

Multi-family Infill Scope of Work

In general, PlaceMakers has been retained by the City of Langley to help develop and write a Multi-Family Infill Form-Based Code. PlaceMakers' services shall be as more fully described below:

I. Project Management: PlaceMakers project manager will maintain updates with the City's project manager via video conference. PlaceMakers will schedule calls and briefings for online work sessions for the Planning Board and City Council at key milestones. PlaceMakers will rely on Community Planning staff to provide a list of people for key stakeholder meetings. PlaceMakers Project Manager will serve as the point of contact for the PlaceMakers team and other team experts will be included in calls and meetings as necessary.

Deliverables: video conferences, emails, file transfer protocol for base data collection.

II. Community Engagement Process: As a part of the strategy development, PlaceMakers will host phone or video conferences with Langley staff and refine the engagement process.

Deliverables: Schedule of community engagement, including a preliminary community visioning workshop, a personalized HTML e-mail campaign throughout the process, phone and/or video interviews, public presentations, Planning Board and City Council work sessions, plus support for staff through the adoption process. Meetings may be online and/or in-person, depending on pandemic conditions.

III. Analysis: PlaceMakers will review pertinent documents, including existing zoning map, the comprehensive plan, Title 18, and other ordinances related to RS5000, RS7200, and the RM zone districts.

Deliverables: Specific opportunity sites identified, and preliminary Sketchup models produced to illustrate intensities of housing to be considered by the community.

IV. Visioning Workshop: After Tasks I, II, and III are complete, PlaceMakers will take direction from City staff to determine whether pandemic restrictions allow in-person public workshop sessions or whether online sessions are preferred. Whether online or in-person, the visioning workshop will give residents and staff the opportunity to provide aspirations and concerns, and establish the framework for the FBC prior to drafting.

Deliverables: Either an online workshop will be developed, including webinars, video conferences, and surveys to invite public vision, or if in-person gatherings are deemed appropriate by the City, PlaceMakers will conduct an in-person two-day visioning workshop. This process may include: One physically-distanced public workshop filmed by the City and hosted on the City's website; one physically-distanced joint workshop with City Council and the Planning Board; at least two physically-distanced focus meetings; HTML e-blast before and after the completion of the workshop announcing the event and then outlining next steps.

V. Draft Form-Based Code: The Multi-Family Infill Form-Based Code will implement the vision and goals in the comprehensive plan, as refined by insights gathered through the community engagement process. Clear and concise wording and graphics will make specialized concepts accessible to the broader public. When the first internal draft of the FBC is complete, PlaceMakers will present it to City staff who will compile **one round of consolidated electronic edits** for PlaceMakers to incorporate prior to public presentation.

Deliverables: The FBC will comply with the comprehensive plan, the Growth Management Act, and other elements needed to implement the principles of affordable and vital neighborhoods, in user-friendly language. Provide preliminary draft of the FBC and the regulating plan in Adobe PDF for staff review. Make one round of edits based upon staff critique. Write summary story and submit with PDF of the first draft for the City to post on the City's website. HTML e-mails will inform the community the first draft is available for review and comment.

VI. Public Presentation & Final Draft: After the public has had the opportunity to read the first draft, a second workshop (either online or in-person, at the City's direction) will be facilitated by PlaceMakers to introduce and explain the FBC to the community. The workshop will open with an introduction to the draft, followed by a breakout work session to collect community feedback. After the workshop is complete, City staff will compile **one consolidated round of digital comments**. PlaceMakers will address each comment through edits or discussion and catalog each response for staff and public records.

Deliverables: Conduct a second public workshop and Council/Planning Advisory Board joint work session to receive critique. Provide final draft of the FBC and regulating plan in Adobe PDF. Provide final draft and story for use on the City's website. HTML e-mails will inform the community the final draft is available along with the anticipated adoption timeline. Develop a Quick Start Guide that lays out in more detail the process for using the FBC, along with a summary of some of the questions, concerns, and perhaps misconceptions that were collected as part of the input process.

VII. City of Langley Responsibilities include: All venues, audio/visual equipment and technical support, food, beverage, signage, and any other hard costs necessary to host meetings are provided by the City of Langley. Markers, post it notes, 3 x 5 cards, paper, and pens will be provided by the City for meetings. During the workshops, the City will also provide printing and plotting as necessary. Mapping will be provided by the City's GIS and the team will have access to GIS services during the workshop. All workshop base maps will be printed by the City. All online web pages and uploads of draft and final Multi-Family Infill FBC.



Staff Report

To: Planning Advisory Board
From: Brigid Reynolds, Director of Community Planning
Meeting Date: August 5, 2019

Purpose: To introduce some possible zoning code amendments to expand permitted uses in the NB and CB zones; to add definitions for existing permitted uses; and

1. Neighborhood Business

Neighborhood Business Retail Overlay was established in 2014 with adoption of ord 1004. This ordinance removed some uses as follows:

In buildings that were legally in existence prior to January 25, 1989, the following uses and conditions apply:

1. *Production of goods;*
2. *Warehousing and storage of goods (not including self-storage)*
3. *Repair services*
4. *The 'sale of goods' was permitted as follows*
 - a) *Those goods produced and /or assembled on site and where other goods for sale do not occupy more than 10 percent of the GFA of the business: or*
 - b) *Where retail is a limited element (hours and/or scope of activity of the operation.*
5. *In furtherance of implementing the city comprehensive plan policy to "preserve and enhance the distinctive entrances to the city that set an inviting tone for the city", the following criteria shall apply:*
 - a) *All activities shall be screened from the view of the adjacent residences and shall be screened to the maximum extent possible from adjacent public streets; and*
 - b) *All activities shall be conducted within an enclosed building;*

These uses remain non-conforming.

Permit Sale of goods in NB zone.

Don't want to compete with CB

Limit retail to a certain size of the commercial space

2. Makers Space

In both CB and NB zones there are businesses producing goods and selling these goods. But the manufacturing of these goods is not explicitly permitted.

3. Definitions

a. Restaurant

Expand definition to include brewing of brew and cider and retail sales of the same product and winery bar.

“Restaurant” means an establishment with special space and accommodations where, in consideration of payment, food, without lodgings, is habitually furnished to the public. (Langley)

b. Regulations in a Definition

“Street setback” or “front yard setback” means the minimum distance required for buildings to be set back from the street lot line. Street setbacks apply to both public and private streets. For corner lots, the street setback applies to both streets. For through lots, the street setback applies to either frontage. *The planning official shall have the authority to reduce street or front yard setbacks for corner lots or through lots by up to 50 percent, upon a finding that such reduction is consistent with the intent of this code.*

Move the italicized clause to section 18.22.030 “Yards”

c. Permitted Uses that are not defined

Church

Cultural Facility

Medical/Dental Clinic

Services/Personal Services

Public Market

Social and Recreational Facility

Recommendation

To discuss the proposed Zoning Code amendments and recommend the Director of Community Planning continue with the process.



Staff Report

To: Planning Advisory Board
From: Brigid Reynolds, Director of Community Planning
Meeting Date: August 5, 2019

Purpose: To present and discuss possible Comprehensive Plan amendments.

Discussion

Pursuant to RCW 36.70A.130 cities and counties are required to review and amend their comprehensive plan and development regulations on a period basis every eight years. Amendments may also be considered on an annual basis. The proposed amendments introduced in this report are consistent with the scope of an annual review.

Planned Unit Development

As the PAB is aware consultants have been preparing a code amendment to Chapter 18.26 for Planned Unit Development (PUD). This work is being undertaken as a result of the Memorandum of Understanding between the developer, South Whidbey LLC and City Council, dated February 3, 2020. The draft code will be presented to the PAB in the next month or so.

The draft PUD code is a form-based code and is intended to permit mixed use developments. This means both a mix of types of residential dwellings as well as a mix of uses including residential and commercial. The Comprehensive Plan contains supportive policies for this proposed code however additional language specific to form based code should be included in both the Land Use and Housing elements.

The intent is also to create an overlay land use designation for mixed use planned unit developments. This requires enabling language to be added to the Comprehensive Plan as well as amending Map LU-10 to add the overlay district.

The draft code currently proposes that PUDs may only be undertaken on a parcel that has a minimum size of 5 ac. Attachment no. 1 identifies parcels that are 5 acres in size or larger.

Water Comprehensive Plan

The Water Comprehensive Plan is in its final draft stage. During the process discrepancies were identified regarding the water service area. The previous Water Comprehensive Plan adopted in 2012 identified a smaller area than what was established in the Coordinated Water Service Area by Island County and the City in 1985.

Some of the policies in the Land Use and Utilities, Capital Facilities elements as well as Map UCF-3 need to be amended to reflect the larger Coordinated Water Service Area.

Recommendation

To discuss the proposed Comprehensive Plan amendments and recommend the Director of Community Planning continue with the process.

Attachment No. 1



