



CARNATION PLANNING AND PARKS BOARD AGENDA Regular Meeting

*Chair Ron Lundeen, Vivian Anschell, Daniel Enciso,
Caroline Habel, Wayne Wallace*

DATE: January 23, 2024

TIME: 5:00 P.M.

LOCATION: City Hall (4621 Tolt Avenue)

[JOIN ONLINE \(MICROSOFT TEAMS\)](#)

- Meeting ID: 216 386 824 316
- Passcode: twfG98

1) **CALL TO ORDER:** Chair Ron Lundeen

2) **ROLL CALL:** Ashlyn Farnworth

3) **APPROVAL OF AGENDA**

4) **APPROVAL OF MINUTES:**

- a) November 14, 2023

5) **CITIZEN COMMENT & REQUESTS:** *Comments may be submitted in advance by writing or e-mailing clerk@carnationwa.gov, or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes.*

6) **PRESENTATIONS:**

- a) ADU

7) **NEW BUSINESS:**

- a) New Board member Update

8) **OLD BUSINESS**

- a) River's Edge Park
b) Triangle Activation
c) Graffiti Board

- d) Comp Plan Open House
- e) Tree Code Update

9) FUTURE AGENDAS:

- a) Regular Meeting: February 27, 2024
 - i) Onboarding Meeting

10) ADJOURNMENT: Chair Ron Lundeen

CARNATION PLANNING AND PARKS BOARD AGENDA Regular Meeting Minutes 11-14-23

*Co-Chair Ron Lundeen, Co-Chair Jessica Merizan, Vivian Ansell,
Daniel Enciso, Caroline Habell, Brianna Prokopec, Wayne Wallace*

1. **CALL TO ORDER** – Ron Lundeen
 - At: 5:06 PM

2. **ROLL CALL** – Ashlyn Farnworth
 - Present: Co-Chair Ron Lundeen, Caroline Habell, Daniel Enciso, Vivian Ansell, and Wayne Wallace
 - Not Present: Co-Chair Jessica Merizan, Brianna Prokopec

3. **APPROVAL OF AGENDA**

MOTION BY CO-CHAIR LUNDEEN SECOND BY BOARD MEMBER HABELL TO APPROVE THE AGENDA. MOTION PASSED (5-0).

4. **APPROVAL OF MINUTES**

MOTION BY CO-CHAIR LUNDEEN SECOND BY BOARD MEMBER HABELL TO APPROVE THE OCTOBER 24TH REGULAR MEETING MINUTES. MOTION PASSED (5-0).

5. **CITIZEN COMMENT & REQUESTS:** *Comments may be submitted in advance by writing or e-mailing clerk@carnationwa.gov, or made in person, or by telephone or computer connection at the time of the meeting. Individual comments shall be limited to three minutes.*
 - No one provided public comment.

6. **PRESENTATIONS:**
 - No presentations scheduled.

7. **NEW BUSINESS:**
 - Graffiti Board
 - CED Principal Ender will check in with City of Duvall
 - Recommendation:
 - Public Works Crew Opinion
 - Comp Plan Open House: December 12th, 6-8 pm

- Joint Council & Planning and Parks Meeting Structure on January 9, 2024
 - CED Principal Ender will send invite.
- RFP: Youth Recreational Programming

8. OLD BUSINESS:

- River's Edge Park Options
 - Board Recommendations:
 - Above ground play surface
 - Buffer trees in Phase 1
 - Replace spiral climber with a solar climber
 - Replace Cozy Cocoon
 - Add composite bench
 - Attach shade sails to play equipment
- Triangle Activation Update

9. FUTURE AGENDAS:

- Regular Meeting: January 23rd, 2024

10. ADJOURNMENT – Ron Lundeen

- At: 7:00 PM

DRAFT



ADUs



CITY OF CARNATION



What is an ADU?

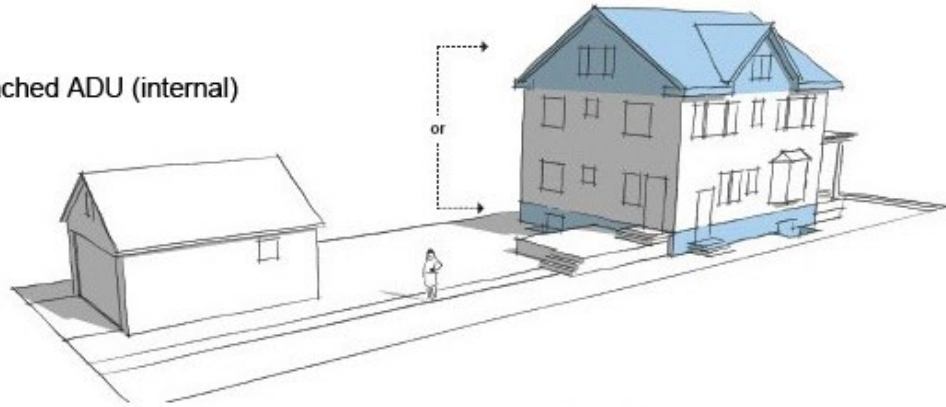


- An accessory dwelling unit (ADU) is a small, self-contained residential unit located on the same lot as an existing single-family home.
- An ADU has all the basic facilities needed for day-to-day living independent of the main home, such as a kitchen, sleeping area, and a bathroom. As the term "accessory" implies, ADUs are generally defined to be smaller in size and prominence than the main residence on the lot.
- ADUs are sometimes called “mother-in-law apartments”, “granny flats”, “DADUs” “backyard cottages” or “accessory apartments or units”

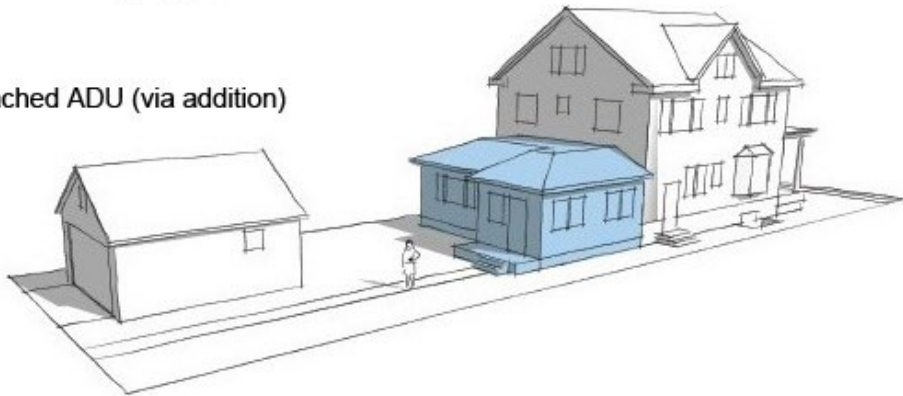
Examples of Accessory Dwelling Units (ADUs)

ADUs in blue; main residence in white

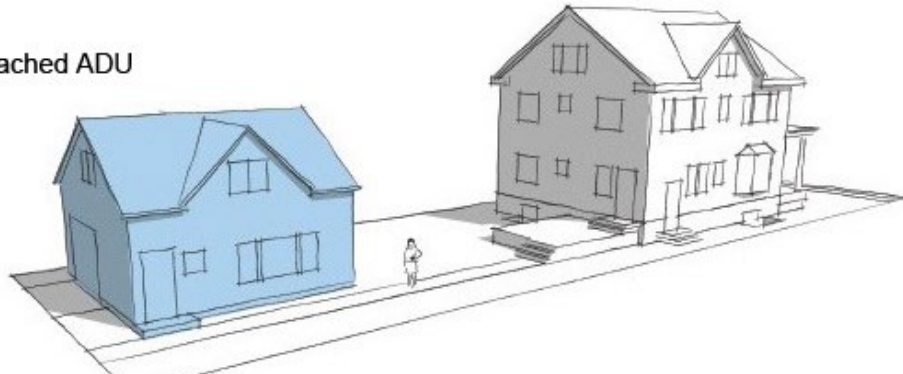
Attached ADU (internal)



Attached ADU (via addition)



Detached ADU



ADU Types

ADUs in Washington State: Required Code Changes

State law ([RCW 36.70A.680](#) and [36.70A.681](#)) requires all local governments planning under the Growth Management Act (GMA), regardless of population and including counties (unincorporated urban growth areas) as well as cities, to revise their regulations as needed to conform, within six months after their periodic update due date (June 2025), with the following requirements. **The City of Carnation is working on these code updates.**

- Minimum number of ADUs per lot:** Two ADUs per lot must be allowed in all GMA urban growth areas, in addition to the principal unit, **for lots that meet the minimum lot size required** for the principal housing unit. Local regulations must permit ADUs to be attached, detached or a combination of both types. In addition, a conversion of an existing structure, such as a detached garage, must be allowed.
- Maximum ADU size standard:** Local governments may not require ADUs to be smaller than 1,000 gross square feet in size.
- Dimensional standards:** A local government may not impose setback requirements, yard coverage limits, tree retention mandates, or restrictions on entry door location that are more restrictive than those required for the principal unit.
- Street improvements:** A local government may not require street improvements as a condition of permitting accessory dwelling units.
- Owner occupancy:** A local government may not require owner occupancy for a principal unit or ADUs.
- Condominium sales:** Local governments may not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an ADU.

ADUs in Washington State - Continued

- Design review:** Local governments may not impose aesthetic standards or requirements for design review that are more restrictive for ADUs than those for principal units.
- Required parking:** There are restrictions on how much on-site parking can be required, with a sliding scale for smaller-sized lots. No on-site parking standards may be applied to ADUs located within a half-mile of a major transit stop.
- Impact fees:** Impact fees for ADUs are limited to no more than 50% of those assessed to the principal housing unit.
- Common Interest Communities:** New “Common Interest Communities” (for example, a new subdivision with a homeowners association) are prohibited from adopting covenants, conditions, and restrictions (commonly called “CC&Rs”) that would limit the construction of ADUs on any lot. Existing CC&Rs, however, are not impacted by the new law and may remain in effect.

The City of Carnation’s Planning Department is currently reviewing these requirements and working to update CMC to comply by June 2025.

Housing Action Plan

The City of Carnation's Housing Action Plan was accepted in June of 2023.

Making it easier to build ADUs is consistent with Strategy 1 of the Plan:

STRATEGY 1 – ENCOURAGE A WIDE VARIETY OF HOUSING TYPES



How Do You Make it Easier to Build ADUs?

Overall, make it cost less and take less time to build an ADU. The main costs associated with building an ADU are:

- **Impact fees – Transportation and Park (School impact fees are at the school district's discretion)**
- **Design fees – architecture, site plan, engineering, etc.**
- **Permit fees**
- **Utility connection fees (ONLY applies if they want a new connection)**

Impact Fees

THE CITY OF CARNATION ALREADY OFFERS A DISCOUNT ON IMPACT FEES FOR ADUS.

Impact Fees

Transportation

Type	FY'23 Fees
Single Family Development (per unit)	\$8,815.00
Multi Family / Duplex (per unit)	\$5,095.00
ADU (per unit)	\$3,000.00

Parks

Type	FY'23 Fees
Single Family Development (per unit)	\$4,805.00
Multi Family Duplex, (per unit)	\$3,855.00
ADU (per unit)	\$2,000.00



Design & Permitting Fees

SEVERAL CITIES HAVE DEVELOPED PERMIT READY ADU PROGRAMS (PRADU) TO REDUCE APPLICANT'S COST & TIME FOR PERMITTING

Examples include but are not limited to:

- Seattle
- Renton
- Kirkland
- Leavenworth
- Lacey
- Olympia
- Port Angeles

ADUs – City of Carnation





**How does
Carnation
develop a PRADU
program?**



Option 1

Hire an architect to develop permit ready ADU plans that the City owns. These can be provided to applicant residents for free or low cost.

Option 2

Approve plans that architects submit to the City. Residents can “lease” by paying a royalty fee and work directly with the architect for modifications, etc.

The way to get started is to quit talking and begin doing.

- W A L T D I S N E Y

Pro: City of Carnation owns the plans and can decide what the applicant pays (free or low cost)

Pro: Reduces timeframes / no plan review required

Con: Cost is \$35,000+ to develop plans. An architect and engineer need to be contracted.

Con: When building, fire and/or energy codes are updated the plans need to be updated. City would need to pay for updates.

Challenge: Applicant still needs to develop their site plan and needs technical assistance.

Hiring An Architect

PROS AND CONS

Pro: Lower cost commitment for the City.

Pro: More plans can potentially be offered. Can collaborate with other cities.

Con: City doesn't own the plans/less control. Architect may decide to no longer participate.

Con: Higher cost for applicant (royalty fee + modification fees)

Challenge: Getting architects to participate

Pre-Approving Plans

PROS AND CONS

**City doesn't offer
PRADUs but...**

**Reduces all
permitting costs
(right now only
impact fees are
discounted) OR**

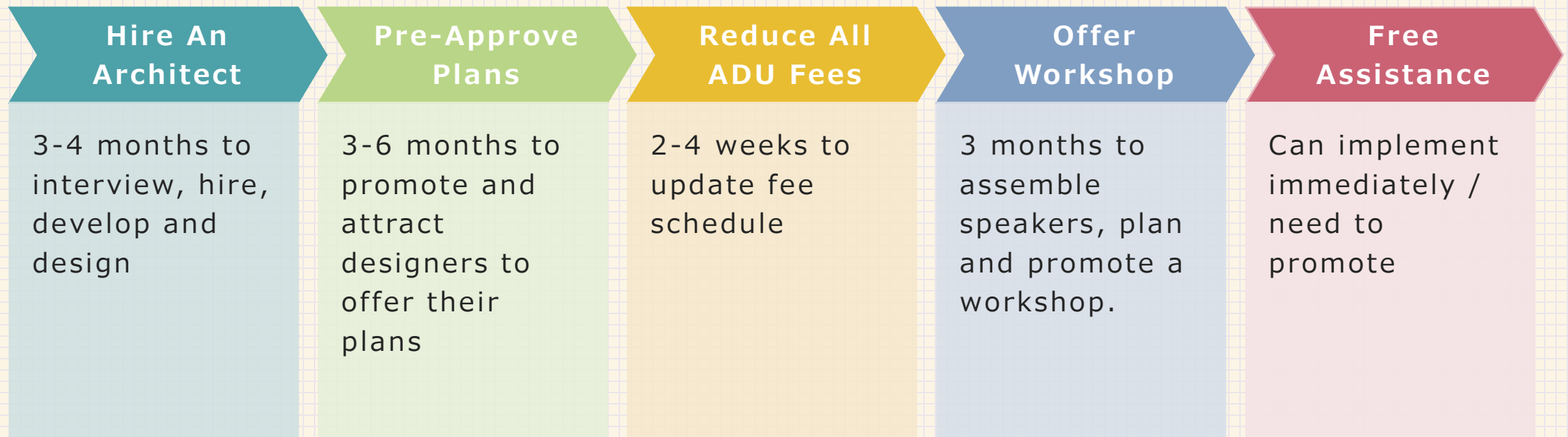
**City offers free
ADU planning
workshops to
assist potential
applicants OR**

**City offers up to a
certain amount of
free technical
assistance for
applicants**

Other Options

TO MAKE IT EASIER TO BUILD ADUS

Approximate Timelines



Summary

Implementing an ADU program in Carnation has many benefits including:

- Helping to meet GMA housing targets
- Diversifying housing types
- Increasing affordable rentals and/or lodging
- Making it a more affordable option for applicant residents





Planning and Parks Board On-Boarding Resources & Materials

Purpose: Planning and Parks Board members are appointed by the elected body to represent the broad interests of the community. They serve as a sounding board for new ideas, promote community interest in planning, and provide leadership in citizen participation programs. Planning and Parks Board Members make recommendations to elected officials.

New to the Planning Commission FAQ's:

(Note: not all of the information applies)

<https://deptofcommerce.app.box.com/s/7mh64agj1krlzif1rbzdow634vuvzouc>

Effective Meetings for Appointed and Elected Officials:

<https://deptofcommerce.app.box.com/s/jhf40iofp12jw6rlhslr6tl0rmo8612s>

Comprehensive Planning Basics (10-minute video):

<https://www.youtube.com/watch?v=KwdDxJNVv2E>

Open Public Meetings Act (27-minute video):

<https://www.youtube.com/watch?v=2YzyuOWmPrU>

Additional resources can be found here:

<https://www.commerce.wa.gov/serving-communities/growth-management/short-course/>

Note: Planning and Parks Board Members are subject to the Public Records Act. More information can be found here: <https://mrsc.org/explore-topics/legal/open-government/public-records-act/public-records-act-basics>