

AMENDED AGENDA

**DES MOINES CITY COUNCIL
STUDY SESSION
City Council Chambers
21630 11th Avenue S, Des Moines, Washington
Thursday, February 1, 2024 - 6:00 PM**

City Council meeting can be viewed live on the City's website, Comcast Channel 21/321 or on the City's [YouTube](#) channel.

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CORRESPONDENCE

COMMENTS FROM THE PUBLIC

Comments from the public must be limited to the items of business on the Study Session Agenda. Please sign in prior to the meeting and limit your comments to three (3) minutes.

DISCUSSION ITEMS

- Item 1. HEARTS AND MINDS FUND POLICY DISCUSSION
[Hearts and Minds Fund Policy Discussion](#)
- Item 2. COMMUNITY DEVELOPMENT DEPARTMENT 2024 WORK PROGRAM
[Community Development Department 2024 Work Program](#)
[02.01.2024 Community Development 2024 Work Program PowerPoint](#)

EXECUTIVE SESSION

POTENTIAL LITIGATION UNDER RCW 42.30.110(1)(i) — 30 Minutes

NEXT MEETING DATE

February 08, 2024 City Council Regular Meeting

ADJOURNMENT

[Public Comment 02.01.2024](#)

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Hearts and Minds Fund Policy
Discussion

FOR AGENDA OF: February 1, 2024

DEPT. OF ORIGIN: Administration

DATE SUBMITTED: January 25, 2024

ATTACHMENTS:

1. None

CLEARANCES:

- [X] City Clerk JK
[] Community Development ____
[] Courts ____
[] Emergency Management ____
[] Finance ____
[] Human Resources ____
[X] Legal /s/MH
[] Marina ____
[] Police ____
[] Parks, Recreation & Senior Services ____
[] Public Works ____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: [Signature]

Purpose and Recommendation

The purpose of this agenda item is to facilitate Council discussion of the Hearts and Minds Fund and to create a policy that governs the collection and expenditure of funds. At the conclusion of this discussion, City staff may be directed to draft a resolution containing the consensus of the Council for consideration and approval at a future Council meeting.

Suggested Motion

Motion:

"I move to direct staff to prepare a draft Hearts and Minds Fund Policy consistent with the Council's general consensus, for consideration and approval at a future meeting."

Background

The Hearts and Minds Fund dates back to the 1960's when the City Council began setting aside a small portion of their Council wages in order to provide a funding source for items that the Council would like to contribute to without spending tax payer's money. Traditionally this has included purchasing flowers for a death or illness of a community member/staff, support of a non-profit organization, providing funding for scholarships, or any other matter the Council wanted to support financially. Currently, Councilmembers contribute \$25 per month from their Council wages. A two-step process is in place where the City Clerk and the Finance Director are signers on the bank account holding the funds. A different staff member manages the account (writes the checks, ensures sufficient funding) but cannot sign the checks. The funds are generally expended by a motion made by a Councilmember at the dais followed by a second, and then a majority vote of the Council.

Discussion

In reviewing City historical records, we have been unable to locate any policy documents that set the parameters for how the Hearts and Minds fund operates. A number of Councilmembers as well as the Mayor have indicated an interest in preparing a formal policy to establish guidelines on the collection and expenditure of funds. Some potential items to clarify in a policy include:

1. Formalize monthly dollar amount contributions.
2. Process for increasing/decreasing monthly contributions.
3. Ability for Councilmember to opt out of fund.
4. Eligibility of items for expenditure of funds.
5. Recommended fund balance levels.
6. Notice requirement for expenditure of funds.
7. Voting requirements for approval of expenditure.

These are all examples of items that could be included in a policy that governs the Hearts and Minds fund. The Council could also decide to add other items.

Alternatives

Do not provide direction to staff to create a policy and leave the Hearts and Minds Fund in its current informal state.

Financial Impact

No financial impact.

Recommendation

N/A.

AGENDA ITEM

BUSINESS OF THE CITY COUNCIL City of Des Moines, WA

SUBJECT: Community Development Department
2024 Work Program

FOR AGENDA OF: February 1, 2024

DEPT. OF ORIGIN: Community Development

ATTACHMENTS:

DATE SUBMITTED: January 25, 2024

1. Work Program and Timeline

CLEARANCES:

☐ City Clerk _____
☒ Community Development *DEL*
☐ Courts _____
☐ Emergency Management _____
☐ Finance _____
☐ Human Resources _____
☒ Legal /s/MH
☐ Marina _____
☐ Police _____
☐ Parks, Recreation & Senior Services _____
☐ Public Works _____

APPROVED BY CITY MANAGER

FOR SUBMITTAL: 

Purpose and Recommendation

The purpose of this agenda item is to brief the City Council on the Community Development Department's 2024 Work Program. No Council Action is required for this item.

Background

The Community Development Department is comprised of the Planning and Development Services Division and Building Division and has 12 full-time employees (including the Director) plus a contract Plans Examiner. The Department is responsible for review of private and public development permits for a range of projects, inspections services, fire and life safety, long range planning, drafting legislation, code enforcement, oversight of the solid waste management and recycling programs and emergency management/response.

Discussion

Community Development's 2024 Work Program (Attachment 1) is broken out into Tier 1, Tier 2 and Tier 3 Activities:

Tier 1 Activities are priority items that relate to permit reviews or have review and implementation deadlines to adhere to.

Tier 2 Activities are items that the Department works on or participates in as staffing capacity allows.

Tier 3 Activities are specific items where there is Council, staff or community interest in implementing but there is not the staff capacity or resources available allocated to implement.

As Council will see from the Work Program and Timeline, the majority of the Tier 1 items are running concurrently and several key items will be coming to Council during the first half of 2024 for input.

One of the first items that we plan to bring to Council within the next month are updates to the Building Code found in Title 14 of the Des Moines Municipal Code. These are driven by the State's scheduled adoption of the 2021 Washington State Building codes on March 15, 2024. Many of the updates to Title 14 are clean-up items that make the City's code work seamlessly with the State Code.

Community Development has also been working on the periodic review and update to our comprehensive plan and development regulations that is due by December 31, 2024. In addition, the initial work on the Middle Housing Grant project is kicking off and will run concurrently with the comprehensive plan update and will inform potential policy updates for the Housing Element as well as the Land Use, Transportation and Capital Facilities, Utilities and Public Services Elements of the Comprehensive Plan. The review and adoption of the development regulations to implement HB 1110 (middle housing) will occur between January and June 2025.

Alternatives

N/A

Financial Impact

Washington State Department of Commerce is providing grant funding to support the Comprehensive Plan update and Middle Housing work. Failure to meet State requirements for completing this work may make the City ineligible for other funding sources in the future.

Recommendation

N/A

Tier 1 Activities	STARTED	2023 DEC	2024 JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Zenith Properties EIS (Permit Application)	Feb-22													
Des Moines Creek Business Park West Master Plan (Permit Application)	Sep-22													
Comprehensive Plan Periodic Review (Commerce Grant SFY 2024; Adoption by 12/31/2024)	Dec-22													
Middle Housing (HB 1110) Implementation (Commerce Grant SFY 2024 - SFY 2025)	Jan-24													
Accessory Dwelling Units (HB 1337) & Related Housing Bills Implementation	Jan-24													
Legislative Session Monitoring	Jan-Feb 2024													
Sustainable Airport Master Plan EIS (Coordinate consultant review of DEIS)	Q1-2024													
Building Code Updates (Coincides w/ State code updates)														
Annual Comp Plan Amendments (Requests/Other Jan-June)	Jun-Dec 2024													
Permit Reviews (% staff time)	Ongoing													
Solid Waste Management Coordination	Ongoing													
Tier 2 Activities														
Noise Code for new construction														
Short term rental code (Airbnb, VRBO etc)														
DMMC Code Clean-up (pending staff availability)	Jan-23													
Code Enforcement (complaint based; other pending staff availability)	Ongoing													
Economic Development & Other Support - King County Planning Directors - Marina Redevelopment & Website - SKHHP Support - Soundside Alliance - Southside Chamber - StaRT Committee Mtgs	Ongoing													
Tier 3 Potential Additional Activities														
Food Truck Pilot Program and Potential Code Amdts. (pending staff/consultant resources)	Feb-22													
Building heights near 216th/MVD Node (gateway)														
Commercial Rooftop Deck/Amenities Code Review/Amdts														
TOD Zoning near ST Stations														
SEPA infill exemption														
CPTED for Commercial Design Review														
Urban Agriculture/Chickens (Council motion)														

Community Development Department 2024 Work Program

February 1, 2024

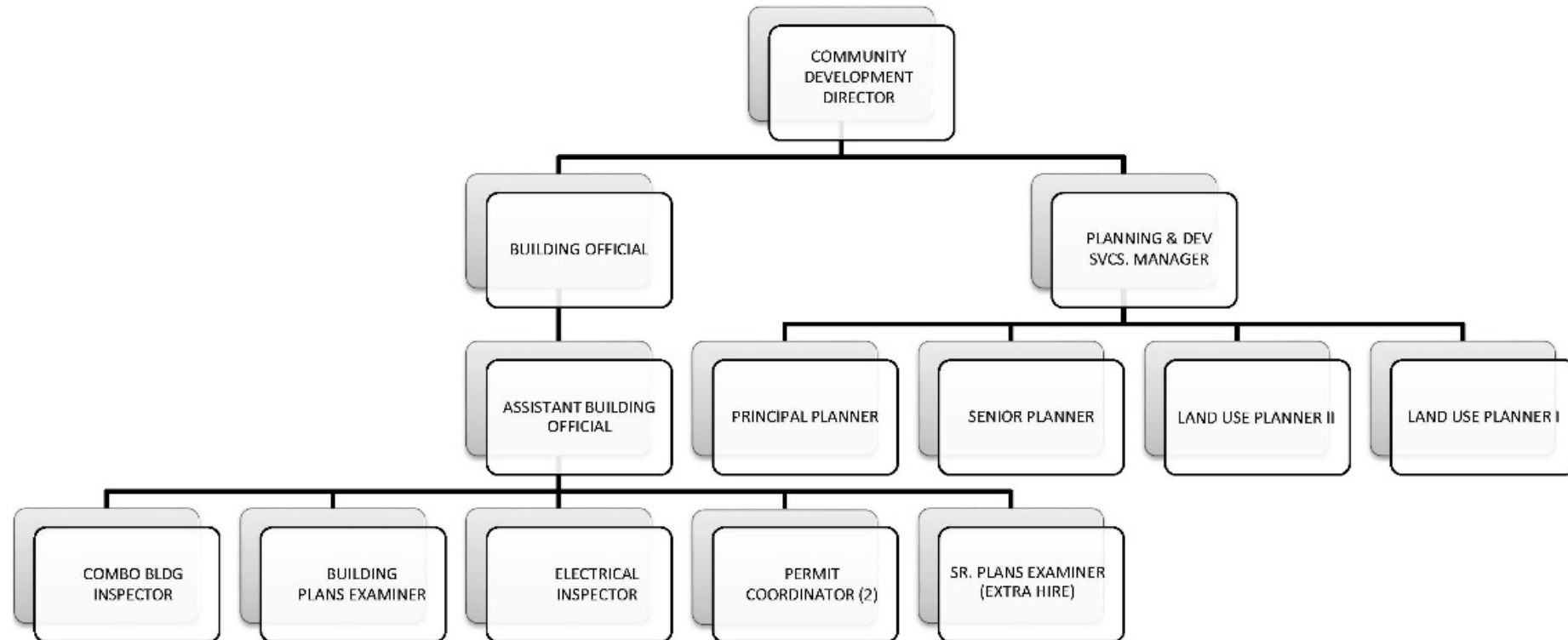
Denise Lathrop, Community Development Director

Laura Techico, Planning & Development Services Manager

Dan Hopp, Building Official

Jason Woycke, Senior Planner

Community Development Department



Planning and Development Services Division

STAFF RESOURCES

(4) FTE's budgeted

PRIMARY FUNCTIONS

Long-Range Vision, Quality of Life

Development Review Services (Current Planning)

Review private and public development permits

Range of projects: Critical areas, shoreline, flood hazard and SEPA; design/zoning review for residential and commercial projects; master plans; subdivisions; business licenses, signs, telecommunications; etc.

Plan Development (Long Range Planning)

Comprehensive Plan, Housing Action Plan

Economic Development Support

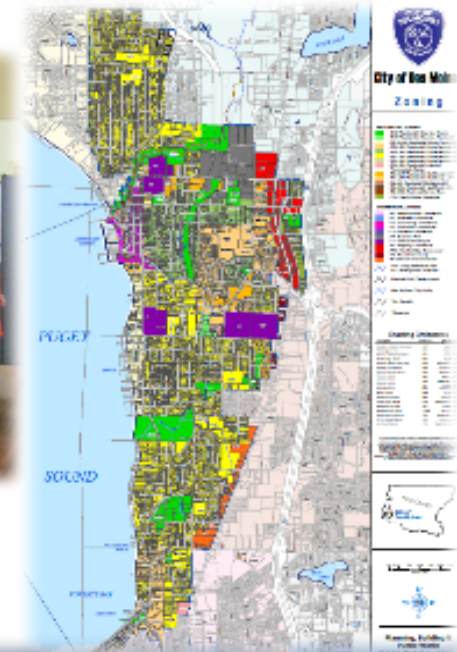
Demographics and Housing

Drafting Legislation

Solid Waste Management and Recycling

Code Enforcement

Emergency Management & Response



Building Division

STAFF RESOURCES

5 FTE's budgeted + Extra Hire

2 FTE's budgeted (Permit Techs shared)

PRIMARY FUNCTIONS

Development Review Services:

Review, approval, and issuing of private and public development permits

Range of permit types

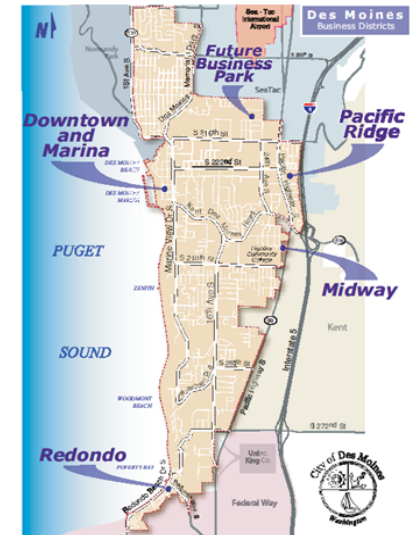
*Land Use; Design; Building; Mechanical;
Electrical; Plumbing; Fire*

Inspection Services following issuance of building permits to C of O...

Fire and Life Safety

Code Enforcement

Emergency Management & Response



2024 Work Program & Timeline -- Community Development Department (Updated 02/01/2024)

[illegible]

Comprehensive Plan Periodic Review & Update

Update Timeline



[illegible]

Des Moines City Council Meeting February 1, 2024

Attainable Middle Housing

- Martha Hamilton, Homeowner in Zenith Neighborhood
- I want to be part of the Attainable Middle Housing Solution
- I am here asking for your support and help

- For me, Attainable Middle Housing means:
 - homes that are owned (not rented)
 - Indoor/outdoor living spaces
 - High Quality, Healthy, beautiful housing
 - Energy Efficient/Solar where possible
 - Tree Canopy additions/Green Hedgerows (not fences)
 - Supports noise reduction and pollution reduction
 - Community, safety, security

Background: 15 years ago, one could buy a home in Des Moines for less than \$200,000. Today that same home sells for \$600,000. We've gone from being a middle housing community to a community that requires moderately high income to afford to live here. In 15 years.

My home was assessed at \$177,000 in 2013

Today, my home is assessed at \$560,000

A 316% increase - in 10 years. Not Attainable Middle Housing

I pulled up an inflation calculator. If my house mapped to inflation from 2013, today it would be worth \$231,511 (The currently assessed value is 2.5 times value adjusted for inflation!)

So, we find ourselves needing to get creative to find ways to provide for Attainable Middle Housing - at a price point more like what was in Des Moines in 2013, plus inflation.

Fact: Cost per square foot for construction is very high these days. I am told up to \$750 per square foot for a small home. That would mean that a 400 sq foot home would cost \$300,000.

The challenge is that the cost per square foot comes down with larger homes - but that does not address the need for attainable middle housing - which I see as homes in the \$150,000 - \$250,000 range for a single individual, a couple or a single adult with one child.

I want to be part of the solution

I do not want to make money on being part of the solution

And, I cannot afford to underwrite or supplement the cost of attainable middle housing for others. What I am willing to do is to put my energy and sweat into being a part of the middle housing solution, and I'm willing to support others being part of the solution - and I need your help.

What i am asking for in the Comprehensive Plan:

- Allow homeowners to build/place 300-500 sq ft cottages, with lofts, on their property to up to a 35% lot coverage (maximum based on lot coverage %, not the number of buildings) (designed to maintain green space)
- Individual Cottage Ownership (Condo-ish)
 - Land Leases with Fixed component and Variable Component (financial security for cottage owner)
- Allow the utilities for those cottages to run through the existing utilities on site (decreases costs substantially, allowing for attainable middle housing cottages)
- Adjust lot setbacks to:
 - Street at 10'
 - Side at 5'
 - Rear at 5'

Between Buildings 5', when not attached
Height Limit: 20' (to allow for single story plus loft)

Consider allowing significantly varying types of High Quality, Healthy Housing to reach cost targets for Attainable Middle Cottage Housing goals under this approach.

Consider allowing high quality homes at 400 sq ft or less (loft square footage not counted) as a tiny home, and allowing high quality healthy beautiful homes built on wheels as Tiny Homes with L&I Gold Medallions.

Martha Hamilton
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24115 11th Ave S, Des Moines, WA 98198

