



# **BUCKLEY CITY COUNCIL STUDY SESSION AGENDA**

Tuesday, October 7, 2025, 6:00 P.M.

Multi-Purpose Center, 811 Main Street

**Or Via Zoom:**

<https://us02web.zoom.us/j/82990819660?pwd=WVdKY0U3UlkwS1JybWxtWnh5M3NQdz09>

Call-in Number: 253-215-8782

Meeting ID: 829 9081 9660

Webinar Passcode: 637567

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## **A. CALL TO ORDER**

## **B. DISCUSSION ITEMS**

- Administrative Policies
- Development Code Updates

## **C. CITY COUNCIL COMMENTS**

## **D. ADJORNMENT**



TO: Mayor and City Councilmembers  
FROM: Treva Zumek, City Clerk/HR Administrator  
DATE: 10/7/25  
SUBJECT: Updated Administrative Policies

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The attached policies are the three that have been updated from what is currently in the Administrative Policies and Procedures Handbook. I have included the current policy and draft updated policy for your review.

We will also be reviewing any other policies you would like to review that were included in your September Study Session packet.

**Attachments:** Absences Weather Related Policy (current and updated)  
Flexible Work Scheduling Program Policy (current and updated)  
Vacation Policy (current and updated)

## 6.17 Leave Due to Inclement Weather or other Significant Disruptions of the Transportation System

6.17.01 Absence due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather or other significant disruptions of the transportation system shall be charged to the following in the order listed:

- Accrued vacation leave, annual leave (floating holiday(s)) or compensatory time;
- Accrued sick leave up to a maximum of 24 hours in any calendar year;
- Leave without pay.

Although the types of time off shall be used in the order listed in this policy, and each type of paid time off shall be exhausted before the next is used, employees shall be permitted to use leave without pay rather than paid time off at their request.

6.17.02 Tardiness due to an employee's inability to report for scheduled work because of severe inclement weather, conditions caused by severe inclement weather or significant disruptions of the transportation system will be allowed up to one and one-half hour at the beginning of the work day. Tardiness under this policy in excess of one and one-half hour shall be charged as provided above.

## PERSONNEL POLICY AND PROCEDURE

<b>SECTION 1: GENERAL</b>		<b>SUBJECT: 1.16 Absences – Weather Related</b>
Effective Date:	City Administrator Approval:	Mayor Approval:

**1.16.1 PURPOSE:** The City of Buckley is a major employer and the City is responsible for providing many crucial services during inclement weather situations. The city has a responsibility to its employees as well as the residents, when conditions become hazardous. This policy describes how the City will handle compensation and staffing in these situations where certain City functions have been closed.

**1.16.2 ORGANIZATIONS AFFECTED:** All departments/divisions.

### **1.16.3 POLICY: Absences – Weather Related**

- 1.16.3.01 Unless otherwise directed by the Mayor or City Administrator or their designee, the City is open for business to deliver municipal services during all scheduled hours of operations. Employees, unless otherwise directed or authorized, are expected to be at work as scheduled, regardless of weather conditions or other emergency situations.
- 1.16.3.02 All employees will be designated by their Director as “emergency activated” or “emergency non-activated” to ensure municipal services and operations are delivered and that employee attendance and pay are in accordance with all policies and procedures.
- 1.16.3.03 Each department Director has the responsibility to designate employees as “emergency activated” or “emergency non-activated.” This designation is subject to change at any time.
- 1.16.3.04 The Mayor, City Administrator or designee retains authority to determine when inclement weather conditions warrant suspension of “emergency non-essential” services, essentially, the closure of City facilities.

### **1.16.4 DEFINITIONS**



**Subject: Absences – Weather Related**

- 1.16.4.01 “Emergency Activated”: All employees are considered emergency workers. However, depending on the type and level of event, not all employees may be activated to assist with an emergency situation or to supply services deemed essential by the Mayor. Those employees that are not identified by their department Director, or designee, as “activated” are considered “non-activated” for the purpose of this policy.
- 1.16.4.02 “Emergency Essential”: City services during inclement weather include, but may not be limited to, Police, Fire, Emergency Management (includes staff designated to support EOC operations), Administration (communications, facilities), portions of Parks & Recreation, and Public Works. Any Director may designate certain services within their departments as “emergency essential services” in any event.
- 1.16.4.03 “Emergency Non-essential”: City services for the purpose of this policy include all other City services with the exception of those departments/services listed in paragraph 1.16.4.02.
- 1.16.4.04 “Suspension of Services”: City services may be limited, or determined to be non-essential, on a day-to-day basis and may result in reduced hours of service short of a normally scheduled day.
- 1.16.4.05 “Inclement Weather Situation”: A situation in which snow, ice, or other conditions present a significant hazard to employees and customers in getting to, and from, City facilities, as determined by the Mayor, or designee.

**1.16.5 PROCEDURE**

**Pay When No Suspension of Services Has Been Declared**

- 1.16.5.01 If an employee is late or does not report to work due to inclement weather conditions preventing them from reaching their regular work location as scheduled, the employee **must** use accrued paid leave. Illness leave may not be used for absences due to inclement weather. If no accrued paid leave is available to the employee, and the employee is late or does not report due to inclement weather conditions preventing them from reaching their regular work location as scheduled, time off without pay will be allowed, after all accrued paid leave is exhausted.
- 1.16.5.02 Time off under this section must be requested and approved through the approval process determined by the department director, or designee.

**Subject: Absences – Weather Related**

Requests will be honored provided the circumstances reasonably justify the employee's concern and the employee's presence is not required for emergency essential services.

**Pay During Suspension of Services**

**1.16.5.03 Emergency Activated Personnel:**

- a. Personnel are expected to remain and/or report to work at all times that they are officially scheduled to work or as directed and may be required to adjust their shifts or work longer hours than normally scheduled.
- b. Department Directors deeming it necessary to require certain employees to work during any hours of an official closing shall be responsible for establishing procedures to ensure notification to those employees that they are to report to work.
- c. Employees designated as "emergency activated" will be required to use accrued paid leave for absences on days of the closure. Illness leave may not be used for absences due to inclement weather. Time off under this section must be requested and approved by the employee's immediate supervisor or the person the employee would normally contact for time off.

**1.16.5.03 Emergency Non-Activated Personnel**

- a. When the determination is made to close a facility or to allow early release of employees by the Mayor, or designee, **on-duty**, regular, full-time and regular, part-time employees will be paid for the remainder of their scheduled shift and paid leave need not be charged. Employees with pre-approved time off that begins prior to the closure/early release will be required to use their pre-approved leave time.
- b. If the closure is announced in advance of the work day and employees do not report on that basis, regular, full-time and regular, part-time employees will remain in paid status for up to three (3) days, as determined by the Mayor, and as the inclement weather conditions persist. The Mayor may authorize an extension of the closure beyond three (3) days, depending on

**Subject: Absences – Weather Related**

circumstances. If the Mayor does not authorize a closure extension after three (3) days, and if the inclement weather conditions prevent employees from reaching their regular work location as scheduled, employees must use accrued paid leave in compliance with section 6.1 above. Illness leave may not be used for absences due to inclement weather. However, employees with planned or pre-approved leave on these days will be required to use their planned, pre-approved leave time.

- c. Non-benefited/temporary/seasonal employees not working will not be paid during a closure.

4.03.06 Telework. Regular telework, also known as telecommuting or working-at-home, is defined as a mutually agreed-upon work option between the City and the employee where the employee works at a telework site (home or an alternative work site) on specified days and/or hours, and at the central work site the remainder of the time, retaining flexibility as necessary to meet the needs of the work unit. Regular telework may be scheduled for up to two days per week as agreed upon by the Mayor or designee and the employee.

4.03.07 Criteria for Approval. In determining whether to consider a request for an alternate work schedule, flex time, or telework, department heads shall be guided by the following criteria. The primary criterion shall be customer service. Will a change from the normal 5/8 work schedule:

- ♦ Maintain or increase access by and service to the citizenry;
- ♦ Facilitate teamwork;
- ♦ Facilitate supervisory assistance;
- ♦ Increase productivity;
- ♦ Reduce traffic congestion;
- ♦ Reduce commuting time; or
- ♦ Promote Energy conservation?



## PERSONNEL POLICY AND PROCEDURE

SECTION 2: BENEFITS		SUBJECT: 2.4 Flexible Work Scheduling Program
Effective Date:	City Administrator Approval:	Mayor Approval:

**2.4.1 PURPOSE:** To establish a policy and procedures for teleworking, when appropriate, to attract and retain a skilled, diverse, dedicated workforce, reduce costs and commute trips, and improve productivity among employees while meeting the needs of the City and its customers.

**2.4.2 ORGANIZATIONS AFFECTED:** All employees

**2.4.3 POLICY:** The City of Buckley has approved the use of flex time and compressed work week schedules when it benefits both the City and its employees. The Flexible Work Schedule Program can help the City meet its goals for sustainability and reducing commute trips within the region, as well as to expand its hours of operation. Employees gain greater flexibility in balancing their work and personal lives, and the extra time off may help to increase morale and productivity.

Each Department Director may administer the Flexible Work Schedule Program on a case-by-case basis to ensure the efficient use of resources to provide effective, quality service to our citizens and other internal work groups. Changes in workload, seasonal work changes, staffing, funding, legal mandates, peak vacation times, or any other reason that the City deems necessary, in its sole discretion, may cause the City or a department to modify, temporarily suspend, or cancel a flexible work schedule. Some positions are not suited for flexible work hours and each Department Director will make that determination for each position.

Employees must complete an agreement to apply for a flexible work schedule. Agreements must be submitted to the Department Director for approval and will be kept on file in Human Resources. An approved flexible work schedule will remain in effect until the employee submits for a different flexible work schedule, or the flexible work schedule approval period expires. Occasional work schedule changes due to vacation, illnesses, doctor visits, etc., may be accommodated without completing a new agreement. The effectiveness of the flexible work schedule will generally be evaluated at least once annually as part of the employee's performance review.

**2.4.4 Telework**



**Subject: Flexible Work Scheduling Program**

The City of Buckley is a government organization and exists to serve the public. With advances in technology, there may be greater opportunities for effectively serving the public through alternative work modes such as teleworking. The City recognizes that a telework arrangement may be a viable, mutually beneficial option when both the employee and the job are suited to such an arrangement. Teleworking may also have a beneficial effect in reducing commute traffic. On a case-by-case basis, the City of Buckley will consider employee requests to work from home using the criteria set forth in this policy. The City may also request that an employee telework.

Teleworking is not an entitlement, it is not a benefit, and it in no way changes the terms and conditions of employment with the City of Buckley. The City reserves the right to terminate a telework arrangement at any time. Unless exigent circumstances exist, reasonable efforts will be made to provide fourteen (14) calendar days advance notice of the termination of the telework agreement to accommodate commuting and other issues that may arise from the termination of the telework arrangement.

**Eligibility**

When evaluating a request to work remotely, the City will consider the following:

- Nature of employee's position and extent to which duties can be performed effectively while working remotely.
- Operational needs, including the impact of the arrangement on other staff members.
- Employee's ability to work independently.
- Equipment needs.
- Home workspace conditions, including those affecting safety and security.
- Telework location.
- Other factors relevant to a particular situation.

Any approval of a telework arrangement will be conditioned on the employee signing a Telework Agreement addressing the terms of the arrangement. A template agreement is available from Human Resources and may be modified to address the terms of the approved arrangement.

**Equipment, Supplies, and Workspace**

The City of Buckley will determine, based on the information supplied by the employee and the department, the appropriate needs for each telework arrangement. Equipment supplied by the city will be maintained by the City, and it is the employee's responsibility to ensure the equipment is handled and secured in an appropriate manner to prevent loss, damage, and misuse. If City equipment is lost or stolen, the employee must immediately notify the employee's supervisor and Information Technology (IT) staff. The City reserves the right to make determinations as to appropriate equipment and software, subject to change at any time. Equipment supplied by the employee, if deemed appropriate and approved by the City will be maintained by the employee.

**Subject:** Flexible Work Scheduling Program

Any system used to access the City network must be current with the latest security updates and antivirus protections. The City does not provide support for and accepts no responsibility for damage or repairs to employee-owned equipment. Any software purchased by the City to assist the employee shall remain the property of the City, and must be installed by IT staff. **At no time shall an employee install third party software.** Any office supplies needed for performance of job duties should be obtained from the office. Equipment and supplies provided by the City are to be used for business purposes only, except as permitted under City policy.

Technical support is available via the City's helpdesk for City issued devices, network connectivity issues, and software programs. Support will be provided by IT using remote assistance software, telephone assistance, or virtual communication tools such as Microsoft Teams, Zoom, etc. In the event of an equipment or software malfunction and/or any downtime related to technical issues, the employee must notify their supervisor immediately. The employee must come into the office or use paid time off if technical or software malfunctions result in lost time where the employee is unable to complete standard work assignments.

The employee must establish an appropriate work environment within their home for work purposes. The city will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, lighting, rent or insurance, high speed internet access, utilities, or for repairs or modifications to the home office space.

Telework requires high speed internet to access the City's resources. It is the responsibility of the employee to obtain and pay for the cost of high-speed internet access.

**Security**

Consistent with the City's expectations of information security for employees working at the office, employees who are working remotely must ensure the protection of proprietary City information and confidential information accessible from their home office. Steps include locking the computer when leaving the work area, regular password maintenance, installation of updates as they become available, secure handling and disposal of physical documentation, ensuring secure (password protected) home internet service, and any other measures appropriate for the job and the environment.

**Safety**

Employees are expected to maintain their home workspace in a safe and ergonomic manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with their regular work duties are normally covered by the City's worker compensation policy. In the case of such an injury, the employee is responsible for notifying the supervisor and Human Resources as soon as practicable and must complete all requested



**Subject: Flexible Work Scheduling Program**

documents regarding the injury. The employee is liable for any injuries sustained by visitors to the employee's home worksite.

**Time Worked**

Employees approved to telework must work their assigned work schedule. Employees working remotely who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked. They must also observe regular lunch and rest breaks. Any overtime hours require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telework arrangement. An employee working remotely may be required by their supervisor to maintain a daily log of work activities. The City will monitor employee activity via remote connection, outlook calendar and teams availability. The City may monitor the employee's activity via meta-data records.

Leave policies apply to any instance where the employee does not perform work as scheduled. Accrued leave shall be requested and approved pursuant to applicable City policies.

A telework arrangement is not designed to be a replacement for appropriate child or dependent care, and the employee must make regular dependent care arrangements. Requests for exceptions to this will be reviewed on a case-by-case basis by the Department Director and Human Resources. The employee's home work environment must be free from disruptions and distractions that may affect the performance of job duties.

**Availability**

An employee who is teleworking must be available via telephone and/or email during regular hours of work. Regardless of an agreed-upon telework schedule, if an employee's in-person presence is needed in the office, the employee must remain willing and able to come to the office to perform job duties. For this reason, and due to tax and employment law implications, the City will not approve ongoing telework arrangements where the employee's remote work location would be outside the State of Washington. The City will make a reasonable effort to provide advance notice of any deviations in the established remote work schedule, but advance notice will not always be possible.

Occasional telework locations other than the regular telework location and locations outside Washington State may be allowed and must be approved in advance by the employee's Department Director.

**Procedure**

An employee who is interested in requesting approval to work remotely is encouraged to confer with the employee's supervisor about what kind of arrangement would meet the needs of the

**Subject:** Flexible Work Scheduling Program

employee and the City. A written request to work remotely should be submitted to the employee's supervisor (if applicable) and Department Director and should describe: (1) the nature of the proposed arrangement (e.g. whether the employee is seeking to work remotely on a full-time or part-time basis); (2) why the employee believes the arrangement will be effective and beneficial; and (3) the employee's home workspace location and any equipment needs.

The Department Director will confer with IT regarding equipment and software needs and will then facilitate a discussion with the employee's supervisor and Human Resources to determine whether the telework proposal should be approved, rejected, or approved with modifications.

If approved, the Department Director will prepare a Telework Agreement addressing the terms of the arrangement using the template provided by Human Resources. The Telework Agreement must be signed by the employee and signed/approved by the Department Director and City Administrator prior to the telework arrangement taking effect. Final approvals will be filed in the Employee's personnel file and sent digitally to the employee and Department Director.

Any time there is a significant change to the job, the employee or Department Director change positions, or the primary telework location changes, the employee must submit a new written telework request, and if approved, a new Telework Agreement is required.

## 6.05 Vacation Leave

6.05.01 All regular status non-union employees of the city accrue annual vacation with full pay according to the following schedule:

**Vacation Leave Schedule**

<b>TIME EMPLOYED BY THE CITY</b>	<b>VACATION TIME ACCRUED PER YEAR</b>
0 – 12 months	12 days
1 year	12 days
2 years	13 days
3 years	14 days
4 years	14 days
5 years	15 days
6 years	15 days
7 years	16 days
8 years	16 days
9 years	18 days
10 years	18 days
11 years	19 days
12 years	19 days
13 years	20 days
14 years	20 days
15 years	22 days
20+ years	25 days

6.05.02 Paid vacation may be taken only after the eligible employee has worked continuously for the city for at least six months. Requests for vacation are to be submitted at least two weeks in advance unless waived by the department manager or as part of Family Care Leave as permitted in section 6.10.

6.05.03 All vacations must be approved by the appropriate department manager. Department manager vacations are approved by the City Administrator. City Administrator vacations are approved by the Mayor. Vacations used as part of Family Care Leave are subject to the provisions of section 6.10.



6.05.04 Vacation time may be accrued only to a maximum of 240 hours (30 days), except under unusual circumstances and with approval of the department manager and the City Administrator. With the exception of section 6.05.05 below, any unapproved accrual beyond the 240 hour limit will be forfeited by the employee.

6.05.05 In cases where the Mayor and/or City Administrator have determined that city operations have made it impractical for an employee to use vacation time, those non-union employees may elect to take a portion of their annual carryover balance of vacation time in cash as opposed to taking the time off. The Salary Schedule will be used to determine the hourly rate of when the time was earned and the employee will be paid that equivalent in cash. When authorized, the employee may exercise the option to buy back vacation hours up to two times in each calendar year. The employee may elect to buy back up to forty (40) hours in June and forty (40) hours in December or the full eighty (80) hours in December. The decision to exercise the option must be made and submitted to the Finance Director prior to May 30 for a June buy back or November 30 for a December buy back. The buy/back payment(s), if chosen, will occur in June and/or December of the year in which the request is submitted. The maximum hours that may be exercised for vacation buy-back is eighty (80) hours in any calendar year, on an hour for hour basis.

6.05.06 Upon separation from city employment, any regular status employee with more than the equivalent of six months of service shall be paid for up to a maximum of 240 hours of accrued vacation. Compensation shall be based upon the employee's salary at the time of separation and shall be subject to applicable withholding under state and federal law.

6.05.07 Any holiday occurring during an approved vacation is not counted as a day of vacation taken.

## PERSONNEL POLICY AND PROCEDURE

<b>SECTION 2: BENEFITS</b>		<b>SUBJECT: 2.6 Vacation</b>	
Effective Date:	City Administrator Approval:	Mayor Approval:	

**2.6.1 PURPOSE:** To establish a policy outlining the City of Buckley's vacation accrual and leave.

**2.6.2 ORGANIZATIONS AFFECTED:** All employees

**2.6.3 POLICY:**

All regular status non-union employees of the City accrue annual vacation with full pay according to the following schedule (1 day=your regular workday, e.g. if you normally work 10-hour days, 1 day would equal 10 hours; however if you work 8-hour days, 1 day would equal 8 hours):

**Vacation Leave Schedule**

TIME EMPLOYED BY THE CITY	VACATION TIME ACCRUED PER YEAR
0 – 24 months	12 days
25-36 months	13 days
37-48	14 days
4 years	14 days
5 years	15 days
6 years	15 days
7 years	16 days
8 years	16 days
9 years	18 days
10 years	18 days
11 years	19 days
12 years	19 days
13 years	20 days
14 years	20 days
15 years	22 days
16 years	22 days
17 years	22 days
18 years	22 days
19 years	22 days

**Subject: Vacation**

20+ years	25 days
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**Vacation accrual changes begin the first day of the year of service employed by the City.**

Paid vacation may only be taken after the pay period that it is earned in, e.g. vacation earned in January, may not be taken in January, it would not be allowed to be used until February.

All vacations must be approved by the appropriate Department Director. Department Director vacations are approved by the City Administrator.

Vacation time may be accrued only to a maximum of 280 hours, unless the employee has an employment agreement that specifies otherwise, or under unusual circumstances and with approval of the Department Director and the City Administrator. Without the exception stated below, any unapproved accrual beyond the 280-hour limit will be forfeited by the employee.

In cases where the Mayor and/or City Administrator have determined that City operations have made it impractical for an employee to use vacation time, those non-union employees may elect to take a portion up to 80 hours of their annual carryover balance of vacation time in cash as opposed to taking the time off. The employee will be paid these hours at their current salary rate in cash.

When authorized, employees may exercise the option to buy back vacation hours up to two times in each calendar year. Employees may elect to buy back up to forty (40) hours in June and forty (40) hours in December or the full eighty (80) hours in December. The leave bank may not go below (10) hours as a result of the buyback. The decision to exercise the option must be made and submitted to the Finance Director prior to May 30<sup>th</sup> for June buyback and November 30 for a December buyback. The buyback payment(s), if chosen will occur in June and/or December of the year in which the request is submitted. The maximum hours that may be exercised for vacation buyback is eighty (80) hours in any calendar year.

Upon separation from City employment, any regular status employee with more than the equivalent of six months of service shall be paid for up to a maximum of 240 hours of accrued vacation. Compensation shall be based upon the employee's salary at the time of separation and shall be subject to applicable withholding under state and federal law.



# High density residential overview

## Housing growth targets

The 2024 Comprehensive Plan update included significant changes to Growth Management Requirements, most significant of which is the disaggregation of housing targets by income bracket (based on Pierce County’s median income). This means that city’s planning under the GMA need to encourage housing types that can feasibly provide deeper levels of affordability. As such, Buckley is required to provide capacity (and supportive code updates) that encourage the production of new housing types. Based on Buckley’s existing capacity, the city can comfortably accommodate its 1261 housing target, the challenge is providing new types of housing that increase housing diversity and affordability to reach the city’s affordable housing targets (we don’t just need to provide capacity, we need to provide the right type of capacity).

To combat the housing shortage and lack of housing diversity in the state, most cities were issued growth targets that are primarily for affordable housing units. Below are Buckley’s housing targets by income bracket.

0-30 % AMI						
PSH*	Non-PSH	30-50%	50-80%	80-100%	100-120%	120%+
220	163	234	185	80	72	307

\* permanent supportive housing includes supportive services

Department of Commerce guidance links specific housing types to different income brackets. For instance, midrise apartments can most feasibly provide housing for households making between 0 and 50% area median income with the least subsidy.



Mid Rise High Density  
0-50% Area Median Income



Low Rise Moderate Density  
50-100% Area Median Income



Low Density  
100%+ Area Median Income

#### Proposed deeply affordable types for Buckley:

Courtyard apartments, larger multiplexes

#### Proposed middle affordability types:

ADUs, Townhouses, triplexes, fourplexes, cottage housing

#### Proposed types for at and above median income:

Single-Family

For reference, below are the qualifying household incomes for different income brackets by household size (HUD).

	1	2	3	4	5	6	7	8
Extremely low income (0-30% AMI)	\$24,350	27,800	31,300	34,750	37,550	41,960	47,340	52,720
Very low income (30-50% AMI)	40,550	46,350	52,150	57,900	62,550	67,200	71,800	76,450
Low income (50-80% AMI)	64,900	74,150	83,400	92,650	100,100	107,500	114,900	122,300

## Density:

Definitionally, dense development shares the cost of land between more units, typically reducing per unit cost. All of the housing types listed above are typically more dense than single family housing. The base density of 30 DU/acre for measuring capacity\* was used in



the Comprehensive Plan because it represents roughly what we are hoping to achieve in terms of the mix of different types of housing to accommodate different levels of affordability from Courtyard apartments at the most affordable, to townhouses at the least affordable in order to provide capacity for the disaggregated housing targets. As described below, Buckley's density is significantly constrained by height limits and parking needs.

**Density Calculation and allocation by future land use designation:**

	Growth Target	Corridor Mixed Use Capacity	Urban High Density Capacity	Urban Low Density Capacity	Total Capacity	Additional Capacity over target
DU/acre assumption		15 DU/acre	30 DU/acre	5 DU/Acre		
Housing	1,261	77	961	1,055	2,093	832
0-30 PSH	220	0	220		220	0
0-30 Non-PSH	163	0	163		163	0
30-50% AMI	234	0	234		234	0
50-80% AMI	185	40	185		225	40
80-100% AMI	80	37	159	200	396	316
100-120% AMI	72			200	200	128
120%+ AMI	307			655	655	348

As shown above, most of the city's affordable housing target is accommodated in the UHD land use designation, because that is the area where more affordable housing types are allowed.

The above is the reason proposed restrictions on single family housing in the multifamily zone – new single family could eat up developable land without getting the city closer to meeting its affordable housing targets. As shown above, the city has ample capacity for 100%+ AMI housing.

*\*To calculate capacity, we identified redevelopable parcels, subtracted encumbrances (right of way, utilities, critical areas), applied a market factor (likelihood of redevelopment), and multiplied by anticipated density per acre.*

## What does 14 du/acre mean?

A 14 dwelling unit per acre minimum density is a measure of the net density required after subtracting critical areas (like wetlands), and right of ways and utilities that cut into buildable land. A minimum density of 14 du/acre does not mean that a property owner needs an acre of land to develop housing. For instance, a property owner with an 8,000 SF lot could develop 4 townhouse units on that property (each on a 2,000 SF lot). 1 acre = 43,560 SF,  $43,560/2000 \text{ SF} = 21.78 \text{ DU/acre}$  – exceeding the proposed minimum density of 14 DU/acre.

## Constraints and challenges: multi-family housing in Buckley

- **Height limit:** Buckley's lack of a ladder fire truck means that apartment buildings are capped at three stories. This height reduces feasible density considerably, meaning that during the development of the future land use map, more land needed to be designated as multi-family to accommodate affordable housing targets than if a higher density were allowed.
  - o In its affordable housing guidance (for implementation of HB 1220), the Department of Commerce indicated that housing for households making between 0-50% area median income could most feasibly be provided by mid-rise apartment buildings (4-7 stories). Buckley's height restriction conflicts with allowing these types of buildings, making courtyard apartments the most viable lower height alternative.
- **Parking needs:** Buckley is a community that currently does not have transit access. In most fully planning cities, new affordable housing minimum parking requirements are reduced next to frequent transit to encourage transit-served development and reduce reliance on cars (and the need for multiple parking spaces per housing unit). Off-street parking takes up a significant amount of lot area, reducing the amount of lot area that is buildable.
  - o The combination of height restrictions and high minimum parking requirements puts significant guardrails on the amount of density, and the types of housing that Buckley can accommodate.
- **Feasibility of developing affordable multifamily housing:** at the moment, most multi family housing projects are hard to finance because of high interest rates, high construction costs, and other costs. Additionally, because of Buckley's remote location and lack of transit access, finding an affordable housing partner to develop deeply affordable units is a significant challenge. Creating the right HDR code is a balance between providing flexibility for property owners, while improving the odds that affordable housing gets built over the 20 year planning period.

## Locating multi-family

A number of factors shaped the future land use map (which then constrains the zoning map), most significantly the need to identify redevelopable properties that could accommodate a large amount of more affordable housing. The map attached shows Buckley's redevelopable properties (overlayed on the proposed zoning map) as identified originally by Pierce County and then refined by city staff. Concerns about retaining commercial for economic development as well as existing uses incompatible with housing (contractor yards, recycling) influenced the decision to not allow stand-alone residential on

the western portion (commercial flex) of the 410 Corridor. Lack of redevelopable land on the eastern extent reduced viability there. We have proposed allowing mixed use development in those areas, with residential allowed above ground level.







## HDR alternative approaches

### Option 1:

#### HDR High

- Remove density cap (allow FAR, parking, open space, and height restrictions to control the number of units)
- Do not allow single family
- Allow more on street parking to fulfill parking requirements.
- Alley loading where feasible

#### HDR Low

- Remove density cap (allow FAR, parking, open space, and height restrictions to control the number of units)
- Allow small lot (4,000 SF) single family with low FAR/lot coverage to increase feasibility for the development of future ADUs
- Alley loading where feasible

### Option 2 (Current approach):

#### HDR High

- 14-30 DU/acre range with 10 DU/acre bonus
- No SF
- Alley loading

#### HDR Low (drafted)

- 14-25 DU/acre cap with 10 DU/acre bonus
- Alley loading
- No SF

### PUD alternative:

For both option 1 and 2 we could include a PUD alternative similar to the Residential Cluster currently allowed in R-6,000 and R-8,000 zones.

- Require a mix of units (courtyard apartment or multiplex, townhouses, duplexes etc) for different income brackets
- Allow small lot single family with higher FAR as an incentive to use the PUD option



## Potential impact on existing single family:

- Currently, there are a number of existing single family residences within both HDR-low and HDR-high. If single family becomes a prohibited use, then those existing dwellings become legal nonconforming. When a property becomes nonconforming, it limits the right to expand or intensify the nonconforming use, however the owner can sell the property and the use can continue as it exists when sold. Buckley's code already makes exceptions for nonconforming single family in commercial zones that allow more leeway for continuing the nonconforming use including allowing some addition or expansion of that use. These exceptions could be expanded to the HDR zones.

### Option 1: removing density cap

The calculations below show a rough max capacity that could be achieved with existing height and parking constraints (parking for studio apartments is currently at 1 space per unit).

**Back of envelope dimensional calculations** for low-rise apartment hypothetical max density:

**Assumptions:**

only studio and one-bedroom apartments

1 off street parking spot per unit

**10%** open space requirement

**350 SF** per parking space

**15%** internal building circulation

**3** stories

**700 SF** unit envelope

	40 DU/Acre	50 DU/Acre	55 DU/acre	60 DU/acre
Building coverage	25%	32%	35%	38%
Parking	32%	40%	44%	48%
Open Space	10%	10%	10%	10%
<b>Total area</b>	<b>67%</b>	<b>82%</b>	<b>89%</b>	<b>96%</b>
<b>Impervious surface coverage</b>	<b>57%</b>	<b>72%</b>	<b>79%</b>	<b>86%</b>

Proposed max impervious surface coverage      85%  
Proposed max building coverage                      60%

#### **EXAMPLE PUD CODE:**

*This is the “Complete Neighborhood” PUD for Loveland, CO – excerpted as an example of the kind of PUD code that we could write for HDR. The benefit would be an ability to influence unit mix (see intent graphic 18.06.04.03), which could provide more flexibility to allow small lot single family.*

### **Division 18.06.04 Standards for Complete Neighborhoods**

#### **18.06.04.01 Purpose and Application of Division; General Requirements for Pattern Books**

- A. **Generally.** A Complete Neighborhood is a community that may include a variety of housing types and densities at a variety of price points. A Complete Neighborhood may also include prominently sited civic or community buildings, public open spaces, and neighborhood activity centers including stores, offices, entertainment, and services. Schools and other public facilities may also be included in a Complete Neighborhoods. Complete neighborhoods provide a balanced mix of activities in close proximity to each other and have a recognizable center (or centers). Edges of the community are clearly defined and integrate land uses that appropriately transition to adjacent development. Wide detached sidewalks with amenities like benches, planters, and gathering places are provided throughout the neighborhood. Streets are designed to be comfortable for bicycling with slow vehicle speeds and bicycle lanes on collectors.
- B. **Purpose.**
1. The purpose of the Complete Neighborhood is to implement the goals set out in Create Loveland, the Comprehensive Plan, which include:
    - a. promoting a mix of land uses that includes high-density residential, commercial, employment, and civic uses;
    - b. promoting high quality architecture;
    - c. maximizing transit investment and transit readiness;
    - d. encouraging places for neighborhood activity; and
    - e. creating a highly connected multimodal transportation network.
  2. The purpose of this Division is to promote (but not to require) the development of high quality Complete Neighborhoods in the City’s residential, mixed-use activity center, and employment zones. The standards of this Division apply if an applicant chooses to develop a subject property as a Complete Neighborhood.
- C. **Zones in which Complete Neighborhoods May Be Developed.** An application for a Complete Neighborhood may be submitted only for development within the ER, R1, R1e, R2, R3, R3e, MAC, and E Zones.
- D. **Required Documents.** An application for a complete neighborhood shall include the documentation set forth in Section 18.17.06.02, Minimum Pattern Book Requirements.
- E. **Application.** A pattern book for a Complete Neighborhood is a design guide that addresses the design of the individual buildings, the relationship among buildings, streets, and public spaces, the cross-sections of streets, and other defining features of the development. A pattern book provides the following:
1. A palette of housing types, architectural themes and styles, and finish materials (as such, it addresses the design elements, not the density or intensity of development);
  2. Generalized street cross-sections, streetscape design, and landscaping parameters; and
  3. May propose standards different than in the UDC, including housing types.

Effective on: 11/20/2018



### 18.06.04.02 Common Amenities

A. **Generally.** This section is used to determine the total area within a complete neighborhood that must be used for the provision of common amenities.

B. **Common Amenity Ratio.**

1. The minimum common amenity ratio shall be as provided in Table 18.06.04.02, Minimum Common Amenity Ratio, below.

Table 18.06.04.02 Minimum Common Amenity Ratio	
Zoning District	Minimum Common Amenity Ratio (percentage of area of subject property)
Estate Residential (ER)	10
Established Low Density Residential (R1e)	14
Developing Low Density Residential (R1)	15
Developing Two-Family Residential (R2)	15
Establish High Density Residential (R3e)	18

Table 18.06.04.02 Minimum Common Amenity Ratio	
Developing High Density Residential (R3)	20
Mixed-Use Activity Center (MAC)	20
Employment Center (E)	20

The calculation of minimum common amenity area in Table 18.06.04.02, Minimum Common Amenity Ratio, shall be limited to land intended for active use by residents of the community or other persons. Common amenity areas may contain impervious surfaces and buildings for uses such as plazas, play courts, swimming pools and indoor recreation facilities. Common amenity areas may also include walkways or multi-purpose paths that provide access along the edges or through natural areas or flood fringe areas. Common amenity areas shall not include features such as stormwater detention ponds, drainage channels, or floodways.

2. In MUC and E zones, the calculation of minimum common amenity ratio shall only apply to areas designated for residential use.

Effective on: 11/20/2018

**18.06.04.03 Housing and Use Mix in Complete Neighborhoods**

A. **Generally.** This section sets out the minimum requirements for the number of housing types in a Complete Neighborhood, and the limitations on the land area for nonresidential uses in the Complete Neighborhood.

B. **Minimum Requirements for Mix of Housing Types.** Complete neighborhoods shall include multiple housing types, as provided in Table 18.06.04.03, Minimum Housing Mix in Complete Neighborhoods. Each table row in each section of [Division 18.04.02, Housing Palette](#), is a different housing type for purposes of determining compliance with Table 18.06.04.03, Minimum Housing Mix in Complete Neighborhoods.

Table 18.06.04.03 Minimum Housing Mix in Complete Neighborhoods			
Total Number of Dwelling Units <sup>1</sup>	Minimum Number of Housing Types by Zone (see <a href="#">Division 18.04.02, Housing Palette</a> )		
	ER, R1e, and R1	R2 and R3e	R3, MAC, and E
up to 50 <sup>1</sup>	2	2	2
51 to 100 <sup>1</sup>	2	3	3
101 to 150 <sup>2</sup>	3	4	3
Greater than 150 <sup>2</sup>	4	4	3
<b>TABLE NOTES:</b>			
<sup>1</sup> To meet the minimum requirement for diversity, a complete neighborhood that includes only single-family detached housing types shall include not less than 20 percent of any one housing type. This standard does not apply to additional housing types beyond the minimum number of required housing types.			
<sup>2</sup> Complete neighborhoods that include more than 100 units shall include at least 20 percent of units in housing types that are not single-family detached.			

C. **Maximum Land Area for Nonresidential Uses.** Complete neighborhoods may include non-residential uses as provided in [Division 18.02.03, Land Use by Zone](#). The total land area designated for nonresidential uses (except vertically mixed-use buildings with residential uses on upper floors, parks, outdoor recreation, schools, and places of assembly) shall not exceed 20 percent of the land area of the complete neighborhood.

D. **Spatial Mix of Housing Types.** Complete Neighborhoods shall be designed as integrated places in which housing types are mixed in a manner that does not create areas containing a single type. Such designs may include lessening of density from a point of high density near a neighborhood activity center to areas of lower density, mixing of housing types on a single block, and other comparable techniques to create an integrated mix of housing types. See Figure 18.06.04.03, Spatial Mix of Housing Types.

Figure 18.06.04.03  
Spatial Mix of Housing Types



#### 18.06.04.04 Neighborhood Design

A. **Generally.** Complete Neighborhoods shall be designed as provided in this Section.

B. **Layout of Complete Neighborhood.** The layout of the complete neighborhood shall be shown on a sketch plat or sketch site plan. The sketch plat or sketch site plan shall include areas designated for each housing type (or areas designated for particular mixes of housing types), and if nonresidential uses other than parks, outdoor recreation, schools, or places of assembly will be included in the neighborhood, it shall also include areas designated as neighborhood activity centers.

#### C. Blocks.

1. *Arrangement.* Blocks shall be arranged in a grid-like pattern to ensure connectivity and alternate travel routes within the complete neighborhood; cul-de-sacs shall be limited to locations where they are demonstrated to be necessary due to site constraints, or where their use improves non-vehicular connectivity. A strict grid pattern is not required.

2. *Maximum Block Length.*

a. Block lengths shall not exceed:

1. Neighborhood Activity Center: 600 ft.

2. Blocks that include cottage clusters, duplexes, townhomes, and urban cottage, urban single-family, and large urban single-family detached lots: 700 ft.

3. Blocks that include single-family not listed in subsection C.2.a.2.: 800 ft.

b. Blocks that include parks, outdoor recreation, schools, or places of assembly shall not be limited by the standards of this subsection C.2.

c. The Director may authorize modifications from the maximum block length requirements if it is demonstrated that the modified blocks offer comparable connectivity within the neighborhood, and between the neighborhood and nearby transit, parks, outdoor recreation facilities, schools, and places of assembly. The Director may require pedestrian and bicycle access mid-block for block lengths greater than 800 ft.

#### D. Off-Street Circulation.

1. A network of sidewalks, off-street trails, or multi-use paths shall be integrated into the design of the Complete Neighborhood to enhance access to and through parks, outdoor recreation areas, schools, places of assembly, and neighborhood activity centers



and to connect to existing or planned sidewalk, trail, or multi-use path systems in the City.

2. The network of sidewalks, off-street trails, or multi-use paths shall be consistent with the objectives of Complete Streets.
3. In residential areas, sidewalks shall be detached and not less than six feet in width.
4. In Complete Neighborhoods that include cul-de-sacs, the Director may require that the pedestrian circulation system include connections between cul-de-sac ends and streets or other cul-de-sac ends within 250 feet.

#### **E. Common Open Space and Recreation.**

##### **1. Open Space.**

- a. Generally, open spaces are integrated into the development design to create meaningful areas of useable open space within a reasonable distance of the maximum number of residential properties, as well as to provide visibility, and where practicable, views to the mountains or other landmarks from public rights-of-way. Site design shall minimize or eliminate small, odd, "left-over" open space areas, except where necessary for the stormwater system. The Director may require extra landscaping to enhance the aesthetic or ecological value of such spaces where they cannot be avoided.
- b. Where possible, open space shall be designed to provide greenways along drainage corridors and streams. The landscaping along corridors or streams shall be designed to enhance water quality of surface and subsurface water flows. Where feasible, trails shall be provided along greenways to provide access for residents of the proposed development. Greenways, trails, and landscaping shall be located outside of the rights-of-way of irrigation ditches, unless the ditch company provides an easement for such greenways, trails, or landscaping.
- c. Common open spaces shall be designed to provide areas of visual focus, recreation, or public assembly within the Complete Neighborhood. Landscaping and furniture for pedestrians is included in these areas to enhance functionality.
- d. Open spaces shall be protected by appropriate easements, dedications, or plat notations.

2. *Accessibility of Recreation Areas.* In the R1e, R2, R3e, R3, MAC, and E zones, parks and outdoor recreation opportunities shall be provided such that 90 percent of the dwelling units in the Complete Neighborhood are located within a one-quarter mile walk of an outdoor recreation area. For the purpose of this standard, a plaza with features that provide recreational opportunities (e.g., interactive fountain or sculpture, tot lot, etc.) shall be included in the definition of outdoor recreation area.

3.

#### **18.06.04.05 Neighborhood Activity Centers**

A. **Generally.** Neighborhood activity centers shall be designed according to the standards of this Section. Compliance with each subsection of this Section shall be demonstrated using a Pattern Book and Sketch Plat or Sketch Site Development Plan.

B. **Designation of Streets.** All streets in neighborhood activity centers shall be designated as either primary streets or secondary streets.

1. *Primary Streets.* The primary streets shall provide the principal pedestrian circulation system.

2. *Secondary Streets.* Secondary streets shall provide for circulation of service vehicles and access to alleys and parking areas.

#### **C. Sidewalks.**

1. *Minimum Width.* Sidewalk widths shall be not less than:

- a. 12 feet along primary streets; and
- b. Eight feet along secondary streets.

2. *Pedestrian Amenities.* Sidewalks in neighborhood activity centers shall include amenities such as street furniture, trash receptacles, water features, sculptures, or planters at intervals of not less than 75 feet.

3. *Pedestrian-Scale Lighting.* Pedestrian-scale lighting shall be provided along sidewalks.

D. **Loading and Service Areas.** Service areas, including loading docks and trash and recycling storage and pickup, shall be located behind buildings and screened from parking areas. Screening is not required for employee and service entrances in the form of standard doors. Over-the-curb loading is allowed if approved by the City Engineer.

#### **E. Off-Street Parking.**

1. Off-street parking shall be located in surface parking lots or parking structures that are situated behind the building that they are intended to serve, or in shared surface parking lots or parking structures.

2. Access to surface parking lots or parking structures shall be provided from:

- a. Alleys;
- b. Secondary streets; or
- c. Mid-block driveways on primary streets, provided that the surface parking lot or parking structure is located behind buildings.

**F. Connections to Residential Areas.** The neighborhood activity center shall connect to the residential areas of the complete neighborhood via one or more primary streets. Generally, buildings in the neighborhood activity center shall not be oriented such that they share rear lot lines with single-family detached, duplex, townhome, or multiplex residential lots outside of the neighborhood activity center. If rear lot lines are also boundaries of the neighborhood activity center, the Director may require pedestrian access easements to provide connections to residential areas of the complete neighborhood.

**G. Building Design.**

1. *Architectural Theme.* An architectural theme shall be developed for the neighborhood activity center, and conceptual elevations that demonstrate the theme's key elements shall be included in the Pattern Book. A general palette of colors and materials to implement the theme shall also be included.
2. *Visual Interest.* Buildings (or groups of attached buildings) that are more than 200 feet wide shall include at least three of the following elements:
  - a. Shade structures such as awnings, porticos, or arcades.
  - b. Standard architectural details of windows, doors, and decoration, with their use specified on the pattern book elevations.
  - c. Varying setbacks (or build-to lines) that provide interest using one or more of the following:
    1. Areas for seating or outdoor eating on the sidewalk or a small plaza.
    2. Differing setbacks for portions of the building that are detailed to make them visually interesting.
    3. Upper level setbacks to provide corner window opportunities.
  - d. Varying heights.
3. *360-Degree Architecture.* The architectural features, materials, and articulation of the front facade shall be continued on all sides that are visible from a primary street, secondary street, sidewalk or trail, or street that bounds the complete neighborhood.
4. *Massing.* Buildings shall be designed to appear as a group of attached buildings with horizontal elements in regular increments of not more than 50 feet.
5. *Blank Walls.* All exterior building elevations that face a primary street, secondary street, sidewalk or trail, or street that bounds the complete neighborhood shall be designed so that there are no areas of blank wall that are more than 16 feet in horizontal or vertical direction. This requirement can be met by window openings, articulation of the building, porches or balconies, material and color variations, decorative cornices, or wall signs.
6. *Transparency.*
  - a. Building elevations that face streets shall be transparent, including window or door openings that allow views into and out of the interior of the building, as provided in Table 18.06.04.05, Required Transparency

Table 18.06.04.05 Required Transparency		
Street Frontage	Ground Floor Transparency <sup>1</sup>	Upper Floor Transparency
Primary Street	Not less than 50 percent	Not less than 15 percent or more than 50 percent
Secondary Street	Not less than 30 percent	Not less than 10 percent or more than 50 percent
<b>TABLE NOTES:</b> <sup>1</sup> Ground floor transparency refers to the area between a height of 30 inches and nine feet above adjacent grade.		

- b. The Director may approve reductions in transparency for specialized buildings (*e.g.*, theaters), if it is demonstrated that the transparency requirements of this Section would materially diminish the function of the building.

**18.06.04.06 Relationship Between Complete Neighborhood and Adjoining Property**

- A. Generally.** Where a Complete Neighborhood boundary adjoins existing lots that are developed or approved for single-family or duplex residential use, the lot width and housing type along the boundary shall be compatible to the lot width and housing type of the adjoining lots. For the purposes of this standard only:
1. Any single-family housing type that has a lot width that ranges from 10 percent narrower than the adjoining lots to two times the width of adjoining lots shall be determined to be compatible; and
  2. Any residential use (including multifamily) that is located across an arterial or collector street from existing lots that are developed or approved for single-family or duplex residential use shall be determined to be compatible with the existing single-family lots.



**B. Buffer Alternative.** In the alternative to the standard set out in subsection A., above, a landscape buffer may be provided as set out in Table 18.06.04.06, Complete Neighborhood Alternative Edge Buffers.

Table 18.06.04.06 Complete Neighborhood Alternative Edge Buffers	
Ratio of Edge Lot Width to Adjoining Lot Width	Required Bufferyard Type <sup>1</sup>
up to 50 percent	D
more than 50 percent but less than 90 percent	C
greater than 200 percent	B
TABLE NOTES: <sup>1</sup> See Section 18.08.03.02, Bufferyard Specifications	

#### 18.06.04.07 Modification of Setback Standards

**A. Generally.** The general standards for housing types in a Complete Neighborhood are set out in [Division 18.04.02, Housing Palette](#). However, to achieve an urban design that provides a high quality pedestrian environment, it may be desirable to modify some of the standards from the housing palette. Housing palette standards may be modified by pattern book approval, subject to the standards of this Section.

**B. Modification of Front Setbacks.** Front setbacks may be reduced, or replaced with "build-to" lines, if the pattern book demonstrates that:

1. Building frontages are designed to provide a transitional space between the public realm and the private realm (e.g., front porches with steps, etc.);
2. Vehicular access is provided from an alley or parking court;
3. The modified setback does not allow an encroachment upon an easement or a required view triangle at a street intersection; and
4. A combination of street trees, yard landscaping, open space, street furniture, or other pedestrian oriented amenities compensates for the loss of the front yard.

**C. Modification of Side Setbacks.** Side setbacks (interior or street) may be modified if the pattern book demonstrates that:

1. The buildings will comply with applicable building and fire codes;
2. There is sufficient spacing between buildings to provide for maintenance and emergency access;
3. The modified setback does not allow an encroachment upon an easement or a required view triangle at a street intersection; and
4. With respect to street side yards only, a combination of street trees, yard landscaping, open space, street furniture, or other pedestrian oriented amenities compensates for the loss of the street side yard.

**D. Modification of Rear Setbacks.** Rear setbacks may be modified if the pattern book demonstrates that:

1. The design provides for comparable useable outdoor living space on the lot (e.g., through a larger front yard or a courtyard or patio on the side of the dwelling unit);
2. The design will not create an unsafe condition for the passage of vehicles or pedestrians in an adjoining alley (if present);
3. The design will not encroach upon an easement or a required view triangle at a street intersection; and
4. The design will not interfere with the use and enjoyment of rear or side yards of adjoining lots.

Effective on: 11/20/2018

#### 18.06.04.08 Front Yard Commons and Parking Court Arrangements

**A. Generally.** Front yard commons and parking court arrangements are alternative ways to provide vehicular access to lots. In the front yard commons arrangement, buildings front on a common green (instead of a street), and vehicular access is by way of alleys. In the parking court arrangement, buildings may front on streets, a common green, or open space, and vehicular access is provided by a shared parking court.

**B. Standards for Front Yard Commons.** Single-family, duplex, lot-line home, and townhome lots may front on a common green and take vehicular access from alleys if:

1. The alleys do not serve more than 16 dwelling units;



2. The common green is at least the greater of:

- a. 30 feet wide; or
- b. A width that is 1.5 times the height of the tallest building that fronts on the common green; and

3. No vehicular access to a dwelling unit is more than 300 feet from the street, measured along the alley centerline to the edge of the street right-of-way.

C. **Standards for Parking Courts.** Single-family, duplex, and townhome Lots may take vehicular access from a parking court if:

- 1. The parking court serves not more than 10 dwelling units; and
- 2. The parking court extends not more than 125 feet from the street, measured along the parking court centerline to the edge of the street right-of-way.

Effective on: 11/20/2018

### **19.20.0560 HDR- ~~Low~~, high density residential (~~low~~) zone.**

(1) Intent and Purpose. The HDR-~~Low~~ zone is intended to allow high density multifamily residential development, which includes apartment complexes. This zone applies to those existing areas of the city already developed under high densities or as multifamily dwellings and the immediate surrounding area. Greater flexibility is afforded to nonresidential uses when located adjacent to commercially zoned or developed land.

In addition, multifamily residential (HDR) districts in Buckley are intended to reserve appropriately located areas for multifamily living at a broad range of dwelling unit densities consistent with the Buckley comprehensive plan. Further, multifamily residential (HDR) districts in Buckley are intended to protect the public health, safety and general welfare by ensuring that opportunities to obtain reasonable-cost housing exist for households representing a variety of income categories and lifestyles. Multifamily residential (HDR) districts in Buckley are also intended to facilitate the provision of utility services and other public facilities commensurate with anticipated population and dwelling unit densities, provide designs compatible with Buckley community goals and visions, and provide developments consistent with the Buckley comprehensive plan that offer amenities and conveniences necessary to assure the comfort and enhance the lifestyles of their occupants.

#### (2) Residential type specifications.

(i) Duplex, as defined in Chapter 19.12

(ii) Townhome, as defined in Chapter 19.12

(A) Minimum lot size shall be 1500 SF

(iii) Triplex, as defined in Chapter 19.12

(iv) Fourplex, as defined in Chapter 19.12

(v) Multiplex

(v) Courtyard apartment, as defined in Chapter 19.12

(A) At least one common open space is required.

(B) Common open space shall be bordered by dwelling units on two or three sides.

(C) Common open space shall be a minimum of 15 feet on any side.

(D) Parking areas and vehicular areas do not qualify as a common open space.

(E) Common open space must be continuous with front lot line, or on corner lots, continuous with at least one road facing lot line.

(vi) Cottage housing, as defined in Chapter 19.12 and as specified within Chapter 19.24 BMC.

(v) Accessory dwelling unit as defined in Chapter 19.12

#### **(2) Performance Standards – Dimensional Requirements.**

(a) ~~Lot Area and Coverage Density.~~

The maximum density range for dwelling units in the High Density Residential (Low) zone shall be either 25 units per acre or 3 units per lot, whichever results in a higher density. All residential uses listed under X can apply if they meet the density and development standards established in this chapter. Accessory

**Commented [SL1]:** We had previously said 20 by right in HDR-low, but because we calculated density at 30 du/acre, I think it makes sense to allow up to at least 25 by right.

**Commented [SL2]:** Removing minimum density, but retaining no SF

dwelling units (ADUs) shall be included in the total density calculation, with a maximum of two ADUs permitted per residential lot.

(i.) Affordability Bonus Density.

(A) A density bonus may be granted as an incentive to encourage developers to build low-income ownership and rental housing up to a 50% unit increase over the maximum density permitted in the underlying zone.

**Commented [SL3]:** This would allow up to 32.5 DU/acre

(B) A density bonus of 50 percent unit increase above the maximum density permitted in the underlying zoning district will be granted where 20% or more of the pre-density-bonus units are made affordable to households with incomes less than 80 percent of area median income.

(C) A density bonus of 25 percent unit increase above the maximum density permitted in the underlying zoning district will be granted where 10% or more of the pre-density bonus units are made affordable to households with incomes less than 80 percent of area median income.

(3) Pedestrian and vehicle access.

(i) A paved pedestrian connection at least three feet wide is required between each residential building and the sidewalk (or the street if there is no sidewalk). Driveways may be used to meet this requirement.

**Commented [SL4]:** The height limit and parking requirements (which scale with the number of units) put really significant guardrails on the amount of density that is feasible.

(ii) All lots abutting an improved alley that meets the Public Works design standards for width, the vehicular access shall be taken from the alley.

**Commented [SL5]:** CC indicated a small preference for alley or back of lot loading based on visual preference survey, allowing more space at front of lot for open space. State guidance recommends off-alley parking or if that is not feasible, at side or back of lot to increase space efficiency.

(iii) Public or private alley access is required unless the Public Works Director determines it to be infeasible due to existing development, lack of connectivity, topography or other physical constraints.

**Commented [SL6]:** Need definition of "improved alley". Work with Chris Banks.

(iv) Lots without access to an improved alley and taking vehicular access from a street shall meet the following standards:

(A) Off-street parking will be located at the back or on the side of the lot. The driveway approach from the street is required to be 16 feet wide at the street but can taper to 12 feet wide for the full length.

**Commented [SL7]:** This is modified from Airway Heights Municipal Code/ middle housing model code ordinance.

(B) For lots with three or fewer units, the total width of the driveway approach for any residential building type shall not exceed 40 percent of the lot frontage.

**Commented [SL8R7]:** Since we need to reduce parking minimums (probably 1.5 per unit), to reach impervious surface targets, making sure there is more on street parking (fewer curb cuts) by alley-loading, we can alleviate some of the additional load.

(v) Required parking spots may occupy required setbacks.

**Commented [SL9]:** This may be insufficient for larger projects. Work with Chris to get this right.

(4) Coverage, Building Placement, Open space, and Building Form

<u>LOT</u>	
<u>BUILDING PLACEMENT</u>	
<u>Front Setback<sup>1</sup></u>	<u>10'</u>
<u>Side Setback (Detached/attached)</u>	<u>7'/0'</u>
<u>Rear Setback (no alley/off-alley)</u>	<u>20'/5'</u>
<u>COVERAGE</u>	
<u>Maximum Building Coverage</u>	<u>60%</u>
<u>Impervious Surface Coverage</u>	<u>85%</u>



Minimum Common Open Space <sup>2</sup>	10%
<b>HEIGHT</b>	
Height	35'
<b>FAR</b>	
2 units	.65
3 units	.8
4+ units	1.2

**Commented [SL10]:** This is defined as the midpoint on a pitched roof between the ridge and the ridge line (the height where the roof intersects with the wall).

<sup>1</sup>Front setback, and side setback for corner lots<sup>10</sup>

<sup>2</sup>Common open space must include an area that is at least 15'x15', excluding setbacks, car parking, and circulation, and that is continuous with the front of the lot.

(i.) FAR is measured as follows: the total interior floor area of buildings or structures on a site, divided by the total amount of site area minus any required or planned dedication of public rights-of-way and/or designation of private rights-of-way. For example, a maximum floor area ratio of 1.0 (one to one) means one square foot of floor area is allowed for every one square foot of site area.

(i) Lot Area:

- (A) For single-family dwellings, the minimum lot area shall be 8,600 square feet per dwelling unit.
- (B) For duplex dwellings, the minimum lot area per dwelling unit shall be 6,450 square feet.
- (C) For multiple-family dwellings, the minimum lot area per dwelling unit shall be 2,150 square feet.
- (D) For senior citizen low-income housing, the minimum lot area per dwelling unit shall be 2,000 square feet.
- (E) For townhomes, the minimum lot area per dwelling unit shall be 3,000 square feet.
- (F) For cottage housing, as specified within Chapter 19.24 BMC.

(ii) Lot Coverage:

- (A) The maximum lot coverage of all high density structures shall be 55 percent, not including outbuildings or accessory units. The maximum of all impervious coverage, including driveways, sidewalks and other impervious surfaces, shall be 75 percent. Pervious surface development for parking, patios, driveways and sidewalks are encouraged for senior housing and other high density residential developments.
- (B) For senior citizen low-income housing, the maximum lot coverage of the primary dwelling unit(s) shall be 70 percent, not including outbuildings or accessory units. The maximum lot coverage of all structures shall be 75 percent. The maximum of all impervious coverage, including driveways and sidewalks, shall be 85 percent.

(b) Lot Dimensions: The minimum dimensions for any new lot or parcel shall be:

- (i) For single-family, townhome, duplex and multiple-family dwellings, and senior housing:

~~(A) Minimum lot width: 45 feet, except for attached dwellings, then the width can be reduced to 29 feet;~~

~~(B) Minimum lot depth: 85 feet.~~

~~(c) Setback Requirements. The minimum setback requirements shall be:~~

~~(i) For single-family dwellings:~~

~~(A) Front: Minimum setback from principal or minor arterial as designated in the comprehensive plan shall be 25 feet. All other instances not on such streets shall be 15 feet except where a front porch more than or equal to one-third of the total length of the living space of a house with a minimum six feet in depth exists, then the minimum front yard setback shall be 10 feet to the front of the porch.~~

~~(B) Twenty-two-foot yard-to-garage vehicle entrance, measured from the property line, sidewalk, or easement for public travel, whichever is closest, except when:~~

~~1. The garage is accessed from an alleyway, in which case the minimum setback shall be:~~

~~a. Twelve feet if the garage entrance is facing (parallel to) the access alleyway;~~

~~b. Five feet when the garage entrance is perpendicular to the access alleyway.~~

~~2. An attached and/or detached garage already exists that prevents adherence to subsection (2)(c)(i)(B) of this section.~~

~~(C) Side: Minimum seven-foot side yard.~~

~~(D) Corner: 15-foot street side yard.~~

~~(E) Rear: 20-foot rear yard, except where a covered deck or covered porch exists consisting of more than or equal to one-fifth of the total width of the rear of the house and more than or equal to six feet in depth, then the minimum shall be 14 feet to the porch.~~

~~(ii) Senior Low Income Housing:~~

~~(A) Front: Minimum setback from principal or minor arterial as designated in the comprehensive plan shall be 25 feet. All other instances not on such streets shall be 15 feet except where a front porch more than or equal to one-third of the total length of the living space of a house with a minimum six feet in depth exists, then the minimum front yard setback shall be 10 feet to the front of the porch.~~

~~(B) Twenty-five-foot yard-to-garage vehicle entrance, measured from the property line, sidewalk, or easement for public travel, whichever is closest, except when:~~

~~1. The garage is accessed from an alleyway, in which case the minimum setback shall be:~~

~~a. Twelve feet if the garage entrance is facing (parallel to) the access alleyway;~~

~~b. Five feet if the garage entrance is perpendicular to the access alleyway.~~

~~2. The front house setback is greater than 20 feet, in which case the setback difference between house and garage must be a minimum of five feet.~~

~~3. An attached and/or detached garage already exists that prevents adherence to subsection (2)(c)(ii)(B) of this section.~~

~~(C) Side: Minimum seven-foot side yard.~~

~~(D) Corner: 10-foot street side yard.~~

~~(E) Rear: 15 feet.~~

~~(iii) Multiple-Family:~~

~~(A) Front: Minimum setback from principal or minor arterial as designated in the comprehensive plan shall be 25 feet. All other instances not on such streets shall be 10 feet.~~

~~(B) Side yard: Minimum seven-foot side yard.~~

~~(C) Corner: 10-foot street side yard.~~

~~(D) Rear: 20 feet.~~

~~(iv) Duplex and Townhome Dwellings:~~

~~(A) Front: Minimum setback from a principal or minor arterial as designated in the comprehensive plan shall be 25 feet. All other instances not on such streets shall be 15 feet except where a front porch more than or equal to one-third of the total length of the living space of a house with a minimum six-foot in-depth exists, then the minimum front yard setback shall be 10 feet to the front of the porch.~~

~~(B) Twenty-five foot yard to garage vehicle entrance, measured from the property line, sidewalk, or easement for public travel, whichever is closest, except when:~~

~~1. The garage is accessed from an alleyway, in which case the minimum setback shall be three feet.~~

~~a. Twelve feet if the garage entrance is facing the access alleyway;~~

~~b. Five feet if the garage entrance is perpendicular to the access alleyway.~~

~~2. The front house setback is greater than 20 feet, in which case the setback difference between house and garage must be a minimum of five feet.~~

~~3. An attached and/or detached garage already exists that prevents adherence to subsection (2)(c)(iv)(B) of this section.~~

~~(C) Side yard: Minimum seven-foot side yard, except for attached dwellings, then the common wall separating the dwellings may have a zero side yard setback.~~

~~(D) Rear yard: 15 feet.~~

~~(v) For cottage housing, as specified within Chapter 19.24 BMC.~~

~~(vi) Off-street parking shall be as follows: Off-street parking requirements shall be per Chapter 19.28 BMC.~~

~~(vii) Standards for street and utility construction shall be as specified under Chapter 17.08 BMC.~~

~~(d) Other Performance Standards.~~

~~(i) Exterior Mechanical Devices. Devices such as air conditioners, heating, cooling, and ventilating equipment, swimming pool mechanicals and all other such mechanical devices shall be visually screened from surrounding properties and streets, and also shall be so operated that they attenuate, reduce, or contain normal operating noise so as to not disturb the peace.~~

~~(ii) Landscaping Required. Landscaping and open space shall be provided pursuant to Chapters 19.26 and 19.29 BMC.~~

**Commented [SL11]:** Currently 2.2 for multi-family in the multifamily guidelines, but 2 per unit in 19.28 and 1 per unit for studios.



(iii) Outdoor Storage of Materials. Required front and street side yards shall not be used for the storage of any motor vehicle or vehicle accessory such as camper shells, trailers, wheeled accessories, conveyances, boats, motorbikes, or snowmobiles and similar equipment. (Ord. 04-16 § 5, 2016; Ord. 22-08 § 1 (Exh. A), 2008; Ord. 22-05 § 1, 2005. Formerly 19.20.050).