



CITY OF  
BAINBRIDGE ISLAND

AFFORDABLE HOUSING TASK FORCE  
REGULAR MEETING  
WEDNESDAY, FEBRUARY 28, 2018  
6:00-8:00 PM  
COUNCIL CHAMBER  
CITY HALL, 280 MADISON AVE N  
BAINBRIDGE ISLAND, WA 98110

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## AGENDA

**Members:** Althea Paulson, Chair

Emma Aubrey

Jeffrey Brown

Pat Callahan

Corey Christopherson

Jonathan Davis

Stephen Deines

Phedra Elliott

Sharon Gilpin

Stuart Grogan

Edward Kushner

Ann Lovejoy

Bill Luria

Pegeen Mulhern

David Shorett

Charlie Wenzlau

**Liaisons:** Deputy Mayor Blossom      Councilmember Scott      Commissioner Chester

- 6:00 PM**      Call to Order, Review and Approve Meeting Agenda, Conflict of Interest Disclosure
- 6:05 PM**      Review and Approve Notes from February 15, 2018 Meeting
- 6:10 PM**      Public Comment
- 6:20 PM**      Discussion about Friends of the Farms as a community partner in affordable housing, with Executive Director Heather Burger
- 6:35 PM**      Discussion of Future Inclusionary Zoning Ordinance
- 6:55 PM**      New Work Groups
- 7:25 PM**      Review Final Interim Report to City Council
- 7:40 PM**      Public Comment
- 7:50 PM**      Discuss Agenda for Next Meeting: March 14
- 8:00 PM**      Adjourn

*\*\*TIMES ARE ESTIMATES\**

For special accommodations, please contact Jane Rasely, Planning & Community Development 206-780-3758 or at [jrasely@bainbridgewa.gov](mailto:jrasely@bainbridgewa.gov)



AFFORDABLE HOUSING TASK FORCE  
SPECIAL MEETING  
THURSDAY, FEBRUARY 15, 2018  
6:00 PM – 8:00 PM  
COUNCIL CHAMBER  
280 MADISON AVE. N  
BAINBRIDGE ISLAND, WA 98110

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## MINUTES

### **TASK FORCE MEMBERS PRESENT:**

Althea Paulson, Chair  
Pat Callahan  
Stephen Deines  
Phedra Elliott  
Sharon Gilpin

Stuart Grogan  
Edward Kushner  
Bill Luria  
Charlie Wenzlau

**LIAISONS PRESENT:** Deputy Mayor Sarah Blossom & Planning Commissioner Bill Chester

**MEMBERS OF THE PUBLIC PRESENT:** Daniel Sochmen, Corey Christopherson, Jonathan Davis, Wayne Roth, Councilmembers Matthew Tirman and Ron Peltier (joined about 7:40 PM)

**CALL TO ORDER:** Chair Althea Paulson called the meeting to order at 6:01 pm.

**CONFLICT OF INTEREST DISCLOSURE** –Stuart Grogan disclosed that his organization (Housing Kitsap) are involved in the Suzuki project.

**APPROVAL OF MINUTES:** Ed Kushner explained his proposed amendments to the January 24 meeting minutes. The amended minutes were approved unanimously.

### **Introduction of new members**

- Motions were proposed and passed unanimously to add Corey Christopherson and Johnathan Davis to the task force
- Corey Christopherson was appointed to keep the minutes

**PUBLIC COMMENT:** No public comment.

**DISCUSSION OF WORK GROUP REPORTS:** A summary document prepared by Charlie Wenzlau was used as a guide for the discussion

### **HO 3.6 Small to midsize single-family housing units**

1. Tiny houses were discussed. It was agreed that these are more appropriate for transitional and homeless housing
2. Existing temporary homeless camp regulations (18.09.030 j & h) were reviewed
3. Micro are viewed by the group as a less ideal option
4. Cottage housing sentence was approved as is and highlighted as important for future study
5. ADU sentence was approved and is highlighted as important for further study

Sharon Gilpin requested to add a container house presentation to a future agenda

#### **HO 4.2 Highschool Road and Ferry Terminal development standards**

- This was identified as the most important area of emphasis for inclusionary zoning and should be a top task force priority
- Floor to area (FAR) ratio was discussed. Common consensus was that the FAR should remain the same but composition of commercial and residential should be more flexible

#### **HO 6.3 Maintain and innovative housing program in designated centers**

- Concern was raised with the lack of city council discussion about HDDP and MFTE. More work is needed on the interaction between the three programs
- Neighborhood Service Centers were discussed. More attention will be paid to NSCs moving forward

#### **HO 6.4 Conservation Villages**

- Interaction between conservation villages and the new CAO were discussed

#### **NEXT STEPS**

- Housing levy line was removed
- Preservation of existing affordable housing stock was discussed. Incremental zoning was added
- More COBI support was added

#### **RECENT COUNCIL ACTIONS: MORATORIUM**

The council asked for input from the AHTF after receiving a public comment from Charlie Wenzlau. The moratorium was then discussed.

- The main question was if the lack of affordable housing should be used as justification for the moratorium
- The consensus was that affordable housing should be removed from the whereas clauses because
  - There is not sufficient affordable housing in the pipeline for the remaining 4 months of the moratorium to have much impact
  - The task force will be complete with our work in June and we do not want to prolong the moratorium and risk hurting island affordability
- Charlie Wenzlau proposed a motion to submit to the council a recommendation that affordable housing be removed from the moratorium whereas clauses for the above reasons. Language was added that the AHTF will speed up our work on inclusionary zoning to early delivery to council. Motion passed unanimously

**CRITICAL AREAS ORDINANCE:** Councilman Tirman requested feedback from the AHTF on affordability impacts from the new CAO

- Corey Christopherson voiced concerns that the process of defining the NVPA would quickly develop into a complex process requiring outside engineering services. Deputy Mayor Blossom disagreed and stated that her experience in defining the NVPA for her own development was simple. Corey then asked about the SAR process and how it was originally supposed to be simple as well and is now complex and burdensome

- Deputy Mayor Blossom noted that the trigger of 800sqft improvement area for the new CAO would likely discourage the creation of new ADUs (900sqft). Increasing the trigger to match ADU size was discussed.
- Councilman Tirman was present and stated that he understood our concerns

**SMALL GROUP REPORTS:**

- Corey Christopherson was the only one who had met with his small group. Likely because it is a group of one
- Small group reports were skipped
- A discussion of small group scope was added to the agenda for the next meeting

**OTHER ITEMS:**

- A joint meeting with Friends of the Farm was discussed. No action was taken
- Stewart Grogan read out on new income discrimination rules
  - Existing rules on the books will stand as long as they are at least as restrictive as the state minimum

**PUBLIC COMMENT:** No public comment.

**ADJOURN:** Motion to adjourn at 8:05 p.m. approved by a unanimous vote.

## MEMORANDUM

Date: January 16, 2018  
To: City Council  
From: Jennifer Sutton, AICP  
Senior Planner  
Subject: Next Steps for Inclusionary Zoning Regulations

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### BACKGROUND

A Comprehensive Plan high-priority implementing action was to establish an Affordable Housing Task Force (AHTF) to identify affordable housing programs, policies, regulations, and incentives, and to make specific recommendations to the City Council for near-term action. The AHTF was appointed by the City Council on June 20, 2017, and began meeting regularly in September.

During the AHTF October 4, 2017 meeting, Kellie List (City Management Intern) presented an overview on Inclusionary Zoning, a well-known affordable housing strategy. At their November 1, 2017 meeting, the AHTF voted unanimously to recommend to the City Council that the City pursue an Inclusionary Zoning program.

Inclusionary Zoning refers to regulations that a local government could adopt to promote the construction of affordable housing; state guidance for such a program is outlined in [RCW 36.70A.540](#). An inclusionary zoning program generally has the following elements:

- 🏠 Mandatory or voluntary program?
- 🏠 Minimum project size that triggers inclusionary zoning requirements
- 🏠 Amount of affordable units required (e.g. 10% of total units)
- 🏠 Incentive to promote inclusionary zoning (e.g. bulk or height incentive, bonus lots or units)
- 🏠 Targeted income range for designated affordable units
- 🏠 Geographic scope or zones where inclusionary requirements apply
- 🏠 Program administration to ensure that residents are income-qualified, and that affordability is managed and maintained over time.

The Council heard the recommendation from the AHTF that the City pursue an Inclusionary Zoning program at the November 7, 2017 Council meeting. The same Inclusionary Zoning presentation was also given at the [November 7, 2017 City Council meeting](#).

A Municipal Research Services Center (MRSC) article on Inclusionary Zoning and the 2017 Affordable Housing Median Income table is also attached for background information. Additional background information helpful for the larger discussion on affordable housing are posted to the City's AHTF webpage <http://www.ci.bainbridge-isl.wa.us/921/Affordable-Housing-Task-Force>

## NEXT STEPS

Staff recommends that the City pursue inclusionary zoning by taking the next steps:

The AHTF consider and make recommendations on the following issues:

- 🏠 Geographic areas or zones where inclusionary requirements apply
- 🏠 Targeted income range for designated affordable units, rentals and owner occupied.
- 🏠 Whether or not to consider a “Fee in lieu” option, where an applicant would pay a fee to go towards constructing units elsewhere, instead of building the affordable units. The fee would likely go to the City’s Housing Trust Fund, to be used to support or build other affordable housing.

Concurrently, the City should begin to pursue consultant services, with expertise in real estate law and housing and real estate development to assist the City in determining a nexus between residential development and the amount of affordable housing that could be required through an inclusionary zoning program. The standards for the following elements are interconnected, and would be analyzed by a consultant:

- 🏠 Minimum project size that triggers inclusionary zoning requirements
- 🏠 Amount of affordable units required (e.g. 10% of total units)
- 🏠 Incentive to promote inclusionary zoning (e.g. bulk or height incentive, bonus lots or units)

The AHTF recommendations would factor into assumptions that a consultant would use in analyzing the issues