correct existing deficiencies or maintain existing levels of services should have funding priority over those that would significantly enhance service levels above those designated in the Comprehensive Plan.			No PC comments.
Policy CF-4.3.		Use debt when the City Council determines that it is appropriate to accelerate completion of priority capital improvements, in addition to setting aside cash reserves over time to fund the projects, based on financial planning principles appropriate to the type and magnitude of the expenditure.			No PC comments.
Policy CF-4.4.		Identify specific sources and realistic projected amounts of public money that will provide full funding for the capital improvement projects needed for existing and future development.	Identify specific sources and realistic projected amounts of public money funds that will provide full funding for the capital improvement projects needed for existing and future development.		No PC comments.
Policy CF-4.5.		Identify the process and actions needed to develop and implement new or increased sources of revenue that are needed to make the Capital Facilities Element financially feasible.	Identify the process and actions needed to develop and implement new or increased sources of revenue that are needed to make the Capital Facilities Element financially feasible. Explore funding approaches that don't put the full burden of capital facilities to support future growth on existing tax and rate payers. Funding sources examples include connection fees, designated area surcharge fees, and impact fees.		This policy may impact affordability of housing.
Policy CF-4.6.		Use local funding to leverage other resources such as grants, public/private partnerships, and investments by businesses locating in Anacortes.			No PC comments.
Policy CF-4.7		Seek to coordinate, where appropriate, City investment in public facilities with business, employment, and economic development opportunities.			No PC comments.
Goal CF-5.		Development Costs. Require new development to pay its share of the cost of new facilities needed to service such growth and development.			No PC comments.
CF-5.1		Utilize guidelines established by state law for imposition of impact fees on new development. Monitor use of and update impact fees as appropriate.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
CF-5.2		Seek opportunities for joint development of facilities through tools such as development agreements, in-lieu payments, and mitigation fees.			
			New Policy: When system deficiencies are identified in a system plan, those deficiencies shall be addressed as part of the improvements required of development/redevelopment when the deficiency is inside or adjacent to the project	This new policy is proposed to have development activity address any system issues within the frontage of the project, prior to the project building surface improvements such as sidewalk, curb and gutter, and half the street. Systems that have a system plan identifying upgrades could include the water system, sewer system, storm system. Size and proportionality should be considered so that a small project doesn't trigger a large amount of system upgrades	Refine language to clarify what is meant by "inside or adjacent to the project".
Goal CF-6		Sewer Connection. Develop codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.	Sewer Connection. Develop Maintain codes and policies to require connection to the sanitary sewer system when development or subdivision of land occurs.	Connection to a sewer system within 200 feet of a property is required in AMC 13.04.040 since 1949.	No PC comments.
Policy CF6.1		Allow connection to sanitary sewer only within city limits, consistent with GMA requirements.			No PC comments.
Policy CF-6.2.		Encourage conversion from on-site wastewater disposal systems as sewer lines become available.			No PC comments.
Policy CF-6.3.		Give priority to water and sewer line extensions where on-site disposal systems have created known pollution or health hazards.			No PC comments.
Goal CF-7.		Design & Location. Design and locate capital facilities with features and characteristics that support the environmental, energy efficiency, aesthetic, technical innovation, cost-effectiveness and sustainability goals.		This might need to be reviewed for consistency with the climate change element.	No PC comments.
Policy CF-7.1		Design natural infrastructure into projects whenever feasible to mimic natural ecological processes and minimize the need for built infrastructure.			No PC comments.
Policy CF-7.2		Incorporate consideration of physical health and well-being into decisions regarding the location, design, and operation of capital facilities.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Policy CF-7.3.		Provide capital facilities that support and implement sustainability, reduction of greenhouse gas emissions, and environmental stewardship, as appropriate.		This might need to be reviewed for consistency with the climate change element.	No PC comments.
Policy CF-7.4		Reduce energy use and consumption of potable water by city buildings and operations, and promote the use of renewable energy sources, as appropriate.			No PC comments.
Policy CF-7.5.		Use environmentally sensitive building techniques and low impact surface water methods wherever feasible.	Use environmentally sensitive building techniques and stormwater low impact surface water methods wherever feasible. development techniques as required by Washington State NPDES Phase II Municipal Stormwater Permit.		No PC comments.
Policy CF-7.6.		Design capital facilities that are oriented towards and accessible by transit and non-motorized modes of travel.	Design capital facilities that are oriented towards and accessible by transit and non-motorized modes of travel.	Remove, this should be in the transportation element.	No PC comments.
Policy CF-7.7.		Design capital facilities that are adaptable, with flexibility to expand or be converted to other uses as the city's needs change over time.			No PC comments.
Policy CF-7.8.		Strive for resilient capital facilities by considering the potential impacts of changing conditions – such as climate change, technological change and human-caused disasters – in planning and investment decisions.	Strive for resilient capital facilities by considering the potential impacts of changing conditions – such as climate change, sea level rise , technological change and human-caused disasters – in planning and investment decisions.	Flag for coordination with climate element	Noted overlap with Climate element.
Policy CF-7.9.		Consider future climate conditions during siting and design, including changes to temperature, precipitation and sea level, to help ensure facilities function as intended over their planned life cycle.		Flag for coordination with climate element	Noted overlap with Climate element.
			Relocated Policy CF-1.8 Encourage joint siting and shared use of facilities for schools, community centers, health facilities, cultural and entertainment facilities, public safety/public works, libraries, museums, swimming pools, and other social and recreational facilities.	This policy better fits under this section.	No PC comments.
			Relocated Policy CF-1.9. Participate in processes for determining the location of capital facilities of regional or statewide importance.	This policy better fits under this section.	No PC comments.
Goal CF-8.		Essential Public Facilities. Ensure that Essential Public Facilities are sited and designed in compliance with the State Growth Management Act.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Policy CF-8.1.		Coordinate with other jurisdictions to ensure the efficient and equitable siting of essential public facilities.			No PC comments.
Policy CF-8.2.		Proposed or new improvements to existing essential public facilities should be sited consistent with the Anacortes Comprehensive Plan and Countywide Planning Policies.			No PC comments.
Policy CF-8.3.		The process to site proposed new or expansions to existing essential public facilities shall include the following: A. An inventory of similar existing essential public facilities, including their locations and capacities. B. A forecast of future needs for the essential public facility. C. An analysis of the potential social, economic, financial and infrastructure impacts, including an assessment of the proportionate financial impacts on affected jurisdictions. D. An analysis of the proposal's consistency with the city's comprehensive plan and development regulations, and plans and policies of other affected jurisdictions. E. An analysis of alternatives to the facility, including decentralization, conservation, demand management and other strategies. F. An analysis of alternative sites based on siting criteria developed through an inter-jurisdictional process. G. An analysis of environmental impacts and mitigation. H. Extensive public involvement.			No PC comments.
Policy CF-8.4.		Seek to mitigate disproportionate financial burdens to the City due to the siting of essential public facilities through joint planning or interlocal agreements.			No PC comments.
Policy CF-8.5.		Work with Skagit County and other municipalities to standardize review procedures and criteria for siting of Statewide and Countywide essential public facilities and incorporate these procedures within interlocal agreements.			No PC comments.
Goal CF-9.		Anacortes Airport. Coordinate with Port of Anacortes in planning activities associated with the airport.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
CF-9.1.		Recognize the Anacortes Airport as an essential public facility with specific limitations agreed to by the Port of Anacortes and the Federal Aviation Administration.			No PC comments.
CF-9.2.		Ensure development at and near the Anacortes Airport is consistent with the 20-year development agreement between the Port of Anacortes and the City of Anacortes and the 30-year Anacortes Airport Subarea Plan goals and policies.			No PC comments.
CF-9.3.		Encourage the adoption of development regulations that will protect the airport from height hazards, and require avigation easements and/or aviation disclosure notices for new development where appropriate.	Encourage the adoption of <u>Adopt</u> development regulations that will protect the airport from height hazards, and require avigation easements and/or aviation disclosure notices for new development where appropriate.	Updated to provide clearer direction.	No PC comments.
	New subheading: Climate focused goals and policies				
TBD	TBD	TBD	TBD	TBD	

Anacortes Comprehensive Plan Update

Utilities Goals and Policies

Revision Tracker

DRAFT January 17, 2025

1/22/25 Planning Commission Recommended Changes Version

The Planning Commission reviewed the 1st draft proposed amendments at their January 22 and February 12, 2025 meetings. The Planning Commission’s recommended changes to the 1st draft, if any, are shown in the last column.

Introduction

This goals and policies revision tracker shows the existing goals and policies from the Utilities element of the 2016 Anacortes Comprehensive Plan, revisions proposed to the goals and policies as part of the 2025 periodic update, and rationale for the proposed revisions.

Further updates to the Utilities element policies are planned in order to meet Climate element requirements and better connect policies that are both Utilities and Climate related.

Utilities Element

Goals and Policies

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Goal U-1.		Quality Utility Services. Facilitate provision of quality utility services throughout Anacortes to meet the needs of residents and businesses.			No PC comments.
Policy U-1.1.		Work with utility providers to ensure that reliable, quality services are provided at reasonable, equitable rates in all areas of the city.			No PC comments.
Policy U-1.2.		Support the timely expansion and maintenance of utility infrastructure in order to meet the evolving needs of the community.			No PC comments.
Policy U-1.3.		Encourage the use of new technologies that will enhance the quality of services and that are financially feasible.			No PC comments.
Policy U-1.4		Utilize a variety of methods to protect and advance community interests, such as partnerships, interlocal agreements and franchise agreements.			No PC comments.
Policy U-1.5.		Explore options for improving telecommunication services in Anacortes, with high-speed internet being a high priority, including potential development of a broadband/fiber master plan and policies requiring installation of conduit where needed.	Explore options for improving telecommunication services in Anacortes, with high-speed internet being a high priority, including potential development of a broadband/fiber master plan and policies requiring installation of conduit where needed. Maintain and enhance the fiberoptic network throughout Anacortes to meet the expanding needs for high-speed internet of residents and businesses.	Fiberoptic network is under construction and nearing completion of project.	No PC comments.
Goal U-2.		Sustainable Utility Infrastructure. Work with utility providers and other partners to plan for sustainable utility infrastructure that supports City and regional growth plans.			No PC comments.
Policy U-2.1.		Support utility service areas that are consistent with growth and development patterns outlined in the City’s Comprehensive Plan and Skagit County’s Comprehensive Plan.			No PC comments.
Policy U-2.2.		Coordinate the formulation and periodic update of the utility element (and relevant implementing development regulations) with adjacent jurisdictions.			No PC comments.
Policy U-2.3.		Coordinate, and seek to cooperate, with other jurisdictions in the implementation of multi-			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
		jurisdictional electric utility facility additions and improvements.			
Policy U-2.4.		Share information with utility providers and other partners, to facilitate coordinated planning for sustainable regional utility infrastructure.			No PC comments.
Policy U-2.5.		Coordinate review of significant development proposals with utility providers to determine whether there is available capacity to accommodate development without lowering service standards and identify any needed system improvements.			No PC comments.
Policy U-2.6.		Encourage the joint use of utility corridors and facilities, provided that such use is consistent with limitations as may be prescribed by applicable law and prudent utility practice, in order to pool utility resources and to minimize the amount of land area impacted by utility infrastructure.			No PC comments.
Policy U-2.7.		Provide timely and effective notice to utilities of the construction, maintenance or repair of streets, roads, highways or other facilities, and coordinate such work with the serving utilities to ensure utility needs are appropriately considered and to facilitate coordination of trenching activities.			No PC comments.
Policy U-2.8.		Support the use of utility corridors for recreation and open space purposes, where appropriate.			No PC comments.
Goal U-3.		Sensitive Design. Mitigate negative impacts of utility systems to community members.			No PC comments.
Policy U-3.1.		Minimize impacts to the community associated with the construction, operation and maintenance activities of utility providers, such as loud noises, service outages, transportation disruptions and public safety hazards.			No PC comments.
Policy U-3.2.		Work with utility providers to inform the community about utility activities and to provide opportunities for public engagement in the planning processes, as appropriate.			No PC comments.
Policy U-3.3.		Minimize visual impacts to the community associated with the siting and design of utility infrastructure, for instance by regulating light and glare, screening and landscaping, and location of above-ground facilities.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Policy U-3.4.		Require installation of new utilities underground, as well as converting existing overhead wiring to underground when feasible through local improvement districts, contract agreements between property owners and utility companies, and by other legal means.			No PC comments.
Goal U-4.		Coordination. Support coordination with service providers to minimize cost and service disruption.			No PC comments.
Policy U-4.1.		Coordinate the timing of construction activities with public and private utilities to minimize disruption to the public and reduce costs of utility delivery.			No PC comments.
Policy U-4.2		Promote co-location of new and private utility distribution facilities.			No PC comments.
Policy U-4.3.		Promote awareness by property owners of proper procedures for notification of utility providers prior to construction activities (e.g. Call Before You Dig, etc.).			No PC comments.
Goal U-5.		Sustainable Design. Minimize negative impacts of utility systems to the environment.			No PC comments.
Policy U-5.1		Encourage siting, construction, operation and maintenance activities that are consistent with environmental best management practices.			No PC comments.
Policy U-5.2.		Encourage utilities to adopt efficient practices and explore alternative energy resources, in order to help meet long-term energy needs and reduce environmental impacts associated with traditional energy supplies.			No PC comments.
Policy U-5.3.		Work with utilities to limit trimming of trees to that which is necessary for the safety and maintenance of transmission facilities.			No PC comments.
Policy U-5.4.		Encourage development of vegetation management policies and plans for utility corridors.			No PC comments.
Policy U-5.5.		Promote education of the public on choosing and maintaining vegetation with growth habits that will not interfere with nearby utilities.			No PC comments.
Goal U-6.		Energy Conservation. Encourage conservation of energy resources, including the reduction of energy consumption in city facilities.			No PC comments.
Policy U-6.1.		Residential, commercial and industrial development shall be encouraged to use energy-efficient, cost-			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
		effective and environmentally sensitive technologies and resources in new construction.			
Policy U-6.2.		Encourage the use of alternative energy resources in the design and construction of new development.			No PC comments.
Policy U-6.3.		Encourage the use of solar energy for water and space heating and consider developing ordinances to protect solar access.			No PC comments.
Policy U-6.4.		Consider incentive programs to seek and implement alternative energy resources in building and site design, and land use.			No PC comments.
Goal U-7.		Hazardous Liquid and Gas Pipelines.		Add a goal here – there isn't currently one.	No PC comments.
Policy U-7.1.		Require proposed developments, expansion of existing uses and construction projects, both public and private, located near hazardous liquid and gas pipelines to: A. Show the location of the pipelines in relation to proposed structures, utilities, or clearing and grading. B. Use techniques prior to and during construction to minimize the potential for disturbing the pipelines. C. Identify and mitigate potential impacts on pipelines from erosion, stormwater discharge and other hazards. D. Use site design techniques to minimize potential hazards. E. Develop emergency plans for dealing with pipeline failure, as appropriate.	<u>Adopt regulations to</u> require proposed developments, expansion of existing uses and construction projects, both public and private, located near hazardous liquid and gas pipelines to: A. Show the location of the pipelines in relation to proposed structures, utilities, or clearing and grading. B. Use techniques prior to and during construction to minimize the potential for disturbing the pipelines. C. Identify and mitigate potential impacts on pipelines from erosion, stormwater discharge and other hazards. D. Use site design techniques to minimize potential hazards. E. Develop emergency plans for dealing with pipeline failure, as appropriate.	Updated to be more direct.	No PC comments.
Policy U-7.2.		Notify and coordinate with the pipeline operator when developments are proposed near a hazardous liquid pipeline corridor to reduce the potential for problems.			No PC comments.
Policy U-7.3.		Consider appropriate uses near hazardous pipeline corridors and require appropriate mitigation measures that help reduce adverse impacts in the event of a pipeline failure.			No PC comments.
Policy U-7.4.		Establish minimum setback requirements to protect transmission pipelines from development, and to protect development from transmission pipelines.			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
Goal U-8.		Sustainable Water Policy. Ensure availability of water for future generations.			No PC comments.
Policy U-8.1.		In future updates to the City's Water System Plan, the City should plan for future use of its water right to support, in descending order of priority, (1) the City's existing retail and wholesale customers at reasonable trendline projections from their existing committed volumes; (2) future residential users in the Service area; (3) reasonable expectations of agricultural users in the service area; and (4) future commercial and industrial users in the service area.			No PC comments.
Policy U-8.2.		In future updates to the City's Water System Plan, the City should examine the demand forecast of the "future industrial block" to align with the priorities set out in Policy U-8.1.			No PC comments.
Policy U-8.3.		In future updates to the City's Water System Plan, the City should examine the "future ag block" demand forecast as needed to plan for a more accurate and reasonable forecast based on predicted future climate conditions and demand.			No PC comments.
Policy U-8.4.		The City must encourage and support timely updates to the Skagit County Coordinated Water System Plan that reflect current water law including the instream flow rule, supply restrictions, predicted climate models, and a 50-year demand forecast, facilitating timely infrastructure planning to jointly, with Skagit PUD, supply water to current and future users in the service area.			No PC comments.
Policy U-8.5.		The City should work with Skagit PUD to explore coordinated solutions to regional problems, and explore changes to the City's and Skagit PUD's service areas to align those service areas with reasonable and political boundaries.			No PC comments.
Policy U-8.6.		The City should explore options to increase drought tolerance, e.g., water shortage.			No PC comments.
Policy U-8.7.		The City must not sell or lease its water rights.			No PC comments.
Policy U-8.8.		The City may not enter into any contracts for the sale of water in excess of 4,000,000 gallons per year to any non-municipal or non-residential water			No PC comments.

Goal or Policy	Existing Page Number	Existing Goal or Policy Text	First Draft Proposed Policy Revision <i>The policies will undergo at least another round of revisions before their estimated final adoption in 2025</i>	Reasoning for Proposed Policy Change	Planning Commission Meeting Notes and Recommended Changes to the 1 st Draft
		reseller for a term longer than five years without first conducting a public hearing.			
			New Goal and Policies Goal 9. Toward Zero Waste. Increase recycling and composting to 65% of the municipal solid waste stream. Policy U-9.1. Provide weekly curbside food waste collection including small containers for residents that do not require yard waste bins. Policy U-9.2. Facilitate or require multi-family dwellings to offer food waste collection. Policy U-9.3. Perform a waste characterization study and analyze results to identify waste stream components that can be targeted for reduction through producer responsibility or consumer education. Policy U-9.4. Construct solid waste rate schedules to incentivize increased diversion or reduced frequency of pickup. Policy U-9.5. When it becomes feasible, reduce garbage collection frequency to reduce trips, personnel costs, and greenhouse gas emissions.	This proposed new goal and policies were docketed by City Council in 2021 (Res. 3042) and have been included in 2025 Docket.	No PC comments.
	New subheading: Climate focused goals and policies				
TBD	TBD	TBD	TBD	TBD	



Planning Commission Agenda Bill

Meeting Date: February 26, 2025

Agenda Item: 6.a.

Subject: 2025 Comprehensive Plan Update - Housing Action Plan (HAP) strategies discussion, continued

Staff Contact: Libby Grage

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Discussion

Summary Statement: Over the past few meetings, Planning Commission members have been reporting their team recommendations on the selected Housing Action Plan strategies to the rest of the PC and the public. The discussion will be continued at tonight's meeting. The Discussion Draft code amendments document and HAP strategy recommendation tracking list have been updated to include changes discussed at the last PC meeting (2/12/25).

Background: The [2023 Anacortes Housing Action Plan](#) (HAP) was adopted on January 17, 2023 via Resolution 3104. The 2025 Comprehensive Plan Periodic Update docket includes consideration of HAP recommendations as docket item # LEG-2024-20 ([Resolution 3161](#), adopted August 5, 2024). Based on the [Council Planning Committee's recommendation](#), the City Council selected certain regulatory strategies and actions from the HAP for the Planning Commission to review in detail and make recommendations through the public process.

Previous Action: [8/18/24 City Council meeting - review of Council Planning Committee Recommended HAP Measures](#)

[8/28/24 Planning Commission Meeting - MAKERS presentation of HAP recommendations](#)

[9/11/24 Planning Commission Meeting - MAKERS presentation of HAP recommendations](#)

[11/6/24 Planning Commission Meeting - PC teams report out and discussion](#)

[1/22/25 Planning Commission Meeting - PC teams report out and discussion](#), continued

[2/12/25 Planning Commission Meeting](#) - PC teams report out and discussion, continued

Competing Viewpoints Considered: Development regulation amendments proposed to implement the HAP strategies will undergo public review, comment and public hearings later in the 2025 Comprehensive Plan update process (likely mid-2025).

Recommended Motion: N/A - Discussion only

Alternative Actions: N/A

Attachments (listed in order presented):

1. AMC Title 19 Amendments to Implement HAP - Discussion Draft (updated 2/21/25)
2. HAP Strategy List (for tracking recommendations, updated 2/21/25)

2025 Anacortes Comprehensive Plan and Development Regulations Periodic Update

Housing Action Plan code amendments - AMC Title 19, Unified Development Code

Discussion Draft – ~~February 7, 2025~~; February 21, 2025

About this document

- This document provides possible amendments to AMC Title 19 to implement selected recommendations contained within the 2023 Housing Action Plan (HAP).
- This draft is being used for initial review and discussion purposes. It's a preliminary version that is subject to significant changes to incorporate forthcoming recommendations on various topics, including ADUs, religiously-owned land density bonus, supportive housing, and based on feedback and further review.
- Explanations for each potential change are displayed in-line throughout the document using the blue box and symbols, as shown below:

 HAP-2.1.1 – HAP strategy number, summary of the HAP recommendation, and/or other considerations.

 This symbol means the change is related to, or mandated, by state law.

The HAP action number (e.g. HAP-2.1.1, etc.) corresponds to the sections of the 2023 HAP, where detailed explanation of each recommendation is provided.

- This document does not contain the complete set of regulations in Title 19; it only includes sections that have potential changes being considered, and sometimes additional text before and after is included to provide context. The proposed text changes are displayed throughout the document as shown in the “Key to Draft Changes” (below). The complete current, adopted text of AMC Title 19 can be viewed here: <https://anacortes.municipal.codes/AMC/19>.

Key to Draft Changes

Black text = Existing code text [no changes proposed]

Green underlined text = Add text

~~Red strike-through text~~ = Delete text

Purple = Change is proposed within other pending legislation (Draft Ord. 4092, implementing SB 5290 (2023) related to permit review timeframes)

AMC Title 19, Unified Development Code

About this document	1
Division 1. General and Legislative Provisions	3
<i>Chapter 19.12 Definitions and Interpretation</i>	3
Division 2. Procedures	3
Division 3. Permits	4
Division 4. Zoning and Land Uses	4
<i>Chapter 19.41 Allowed Uses</i>	4
<i>Chapter 19.42 Form and Intensity Standards</i>	8
<i>Chapter 19.43 Residential Uses Standards</i>	13
<i>Chapter 19.47 Accessory Uses & Structures</i>	30
Division 5. Community Design	30
Division 6. Project Design	30
<i>Chapter 19.61 Block Frontage Standards</i>	30
<i>Chapter 19.62 Site Planning</i>	31
<i>Chapter 19.63 Building Design Standards</i>	37
<i>Chapter 19.64 Parking</i>	38
<i>Chapter 19.65 Landscaping</i>	41

Division 1. General and Legislative Provisions

Chapter 19.12 Definitions and Interpretation

19.12.020 Definitions

 Commerce recommends including this definition, from RCW 36.70A.030, in the code.

- A. Affordable housing means, unless the context clearly indicates otherwise, residential housing whose monthly costs, including utilities other than telephone, do not exceed 30 percent the monthly income of a household whose income is:
1. For rental housing, sixty 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
 2. 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.
- B. [no change]

 HAP 2.1.9 – HB 1998 (2024) established standards for Co-Living Housing, including a definition. This cross reference sends code users to the definition and use standards in AMC 19.43.160 if they happen to check here first.



- C. “Co-living housing” refers to a type of household living use as defined in AMC 19.43.160.
- D. [no change]

 HAP 2.5.1 – Amend the definition of family to be consistent with state law (RCW 35A.21.314 (2021)). Cities may not regulate or limit the number of unrelated persons that may occupy a household or dwelling unit. Staff’s recommended change, which is different than the HAP recommendation, is shown below.



- E. “Family” means: one or more persons, either related or unrelated, living together as a single housekeeping unit.
- ~~1.—One person or two or more related persons living together.~~
 - ~~2.—No more than five unrelated persons living together as a signal nonprofit housekeeping unit.~~
 - ~~3.—Unrelated persons living together in a state-licensed adult family home pursuant to RCW 70.127.010, with the provider’s family counting as up to six persons not related to the providers living with them as one housekeeping unit for profit.~~
 - ~~4.—In a single-family dwelling, one roomer or boarder is permitted in addition to the family.~~
- F. - Z

Division 2. Procedures

[no change]

Division 3. Permits

[no change]

Division 4. Zoning and Land Uses

Chapter 19.41 Allowed Uses

19.41.040 Principal uses permitted in residential zones.

Table 19.41.040 below provides the list of permitted principal uses in residential zones.

NOTE: Accessory uses are not shown in these principal use charts. See AMC 19.47, Accessory Uses and Structures, for applicable use provisions.

Table 19.41.040

Principal uses permitted in residential zones.

Principal Use	R1	R2	R2 A	R3	R3 A	R4	R4 A	OT	Reference & special use limitations
RESIDENTIAL									
Household Living, as listed below									AMC 19.43.010(A)
i HAP 2.1.7 – Prohibiting new large-lot single family uses in medium and higher-density zones (R3A, R4, R4A). Staff recommend continuing to allow SFRs in R3/R3A/R4A; but require a minimum density in the R4 zone on lots >= 6,000 sq. ft (See HAP 2.4.4).									
Single-family	P	P	P	P	P	P ^x	P	P	AMC 19.43.020 ^x AMC 19.43.0120(B)(2) (Only on lots less than 6000 sf)
i Planning Commission discussed adding Single-family, small lot as a permitted use in the OT zone.									
Single-family, small lot				P	P	P	P	<u>P</u>	AMC 19.43.030

Principal Use	R1	R2	R2 A	R3	R3 A	R4	R4 A	OT	Reference & special use limitations
i HAP 2.1.1 - Allow cottage units in the R1 zone. To support this change, the City could consider updates to open space policies and regulations. Updates could emphasize project design to preserve and connect natural features across the landscape to better support recreational use and wildlife movement. <i>[More information will be presented at a subsequent PC discussion of HAP recommendations.]</i>									
Cottage housing	<u>P</u>	P	P	P	P	P	P		AMC 19.43.040
Duplex		P	P	P	P	P	P	P	AMC 19.43.050
i HAP 2.1.3 – R2A zone - Allow Triplexes and Townhouses (up to 4 attached dwellings) by right, on alley-loaded lots only, and with limitations on unit size. MAKERS recommends a maximum of 1,000-1,200 sf per unit. 2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)									
Triplex			<u>P(X)</u>	P	P	P	P	<u>P(X)</u>	AMC 19.43.060 (X) <u>AMC 19.43.060(C)*</u> (*only on alley-loaded lots, and subject to max. unit sizes)
Townhouse			<u>P(X)</u>	P	P	P	P	<u>P(X)</u>	AMC 19.43.070 (X) <u>AMC 19.43.070(C)*</u> (*only on alley loaded lots, max. 4 units, and subject to max. unit size)
Multifamily, 4 units				P	P	P	P		AMC 19.43.080 and 19.43.090
Multifamily, 5 or more units						P	P		AMC 19.43.080 and 19.43.090
Live-work									AMC 19.43.100
Group Living, as listed below									AMC 19.43.010(B)
Adult family home	P	P	P	P	P	P	P	P	AMC 19.43.120
i HAP 2.1.5 - Change assisted living and nursing homes from Conditional uses to Permitted uses in the zones where they are currently allowed.									
Assisted living facility				eP	eP	P	eP		AMC 19.43.130
Nursing homes						eP			AMC 19.43.140

Principal Use	R1	R2	R2 A	R3	R3 A	R4	R4 A	OT	Reference & special use limitations
i HAP 2.1.9 - Discusses Single Room Occupancy housing. Since the HAP's adoption in 2023, the legislature adopted HB 1998 (2024) related to co-living. MAKERS provided updated recommendations on 8/28/24 to replace the current rooming house definition with new "co-living housing" term and definition and to allow by right in R4, R4A, CBD, C, MMU (wherever multifamily with 6+ units is allowed by right currently). Staff recommend retaining the Rooming House type for use in lower intensity zones, where state law does not require co-living be permitted.									
Rooming houses				⊖ P	⊖ P	P	P	⊖ P	AMC 19.43.150
<u>Co-housing living</u>						P	P		<u>AMC 19.43.160</u>
i HAP 2.1.10. Supportive Housing. Under RCW 36A.21.030 (2021) cities may not prohibit permanent supportive housing or transitional housing in areas where residential dwelling units or hotels are allowed. Emergency shelters and indoor emergency housing may not be prohibited in any zones in which hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development. Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP). <i>[Staff is reviewing the guidance and will provide recommendations at a future PC meeting].</i>									
<u>Supportive living</u>									<u>AMC 19.43.010(C)</u>
<u>Permanent supportive housing</u>									
<u>Transitional housing</u>									
<u>Emergency housing</u>									
<u>Emergency shelter</u>									

19.41.050 Principal uses permitted in mixed-use and industrial zones.

Table 19.41.050 below provides the list of permitted principal uses in mixed-use and industrial zones.

Table 19.41.050

Principal uses permitted in mixed-use and industrial zones.

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
RESIDENTIAL											

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
<i>Note: Residential uses are not allowed on the ground floor facing a designated storefront street (see AMC Chapter 19.61). Lobbies for multifamily uses and live-work dwelling units are an exception, provided the units meet the standards in AMC 19.61.060.</i>											
Household Living, as listed below											AMC 19.43.010(A)
i Changes already included in pending legislation - Draft. Ordinance 4092 (re SB 5290(2023)) – permit review time periods.											
Single-family	e^(P)	e^(P)				e	P ^(X)				AMC 19.43.010(B) ^(X) AMC 19.43.010(B)(2)
Single-family, small lot											AMC 19.43.030
Cottage housing											AMC 19.43.040
Duplex											AMC 19.43.050
Triplex											AMC 19.43.060
Townhouse	P	P ^(X)	P ^(X)								AMC 19.43.070
Multifamily dwellings, 4 or more units	P	P ^(X)	P ^(X)	e^(P) <u>P</u>		e		<u>Pe^(X)</u>			AMC 19.43.080
Live-work	P	P	P					e			AMC 19.43.100
Group Living, as listed below											AMC 19.43.010(B)
Adult family home	P^(P)	P^(P)	<u>P</u>	<u>P</u>		P^(P)	P				AMC 19.43.120
Assisted living facility	P	P	P								AMC 19.43.130
i HAP-2.1.5 – Reduce barriers to development of group living uses to encourage their development to better serve the needs of seniors that want to stay in Anacortes.											
Nursing homes	e <u>P</u>	e <u>P</u>	e <u>P</u>								AMC 19.43.140
i HAP 2.1.9 discusses single room occupancy housing. Since the HAP’s adoption in 2023, the legislature adopted HB 1998 (2024) related to co-living. MAKERS provided updated recommendation on 8/28/24 to replace the current rooming house definition with new “co-living housing” term and definition and to allow by right in R4, R4A, CBD, C, MMU (wherever multifamily with 6+ units is allowed by right currently)											
Rooming houses											AMC 19.43.150
<u>Co-living housing</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>				<u>P^(X)</u>			<u>AMC 19.43.160</u> ^(X) in LM, only west of Commercial, south of 2 nd St.

Principal Use	CBD	C	MMU	CM	CM2	LM	LM1	MS	I	HM	Reference
 HAP 2.1.10. Supportive Housing. Under RCW 36A.21.030 (2021) cities may not prohibit permanent supportive housing or transitional housing in areas where residential dwelling units or hotels are allowed. Emergency shelters and indoor emergency housing may not be prohibited in any zones in which hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development. Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP). <i>[Staff is reviewing the guidance and will provide recommendations at a future PC meeting].</i> 											
Supportive living, as listed below											AMC 19.43.010(C)
Emergency housing											
Emergency shelter											
Permanent supportive housing											
Transitional housing											
Commercial											
<i>[no changes to remaining sections]</i>											

Chapter 19.42 Form and Intensity Standards

19.42.010 Generally.

A. Purpose.

1. To promote forms of development that reinforce and/or enhance the desired character of Anacortes residential neighborhoods, business districts, and industrial zones.
2. To promote compatibility between developments.
3. To minimize environmental impacts of development.

B. Key to the Form and Intensity Standards Tables.

1. The form and intensity standards tables address the form and intensity of development specific to individual zones. The zone is located on the vertical columns and the form/intensity topic being addressed is located on the horizontal rows.
2. Where an AMC reference appears after the form and intensity measure, then the use or development is subject to standards in that section or chapter.
3. For standards containing a superscript ^(X), refer to the code reference in the right column next to the superscript ^(X).

4. If a cell is blank (), then there are no standards for the particular measure or it is not applicable to the zone.
5. AMC [19.42.040](#) through [19.42.160](#) provide clarification and exceptions to the form and intensity standards tables below.

19.42.020 Form and intensity standards for residential zones.

The following table describes the form and intensity standards in residential zones. Supplemental form and intensity standards apply to the Old Town zone per AMC [19.42.160](#).

Table 19.42.020

Form and intensity standards for residential use.

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
LOT SIZE AND DEVELOPMENT INTENSITY									
Lot size for single-family dwelling, minimum (square feet) (AMC 19.42.080)	15,000	7,500	6,000	4,500	3,000	3,000	3,000	6,000	See AMC 19.43.030 for standards for lots <5,000 sq. ft.
i HAP Strategy 2.4.1 = Reduce minimum lot sizes for duplexes & reduce additional lot area needed for each additional attached dwelling (where permitted). 2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplex, triplex, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)									
Lot size for duplex, minimum (square feet) (AMC 19.42.080)		9,000	9,000 7,500	7,500 6,000	5,000 4,500	4,200 3,000	4,200 3,000	7,500	See AMC 19.43.050 for duplex standards.
Lot size for small duplex, minimum (square feet) (Max. [1,000-1,400] square feet gross floor area per unit)		7,500 ^(x)	6,000 ^(x)	4,500 ^(x)				6,000 ^(x)	AMC 19.43.050 ^(x) AMC 19.43.050(B)(2)
Additional lot size needed for additional attached dwelling unit beyond duplex, minimum (square feet) (AMC 19.42.080)			1,500	2,500 1,500	2,000 1,000		1,200	1,500	See AMC 19.43.060 and 19.43.070 for applicable housing type standards.
Minimum lot width circle									Applies to each newly created lot in residential zones.
Lot with alley access (feet)	100	60	50	35	25	25	25	45	

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
Lot without alley access (feet)	100	60	50	40	30	30	30	50	See AMC 19.42.090 for minimum lot width circle calculation and exceptions.
i HAP 2.4.4 – Update density standards. <i>[More on this topic will be presented for discussion at future PC meetings and additional changes may be proposed.]</i> Add a minimum density for new development in the R4 zone to promote efficient use of the very limited quantity of land that is designated for high density residential.									
Density minimum (dwelling units/acre)						15 ^(x)			See AMC 19.42.100 for calculating density. R4 min. density applies to lots >=6,000 sq. ft.
Density maximum (dwelling units/gross acre)	2	4	6	See lot size min. above		None	18	9	See AMC 19.42.100 for calculating density.
i HAP 2.4.2 – Increase maximum lot coverage in the R4 and R4A zones. May need to consider increasing allowed lot coverage in other zones where minimum lot sizes are proposed to be reduced.									
Lot coverage, maximum percentage	35%	35%	40%	50%	50%	50% 60%	50% 60%	35% ^(x)	See AMC 19.42.110 for clarification of lot coverage standards. ^(x) See AMC 19.42.160(A) for additional lot coverage standards in the OT zone.
Landscaped area, minimum percentage	20%	20%	20%	20%	20%	20%	20%	20%	See AMC Chapter 19.65 for landscaping standards.
HEIGHT—PRINCIPAL STRUCTURES									
Height, maximum (feet)	35	35	35	35	35	40	35	25 ^(x)	See AMC 19.42.120 for building height exceptions and modifications.

Measure	R1	R2	R2A	R3	R3A	R4	R4A	OT	Conditions/Reference
									(X) See AMC 19.42.160(B) for height exceptions in the OT zone.
Height, maximum with bonus						50			See AMC 19.42.050 for building height bonuses in the R4 zone.
i HAP Strategy 2.4.5 – Reduce street setbacks and interior side setbacks for upper floors to complement the recommended adjustments in lot sizes and permitted use changes in these zones.									
SETBACKS (feet)									
<i>NOTE: The setbacks below apply to principal and accessory structures, except where accessory structure setbacks are modified by AMC 19.47.020(B).</i> <i>NOTE: For multifamily projects, also see AMC 19.62.030, Relationship to adjacent properties.</i>									
Street setback, minimum	20	20	20 15	20 15	20 15	10	10	20	AMC 19.42.130(B)
Street setback—garage, minimum	25	20	20	20	20	20	20	25 (X)	AMC 19.42.130(B) AMC 19.42.150(B) (X) See AMC 19.42.160(D) for additional garage setback standards in the OT zone.
Side street setback, minimum	20	10	10	10	10	10	10	10 (X)	AMC 19.42.130(B) (X) See AMC 19.42.160(C) for additional setback standards in the OT zone.
Interior side setback, minimum	10	5	5	5	5	5	5	5 (X)	AMC 19.42.130(C) (X) See AMC 19.42.160(C) for additional setback standards in the OT zone.
Interior side setback—upper floors, minimum	10	7.5	7.5	7.5 5	7.5 5	7.5 5	7.5 5	7.5	AMC 19.42.130(D)
Rear setback, minimum	20	20	20	20	20	10	10	20	AMC 19.42.130(E)

19.42.030 Form and intensity standards for mixed-use and industrial zones.

[no change]

19.42.050 Bonus incentives in the R4, C, and CBD zones.

A. [no change]

B. [no change]

i HAP 2.4.6 – Consider increasing the size of “small units” to be 650 square feet which allows for slightly more storage space. Also consider other options for height bonuses based on Anacortes’ unmet needs (e.g. inclusion of daycare space and service in a mixed-use development, development of senior housing, assigned living, or nursing homes)

C. *Option 1: Small Units.* Developments where at least 50 percent of the total dwelling units contain no more than ~~600~~ 650 square feet of gross floor area qualify for the height bonus.

D. [no change]

19.42.100 Density calculations.

A. *Calculations for Determining Minimum Density.* The density minimum standard applies to single-purpose residential developments (mixed-use developments are exempt). All site areas applicable to the residential development must be used in the calculation of minimum allowed residential density except the following:

1. Street right-of-way, or other areas reserved or dedicated for public use (such as parks, open space, and stormwater facilities).
2. Submerged lands, landslide hazard areas and buffers, regulated wetlands and buffers, and Types 1, 2, 3, and 4 streams and buffers.

B. *Calculations for Determining Maximum Density.*

1. Maximum density for residential zones applies to all development with new residential dwelling units, unless otherwise noted herein.
2. Gross acreage of the site may be used in the calculation of the maximum allowed residential density (including half of existing street right-of-way around the perimeter of the site and any new street right-of-way internal to the site).
3. For the purpose of meeting maximum density requirements for subdivisions in applicable zones, final plats must specify the maximum number of dwelling units per lot.

C. *How to Calculate Density.* Minimum and maximum density for an individual site must be calculated by multiplying the total site acreage based on subsections A and/or B of this section by the minimum and maximum dwelling units per acre for the applicable zone. When calculation results in a fraction, the fraction must be rounded to the nearest whole number as follows:

1. Fractions of one-half and above must be rounded up.
2. Fractions below one-half must be rounded down.

D. *Prohibited Reduction.* Any portion of a lot that was used to calculate minimum compliance with the standards and regulations of this title must not be subsequently subdivided or segregated from such lot unless all portions of the resulting lots continue to meet the code requirements after the subdivision.

19.42.120 Building height calculations, exceptions, and modifications

- B. Exception. The following structures may be erected above the height limits established in Tables 19.42.020 and 19.42.030:
1. Roof structure housing or screening elevators, stairways, tanks, rooftop wind generators, ventilating fans or similar equipment required for building operation and maintenance may exceed the height limit by:
 - a. Up to 10 feet in the R3, R3A, R4, R4A, mixed-use, and industrial zones, provided the area with the added height is limited to what is necessary to screen or enclose the use.

i HAP Strategy 2.4.7 – Increase height allowance for elevator screening to improve livability and functionality for multifamily and mixed-use housing. 10’feet tall elevator cabs are desirable for residents to move the largest pieces of furniture which cannot fit through stairwells and elevator-accessible rooftop decks help development meet residential open space requirements. These 2 features are difficult to combine due to the limitation of this section. New technology mounts mechanical equipment on top of the elevator cab, which increases the overrun above the roof level beyond that assumed by code. To achieve a 10-foot interior cab dimension and accounting for the assembly for the penthouse structure, it is recommended to increase the code allowance from 15 to 17 feet.

- b. Up to ~~15~~ 17 feet on buildings over four stories in height where they allow access to shared roof decks that meet the requirements of AMC 19.62.040(B0(1)(e)), provided the area with the added height is limited to what is necessary to screen or enclose the use.

Such structures constructed for nonresidential or multifamily uses are subject to screening standards in AMC 19.62.070(E).

2. [no change]
 3. [no change]
 4. [no change]
- C. [no change]

Chapter 19.43 Residential Uses ~~Standards~~

19.43.010 Categories of residential uses.

- A. *Household Living Use Category*. Residential occupancy of a dwelling unit by a household. Household living includes the following uses:
1. Single-family.
 2. Single-family, small lot.
 3. Cottage housing.
 4. Duplex.
 5. Triplex.
 6. Townhouse.
 7. Multifamily, four or more units.
 8. Live-work.

B. *Group Living Use Category.* Residential occupancy of a structure by a group of people that does not meet the definition of “household living.” Generally, group living facilities have a common eating area for residents and residents may receive care or training. Group living includes the following uses:

1. Adult family home.
2. Assisted living facility.
3. Nursing home.
4. Rooming house.



HAP Strategy 2.1.9 Single-room occupancy housing. Now known as Co-living housing per RCW 36.70A.535.

5. Co-living housing



HAP Strategy 2.1.10 – Make updates to comply with state law regarding supportive and emergency housing types.

C. Supportive Living Use Category. Residential facilities intended to house individuals and families experiencing homelessness, or at imminent risk of homelessness, and paired with on-site or off-site supportive services designed to maintain long-term or permanent tenancy, or to eventually transition the residents to independent living arrangements.

1. Emergency housing.
2. Emergency shelter.
3. Permanent supportive housing.
4. Transitional housing.

HOUSEHOLD LIVING

19.43.020 Single-family.

- A. *Definition.* A detached dwelling that is entirely surrounded by open space on the same lot, and which is designed for and occupied exclusively by one family and the household employees of the family, if any.
- B. ~~District~~Zone-Specific Standards.



DRAFT ORD. 4092 would strike the below subsection for consistency with changes made to the permitted use table to make all residential uses permitted outright in zone where they are permitted.

- ~~1. In the CBD and C zones, no new single-family residences may be constructed. Single-family uses are conditionally permitted in these zones if in an existing building that was a single-family residence at some time in its past.~~
 2. In the R4 zone, a single-family home may only be placed on a lot of record that is less than 6,000 square feet in size.
 3. In the LM1 zone, single-family uses are permitted only for existing platted lots. In no event will this allow a residential subdivision.
- C. *Standards—Multiple Single-Family Dwellings on One Lot.* Two or more single-family dwellings may be built on the same lot, provided the applicable lot size standard (one dwelling unit/minimum lot area for single-family dwellings) is met. For example, if the minimum lot area for single-family dwellings is 7,500 square feet, two single-family dwellings could be built on a 15,000-square-foot lot. Applicants must

demonstrate how the lot could be subdivided in the future consistent with the density and dimensional standards of this title.

D. [no change]

19.43.040 Cottage housing.

- A. *Definition.* A small single-family dwelling that is clustered with other similar units sharing a common open space.
- B. *Purpose.*
1. Provide opportunities for creative, diverse and high-quality infill development that is compatible with existing neighborhoods.
 2. Promote housing affordability and greater choice by encouraging smaller and more diverse home sizes in accordance with the Anacortes comprehensive plan.
 3. Support compatibility with existing neighborhoods by promoting high-quality design.
 4. Support more efficient use of urban residential land.
 5. Enhance the character of the residential neighborhood.
 6. Provide usable open space for residents.

Figure 19.43.040(A)

Cottage housing development examples.

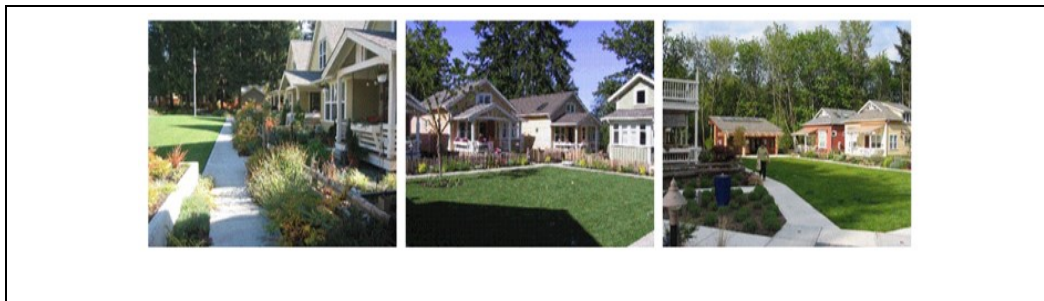
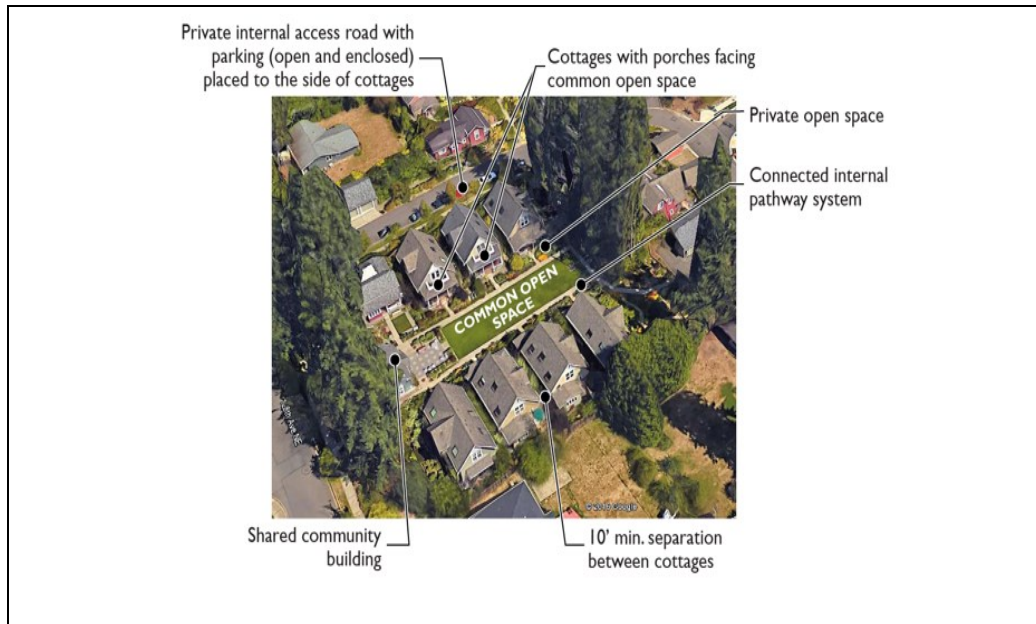


Figure 19.43.040(B)

Cottage housing site plan example.



C. Standards.

1. *Lot Size.* Cottages are exempt from minimum lot area and lot width circle standards, provided they comply with density and design standards herein.
2. *Density.* Due to the smaller relative size of cottage units, each cottage may be counted as one-half a dwelling unit for the purpose of calculating density. For example, a cluster of six cottages would be equivalent to three dwelling units.
3. Minimum and Maximum Number of Cottages.
 - a. Cottage housing developments must contain a minimum of three cottages.
 - b. Three to 12 cottage structures may make up a cluster. There is no limit on the number of clusters, provided all other standards are met.

i HAP Strategy 2.1.8. Allow duplex cottages in all zones where cottage housing is allowed.

~~c. In the R3, R3A, R4, and R4A zones, attached duplex cottages are allowed.~~ Duplex cottages are allowed in all zones where cottage housing is allowed.

4. Setbacks and Separation.
 - a. The minimum setbacks set forth in Table 19.42.020 apply to the development frontage and external side and rear property lines of the entire cottage development.
 - b. Individual cottages must be separated from other cottages by at least 10 feet. Permitted projections into required interior side setbacks in AMC 19.42.140 apply.
 - c. Cottages must be set back at least five feet from any internal pedestrian path. Permitted projections into required street setbacks in AMC 19.42.140 apply.
 - d. Cottages must be set back at least 10 feet from any internal access lanes that provide access to four or more cottages. For access lanes serving less than four cottages, at least five feet of separation is required between access lanes and cottages. Permitted projections into required street setbacks in AMC 19.42.140 apply for setbacks to internal access lanes.
5. Building Height.

- a. Cottages have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
 - b. Accessory structures in cottage housing developments are subject to the standards in AMC 19.47.020.
6. *Cottage Size*. Cottages must contain no more than 1,200 square feet gross floor area in total, not including attached garages.
7. *Entries*.
 - a. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
 - b. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
8. *Facade Transparency*. Transparent windows and/or doors are required on at least eight percent of facades featuring the primary entrance and facing streets and common open spaces. For corner lots, this standard is only applied to the elevation containing the primary entrance.
9. *Common Open Space*.
 - a. *Minimum Size*. Common open space must be at least 400 square feet per cottage.
 - b. *Minimum Dimensions*. Common open space must have no dimension less than 15 feet. Areas used to meet private open space requirements may not be double-counted as common open space.
 - c. *Elements*. Common open space may include a lawn, courtyard, plaza, garden, or other shared central open space and may not include parking areas. Common open space must be usable and may not include critical areas or critical area buffers, including steep slopes. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
 - d. *Orientation*. Common open space must have cottages abutting on at least two sides. At least 50 percent of the cottages in each cottage housing cluster must abut common open space. Cottages abutting the common open space must be oriented around and have the primary entrance face the common open space.
 - e. *Access*. Cottages must be within 100 feet walking distance of the common open space and feature a direct pedestrian connection to the common open space.
10. *Shared Community Buildings*.
 - a. A shared community building may be integrated into the common open space area required in subsection (C)(9) of this section but must not be included in the minimum common open space area calculations.
 - b. *Nonresidential Use*. A shared community building may include uses such as, but not limited to, a multi-purpose entertainment space, recreation center, kitchen, library, storage space, workshop, or similar amenities that promote shared use and a sense of community. Commercial uses other than day care (see AMC 19.44.010(B)(2)(a)) are prohibited.
 - c. *Residential Use*. A shared community building may contain one attached accessory dwelling unit (see AMC 19.47.030).
 - d. *Height*. Shared community buildings have a maximum building height of 25 feet. All parts of the roof above 18 feet must be pitched with a minimum roof slope of 6:12.
 - e. *Size*. Shared community buildings have a maximum ground floor footprint of 1,200 square feet.

- f. *Other Standards.* Except for the height and size exceptions identified in subsections (C)(10)(d) and (C)(10)(e) of this section, shared community buildings are subject to the accessory structure standards in AMC 19.47.020.

11. Private Open Space.

- a. *Minimum Size.* The minimum private open space adjacent to each cottage must be at least 200 square feet.
- b. *Minimum Dimensions.* The private open space must have no dimension less than 10 feet.
- c. *Access.* The private open space must have direct access from the cottage via a door or porch.
- d. The required porch (see subsection (C)(11)(e) of this section) does not count as private open space for the size or dimension requirements of this section. The private open space is encouraged to be located between the cottage and the common open space.
- e. *Porches.* Cottage facades facing the common open space or common pathway must feature a roofed porch at least 70 square feet in size with a minimum dimension of seven feet on any side. Cottages sited between a street and the common open space are also subject to the entry requirements in subsection (C)(7) of this section.
- f. Private open space must be usable and may not include critical areas or critical area buffers, including steep slopes.

12. Access and Parking.

- a. Driveway and access requirements are in AMC Chapter 19.53.
- b. Off-street parking standards, including guest parking provisions, are set forth in AMC 19.64.030 and 19.64.040.
- c. Parking areas must be located to the side or rear of cottage clusters. Parking must not be located between the street and cottages nor between cottages and common open space.
- d. Parking and access lanes must be screened from adjacent residential uses by landscaping or architectural screens. For parking areas and access abutting residential uses, at least five feet of Type A, B, or C landscaping (see AMC 19.65.060) must be provided between the parking area and the abutting residential use.
- e. Parking is encouraged to be consolidated under cover. Uncovered parking must be located in clusters of not more than five adjoining spaces (except where adjacent to an alley). Driveway space in front of private garages is exempt from this provision.
- f. Garages with a footprint of up to 300 square feet may be attached to individual cottages, provided all other standards herein are met. Such garages do not count toward the size limit of cottages. Such garages must not be located adjacent to the common open spaces.
- g. Departures to the garage/common open space standard will be considered, provided the combination of the common open space design, garage location and design, and landscaping/architectural design features helps to create a common open space that meets the purposes of the standards and the design mitigates the impact of the garages on the common open space.

13. *Landscaping.* The minimum landscaped area requirements per Table 19.42.020 apply to the whole cottage development rather than for individual cottage dwellings.

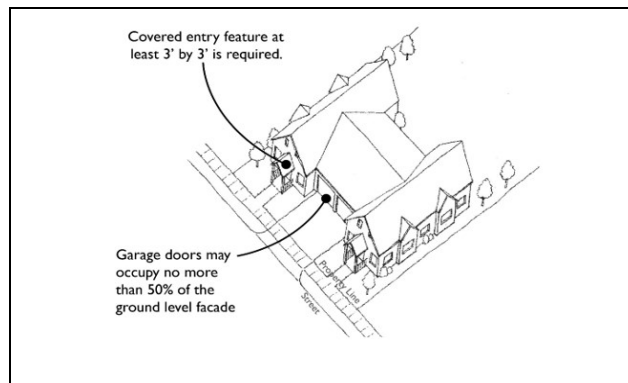
14. Accessory dwelling units are not permitted in cottage housing developments, except as provided in subsection (C)(10) of this section.

19.43.050 Duplex.

- A. *Definition.* A building that is entirely surrounded by open space on the same lot and contains two dwelling units.
- B. Standards.
1. Duplexes are subject to the entry and driveway access and garage standards for single-family small lot (AMC 19.43.030(C)(1) and (C)(2)). The entries for individual units may be grouped (with a shared path connecting grouped entries to the sidewalk) or separated (as illustrated in Figure 19.43.050(B)(1)).

Figure 19.43.050(B)(1)

Duplex example.



i HAP Strategy 2.4.1 – Reduce minimum lot sizes for duplexes in some zones.

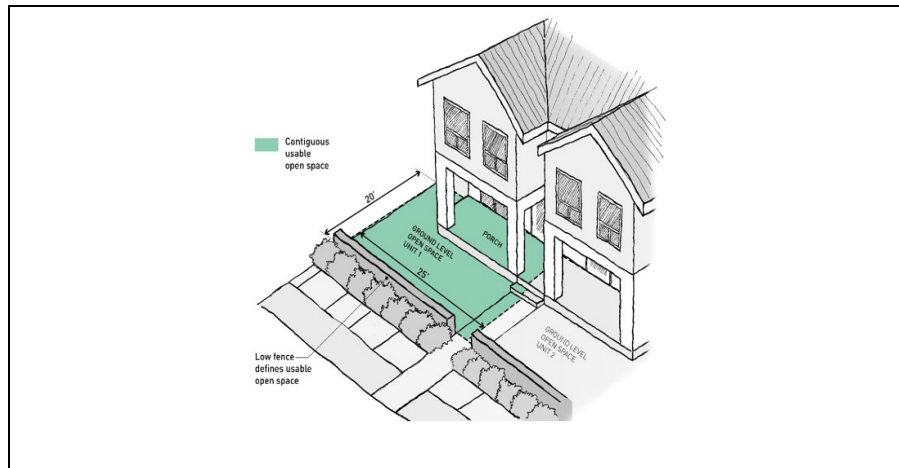
2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplex, triplex, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)

2. Zone-Specific Standards.
 - a. R2 Zone. A small duplex may be located on a lot that is at least 7,500 sq. ft. in size when all units have less than [1,200-1,400] square feet gross floor area.
 - b. R2A Zone. A small duplex may be located on a lot that is at least 6,000 sq. ft. in size when all units have less than [1,200-1,400] square feet gross floor area.
 - c. R3 Zone. A small duplex may be located on a lot that is at least 4,500 sq. ft. in size when all units have less than [1,200-1,400] square feet gross floor area.
 - d. Old Town Zone. A small duplex may be located on a lot that is at least 6,000 sq. ft. in size when all units have less than [1,200-1,400] square feet gross floor area.
3. See AMC 19.53.030 for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC 19.53.030(D).
4. Standards for Minimum Usable Open Space.
 - a. All new duplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.

- b. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
- c. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter 19.66). See Figure 19.43.050(B)(3)) for an example.
- d. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
- e. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
- f. Drive aisles must not count in the calculations for usable open space.
- g. Additions must not create or increase any nonconformity with this standard.

Figure 19.43.050(B)(3)

Example of integrating a duplex's minimum usable open space into the street setback.



- 5. Multiple duplexes may be built on the same lot, provided the minimum lot size per duplex is met (see Table 19.42.020) and other standards above are met.

19.43.060 Triplex.

- A. *Definition.* A building that is entirely surrounded by open space on the same lot and contains three dwelling units.
- B. Standards.
 - 1. Triplexes are subject to the entry and driveway access and garage standards for single-family small lot in AMC 19.43.030(C)(1) and (C)(2). The entries for individual units may be grouped (including a shared path connecting grouped entries to the sidewalk) or separated.
 - 2. See AMC 19.53.030 for general driveway and access easement standards. Separate driveways are permitted for each unit, provided each driveway is limited to 12 feet in width and meets driveway separation standards in AMC 19.53.030(D).
 - 3. Standards for Minimum Useable Open Space.
 - a. All new triplex units must provide a contiguous open space with a minimum dimension of 15 feet on all sides.

- b. The minimum collective size of usable open space is 10 percent of the lot area. For example, an 8,000-square-foot lot would require at least 800 square feet of usable open space, which could include separate 20-foot by 20-foot usable open spaces for each unit.
- c. Where the usable open space is configured within the street setback, the open space must be defined with a fence or wall (meeting the standards of AMC Chapter 19.66). See Figure 19.43.050(B)(3) for an example.
- d. Covered but unenclosed decks and porches may be used as a part of the usable open space, provided they are a part of a space that meets the standards herein.
- e. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.
- f. Drive aisles must not count in the calculations for usable open space.
- g. Additions must not create or increase any nonconformity with this standard.

i HAP Strategy 2.1.3 – Allow triplexes (up to 4 units attached) in the R2A zone, on alley-loaded lots and with max. unit sizes.

2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements.)

C. Zone-specific standards.

1. R2A Zone.

- a. Triplexes on a lot with alley access are permitted by right. Triplexes not located on a lot with alley access are prohibited.
- b. Triplex units must have no more than [900-1,000] square feet gross floor area.

2. Old Town Zone.

- a. Triplexes on a lot with alley access are permitted by right. Triplexes not located on a lot with alley access are prohibited.
- b. Triplex units must have no more than [900-1,000] square feet gross floor area.

- D. Multiple triplexes may be built on the same lot, provided the “additional lot size needed for additional dwelling unit beyond duplex, minimum,” per Table 19.42.020, is met.

19.43.070 Townhouses.

- A. *Definition.* A dwelling unit in a row of at least three such units in which each unit has its own front access to the outside, no unit is located over another unit, and each unit is separated from any other unit by one or more common walls.
- B. *Purpose.*
 - 1. To enhance the character of the street.
 - 2. To maintain “eyes on the street” for safety to pedestrians and to create a more welcoming and interesting streetscape.
 - 3. To de-emphasize garages and driveways as major visual elements along the street.
 - 4. To provide usable open space for residents.
 - 5. To reduce the apparent bulk and scale of large townhouse buildings.
 - 6. To promote architectural variety that adds visual interest to the neighborhood.

C. Zone-Specific Standards.

i HAP Strategy 2.1.3 – Allow townhouses (up to 4 units attached) in the R2A zone, on alley-loaded lots and with max. unit sizes.

2/12/25 PC Discussion – In the OT (Old Town) zone, allow small duplexes, triplexes, and up to four attached units on lots meeting min. lot size (mirror the R2A min. lot size requirements and limits on unit size).

1. R2A Zone.
 - a. Townhouse structures with up to 4 attached units and located on a lot with alley access are permitted by right. Townhouse structures with more than 4 attached units or not located on a lot with alley access are prohibited.
 - b. Townhouse units must have no more than [900-1,000] square feet gross floor area.
2. *R3 and R3A Zone Standards.* Townhouse structures with up to four attached units are permitted by right. Townhouse structures with more than four attached units are prohibited in the R3 and R3A zones.
3. Old Town.
 - a. Townhouse structures with up to 4 attached units and located on a lot with alley access are permitted by right. Townhouse structures with more than 4 attached units or not located on a lot with alley access are prohibited.
 - b. Townhouse units must have no more than [900-1,000] square feet gross floor area.
4. *R4 and R4A Zone Standards.* Townhouse developments have the following form and intensity adjustments from Table 19.42.020:
 - a. Maximum lot coverage: 60 percent.
 - b. Minimum landscaped area: 15 percent.
5. In the *MMU zone east of Q Avenue*, townhouses and other permitted residential uses within single-purpose buildings may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).
6. *C Zone Standards.*
 - a. Townhouses that do not meet the standards for live-work dwellings that front on Commercial Avenue within the C zone are prohibited.
 - b. Townhouses that do not meet the standards for live-work dwellings are prohibited within the C zone south of 41st Street.

i HAP 2.5.3 – Add clarity for how to find required setbacks for townhouse developments.

***Note that this subsection (19.43.070(D)) was formerly known as 19.43.010(G)(4). It was renumbered by Ord. 4086 [2024].**

D. Setbacks.

1. For minimum street setbacks, the greater setback applies from either the Landscaped block frontage standards of AMC 19.61.070 or the residential zone setbacks in Table 19.42.020. ~~The minimum setbacks set forth in Table 19.42.020 apply to development frontage and external side and rear setbacks of the entire townhouse development.~~

2. [For side and rear setbacks, see Tables 19.42.020 \(residential zones\) or 19.42.030 \(mixed-use and industrial zones\).](#)
3. See AMC 19.42.130(C) for exemptions involving interior side setbacks for townhouses.

E. Entries.

1. Clear and obvious pedestrian access between the sidewalk (or the street if there is no sidewalk) and the building entry is required for new dwellings.
2. All new dwellings must provide a covered pedestrian entry with minimum weather protection of three feet by three feet (a covered porch or recessed entry).
3. For townhouses where the primary pedestrian access to the dwelling is from an alley or private internal vehicular access, buildings must emphasize individual pedestrian entrances over private garages by using both of the following measures:
 - a. Enhance entries with a trellis, small porch, or other architectural features that provide cover for a person entering the unit and a transitional space between outside and inside the dwelling.
 - b. Provide a planted area in front of each pedestrian entry of at least 20 square feet in area, with no dimension less than four feet.

Alternative designs will be considered, provided they meet the purpose of the standards.

Figure 19.43.070(E)

Acceptable and unacceptable examples of garage/entry configurations.



The left example features a landscaped area and a trellis to highlight the entry. In the middle image, the balconies and landscaped areas de-emphasize the garage. In the right image, the lack of landscaping near the entries would not be allowed (where this is the primary pedestrian entry to the unit).

- F. *Facade Transparency*. Transparent windows and/or doors are required on at least eight percent of facade area (all vertical surfaces of street-facing elevations). For corner lots, this standard is only applied to the elevation containing the dwelling entry.
- G. Private Garages Facing the Street—Maximum Garage Widths.
 1. Individual garages facing the street are not allowed for townhouse dwellings unless they are designed to meet driveway standards in AMC 19.53.030. Garages may be provided to the rear of the dwelling via alley access or shared driveway as depicted in Figure 19.43.070(G).
 2. Individual garages facing the street (where allowed) are limited to 12 feet in width.

Figure 19.43.070(G)

Townhouse development examples using side/rear vehicular access.



Both examples show a driveway with private garages placed to the rear of units. In the left image, there is no alley and access is provided from the street. In the right image, access from an alley is available and access is provided from the alley.

H. Access and Parking.

1. Off-street parking standards for townhouses are set forth in AMC 19.64.040 as a type of multifamily residential use (based on the number of bedrooms). Also see AMC 19.64.030(B) for guest parking standards.
2. See AMC 19.53.030 for driveway and access standards.
3. Internal Drive Aisle Standards.
 - a. Must meet minimum widths and other standards such as turning radii of the city-adopted International Fire Code.
 - b. Minimum building separation along uncovered internal drive aisles must be 24 feet. Projections into this minimum building separation standard are permitted for each building consistent with the interior side setback projections referenced in AMC 19.42.140. The purpose is to provide adequate vehicular turning radius, allow for landscaping elements on at least one side, and provide adequate light and air on both sides of the dwelling units and vehicle areas, which often function as usable open space for residents.
 - c. See AMC 19.53.050 for other internal circulation requirements.

- I. *Usable Open Space.* Townhouse dwelling units must provide open space at least equal to 10 percent of the gross floor area. The required open space may be provided by one or more of the following:

i HAP 2.5.5 – Provide more consistency between open space standards and setback requirements.

1. Private ground level open space that is directly adjacent and accessible to dwelling units. Such space must have minimum dimensions of at least 12 feet in one direction and 10 feet in other directions on all sides and be configured to accommodate human activity such as outdoor eating, gardening, toddler play, etc. Street setbacks may be used to meet this standard, provided they are defined with a fence (meeting standards of AMC Chapter 19.66, Fences, Walls and Hedges).
2. Balconies, roof decks or porches.
3. Shared open space that meets the design requirements of AMC 19.62.040(B)(2), provided such space is visible and directly accessible to townhouse dwelling units.

4. LID stormwater BMPs, like rain gardens, may be integrated in up to 25 percent of the minimum required usable open space area.

[no changes to remaining]

19.43.080 Multifamily.

- A. *Definition.* A building that contains four or more dwelling units. The term also includes any dwelling units that are within a mixed-use building.
- B. *Standards.* Multifamily uses are subject to design provisions in Division 6 of this title, including block frontage standards, site planning, building design, and landscaping. See AMC 19.53.050 for internal circulation requirements.

i Update for formatting consistency with other use standard sections.

C. Zone-Specific Standards.

1. MMU Zone East of Q Avenue Standards.

- a. Multifamily dwellings are allowed on upper floors throughout the site.
- b. Multifamily dwellings and other permitted residential uses within single-purpose residential buildings* may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).

* Mixed-use buildings that meet the following criteria are not considered a single-purpose residential building:

- c. At least 50 percent of the ground level building frontage is designed to accommodate nonresidential uses meeting the interior space requirements in AMC 19.43.080(C)(2)(b) and (C)(2)(c).
- d. Spaces feature 13-foot-minimum floor-to-ceiling height.
- e. Spaces are at least 50 feet deep.

2. *CM Zone Standards.* Multifamily uses are conditionally permitted, provided it can be demonstrated that the use will not weaken the zone's tourist or marine-oriented purpose, nor diminish the marine values inherent in the zone, such as physical and visual access to waterways and shoreline. Multifamily units that are part of a mixed-use development incorporating commercial marine uses are permitted and single-purpose multifamily developments require a conditional use permit.

3. MS Zone Standards.

- a. Multifamily dwellings are ~~conditionally~~ permitted west of Commercial Avenue and south of 2nd Street.
- b. Residential units must be no larger than 800 square feet each and constructed within a mixed-use development.

4. C Zone Standards.

- a. Single-purpose multifamily uses that front on Commercial Avenue within the C zone are prohibited.
- b. Single-purpose multifamily uses are prohibited within the C zone south of 41st Street.

5. *R4 and R4A Zone Standards.* Multifamily developments have the following form and intensity adjustments from Table 19.42.020, provided at least 50 percent of all required parking is located within and/or below the structure:
 - a. Maximum lot coverage: 75 percent.
 - b. Minimum landscaped area: 15 percent.

19.43.090 Multifamily, restricted.

- A. *Definition.* A dwelling unit restricted to occupancy by a person or persons who satisfy one of the following requirements:
1. Meet the minimum age in the definition of “housing for older persons” contained in Section 3607(b)(2) of the Federal Fair Housing Act, as amended.
 2. Their domestic partners and/or live-in caregivers are 55 years of age or older and/or disabled.
 3. Are disabled or handicapped regardless of age.

19.43.100 Live-work.

- A. [no change]

19.43.110 Manufactured home.

- A. [no change]

GROUP LIVING

19.43.120 Adult family home.



HAP 2.1.6. Changes already included in pending legislation - **Draft. Ordinance 4092 (re SB 5290(2023)) – permit review time periods.**

The changes below bring the code into conformity with the state law governing adult family homes – RCW 70.128.

- A. *Definition.* A residential home in which a person or persons provide personal care, special care, room, and board to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services. An adult family home may provide services to up to eight adults upon approval from the Department of Social and Health Services under RCW 70.128.066. ~~RCW 70.128.140 provides that adult family homes are treated the same as single-family homes under applicable regulations.~~
- B. Standards.
1. An adult family home must be licensed under Chapter 70.128 RCW.
 2. Per RCW 70.128.140(1), each adult family home must meet applicable local licensing, zoning, building, and housing codes, and state and local fire safety regulations as they pertain to a single-family residence.
- C. Use Permissions in the CBD and C Zones:
1. ~~An adult family home is a permitted use when in an existing single-family dwelling.~~
 2. ~~An adult family home is conditionally permitted when within an existing building that was a single-family residence at some time in its past.~~

3.—~~An adult family home within a newly constructed single-family dwelling is not allowed.~~

D. ~~Use Permissions in the LM Zone.~~

1.—~~An adult family home is a permitted use when in an existing single-family dwelling.~~

2.—~~An adult family home within a newly constructed single-family dwelling is conditionally permitted.~~

19.43.130 Assisted living facility.

- A. *Definition.* A state-licensed multi-unit establishment which provides living quarters and a variety of limited personal care and at least a minimal amount of supportive health care to individuals who are unable to live independently due to infirmity of age, physical or mental handicap, but who do not need the skilled nursing care of a convalescent center or nursing home. Supportive health care may include health care monitoring, such as assistance with medication, but is limited to health care services which may be provided by a boarding home licensed under Chapter 18.20 RCW. These facilities may consist of individual dwelling units with a full kitchen, partial kitchen or no kitchen. In addition, these facilities may have a communal dining area, recreational facilities (library, lounge, game room, open space), and/or laundry facilities. Assisted living facilities do not include adult family homes, as defined in Chapter 70.128 RCW.

i HAP 2.1.5 – Reduce barriers to group living uses to encourage their development. Recommended zone specific standards for Assisted Living in the R3 zone to help ensure compatibility. City staff recommend adding a requirement for a traffic plan.

B. Standards.

1. *Density.* For the purpose of calculating maximum density in residential zones, one assisted living facility dwelling unit is counted as one-half of a dwelling unit.
2. *Design Standards.* For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking, this use is considered a multifamily use when interpreting applicability provisions.
3. Zone-Specific Standards.
 - a. R3 Zone.
 - (I) Assisted living facilities are limited to a maximum of [10] units or beds per facility.
 - (II) Assisted living facilities must be separated from other assisted living facilities by a minimum of [1,000] feet.
 - (III) Maximum size of porte cochere features for passenger loading to accommodate vehicles no longer than 30'.
 - (IV) A traffic mitigation plan must be submitted for approval by the city. The plan must address traffic control, parking management (including the mitigation of overflow parking into adjoining residential areas), and traffic movement to the arterial street system.
4. MMU Zone East of Q Avenue Standards. **(FIX NUMBERING and check cross references)**
 - a. Assisted living facilities are allowed on upper floors throughout the site.
 - b. Assisted living facilities and other permitted residential uses within single-purpose buildings may cover up to 60 percent of the site area (parcel or contiguous parcels held under common ownership), provided they meet access, site and building design standards in this title. Associated parking, landscaping, open space, and other facilities accessory to the residential

uses are included within the site area limitation. The maximum percentage may be increased through a framework development plan (AMC 19.61.180).

19.43.140 Nursing home.

- A. Definition. An establishment providing care for persons recovering from an illness or operation or persons made weak or disabled by illness or injury. Such establishments must be duly licensed by the state as a nursing home in accordance with current state statutes.
- B. Standards.
 - 1. Design Standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64 Parking, this use is considered a multifamily use when interpreting the applicability provisions.

19.43.150 Rooming house.

 Consider updating this definition to further differentiate from a short-term rental, possibly by adding ...” for 30 or more consecutive nights”. Also, since Rooming houses may be located in R3, R3A and OT zones, consider changing the applicable design standards to focus on compatibility with lower intensity residential development.

- A. Definition. A dwelling, with a central kitchen and with more than one but fewer than nine boarders, with no more than nine sleeping rooms. Boarder means a patron of a rooming house who is provided lodging, with or without meals, for compensation.
- B. Standards.
 - 1. Design standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64 Parking, this use is considered a multifamily use when interpreting the applicability provisions.

 HAP 2.1.9 – Co-Living Housing (formerly known as Single Room Occupancy). HB 1998 (2024) requires cities to allow co-housing living wherever multifamily with 6+ units are allowed by right currently. Staff recommend retaining the Rooming House type for use in lower intensity zones.



19.43.160 Co-Living Housing

- A. Definition. Co-living is a residential development with sleeping units that are independently rented and lockable and provide living and sleeping space, and residents share kitchen facilities with other sleeping units in the building. This definition does not preclude an option for sleeping units with bathrooms and/or kitchenettes.
- B. Standards.
 - 1. Room dimensions. Sleeping unit room dimensions must comply with the adopted state building code.
 - 2. Design Standards. For the purpose of meeting the project design standards of Division 6 of this title, except for AMC Chapter 19.64, Parking, this use is considered a multifamily use when interpreting applicability provisions.
- C. Zone-Specific Standards.
 - 1. MS Zone Standards.
 - a. Multifamily dwellings are permitted west of Commercial Avenue and south of 2nd Street.

- b. Residential units must be no larger than 800 square feet each and constructed within a mixed-use development.

SUPPORTIVE LIVING

-  HAP Strategy 2.1.10. Address supportive housing uses directly in the code. Add terms, definitions, and standards for Emergency housing and Emergency shelter, Permanent supportive housing, and Transitional housing. Under RCW 35A.21.430 (2021) cities may not prohibit emergency shelters or indoor emergency housing in zones where hotels are allowed. Cities may not prohibit transitional housing or permanent supportive housing in any zones where residential dwelling units or hotels are allowed. Reasonable occupancy, spacing, and intensity of use requirements may be imposed to protect public health and safety, as long as they do not practically prevent their development.
-  Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP). *[Staff is reviewing the guidance and will provide additional recommendations at a future PC meeting].*

19.43.170 Emergency housing.

- A. Definition. Emergency housing is temporary indoor accommodations for individuals or families who are homeless or at imminent risk of becoming homeless that is intended to address the basic health, food, clothing, and personal hygiene needs of individuals or families. Emergency housing may or may not require occupants to enter into a lease or an occupancy agreement. (RCW 36.70A.030(14))
- B. Standards.

19.43.180 Emergency shelter.

- A. Definition. An Emergency shelter is a facility that provides 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. (RCW 36.70A.030(15))
- B. Standards.

19.43.190 Permanent supportive housing.

- A. Definition. Permanent supportive housing is 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 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 care, treatment, or employment services. Permanent supportive housing is subject to all of the rights and responsibilities defined in chapter 59.18 RCW. (RCW 36.70A.030(31))
- B. Standards.

19.43.200 Transitional housing.

- A. Definition. Transitional housing is a project that provides housing and supportive services to homeless persons or families for up to two years and that has as its purpose facilitating the movement of homeless persons and families into independent living. (RCW 84.36.043)
- B. Standards.

Chapter 19.47 Accessory Uses & Structures

19.47.030 Accessory Dwelling Units

 HB 1337 requires updates to the City's accessory dwelling unit regulations consistent with state law. Staff is reviewing guidance and developing recommendations. *[More information will be presented at a subsequent PC discussion of HAP recommendations]*



Division 5. Community Design

[no change]

Division 6. Project Design

Chapter 19.61 Block Frontage Standards

19.61.020 Applicability

 HAP 2.5.2 – Clarify applicability to townhouse development.

- A. The provisions of this chapter apply to all nonresidential, ~~and~~ multifamily, and townhouse development. The following are exempt:

[no other changes]

19.61.030 How to use this chapter

Site orientation standards for individual properties depend on the block frontage designated for that location. The following steps will help in using this chapter:

- A. Go to the maps in AMC 19.61.040 to find the property and the block frontage type designation.

 Clarify that townhouse development in nonresidential zones is subject to the landscaped block frontage standards.

1. For multifamily, townhouse, and nonresidential development in residential zones, the standards for landscaped block frontages apply.
2. For development that fronts onto multiple streets, see provisions in AMC 19.61.150.

[no other changes]

19.61.110 Undesignated (streets with no designated block frontage)

- A. *Purpose.* Undesignated block frontages should provide visual interest at all observable scales and meet the design objectives of the city.

i HAP 2.5.3 – For clarity, repeat that Undesignated streets in residential zones are subject to Landscaped standards. HAP included incorrect reference to 19.61.030(A)(2) – should be (A)(1).

- B. *Applicability.* All undesignated block frontages in nonresidential zones ~~that are not designated~~ are subject to the standards of this section. Per AMC 19.61.030(A)(1), Landscaped block frontage standards apply to multifamily, townhouse, and non-residential development in residential zones. ~~These Undesignated block frontages are provided greater flexibility with regard to the design of multifamily and nonresidential development frontages.~~

These block frontages include a combination of side streets (where most uses often front on other adjacent streets) and service-oriented streets (often characterized by industrial or service types of uses), and heavy arterial streets. While there is greater flexibility in the amount of transparency of facades and the location of surface and structured parking, design parameters are included to ensure that landscaping and other design elements help to mitigate the potential impacts of parking lots and blank walls along these streets.

DEPARTURES will be considered pursuant to AMC 19.20.220.

[no other changes]

Chapter 19.62 Site Planning

19.62.020 Applicability

- A. The provisions of this chapter apply to all nonresidential and multifamily development. The following are exempt:
1. Add development in the I, LM, AZ, CM2, and MS zones.
 2. Developments in the HM and LM1 zones when not abutting State Route 20 right of way.

i HAP 2.5.2 – Clarifies that townhouse development is exempt from this section (because townhouses have their own use-specific standards in 19.43.070). AMC 19.62.070 contains location and screening requirements for dumpster storage areas, utility meters and apparatus, mechanical equipment, and service areas).

3. Townhouse development, except that for large developments with multiple buildings, internal drive aisles, and/or featuring common service elements, the provisions of AMC 19.62.070 may be applied.

[no other changes]

19.62.040 Internal open space.

- A. *Purpose.*
1. To create usable space that is suitable for leisure or recreational activities for residents.
 2. To create open space that contributes to the residential setting.
 3. To provide plazas that attract shoppers to commercial areas.

4. To provide plazas and other pedestrian-oriented spaces in commercial areas that enhance the employees' and public's opportunity for active and passive activities, such as dining, resting, people watching, and recreational activities.
5. To enhance the development character and attractiveness of commercial development.

B. *Usable Residential Open Space.*

 HAP 2.1.9 – Co-living housing. Adjusted open space requirements for co-living housing consistent with Commerce draft guidance.

 HAP Strategy 2.1.10. Address supportive housing uses directly in the code. *[Staff is reviewing the Commerce guidance for STEP housing and will provide additional recommendations at a future PC meeting].*

1. Usable residential open space must be provided as follows:

<u>Housing Type</u>	<u>Quantity</u>
Multifamily (including multifamily portions of mixed-use development)	100 sq. ft. / per dwelling unit for studio and 1-bedroom dwellings 150 sq. ft. per dwelling unit for dwellings with 2 or more bedrooms
<u>Co-living housing</u>	<u>25-50 sq. ft. per sleeping unit</u>
<u>Permanent supportive housing and transitional housing</u>	

~~All multifamily development, including multifamily portions of mixed-use development, must provide minimum usable open space equal to 100 square feet per dwelling unit for studio and one-bedroom dwellings and 150 square feet per dwelling unit for dwellings with two or more bedrooms.~~
[moved this language to the table above]

2. The required open space may be provided in a combination of ways:
 - a. *Shared Open Space.* All of the required open space may be in the form of shared open space available to all residents and meeting the requirements of subsection (B)(2) of this section.
 - b. *Ground Level Individual Outdoor Space.* All of the required open space for a unit may be provided by ground level outdoor space that is adjacent and directly accessible to the subject unit. Such open spaces must be:
 - (I) Outdoor spaces may be located in the front, side, or rear yard, provided they are generally level, feature no dimension less than 10 feet, and are enclosed by a fence and/or hedge at least 32 inches in height to qualify.
DEPARTURES will be considered for this provision.
 - (II) Private porches may qualify as outdoor space, provided they are at least 36 square feet in area, with no dimension less than six feet.
 - (III) LID BMPs may be included in ground level individual outdoor space, provided the LID BMP design and maintenance requirements are consistent with the purpose of the space and do not affect usability.

- c. *Balconies*. Up to 50 percent of the required open space may be provided by private balconies, provided such spaces are at least 32 square feet in area, with no dimension less than four feet (not including railings), to provide a space usable for human activity.
- d. *Common Indoor Recreation Areas*. For mixed-use buildings, up to 50 percent of the required open space may be provided by common indoor recreation areas meeting the following conditions:

i HAP 2.5.4 – Add a minimum dimensional standard to ensure that recreational spaces are functional. For reference, 250 square feet is about the size of a medium conference room.

- (I) The minimum area is 250 square feet. The space must feature dimensions necessary to provide functional leisure or recreational activities (unless otherwise noted herein).
- (II) The space must meet ADA standards and must be located in a visible area, such as near an entrance, lobby, or high traffic corridor.
- (III) The space must be designed specifically to serve interior recreational functions and not merely be leftover unrentable space used to meet the open space requirement. Such space must include amenities and design elements that will encourage use by residents.

i HAP 2.5.4 – Remove the difference in applicability between single-purpose multifamily buildings compared to mixed-use buildings, to allow intermediate level roof decks, and to ensure access is available to all residents.

Note: A docketed development regulation amendment request (#LEG-2024-28) requested amending this section to allow multifamily buildings in a horizontal mixed-use development to fulfill 100% of their required internal open space requirement with shared roof decks. LEG-2024-28 and HAP recommendations are not aligned.

- e. *Shared Roof Decks*. Such spaces are a type of private internal common area located on the top of buildings or intermediate levels (e.g. upper floor building façade step-back areas) and are available to all residents. Up to 50 percent of the required open space may be provided by shared roof decks. Examples of amenities include but are not limited to, cooking and dining areas, seating areas, gardening areas, water features, children’s play areas and pet play areas. Shared rooftop decks must meet the following design standards: ~~For multifamily buildings, up to 50 percent of the required open space may be provided by shared roof decks located on the top of buildings which are available to all residents and meet the requirements below. For mixed-use buildings, 100 percent of the required open space may be provided by shared roof decks.~~ Design requirements:
 - (I) Space must feature hard surfacing, and provide amenities such as seating areas and other features that encourage use.
 - (II) Space must integrate landscaping elements that enhance the character of the space and encourage its use.
 - (III) Space must incorporate features that provide for the safety of residents, such as enclosures, railings, and appropriate lighting levels.

3. Shared Open Space Design Requirements.

[no change]

i HAP 2.5.4 – Provide an open space credit for multifamily developments adjacent to a park, which provides some (but not all) of the benefits of building-specific open space and may help manage construction costs.

4. Open Space Credit. Multifamily development and multifamily portions of mixed-use development and co-living housing may reduce the minimum amount of usable open space required per unit under subsection (B)(1) by 33% (one-third) when the primary entrance of the development is located within 250 feet walking distance of a park at least one-quarter acre in size. The park may be public or private, and it must be accessible to all residents and be suitable for a variety of leisure and recreational activities.

C. Usable Commercial Open Space.

[no change]

D. Pedestrian-oriented Open Space Design Criteria.

[no change]

19.62.070 Service areas and mechanical equipment

A. Purpose.

1. To minimize adverse visual, odor, and noise impacts of mechanical equipment, utility cabinets and service areas at ground and roof levels.
2. To provide adequate, durable, well-maintained, and accessible service and equipment areas.
3. To protect residential uses and adjacent properties from impacts due to location and utilization of service areas.

i HAP 2.5.7 – Minor clarifications throughout this section to offer more flexibility.

B. *Location of Ground-Related Service Areas and Mechanical Equipment.* Ground-level building service areas and mechanical equipment include loading docks, trash collection and compactors, dumpster areas, storage tanks, electrical panels, HVAC equipment, and other utility equipment. If any such elements are outside the building envelope at ground level, the following location standards apply.

1. Service areas (loading docks, trash dumpsters, compactors, recycling areas, electrical panels, and mechanical equipment areas) must be located for convenient service access while avoiding negative visual, auditory, olfactory, or physical impacts on the streetscape environment and adjacent residentially zoned properties. Service areas must be sited for alley access if available.

The Director may require evidence that such elements will not significantly impact neighboring properties or public areas. (For example, the Director may require noise-damping specifications for fans near residential zones.)

2. *Exterior Loading Areas.* Exterior loading areas for commercial uses must not be located within 20 feet of a residentially zoned property.

DEPARTURES may be allowed where such a restriction does not allow feasible development, and alternative design measures can successfully mitigate potential negative impacts. For example, areas and drives may be required by the reviewing authority to be separated from the residential lot by a masonry wall at least eight feet high.

3. Service areas must not be visible from the sidewalk and adjacent properties. Where the Director finds that the only option for locating a service area is an area visible from a street, internal pathway or pedestrian area, or from an adjacent property, the area must be screened with structural and or landscaping screening measures provided in subsection (C) below

and AMC Chapter 19.65, Landscaping. Service elements accessible from an alley are exempt from screening requirements.

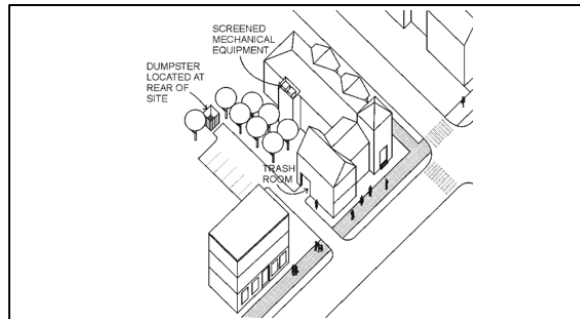
4. *Design for Safety.* Other provisions of this section notwithstanding, service areas used by residents must be located to avoid entrapment areas and other conditions where personal security is potentially a problem. The Director may require pedestrian-scaled lighting or other measures to enhance security.
5. Locate and/or shield noise-producing mechanical equipment, such as fans, heat pumps, etc., to minimize sounds and reduce impacts at property lines adjacent to residentially zoned properties.

i Note: Subsections (B) and (C) need to be reviewed for consistency with the City's new Solid Waste Container Collection standards. Subsection (B)(6)(d) is shown as recommended in the HAP.

6. *Dumpster Storage Areas.*

- a. Dumpster storage areas must be provided for all nonresidential and multifamily development.
- b. Dumpster storage areas must be on site and must not be located in the public right-of-way.
- c. Dumpster storage areas must be sized to accommodate the minimum dumpster sizes (as provided by the Anacortes engineering design standards) for garbage, recycling, and composting.
- d. Trash collection areas must include roofs or overhead weather protection and must meet required stormwater standards. Drainage must be designed to meet applicable NPDES standards.

Figure 19.62.070(B)
Service element location.



Locate service elements to reduce impacts on the residential and pedestrian environment, and provide appropriate enclosure.

C. *Screening of Ground-Related Service Areas and Mechanical Equipment.*

1. Where screening of ground level service areas is required (see subsection (B)(3) of this section), the following applies:
 - a. A structural enclosure must be constructed of masonry, heavy-gauge metal, or decay-resistant material that is also used with the architecture of the main building. The reviewing authority may allow materials other than those used for the main building if the finishes are similar in color and texture or if the proposed enclosure materials are more durable than those for the main structure. The walls must be sufficient to provide full screening from the affected roadway, pedestrian areas or adjacent use. The enclosure may use overlapping walls to screen dumpsters and other materials (see Figure 19.62.070(C) below).
 - b. Gates must be made of heavy-gauge, site-obscuring material. Chain-link or chain-link with slats is not an acceptable material for enclosures or gates.

- c. Where the interior of a service enclosure is visible from surrounding streets, pathways, and buildings, an opaque or semi-opaque horizontal cover or screen must be used to mitigate unsightly views. The horizontal screen/cover should be integrated into the enclosure design (in terms of materials and/or design).

i HAP 2.5.8 – Add the following moderation to help control construction costs.

- d. Collection points must be located and configured to the extent practical so that the enclosure gate swing does not obstruct pedestrian or vehicular traffic, or does not require that a hauling truck project into any public right-of-way. Ensure that screening elements allow for efficient service delivery and removal operations.
 - e. The service area must be paved.
2. The sides and rear of service enclosures must be screened with landscaping at least five feet wide in locations visible from the street, parking lots, and pathways to soften views of the screening element and add visual interest.

DEPARTURES to the provisions of subsections (C)(1) and (2) of this section will be considered per AMC 19.20.220, provided the enclosure and landscaping treatment meet the purpose of the standards and add visual interest to site users.

Figure 19.62.070(C)
Acceptable screening enclosures.
[no change to figure]

D. [no changes]

E. *Location and Screening of Roof-Mounted Mechanical Equipment.*

- 1. All rooftop mechanical equipment, including air conditioners, heaters, vents, and similar equipment, must be fully screened from public view at the street level. Screening must be located so as not to interfere with operation of the equipment.

Exception: Roof-mounted wind turbines, solar energy systems, and rainwater reuse systems do not require screening.

i HAP-2.5.7 – Subsection (E)(2) – Remove the prohibition on perforated metal as a rooftop equipment screening material since it is cost effective and has a variety of design options.

- 2. For rooftop equipment, all screening devices must be well integrated into the architectural design through such elements as parapet walls, false roofs, roof wells, clerestories, or equipment rooms. Screening walls or unit-mounted screening is allowed but less desirable. Wood must not be used for screens or enclosures. Louvered designs are acceptable if consistent with building design style.
- ~~Perforated metal is not permitted.~~

Chapter 19.63 Building Design Standards

19.63.020 Applicability

- A. The provisions of this chapter apply to all nonresidential and multifamily development. The following are exempt:
1. All development in the I, LM, AZ, CM2, and MS zones.
 2. Developments in the HM and LM1 zone when not abutting State Route 20 right of way.

i HAP 2.5.2 – Clarify how section applies to townhouses.

3. Townhouse buildings, except where otherwise noted in this title.

19.63.040 Building Massing and Articulation

- A. – B [no change]
- C. *Facade Articulation.* Nonresidential, mixed-use, and multifamily residential buildings must include facade articulation features at designated maximum intervals to create a human-scaled pattern. This standard applies to applicable building facades and other applicable building elevations facing parks, containing primary building entrances, and adjacent to lower intensity zones. Alley-facing building elevations not adjacent to a lower intensity zone are exempt.
1. [no change]
 2. At least three of the following articulation features must be employed in compliance with maximum interval standards in subsection (C)(1) of this section:

i HAP 2.5.8 – Make minor revisions to the list of articulation standards.

- a. Use of windows and/or entries that reinforce an articulation pattern.
- b. Use of awnings or similar weather protection features (not applicable to residential buildings)
- c. Use of vertical piers/columns (applies to all floors of the façade, excluding upper-level stepbacks).
- d. Change in roofline per subsection (F) below.
- e. Change in building material or siding style, ~~and/or window pattern~~ (applies to all floors of the façade, excluding upper level stepbacks).

[no changes to remaining]

19.63.050 Building Details

- A. – D [no change]

i HAP 2.5.8 – Revise the entry articulation standard for consistency.

- E. *Articulated Building Entries.* The primary building entrance (when provided) for an office building, hotel, ~~apartment~~ multifamily building, public or community-based facility or other multi-story commercial building must be designed as a clearly defined and demarcated standout architectural feature of the building. Such entrances must be easily distinguishable from regular storefront entrances on the building. Such entries must be scaled proportional to the building. See Figure 19.63.050(E) below for good examples.

19.63.060 Building Materials

A. [no change]

i HAP 2.5.9 – Clarify the applicability of durable materials on the ground floor.

- B. *Quality Building Materials.* ~~Applicants must use high-quality durable materials. This is most important for the base of buildings, particularly for commercial and mixed-use buildings where the facade is sited close to sidewalks.~~ Stone, brick or tile masonry, architectural concrete or other similar highly durable materials must be used for at least the bottom two feet of the first-floor facade on nonresidential and mixed-use buildings (excluding window and door areas).

[no other changes]

19.63.070 Blank Wall Treatment

A. – B [no change]

i HAP 2.5.10 – Update the applicability for blank wall treatment standards to reduce construction cost impacts.

- C. *Blank Wall Treatment Standards.* Untreated blank walls located within 100 feet of, and visible from a street, public space, ground-level individual outdoor space, or internal walkway, are prohibited. Methods to treat blank walls include the following (a variety of treatments may be required to meet the purpose of the standards) ~~adjacent to a public street, pedestrian-oriented space, common usable open space, or pedestrian pathway are prohibited. Methods to treat blank walls can include:~~

[no other changes]

Chapter 19.64 Parking

i The requirements of SSB 6015 (2024) Minimum Parking Requirements – Residential Development, codified under RCW 36.70A.622, will need to be integrated and adopted during this periodic update. Staff recommendations are forthcoming.

19.64.030 Computation of required parking spaces

A. [no change]

B. Guest Parking Requirements.

1. Guest parking is required for all residential developments in accordance with this subsection. Guest parking provided is above and beyond the minimum quantitative requirements elsewhere in this chapter.
2. Guest Parking Location and Accessibility Standards.

i HAP 2.6.3 – Recommended evaluating appropriateness of guest parking standards in some zones.

Staff recommend retaining current standards, as we have not heard that they are challenging to meet, and most of the time can be met with adjacent on-street parking. Subsection (B)(2)(c) conflicts with the allowance for on-street parking spaces to count for guest parking. On-street public parking cannot be reserved.

- a. On-street parking areas within or directly adjacent to the subdivision or other development may be used to meet guest parking requirements, provided such ~~areas~~ streets are constructed to city standards and are not already used for the purpose of meeting minimum parking requirements. One parking space is equivalent to 20 lineal feet of parallel on-street parking area.
- b. Other off-street parking spaces within the subdivision/development that are above and beyond standard minimum parking requirements for the development may be ~~used for~~ counted toward meeting guest parking.
- ~~c. Guest parking spaces must be available to guests of any residential unit in the development at all hours.~~

3. *Minimum Guest Parking Ratios by Housing Type.*

Table 19.64.030(B0

Minimum guest parking spaces required by housing type.

Housing Type	Minimum guest parking ratio
Single-Family	1 per 2 units
Cottage	1 per 4 units
Duplex or Triplex	1 per 4 units
Townhouse	1 per 4 units
Multifamily	1 per 8 units; 1 per 10 units if the multifamily use parking is provided entirely by structured parking; Where units average less than 700 square feet, 1 per 4,000 sq. ft. of net leasable floor area.

4. Developments within the CBD zone are exempt from the guest parking requirements herein.
5. If the required number of guest parking spaces results in a fraction that requires less than one guest stall, no off-street parking space is required if on-street parking is available within 500 feet of the subject property.

C. [no change]

19.64.040 Number of parking spaces required

- A. The minimum number of off-street parking spaces must be determined in accordance with Table 19.64.040.
- B. [no change]
- C. [no change]
- D. [no change]

Table 19.64.040

Off-street parking spaces required.

Use	Minimum Parking Spaces Required	Maximum Parking Spaces Allowed
RESIDENTIAL		
Household Living, as listed below		
Single-family	2 per unit	
Single-family, small lot	1 per unit	
Accessory dwelling unit	See AMC 19.47.030(C)(8)	
Cottage housing	1.5 per unit	
i HAP 2.6.1 – For middle housing, use clear quantitative standards instead of referring to multifamily bedroom counts. Staff recommend retaining current parking standards for middle housing for now because much of the City where middle housing could be located does not have frequent or convenient public transit service, which may cause residents to rely more on cars.		
Duplex or triplex	Same as multifamily (based on number of bedrooms)	
Townhouse	Same as multifamily (based on number of bedrooms)	
Multifamily dwelling, one bedroom or studio	1.0 per unit	1.5 per unit
Multifamily dwelling, two bedrooms	1.4 per unit	2.0 per unit
Multifamily dwelling, three or more bedrooms	1.6 per unit	2.5 per unit
i HAP 2.6.1 – For affordable housing, set off-street parking requirements at 0.5 to 0.75 spaces per unit, based on census data that demonstrates that lower income residents own fewer vehicles. We need to define what qualifies as an affordable multifamily dwelling to qualify for this reduced parking rate. Should this include deed-restricted affordable housing and/or ‘small units’?		
<u>Multifamily dwelling, affordable</u> (includes permanent supportive housing and transitional housing)	<u>0.75 per unit</u>	<u>1.5 per unit</u>

i HAP 2.6.1 – The HAP recommends using ‘senior housing’ instead of ‘restricted’ here; however the term is defined in AMC 19.43.090 and references the definition of “housing for older persons” in the Federal Fair Housing Act. Staff recommend we keep this term as-is, and cross-reference the definition in 19.43.090 for clarity.		
Multifamily dwelling, restricted <u>(as defined in AMC 19.43.090)</u>	25% reduction in base multifamily parking requirements above (based on number of <u>bed</u> rooms)	Same as multifamily uses above
Group Living, as listed below		
Adult family home	2 per home	
Assisted living facility	0.5 per unit	
Nursing home	0.33 per bed	
Rooming houses	1 per rented room	
i RCW 36.70A.535(3) – this is the maximum amount of off-street parking that can be required for co-living housing.		
<u>Co-living housing</u>	<u>0.25 per sleeping unit</u>	
i HAP Strategy 2.1.10. Address supportive housing uses directly in the code. Subsequent to adoption of the HAP, Commerce released updated guidance pertaining to siting and development of Emergency shelter, Transitional housing, Emergency housing, and Permanent supportive housing (STEP). <i>[Staff is reviewing the guidance and will provide additional recommendations at a future PC meeting].</i>		
<u>Supportive Housing, as listed below</u>		
<u>Emergency housing and emergency shelters</u>		
<u>Permanent supportive housing</u>		
<u>Transitional housing</u>		

[no changes to the remaining table]

Chapter 19.65 Landscaping

19.65.070 Landscape site design standards

A. [no change]

- B. [no change]
- C. [no change]
- D. Parking Lot Landscaping.
 - 1. [no change]
 - 2. [no change]
 - 3. *Minimum Width and Length.* Planting areas must have a minimum average width of ~~10~~ 7.5 feet (measured inside the curb) and must be the same length as the parking stall or column.
 - 4. [no change]
 - 5. [no change]
 - 6. Parking Lot Perimeters.

i HAP 2.5.6 – Reduce and simplify minimum planting area widths to allow more efficient use of land. This is critical for smaller lots where infill multifamily and townhouse development may occur, but still meet the purpose of parking lot landscaping.

- a. For parking lots adjacent to public streets, use Type C landscaping at least 7.5 feet deep. ~~a width equal to or greater than the minimum building setback specified for the applicable block frontage type specified in AMC Chapter 19.61, Block Frontage Standards.~~

DEPARTURES to this standard will be considered via AMC 19.20.220, provided they meet the purpose of the standards noted above.

- b. For parking lots along internal lot lines, use Type A, B, or C landscaping at least ~~10~~ 5 7.5 feet deep, except where a greater buffer width is required per the standards in subsections A and B of this section. Where recorded cooperative parking agreements are in place between adjacent properties, sites must be exempted from the subject parking lot landscaping buffer.

[no other changes to this section]

Anacortes Housing Action Plan

Recommendations to Consider

Version Date: February 21, 2025

PC Review /Discussion Dates: November 6, 2024; January 2, 2025; February 12, 2025

Note: This document will be updated with additional staff and PC recommendations as they are completed.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.1	13	Allowed Uses. Action: Allow more housing types in more residential zones to promote middle housing and affordable housing.					<i>Assigned: Commissioners Jeretzky & Stoneman</i>
2.1.1	16	Residential Low Density 1 (R1) Zone Allow cottage units in the R1 zone	Regulatory	High	Cottages are likely to be especially appropriate for the R1 zone.	Make changes as per HAP recommendations	11/6/24 Move forward with PCED recommendation
2.1.3	16	Residential Low Density 2A (R2A) Zone Allow triplexes and townhouses (up to 4 units) in the R2A zone	Regulatory	High		Make changes as per HAP recommendations: - Allow on alley loaded lots only - Limit max unit size (1,000-1,200 gfa)	11/6/24 Move forward with PCED recommendation
2.1.5	18	Group Living Assisted living – change from C to P in R3, R3A, and R4A Nursing homes – change from C to P in R4	Regulatory	High	Include Rooming House and Adult Family Home; HACS proposes further study of Nursing Home and Assisted Living Facility to ensure sufficient standards exist in code.	Make changes as per HAP recommendations: - For R3 and R3A zones – consider maximum occupancy of 10 units or beds; minimum spacing of 1,000 feet between facilities; and	11/6/24 Move forward with PCED recommendation

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
						maximum size of porte cochere features for passenger loading (accommodate vehicles no longer than 30')	
2.1.6	18	Adult Family Homes Amend definition for consistency with RCW 70.128.140	Regulatory	High		Make changes as per HAP recommendations - NOTE: DRAFT Ord. 4092 addressing SB 5290 (2023) would amend 19.43.120 and 19.41.050 for consistency with state law. PC recommended approval of this change, among others, to implement SB 5290, at their 11/30 PC meeting.	11/6/24 Move forward with PCED recommendation
2.1.7	19	Prohibit New Large-Lot Single-Family Uses in Medium and High-Density Zones Prohibit new SFR uses in R3A, R4, and R4A zones	Regulatory	High	Rework as a maximum lot size and apply to consolidation via BLA; apply to all zones	Instead of outright prohibiting SFRs, establish a minimum density in the R4 zone for lots that are >= 6,000 sq. ft.	11/6/24 Move forward with PCED recommendation
2.1.8	19	Duplex Cottages Allow duplex cottages in all zones where cottage housing is allowed	Regulatory	High	See Cedar Springs Lane development as an example of where this type has already been permitted.	Make changes as per HAP recommendations	11/6/24 Move forward with PCED recommendation
2.1.9	19	Single Room Occupancy Housing Define, permit, and set standards for single room occupancy housing	Regulatory	High	Limit to mixed-use zones.	Make changes to comply with ESHB 1998 (2024), effective 6/6/24. RCW 36.70A.535 – Co-living housing.	1/22/25 Come back to this when staff recommendation is complete.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
		Updated MAKERS rec based on HB 1998 (enacted 2024): Replace current “rooming house” term/definition with new “Co-living housing” term and definition and allow by right in R4, R4A, CBD, C, MMU (wherever multifamily with 6+ units is allowed by right currently)				Must allow co-living housing as a permitted use on any lot that allows at least six multifamily residential units. Cannot require min. room dimensional standards larger than required by state building code; cannot require a mix of unit sizes or number of bedrooms, or to include other uses.	
2.1.10		Supportive Housing Make updates to comply with state law regarding permanent supportive housing, transitional housing, emergency housing, and emergency shelters			Add design standards as allowed by state law.	Make changes as per HAP recommendations and state law - Consider allowing in lower intensity zones subject to max. occupancy and min. spacing standards? See 2.6.1 for parking - Require operational plans and information-sharing on supportive housing uses.	1/22/25 Come back to this when staff recommendation is complete.
	27	Streamline ADU regulations Action: Streamline ADU regulations to make them easier to finance, permit, and build.					Assigned: None.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.3	27	ADU Regulations	Regulatory	High	Partially completed already; remainder is required by state law.	Recommendation still being developed	1/22/25 <i>Come back to this when staff recommendation is complete.</i>
2.4	29	2.4 Adjust form and intensity standards Action: Adjust the residential zones' form and intensity (dimensional) standards to improve the physical and economic feasibility of building small homes, multifamily housing, and affordable housing.					Assigned: Commissioners Mills and Martin
2.4.1	31	Minimum Lot Sizes Reduce minimum lots sizes for duplexes and lot area needed for each additional attached dwelling in the R2, R2A, R3, R3A, R4, R4A zones	Regulatory	High	Focus on regulating by height, setbacks, open space, parking minimums rather than lot size and effective limits on the size of the units.	Make changes as per HAP recommendations - Link reduced duplex lot sizes to caps on unit gross floor area (GFA) most zones	1/22/25 <i>Come back to this at next meeting.</i> 2/12/25 Move forward with PCED recommendation. Plus, in the Old Town zone, allow small duplexes (6,000 sf), and require 1,000 sf lot area for each additional attached unit up to 4.
2.4.2	34	Maximum Lot Coverage Increase from 50% to 60% in the R4 and R4A zones	Regulatory	High		Make changes as per HAP recommendations	1/22/25 Move forward with PCED recommendation
2.4.4	35	Density Update density standards	Regulatory	High		- Add a minimum density of 15 du/ac for lots $\geq$ 6,000 sq. ft. in the R4 zone. - Consider adding minimum density for some or all other	1/22/25 <i>Come back to this when staff recommendation is complete.</i> 2/12/25 Move forward with PCED recommendation. Discussion:

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
						zones based on the density range for the applicable comp plan land use designation - Retain maximum density standards. Consider updating applicability to apply only to creation of new lots (except for unit lot subdivisions of attached dwellings) and to construction of more than one principal residential structure on an existing lot	Should we consider minimum densities for other zones? Some concern with taking away ability to build SFR on lot >6,000 sf in R4 zone for current owners who bought with that intention.
2.4.5	36	Setbacks Reduce minimum street and interior side setbacks for upper floors in certain zones	Regulatory	High		Make changes as per HAP recommendations	1/22/25 Move forward with PCED recommendation
2.4.6	36	Height Bonus Program Adjust “Small unit” bonus height provisions (increase max. unit size from 600sf to 650 sf)	Regulatory	High		Make changes as per HAP recommendations	1/22/25 <i>Come back to this at next meeting.</i> 2/12/25 Move forward with PCED recommendation.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.4.7	36	Elevator Penthouse Increase the height allowance for elevator penthouse structures	Regulatory	High		Make changes as per HAP recommendations	1/22/25 Come back to this at next meeting. 2/12/25 Move forward with PCED recommendation.
2.5	38	Adjust Definitions and Design Standards Action: Adjust other development regulations to help reduce barriers to housing production.					Assigned: Commissioners Ryan and McCombs
2.5.1		Family Definition Amend the definition of family for consistency with state law			Required.	Make changes as per HAP recommendations	2/12/25 Consider replacing 'family' with 'household'. Further discussion at 2/26/25 meeting.
2.5.2	38	Design Standards Applicability Clarify applicability of Ch. 19.61, 19.62, and 19.63 to townhouses	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.
2.5.3	39	Block Frontage Standards Clarify Undesignated block frontage requirements	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.
2.5.4	40	Usable Residential Open Space Adjust required amount and design of usable open space for multifamily development	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
2.5.5	41	Townhouse Open Space Adjust required dimensions for townhouse open space	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.
2.5.6	41	Parking Lot Landscaping Simplify planting area widths to allow more efficient use of land	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Reduce the minimum planting area width required between parking lots and public streets from 10' to 7.5', and between parking lots and internal lot lines from 10' to 7.5'.
2.5.7	43	Service Areas and Mechanical Equipment Clarify applicability and offer more flexibility	Regulatory	High		Make changes as per HAP recommendations *Updated Staff note – these standards need to be compared to and reconciled with the City's new Solid Waste Container Collection standards	2/12/25 Move forward with PCED recommendation.
2.5.8	43	Building Design Revise articulation standards to improve clarity	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.
2.5.9	44	Building Materials	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
		Clarify applicability of durable materials on ground floor					
2.5.10	44	Blank Walls Update standards to reduce construction cost impacts	Regulatory	High		Make changes as per HAP recommendations	2/12/25 Move forward with PCED recommendation.
	45	Adjust parking standards Action: Adjust parking standards for middle housing, affordable housing, senior housing, and consider additional parking strategies to promote mixed-use development. Allow on-street parking to meet parking needs and adjust parking standards.					Assigned: Commissioners Currier & Mills
2.6.1	45	Minimum Parking Standards Revise parking standards for middle housing and affordable housing to simplify, consider allowing fee-in-lieu payments	Regulatory	Medium	Consult with AHA and AFC about their parking experience	Recommendation still being developed. New law in 2024 (SB 6015) codified under RCW 36.70A.622 to add limitations on local residential parking regulations.	
2.6.3	46	Guest Parking Consider waiving guest parking requirements for more areas or remove requirements for multifamily uses	Regulatory	Medium	Allow only when nearby streets are fully constructed	Recommendation still being developed.	

Item	Page	Title / HAP strategy summary	Strategy Type	Priority	Comments from Council Planning Committee	Recommendations Planning Department	Planning Commission Teams – Initial Rec.
	63	Land Use Element updates					
4.3.2	64	R1 Zone Re-examine the purpose, priorities, and development regulations for the R1 zone	City wide Planning	Medium		Recommendation still being developed.	
		These Items Are Required					
2.1.10	21	Supportive Housing	Regulatory	High	Add design standards as allowed by state law.	Recommendation still being developed.	
2.4.8	37	Religiously-Owned Land Density Bonus	Regulatory	High		Recommendation still being developed.	
2.5.1	38	Family Definition	Regulatory	High		See 2.5.1 above	



Planning Commission Agenda Bill

Meeting Date: February 26, 2025

Agenda Item: 6.b.

Subject: Planning Commission Rules of Procedure discussion

Staff Contact:

Approved for Submittal to Commission by

Libby Grage
John Coleman

Action Type

Motion

Summary Statement: The Planning Commission Chair requested that the Planning Commission review the General Provisions section of the Planning Commission Rules of Procedure. At its January 22, 2025 meeting, the Planning Commission agreed to put the issue on the February 12, 2025 meeting agenda. Because not all Commissioners were present at the February 12 meeting, the item has been postponed to the February 26, 2025 meeting.

Background: The Planning Commission adopted the current Rules and Procedures in August of 2024. Since that time, there has been a discussion about the RCW section referenced in the document. The Chair requested to continue that discussion and possibly amend the Rules of Procedure. The Planning Commission agreed to discuss the topic in more detail at the February 10, 2025 meeting.

Previous Action: The Planning Commission adopted the current Rules and Procedures in August of 2024.

Competing Viewpoints Considered:

Recommended Motion: None

Alternative Actions:

Attachments (listed in order presented):

1. PC Rules of Procedure SIGNED (8-14-24)

Anacortes Planning Commission

Rules of Procedure

1	General Provisions	
1.1	Authority.....	1
1.2	Roles of the Planning Commission	1
2	Organization of the Planning Commission.....	2
2.1	Membership.....	2
2.2	Quorum.....	2
2.3	Election of Officers.....	2
2.4	Officers.....	2
2.5	Duties of Chairperson and Vice-Chairperson.....	2
3	Meetings.....	3
4	Agenda.....	4
5	Study Sessions.....	4
6	Public Comment.....	4
7	Public Hearing Procedures.....	5
8	Conflict of Interest and Appearance of Fairness.....	6
9	Code of Ethics and Decorum.....	6
10	Amending Rules of Procedure.....	7

1. GENERAL PROVISIONS

1.1 Authority

The Planning Commission has all the powers and performs each and all the duties specified in Anacortes Municipal Code (AMC) Title 19, Title 2.42, and RCW 35.63.

1.2 Roles of the Planning Commission

The Planning Commission is an appointed independent review body of local citizens that provides recommendations to the Anacortes City Council. The Planning Commission also provides guidance and direction for Anacortes' future growth through continued review and improvement to the City's comprehensive land-use plan, zoning code, shoreline management, environmental protection, and related land-use documents.

The Planning Commission is tasked with considering the long-term growth and development of the community. Commissioners also consider the impact of land-use decisions on

community livability, economic opportunity, housing affordability, public services, and the environment. The Commission brings a long-term community perspective to land-use policy and is responsible for maintaining an accessible and transparent process that informs and educates the public.

2. ORGANIZATON OF THE PLANNING COMMISSION

2.1 Membership:

- a) The Planning Commission consists of seven members with a term of office of six years.
- b) When vacancies occur or terms expire, the mayor shall appoint new members or reappoint existing members pursuant to AMC 2.42.020.
- c) If a Commission member has more than four (4) unexcused absences from regularly scheduled meetings in a calendar year, the Chair shall inform the Mayor who may appoint a new Commission member to complete the member's term.
- d) No person shall hold the office or be a member of the Planning Commission unless that person is a resident of the city or the urban growth area.
- e) If a member of the Planning Commission ceases to be a resident of the city or urban growth area, the office must be vacated.

2.2 Quorum

- a) A quorum will consist of four (4) members of the Commission, and no action can be taken in the absence of a quorum except to adjourn the meeting to a subsequent date.

2.3 Election of Officers

- a) The officers of the Commission will consist of a Chair and a Vice-Chair.

2.4 Officers

Officers are elected each year at the Planning Commission's first regular meeting of the year. This is done by nomination and voting of the Commissioners. Nominations are made by members; members do not nominate themselves unless no nominations are made.

- a) If either the Chair or the Vice-Chair positions become vacant during the calendar year, the Commission must elect a replacement to serve until the next regularly-scheduled election
- b) The Planning Commission may create special committees and assign up to three members to such committees.

2.5 Duties of the Chair and Vice-Chair:

- a) The Planning Commission Chair, or in his or her absences, the Planning Commission Vice- Chair, shall be the Presiding Officer of the Planning Commission. In the absence of both the Chair and the Vice-Chair, the Commission shall appoint one of the other members

of the Commission to act as a temporary Presiding Officer.

- b) The Chair calls meetings to order, records attendance into the record, and assigns subcommittees and duties as needed.
- c) The Chair keeps the meeting to its order of business, controls discussion in an orderly manner, and permits audience participation at the appropriate times. Every Commissioner who wishes an opportunity to speak must be recognized by the Chair.
- d) The Chair opens the floor for motions made by members, asks for discussion from members, asks for seconds to the motions, calls for voting by reading the motion into the record and may state in the record the vote of each member.
- e) It is the Chair's duty to see that the transaction of the Planning Commission's business is in accord with these Procedures.

3. MEETINGS

- a) The Planning Commission and City staff shall determine a regular meeting time (time, place, and frequency) as necessary.
- b) All meetings of the Planning Commission are open to the public.
- c) Executive sessions may be held only in accord with the requirements imposed by RCW 42.30.110 and RCW 42.30.140.
- d) The Planning Commission meetings are governed by the current edition of *Roberts Rules of Order*.
- e) To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
- f) Action is taken by a majority vote of the members present. Any member may abstain from voting. A tie vote means a motion fails.
- g) After 9:00 PM, the Planning Commission must hear no new agenda items unless a majority of the Commissioners present decide otherwise.
- h) A city staff person will be responsible for the written recording of all Planning Commission meetings.
- i) All approved minutes will be retained by the City of Anacortes in accordance with retention requirements under the Public Records Act at Chapter 42.56 of the Revised Code of Washington.

4. AGENDA

- a) The preparation of the agenda will be the duty of the Planning Director or his/her designee, and he or she will coordinate that preparation with the Chair.
- b) The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
- c) Copies of the agenda and final meeting packet materials will be available to all Planning Commission members at least two days prior to a regular meeting date.
- d) The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
- e) The Planning Commission may continue a public hearing to a future date for reasonable purposes. A continued public hearing does not require new public notice.
- f) Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.

5. STUDY SESSIONS

- a) The Planning Commission may conduct informal study sessions to carry out its duties.
- b) The Commission may consider information and recommendations from staff and comments from the public during the study session.

6. PUBLIC COMMENT

- a) An opportunity for public comment will be provided at each Planning Commission meeting consistent with the requirements of Chapter 42.30 of the Revised Code of Washington.
- b) The Public Comment period is for comments not related to items on that meeting's agenda, while specifically pertaining to the City of Anacortes.
- c) If appropriate, there will be an opportunity for the public to comment on agenda items as they are addressed by the Commission.
- d) Each speaker is limited to 3 minutes speaking time.
- e) Members of the public wishing to provide comment may only speak if acknowledged by the Chair.
- f) If audience comment or behavior becomes disruptive, the Chair may recess or adjourn the meeting.

7. PUBLIC HEARING PROCEDURES

- a) The Chair must open the public hearing on the subject case by identifying the proposal.
- b) The Chair must state that the testimony and input will be taken in the prescribed fashion.
- c) All persons wishing to speak on the matter before the Planning Commission must be recognized by the Chair.
- d) Any commenter must state his or her name and city of residence for the record, as well as any group or organization he or she represents.
- e) All statements by the speaker must be addressed to the Planning Commission.
- f) The Chair may limit the amount of time allowed to any person or group to allow efficient and thorough hearing procedures.
- g) The Chair may limit input to avoid duplication.
- h) There will be no cross-examination of or dialogue with speakers.
- i) The presentation order will be as follows:
 - 1) Staff Planner: Presentation of staff report and other materials and correspondences into the record.
 - 2) Proponent: Presentation and statements by representatives of the proponent/applicant.
 - 3) Chair: Open public hearing.
 - 4) Members of the Public: Presentations and statements by the public who wish to speak for or against the proposal/application. The hearing is to gather information; questions from the public are not answered at the public hearing. Questions about the proposal/application must be addressed to staff during regular city hall business hours or in writing to the Planning, Community and Economic Development Department.
- j) After the public testimony portion, the public hearing is then closed.
- k) Planning Commissioners then deliberate on the proposal/application and the testimony received.
- l) Commissioners may ask questions of staff and applicants to clarify their understanding of relevant points or to gather additional information. All questions shall be posed through the Chair who shall ask the appropriate party for answers.
- m) A motion for disposition may then be made. For proposals that require a recommendation from the Planning Commission to the City Council, the motion may be to continue the hearing to gather more information, to recommend approval, approval with conditions,

denial of the proposal/application, or to forward to the City Council with no recommendation. For proposals/applications that require a decision by the Planning Commission, the motion may be to continue the hearing to gather more information, to approve, approve with conditions, or to deny the proposal/application.

- n) Planning Commission recommendations must be transmitted to the City Council in writing and must include the recommendation, findings of fact, the planning staff report, other correspondences, if any, and a summary of testimony presented to the Planning Commission.

8. CONFLICT OF INTEREST AND APPEARANCE OF FAIRNESS

All members of the Planning Commission must act in accordance with the Appearance of Fairness Doctrine at Chapter 42.36 of the Revised Code of Washington. If any Commissioner has a personal interest in any matter before the Planning Commission that would prejudice their actions, they must publicly disclose the conflict of interest and recuse himself or herself from participating in the proceedings and voting on the matter.

9. CODE OF ETHICS AND DECORUM

- a) A Planning Commissioner is a representative of the City of Anacortes and, therefore, a Commissioner's actions should reflect that representation.
- b) Members of the Planning Commission must fully comply with RCW Chapter 42.23, the Code of Ethics for Municipal Officers.
- c) Members of the Planning Commission must fully comply with RCW Chapter 42.30, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- d) While the Planning Commission is in session, a Commission member must neither, by conversation or otherwise, delay or interrupt the meeting or the peace of the Planning Commission, nor disrupt any Commission member while speaking nor refuse to obey the orders of the Chair.
- e) To preserve the integrity of the Planning Commission, if a Commission member reasonably believes that he/she has a conflict of interest in regard to a matter before the Planning Commission, the Commissioner should recuse himself/herself from discussion or vote on the matter and must leave the Council Chambers while the matter is under consideration. A Commission member may seek advice from the City Attorney in making this determination.

10. AMENDING RULES OF PROCEDURE

- a) The Planning Commission, at a regularly scheduled meeting, may amend these Rules of Procedure by a vote.
- b) A super-quorum of six of the seven members must be present to amend the Rules of Procedure.

L. Martin

Planning Commission Chair

August 14, 2024

Date