



Mountlake Terrace Planning Commission

Meeting Agenda

Monday, August 10, 2026, 6:00 PM

Mountlake Terrace City Hall, and via Telephone or
Teleconference

AGENDA

1. Call to Order
2. Attendance Roll Call
3. Approval of the 07.27.2026 Meeting Minutes
4. General Public Comment
5. Building Upgrades Requirements
6. Consolidated Land Use Tables
7. Zoning Phase II Regulations
8. Zoning Phase II Rezones
9. Open Public Meetings Act and Public Records Act Overview
10. Director's Report
11. Miscellaneous Business by Call of Planning Commissioners
12. Adjournment

To listen to the meeting via telephone, call 1-253-215-8782. To watch the meeting online: 1) Go to <https://zoom.us/join>; 2) Enter meeting ID 832 0588 1330 and click "join". No passcode needed.

The City of Mountlake Terrace strives to provide access and services to all members of the public. Please notify the City at least one week prior to the event if reasonable accommodations are needed.

City of Mountlake Terrace Guidelines on Addressing the Planning Commission

The Planning Commission welcomes public input at the appropriate time during a public meeting. If you wish to address the Commission, you will be called on when your hand is raised and recognized by the Planning Commission Secretary.

Anyone who is addressing the Planning Commission will need to state their name and city of residence at the beginning of their testimony, or comments.

To comment on an item not listed on the agenda, please address the Planning Commission at the time listed on the agenda as public comment.

To comment on an item listed on the agenda, please do so when the Chair calls for public comment during that particular agenda item.

Unless the Planning Commission Chair directs otherwise, comments on any item should not exceed five minutes per person.

To provide public comment or testimony remotely (via Zoom or telephone), please refer to the Public Comment and Public Hearing Testimony Protocol on the city website
<https://www.cityofmlt.com/458/Planning-Commission>.

To submit written public comment or hearing testimony, mail to/drop off at City Hall (23204 58th Avenue W., Mountlake Terrace, WA 98043) or email remarks to Jennifer Joki, jjoki@mltwa.gov, no later than 4 p.m. on the public hearing date.

No person shall make personal attacks or threatening remarks while addressing the Council which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. All hate speech will be construed as threatening remarks.

Purpose of Work Sessions

Occasionally the Planning Commission will discuss City topics in the form of a Work Session. The purpose of Work Sessions is for the Commission to collectively discuss ideas with each other, as well as observe staff presentations on selected topics. While the Planning Commission cannot take any official actions during a Work Session, the public is welcome to speak regarding an item before the Work Session begins. The public is always welcome to attend and monitor Planning Commission Work Sessions.

MOUNTLAKE TERRACE PLANNING COMMISSION
SPECIAL MEETING MINUTES

July 27, 2026
6:00 pm

Mountlake Terrace City Hall
and via Teleconference

Commissioners Present

Chair Bautista
Vice Chair Bettcher
Commissioner Vega
Commissioner Finch
Commissioner Stenson (via Teleconference)
Commissioner Wu (via Teleconference)

Commissioners Absent

Commissioner Jauregui

City Staff Present

Community Development Director Brooke Eidem
Administrative Assistant Shannon Olsen

Council Liaison

William Paige, Jr (via Teleconference)

Guests Present

None

Call to Order

Chair Bautista called the meeting to order at 6:04 pm

Roll Call

Administrative Assistant Shannon Olsen called roll.

Approval of July 13, 2026 Meeting Minutes

The July 13 meeting minutes were accepted as presented.

General Public Comment

None

Consolidated Land Use Tables

Community Development Director Brooke Eidem

Eidem presented on this item to include purpose of the item, summary of the proposal, affected chapters, a recap of the revisions done at the July 13 Planning Commission meeting and questions raised about cannabis retailers, religious facilities, and existing facilities, changes to definitions chapter and zoning districts chapter, and next steps and current timeline.

Eidem heard and responded to questions and comments from Planning Commission.

Zoning Phase II Regulations

Community Development Director Brooke Eidem

Member of the public, Cory Cross, commented on why commercial space isn't required in the zoning where Terrace Station 4 and 5 will be and expressed confusion about zoning restrictions for one zone versus another.

Eidem presented on this item to include summary of the project, new changes to the Employment zone and its district regulations, the Manufactured Home Park zone and its district regulations, and the Neighborhood and Gateway Mixed Use zones and their district regulations, MTMC chapters affected by the zoning regulation changes, and next steps.

Eidem heard and responded to questions and comments from Planning Commission and Council Member Paige.

Director's Report

Community Development Director Brooke Eidem

Eidem welcomed Commissioner Vega and reported the resignation of Commissioner Jauregui and information about the next meeting including the Open Public Meetings Act, Public Records Act, and election of Chair and Vice Chair for Planning Commission. However, was informed that elections happen at the beginning of the year, not in July, per the code.

Also stated the Building Official would present on building threshold conditions.

Eidem asked about how many discussions Planning Commission would like to have about rezoning prior to the public hearing.

Eidem heard and responded to questions and comments from Planning Commission.

Miscellaneous Business by Call of Planning Commissioners

Commissioner Vega introduced himself to the Planning Commission. Vice Chair Bettcher mentioned considering a change to public comment period.

Adjournment

The meeting adjourned at 9:20 pm.

These minutes are subject to approval at the next Mountlake Terrace Planning Commission meeting.

Administrative Assistant Shannon Olsen



PLANNING COMMISSION STAFF REPORT

FROM: Matthew Gisle, Building Official

DATE: August 10, 2026

SUBJECT: Building Upgrades Requirements

SUBJECT SUMMARY:

Staff will request an informal recommendation regarding potential revision to the current policy of MTMC 15.05.070(C).

BACKGROUND / ANALYSIS:

MTMC 15.05.070(C) requires complete structural upgrades (meeting current code requirements) when the valuation of a proposed improvement project meets or exceeds 50% of the value of the home as determined by the Snohomish County Assessor. After public comment regarding this requirement, the City Council requested staff to provide information about the policy options available. The Planning Commission is being asked for an informal recommendation, as they have also expressed interest.

The language of MTMC 15.05.070(C) is as follows:

Residential buildings or structures outside of the Town Center (TC) zoning districts, per the City's Zoning Map, to which, in any three-year period, additions, alterations, or repairs exceed 50 percent of the assessed building value, as determined at the beginning of the three-year period, shall comply with all safety requirements of the IRC for new buildings. Residential buildings or structures within the TC zoning districts, per the City's Zoning Map, to which, in any five-year period, additions, improvements, alterations or repairs exceed 50 percent of the assessed value, as determined at the beginning of the five-year period, shall comply with all safety requirements of the IRC for new buildings.

This requirement does not come from the International Residential Code (IRC), so there is flexibility. Staff will present various policy alternatives and ask the Planning Commission to weigh in on the issue. That information will be brought to the City Council on August 20th.

LINKS:

ATTACHMENTS:

1. presentation



Residential Alteration Valuation Trigger

MTMC 15.05.070(C) • Options for Planning Commission and City Council

Planning Commission: August 10, 2026 | City Council: August 20, 2026

Matthew Gisle, Building Official | Community Development Department

Purpose

Request policy direction on how MTMC 15.05.070(C) should apply to major residential alterations.

- Summarize the current 50% valuation trigger.
- Identify how the rule affects older and lower-assessed homes.
- Compare options: keep, remove, raise threshold, or clarify requirements.
- Seek direction before drafting code language.

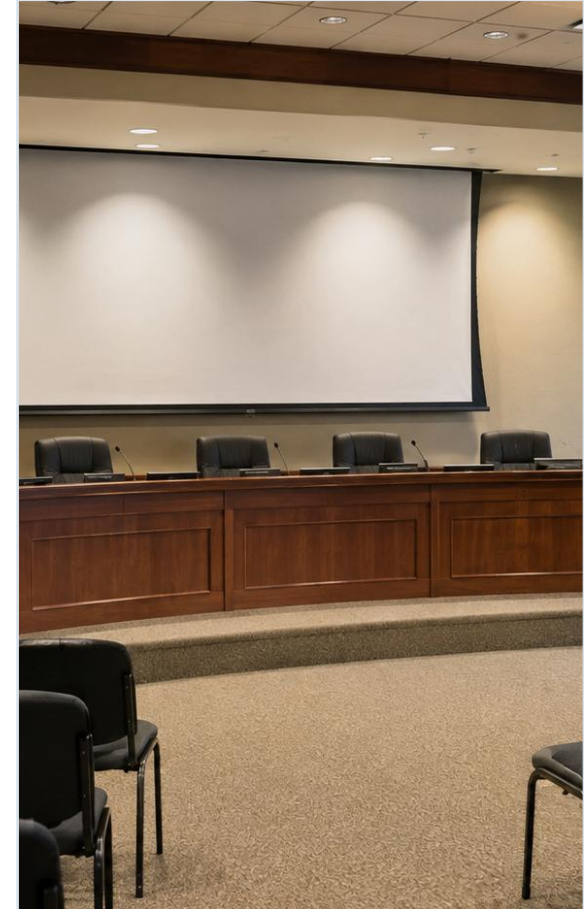


Representative permit review image

Agenda

Follows the City's staff report outline.

- 1 Council goals
- 2 Current code and policy issue
- 3 Block-wall housing inventory
- 4 Alternative approaches
- 5 Timeline and outreach
- 6 Staff recommendation
- 7 Discussion and questions



Representative council chamber image

3

Council Goals

The policy question intersects with housing reinvestment, safety, and transparency.

Most directly related goals

- Growing Our Vibrant Community
 - Responsible Governance to Ensure Desired Level of Service
 - An Informed and Engaged Community
-

Policy lens

Encourage reinvestment in existing homes while preserving a targeted safety review for substantial work.



Representative neighborhood image

4

Legislative History

The trigger is an existing local amendment to the Residential Code.

1

Local rule adopted

Substantial residential work may trigger additional safety compliance.

2

Current practice

50% of assessed building value is evaluated over 3 years outside TC and 5 years within TC.

3

Current request

Planning Commission and City Council are asked to consider policy options.

4

Next step

Direction can be used to prepare draft code language for formal review.

Key question: What level of required upgrade is proportionate when an existing house crosses the valuation threshold?



Representative block-wall home image

5

Current Code Summary

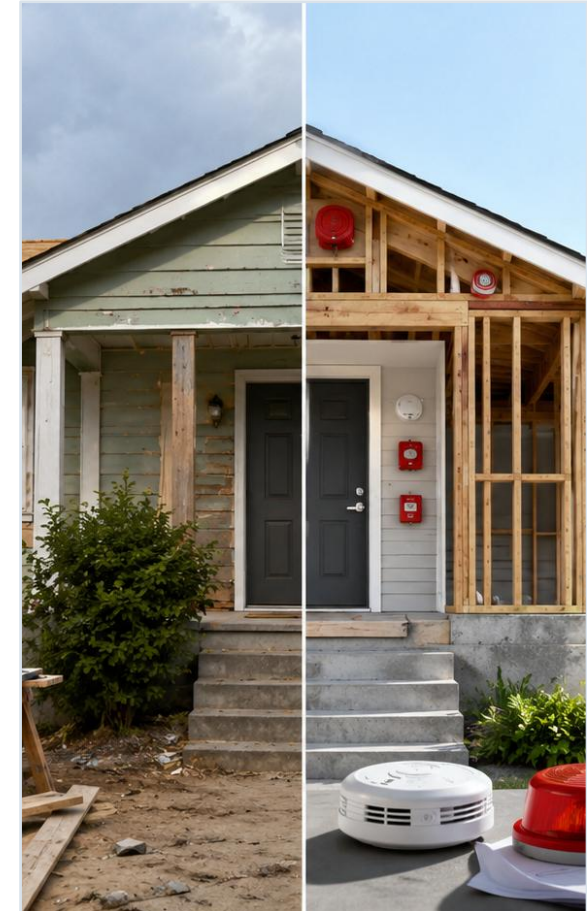
MTMC 15.05.070(C) adds a local safety trigger beyond the standard alteration rule.

Current threshold

- Outside Town Center: work exceeding 50% of assessed building value in any 3-year period.
- Within Town Center: same trigger over a 5-year period.
- Result: “all safety requirements of the IRC for new buildings.”

Why this is difficult

“All safety requirements” is broad and may be read to require upgrades beyond the proposed work area.



Representative remodel/safety image

Why It Matters in Mountlake Terrace

Assessor data identifies a significant block-wall housing inventory.

513

homes identified with block walls in Mountlake Terrace

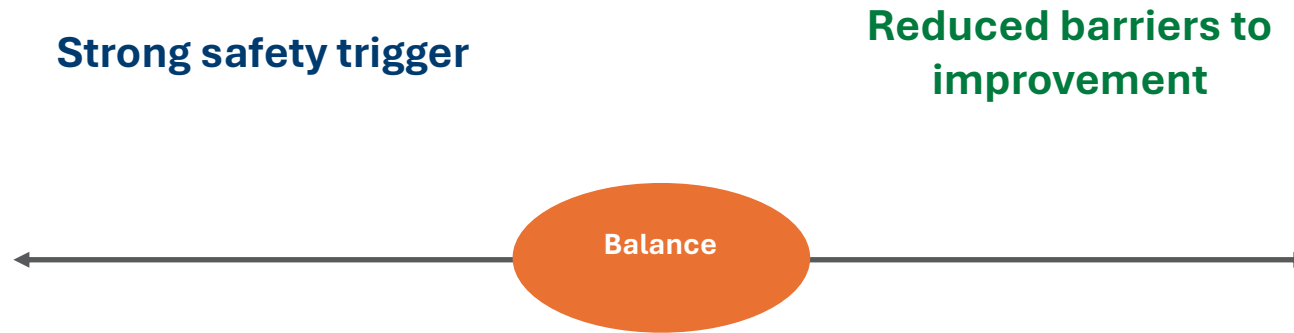
- Likely concentrated in older, lower-assessed housing stock.
- Block-wall construction can raise legitimate structural and seismic questions.
- Assessor classification does not prove the wall is unreinforced.
- Project-specific verification is still needed.



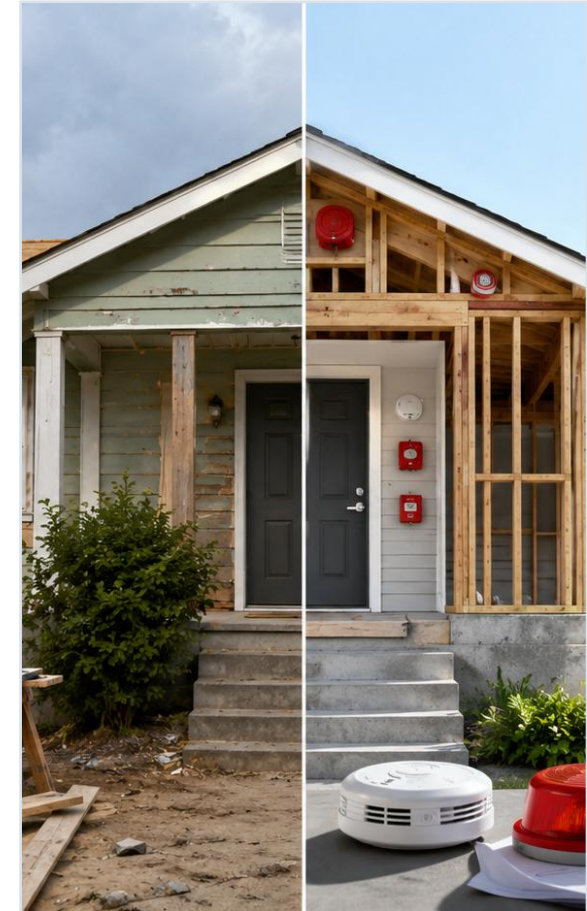
Representative block-wall home image

Policy Issue

Safety improvement and housing reinvestment can support or undermine each other.



- Too little review may leave serious hazards unaddressed.
- Too much required work may make improvements infeasible.
- Best path may be targeted, predictable, and proportionate.



Representative remodel/safety image

Alternatives Overview

Five paths are available for discussion.

Option	Primary benefit	Primary caution
1 No change	Strongest safety standard	Cost and clarity concerns remain
2 Remove outside TC	Most relief for homeowners	May lose safety review where most older homes are located
3 Raise to 75%	Fewer ordinary remodels trigger	Does not solve ambiguity
4 Clarify requirements	Targeted and predictable	Requires careful drafting
5 Combination approach	Balances safety, cost, equity	Needs policy direction



Representative neighborhood image

Alternative 1 — No Change

Keeps the strongest current safety position.

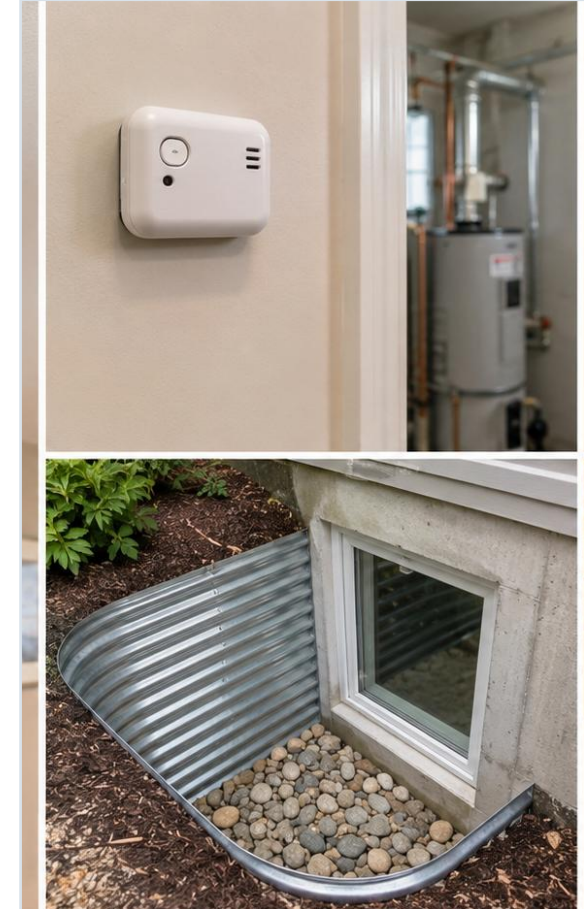
Benefits

- Preserves a strong safety standard for substantial projects.
- Captures phased work over time.
- Addresses known issues when owners are already investing.

Concerns

- Can require upgrades disproportionate to proposed scope.
- May discourage permitted improvements.
- “All safety requirements” remains undefined.

Best use: if Council prioritizes the broadest safety trigger over cost predictability.



Representative life-safety features image

Alternatives 2 and 3

Reduce when the trigger applies, but leave key safety questions unresolved.

Alternative 2: Remove outside Town Center

- Greatest relief for homeowners.
- Simplifies administration outside TC.
- May eliminate review where many older homes are located.

Alternative 3: Raise trigger to 75%

- Middle ground: fewer moderate projects trigger.
- Keeps safety mechanism for major projects.
- Does not define “all safety requirements.”

Staff note: Raising or removing the trigger addresses frequency, not scope.



Representative neighborhood image

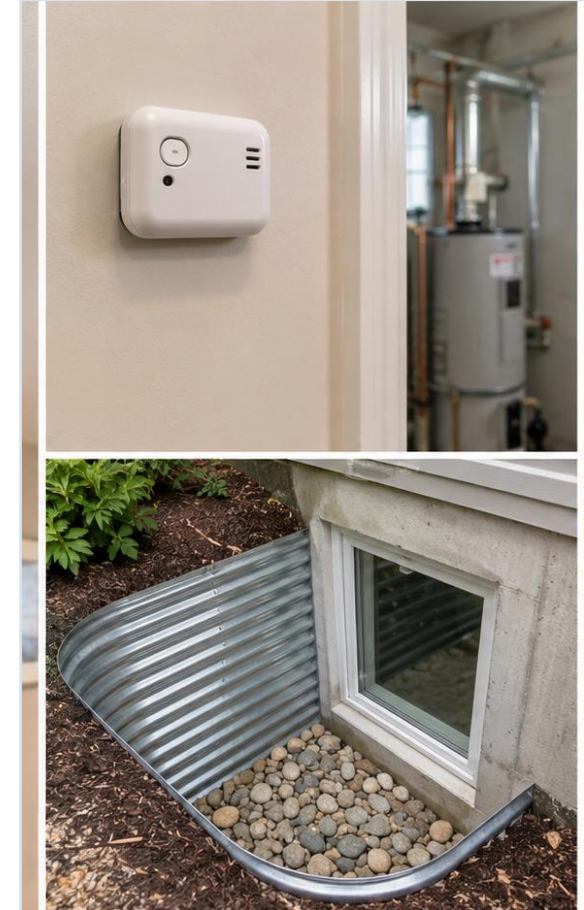
Alternative 4 — Clarify Required Improvements

Retain the trigger, but make the resulting requirements targeted and predictable.

- Full compliance for the proposed work.
- Current code for components altered, exposed, repaired, or relied upon.
- Licensed design professional evaluation when structural risk is present.
- Targeted whole-house life-safety items: smoke alarms, CO alarms, address, imminent hazards.

Block-wall focus

The 513-home inventory supports targeted structural evaluation when a project affects a block-wall lateral system—not automatic whole-house retrofit for every triggered permit.



Representative life-safety features image

Alternative 5 — Combination Approach

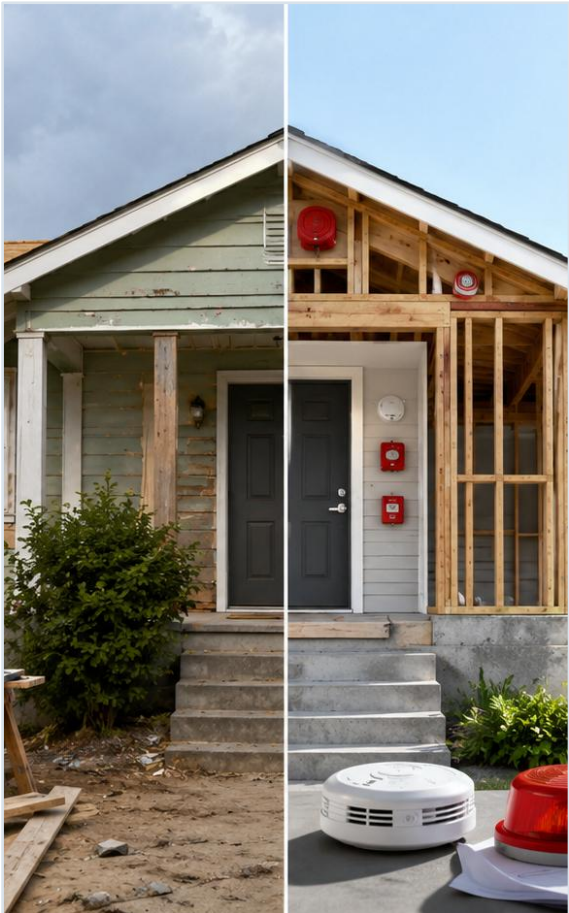
Staff-preferred balance: keep a review point, clarify scope, and limit unrelated costs.

1 Retain trigger
Keep 50% threshold and cumulative periods as a review point.

2 Define safety package
Replace broad wording with specific work-area and whole-house items.

3 Add cost limit
Limit unrelated City-required upgrades to 10% of permitted project valuation.

4 Preserve exceptions
No cap for unsafe conditions, unpermitted work, or components directly affected by work.

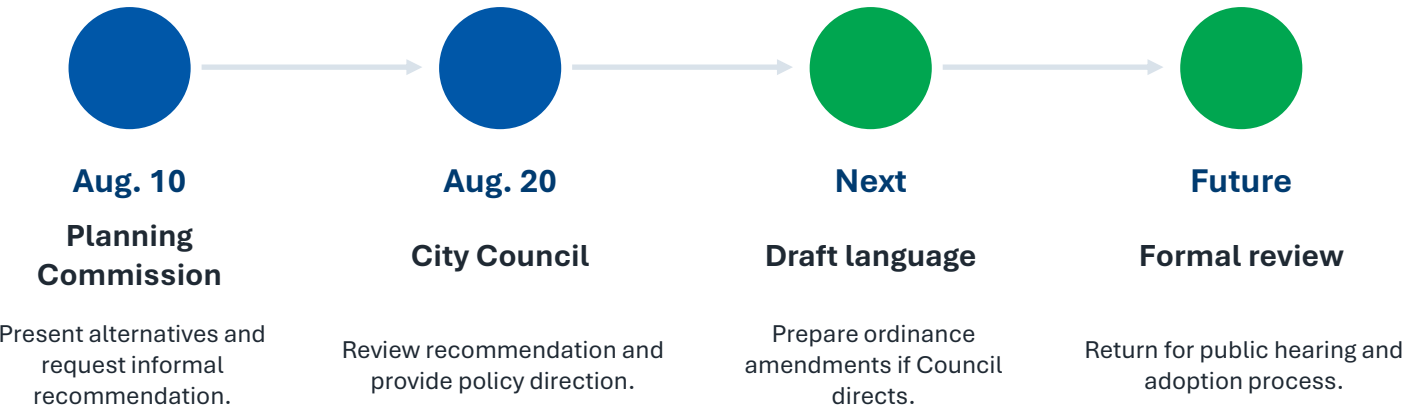


Representative remodel/safety image

Policy outcome: meaningful safety review without making beneficial improvements cost prohibitive.

Timeline and Decision Path

Informal direction first; draft code language can follow.



No final code action is requested at the first discussion meetings.



Representative council chamber image

Financial and Community Impacts

No direct City budget amendment is anticipated; the main impact is on project feasibility.

City budget

- No new appropriation anticipated.
- Some staff time needed for drafting, outreach, and implementation.

Resident/project impact

- A clearer rule can improve predictability at design and permit intake.
- A targeted safety package may reduce the incentive to defer work or avoid permits.
- Leaving the rule unchanged maintains the strongest safety position but may add significant project cost.



Representative permit review image

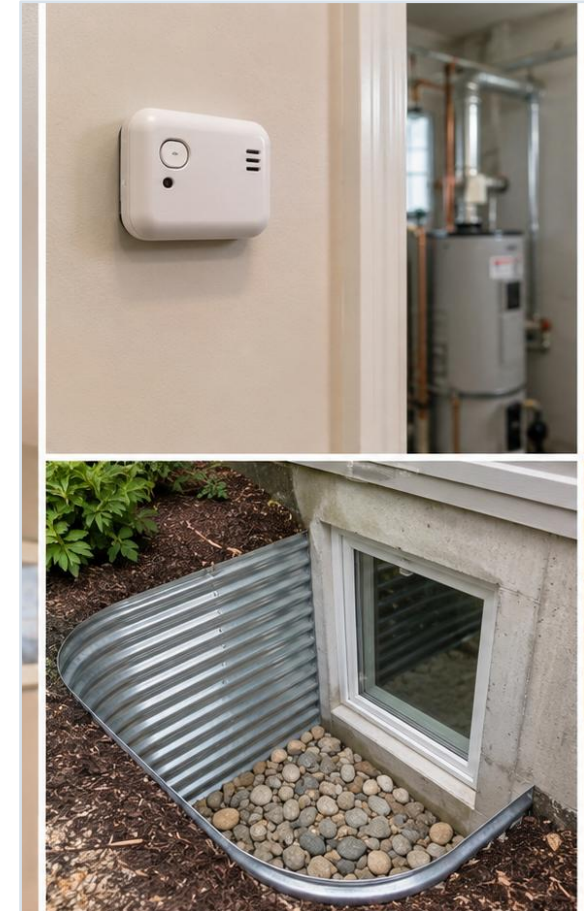
1
5

Staff Recommendation

Support Alternative 4 or Alternative 5 as the preferred policy direction.

Recommended direction

- Retain the 50% valuation trigger and cumulative review periods.
- Replace broad “all safety requirements” language with defined requirements.
- Require compliance for proposed work and affected systems.
- Include limited whole-house life-safety items.
- Limit unrelated required upgrades to 10% of project valuation, with safety exceptions.
- Preserve Building Official authority for equivalent engineered alternatives.



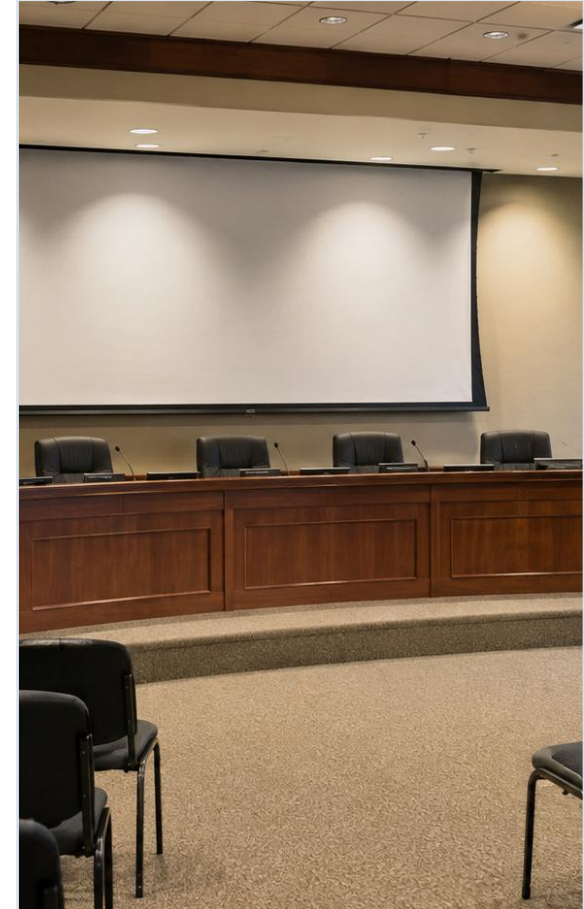
Representative life-safety features image

Discussion Questions

Direction requested before staff prepares draft amendments.

- Should the 50% trigger remain, be removed outside TC, or increase to 75%?
- Should required upgrades be limited to a defined safety package?
- Should unrelated required upgrades be capped at 10% of project valuation?
- Should block-wall homes trigger targeted structural evaluation when affected by the work?

Request: Provide policy direction for staff to prepare refined code language.



Representative council chamber image

1
7



Thank you

Questions and discussion

Key references

- MTMC 15.05.070(C), Building Code local amendment
- City of Mountlake Terrace Strategic Plan 2025–2029
- Residential Alteration Valuation Trigger staff draft
- Snohomish County Master Records.xlsx / City analysis: 513 block-wall homes
- HistoryLink: Mountlake Terrace thumbnail history

Photos/visuals are representative illustrations unless otherwise noted.



PLANNING COMMISSION STAFF REPORT

FROM: Brooke Eidem, Community Development Director

DATE: August 10, 2026

SUBJECT: Consolidated Land Use Tables

SUBJECT SUMMARY:

The Planning Commission will continue its ongoing discussion about consolidating and updating the Permitted Land Use Tables, located in a new chapter within Title 19 MTMC.

BACKGROUND / ANALYSIS:

Purpose & Background

As previously discussed, permitted land use listings are currently decentralized throughout MTMC Title 19. Each zoning district has its own unique land use table, which means they are separated by adoption date and by chapter, with various styles and formatting. There are eight individual land use tables, and two chapters that merely contain short lists of permitted and prohibited uses. This decentralization creates unnecessary challenges when the City is required to adopt mandated land uses (e.g., childcare centers, ESSB 5509 [2025]; co-living, ESHB 1998 [2024]; STEP housing, HB 1220 [2021]). It's also more difficult for customers to determine where a given land use is permitted if they must search through multiple chapters, with some chapters not listing that use at all, or calling it by a different term. The state-mandated land uses that need to be integrated into the code (mentioned above) provide an opportunity to consolidate the Land Use Tables into a central location.

Proposal

Staff is proposing to consolidate all the permitted land use tables into a single new Chapter 19.25 MTMC, while also integrating state-mandated updates. The reason for this location is that it is toward the beginning of the Title, after definitions (19.15) and the introduction of the zoning districts themselves (19.20), and before the district-specific standards that begin with Chapter 19.30.

The timing of this project will coincide with what is being referred to as "Zoning Phase II", which will implement four new zones from the Comprehensive Plan: Neighborhood Mixed Use, Gateway Mixed Use, Manufactured Home Park, and Employment. Implementation of these zones will make several other existing zones obsolete (Freeway/Tourist, Community Business, Light Industry/Office Park, Special Development District Commercial/Residential, and Mobile Home Park). This coordinated schedule allows the land use table to list updated zones. Multiple definitions need to be updated as part of this project to bring defined land uses into alignment with the tables. Chapter 19.20 MTMC, Land Use Designations, is also proposed to be amended

to accommodate revised zoning districts, remove sections that are proposed for the new permitted land uses chapter, and add a purpose statement for each zone.

The Planning Commission has previously discussed this proposal in detail at the regular meetings on June 8th, July 13th, and July 27th. Questions related to certain uses have been raised and discussed. The most recent questions related to religious assembly uses and cannabis businesses.

Religious assembly

Siting for these uses is restricted at the federal level by the Religious Land Use and Institutionalized Persons Act (RLUIPA), 42 U.S.C 2000cc. As previously discussed, the law requires that land use regulations treat religious assembly uses on at least equal terms with nonreligious assembly uses. Nonreligious assembly uses include schools, performing arts centers, conference centers, and clubs. At the previous meeting, the Planning Commission compared draft siting regulations for all of the above uses to ensure they would be no less restrictive than religious assembly uses and provided direction to staff. The proposed revisions are below, consolidated for comparison purposes and reflected in the attached revised Chapter 19.25.

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
School, vocational, trade, or specialized instruction							P	P	P	p ⁹	p ⁹	p ⁹	C ⁹	P		
College/University									C					P		
Conference center								p ^{5,6}	P							
Performing arts center							p ²	p ^{5,6}	P	p ²	p ²	p ^{5,6}				
Private club/lodge	C ³	C ³	C	C			p ²	p ^{5,6}	P	p ²	p ²	p ^{5,6}				
Religious facility	C ³	C ³	C	C			p ²	p ^{5,6}	P	p ²	p ²	p ^{5,6}	C	P		
School	C ³	C ³	C ³	C ³			C ³	C ³	P							

Commercial Table Notes:

9: Use shall not exceed 20,000 square feet gross floor area when located on the ground floor.

Community, Cultural, and Recreation Table Notes:

2: Limited to 5,000 square feet of gross floor area.

3: Uses shall be subject to the following:

- a. All structures shall be set back 20 feet from property lines.
- b. Off-street parking areas may be provided within required side yard setbacks on interior and through lots.
- c. Off-street parking areas may be provided within the rear yard setback on corner lots.
- d. The required front yard setback may not be used for off-street parking.
- e. All lights provided to illuminate parking areas or buildings shall be arranged to direct light away from any adjacent properties.

5: Limited to 10,000 square feet of gross floor area.

6: Permitted in conjunction with a different street-facing ground floor use on the same site.

Cannabis

Cannabis uses are regulated in Chapter 19.150 MTMC. The chapter establishes a 1,000 separation between marijuana businesses and a list of 8 uses that are determined by WAC 314-55-050. Outside that separation, marijuana processing and production is only permitted in the LI/OP zone (soon to become the Employment zone), and marijuana retail businesses are permitted "where the City's zoning regulations for the location allow retail as a primary use" (MTMC 19.15.030(D)). The cannabis exclusion map was reviewed, and the Planning Commission requested information about crime associated with marijuana businesses. According to Police Chief Caw, the crime associated with marijuana businesses is actually lower than businesses that serve alcohol, such as cocktail lounges. Based on that information, staff is proposing to maintain the regulations as adopted to avoid increasing the scope of the current project to include Chapter 19.150 MTMC.

Attachments include revised draft Land Use Tables that integrate consensus revisions from the July 13th and 27th meetings. Also attached are draft definitions associated with this project and the draft amendments to Chapter 19.20 MTMC, which were previously reviewed at the meeting on July 27th.

LINKS:

ATTACHMENTS:

1. Draft Ch 19.25 Permitted Land Uses
2. Draft Ch 19.15 Definitions (excerpts)
3. Draft Ch 19.20 Zoning Districts
4. presentation

CH. 19.25 MTMC PERMITTED LAND USES

19.25.010 Purpose

The purpose of this chapter is to establish permitted land uses for the city of Mountlake Terrace. The use of a property is defined by the activity for which the building or lot is intended, designed, arranged, occupied, or maintained. The use is considered permanently established when that use will be or has been in continuous operation for a period exceeding 60 days, except temporary uses for which a Temporary Use Permit has been issued pursuant to MTMC § 19.25.200. A use which will operate for 60 days or less, and transitory accommodations, are considered temporary uses, and are subject to the requirements of MTMC § 19.25.200. All applicable requirements of this code, or other applicable state or federal requirements, shall govern a use located within Mountlake Terrace city limits.

19.25.020 Interpretation of Land Use Tables

- A. The Land Use Tables of this chapter determine whether a specific use is permitted in a zoning district. Land uses are divided among five tables, each representing a broad category of uses. Within each table, the zoning districts of Chapter 19.20 MTMC are located in the vertical columns and the land uses are arranged in the horizontal rows.
- B. Permitted uses. If the letter “P” appears where the zoning district column and the land use row intersects, that shall mean the use is permitted in that district, subject to the review procedures and general requirements specified in this Development Code.
- C. Conditional uses. If the letter “C” appears where the zoning district column and the land use row intersects, that shall mean the use is allowed only if the City grants a conditional use permit pursuant to MTMC § 19.110.200.
- D. If a number appears where the use is listed or in addition to a “P” or “C” at the intersection of column and a row, the use is subject to specific development and/or operational requirements that are additional to general requirements of this and other applicable titles. Use-specific corresponding regulations are located in the section following the land use table and may also refer to requirements set forth in separate chapters.
- E. If no symbol appears in the box at the intersection of a column and a row, the use is not allowed in that zoning district.

19.25.030 Uses not listed.

- A. Any proposed use not listed in the table shall be classified by the Community Development Director as permitted, conditional, or not permitted, based on the listed use to which the proposed use is most similar.

- B. If the Community Development Director determines that a proposed use is not similar to any use specifically listed the land use table, the Community Development Director shall determine whether the land use is allowed in the zoning district based on the following criteria:
1. The use resembles or is of the same basic nature as a use or uses expressly authorized in the applicable zoning district or districts.
 2. Physical characteristics of the use and its supporting structures; the activities involved in or equipment or materials employed by the use, traffic, hours, of operation, and other impacts.
 3. Whether the proposed use is compatible with other uses permitted in the zoning district.
 4. Consistency with the purpose and other provisions of this Development Code and the Comprehensive Plan.
- C. The Community Development Director shall issue a written interpretation formalizing the determination to make a record of the decision. The interpretation shall be appealable in accordance with the provisions of MTMC § 18.05.190.

19.25.040 Accessory Uses

Accessory uses and structures are allowed for all uses in all land use designations consistent with applicable regulations and unless specifically prohibited or the context clearly indicates otherwise.

19.25.050 RESIDENTIAL USES

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
Accessory dwelling unit ¹	P	P	P	P	P	P	P ²									
Adult family home	P	P	P	P		P										
Bed & Breakfast		C	P	P		P										
Caretaker residence									P ³					P		
Childcare, family ⁴	P	P	P	P	P	P										
Co-living housing ⁵		P	P	P	P	P	P	P		P	P	P	P			
Cottage housing	P ¹⁰	P ¹⁰	P	P		P										
Courtyard apartment		P ¹⁰	P	P		P										
Emergency housing ⁶								P	P	P	P	P	P			
Group home	C	C	C	C		C			C				C			
Halfway house				C												
Home occupation ⁷	P	P	P	P	P	P	P	P	P	P	P	P	P			
Live-work unit	C	C	P	P		P	P	P	P ⁸	P ⁸	P ⁸	P ⁸	P ⁸			
Manufactured home park ⁹					P											
Multiplexes																
Duplex	P	P	P	P												
Triplex	P ¹⁰	P	P	P		P										

Fourplex	P ¹⁰	P	P	P		P										
Fiveplex		P ¹⁰	P	P		P										
Sixplex		P ¹⁰	P	P		P										
Multi-unit apartment			P ¹¹	P ¹¹		P	P ¹²	P ¹²	P ¹²	P ¹³	P ¹³	P ¹³	P ¹³			
Permanent Supportive Housing	C	C	P	P		P		P	P	P	P	P	P			
Single-unit detached	P	P	P	P		P	¹⁴	¹⁴		¹⁴	¹⁴	¹⁴	¹⁴			
Townhome	P	P	P	P		P				P ¹⁵	P ¹⁵	P ¹⁵	P			
Transitional housing	C	C	P	P		P		P	P	P	P	P	P			

19.25.055 Residential Use Notes and Restrictions:

1. Subject to the regulations of MTMC § 19.30.050.
2. New ADUs are permitted when accessory to a pre-existing single-family home.
3. Permitted only in conjunction with a commercial or industrial use, and limited to the following conditions:
 - a. No more than three caretaker dwelling units are permitted on a commercial or industrial site.
 - b. Caretaker dwelling units shall be limited to the use of caretakers, security personnel, and employees in training.
 - c. Caretaker dwelling units may be located within a separate building or within a portion of a building on the site.
4. In-home childcare facilities shall be accessory and subordinate to the property as a residence and shall require the following:
 - a. Must be licensed by and meet the requirements of the Washington State Department of Children, Youth, and Families.
 - b. Limited to 12 children for daytime care.
 - c. Must have an approved pick-up and drop-off system that minimizes traffic impacts.
 - d. Outdoor play areas must be set back, screened, or otherwise designed to protect adjacent uses from significant noise impacts.
 - e. Signage is limited to one non-illuminated interior sign measuring up to two square feet, visible from the exterior.
5. Wherever six dwelling units may be constructed on a lot pursuant to dimensional standards, co-living housing as defined in Chapter [36.70A](#) RCW is permitted with each individual sleeping unit considered as one-quarter of a dwelling unit for the purposes of density calculations, utility connection, parking requirements, and impact fees.
 - a. Properties located within ½-mile walking distance of a major transit stop shall not be required to provide off-street parking.
 - b. Co-living housing proposed in Mixed Use or Town Center Districts shall not be required to provide a non-residential component, however all design standards for the district shall apply.
6. Buildings that provide shelter for survivors of domestic violence are allowed as a permitted use in all zones.
7. Subject to the regulations of MTMC § 19.25.210.
8. Live-work units require the following:
 - a. Live-work units shall be considered a commercial use in terms of design standards.
 - b. Live-work units shall be integrated into a residential use type and shall be considered residential in terms of parking standards.
 - c. Commercial use shall be limited to those permitted in the applicable zone.
 - d. Live-work units are not permitted on 57th Avenue W and 233rd Street SW ground-level block frontages where designated as a storefront in MTMC § 19.123.060.
9. Subject to the development regulations of Chapter 19.35 MTMC and 15.30 MTMC.

10. Permitted when using the affordability bonus of MTMC § 19.30.045(C).
11. Considered stacks for the purpose of design review and dimensional standards.
12. Permitted in conjunction with a commercial use on the same site. In the Mixed Use District, the commercial use shall be located on the ground floor and oriented toward the street.
13. Residential uses are not permitted on the ground floor facing a storefront or storefront corner block frontage as determined by the block frontage designations map in MTMC § 19.123.060, with the following exceptions:
 - a. Live-work units meeting applicable block frontage standards of MTMC § 19.123.080 through § 19.123.090; and
 - b. Lobbies for multi-unit apartments on storefront block frontages meeting the standards of MTMC § 19.123.080.
14. Single-unit detached housing is permitted as a pre-existing use if it was legally established pursuant to the following:
 - a. Town Center District: Prior to December 30, 2006 (see MTMC § 19.50.100(E)).
 - b. Mixed Use District: Prior to September 3, 2026 (see MTMC § 19.40.020(E)).
15. Townhomes must be legally established prior to September 26, 2019.
16. Youth shelters shall be separated from senior housing by a minimum of 500 feet.

19.25.060 COMMERCIAL USES

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
Adult uses														P ¹		
Animal grooming				P			P	P	P	P	P	P	P	P		
Car wash ²			C	C		C			P					P		
Daycare	P ³	P ³	P ³	P ³	P ³	P ³	P ³	P ³	P	P	P	P	P	C ⁴	P	
Food or beverage establishment, drive-thru							P ⁵	P ⁵						P ⁵		
Food or beverage establishment, walk-up and on-site dining			P ⁶	P ⁶			P	P	P	P	P	P	P	P		P ⁷
Fuel station						C ⁸	C ⁸		P				C ⁸	P		
Grocery store				P			P	P	P	P	P	P	P	P		
Health/fitness center			P ⁹	P ⁹			P ⁹	P ⁹	P	P ⁹	P ⁹	P ⁹	P	P		
Hospital									C					C		
Hotel/motel								P	P	P	P	P	P			
Kennel or animal boarding, commercial														C		
Long-term care/assisted living facility	C	C	C	P		P			P	P ¹⁰	P ¹⁰	P ¹⁰	P ¹⁰			
Marijuana, retail ¹¹									P	P	P	P	P			
Marijuana, production, processing ¹¹														P		
Medical office/clinic			P ⁶	P ¹²		P ¹²	P	P	P	P	P	P	P	P		
Retail							P	P	P	P	P	P	P			
Personal services			P ⁶	P ⁶			P	P	P	P	P	P	P	P		
Professional office			P ⁶	P ⁶		P ¹²	P	P	P	P	P	P	P	P		

School, vocational, trade, or specialized instruction							P	P	P	P ⁹	P ⁹	P ⁹	C ⁹	P		
Self-storage facility																
Short-term rental ¹³	P	P	P	P		P	P	P		P	P	P	P			
Vehicle storage - principal use														P	C	
Veterinarian clinic ¹⁴				P ¹⁵			P ¹⁵	P ¹⁵	P	P ¹⁵	P ¹⁵	P ¹⁵	P ¹⁵	P		
Winery, brewery, distillery							P	P	P	P	P	P		P		

19.25.065 Commercial Use Notes and Restrictions:

1. Adult use businesses are subject to the following restrictions:
 - a. Adult use businesses are prohibited within 1,000 feet of the following sensitive uses.
 - i. A Residential District, including R-1, R-2, R-3, R-4, and SDD.
 - ii. A religious facility, not including religious facilities that are accessory to a principal use.
 - iii. A school providing general educational instruction to students between kindergarten and 12th grade.
 - iv. Any public park operated by the City of Mountlake Terrace, excluding trails and linear parks.
 - b. Distance shall be measured by a straight line from the nearest point of the parcel upon which the business is proposed, to the nearest point of the sensitive use parcel or zoning boundary, without regard for intervening buildings or streets.
 - c. In the event a sensitive use described in (1)(a) locates within the required separation distance of a legally established, permitted adult use business pursuant to this section, the zoning conformity of the legally established adult use shall not be affected.
2. Car wash bay openings shall be oriented away from adjacent streets and Residential District properties, or landscaping shall be installed between the bay opening and adjacent streets and Residential zones to reduce adverse visual impacts. Where a car wash bay opening would be oriented towards an abutting Residential zone, noise shall be reduced by means of an intervening building or buildings, freestanding walls, doors or other devices for enclosing the car wash, or other methods determined by the Community Development Director to be effective for reducing noise.
3. Childcare centers must be licensed by and meet the requirements of the Washington State Department of Children, Youth, and Families. Childcare centers in Residential Districts require the following:
 - a. Must have an approved pick-up and drop-off system that minimizes traffic impacts.
 - b. Outdoor play areas must be set back, screened, or otherwise designed to protect adjacent uses from significant noise impacts.
4. Childcare uses in the Employment zone are subject to the following conditions:
 - a. Must be licensed by and meet the requirements of the Washington State Department of Children, Youth, and Families.
 - b. Shall be accessory to and on the same site as a permitted use.
 - c. Shall not be located within a structure with high hazard facilities as defined in WAC 296-71-003.
5. Proposed drive-thrus shall provide sufficient on-site queueing area to accommodate a minimum of six vehicles to avoid impacts to sidewalks.
6. Uses shall be permitted as accessory to a multifamily development, with the following restrictions:
 - a. Business floor area shall not exceed 25% of the total floor area for the overall development.
 - b. Businesses shall only occupy the ground level of a structure.
 - c. Live entertainment with amplified sound shall not be permitted.
 - d. No exterior business signage shall be permitted.

- e. All site and building lighting shall incorporate shielding to prevent light spill or glare onto adjacent properties. Exterior lighting shall not be illuminated between the hours of 10pm and 6am.
- f. Outdoor storage is prohibited.
7. Eating/drinking establishments in the Recreation and Park Zone shall require a Temporary Use Permit.
8. Gas stations shall be located on arterials, unless part of a shopping center or business complex.
9. Use shall not exceed 20,000 square feet gross floor area when located on the ground floor.
10. Long-term care/assisted living facilities in Town Center must be legally established prior to June 30, 2011 to be considered a permitted use.
11. Subject to the regulations of Chapter 19.150 MTMC.
12. Office uses in Residential zones shall be subject to the following:
 - a. Drive-thru establishments shall not be permitted.
 - b. Amplified sound shall not be permitted.
 - c. Shielding shall be incorporated on all site, sign, and building lighting to prevent light spill onto adjacent properties.
 - d. Business activities shall be conducted within an enclosed building or shall be screened from view. Outdoor storage is prohibited.
13. Vocational, trade, and special instruction schools in Residential zones shall be subject to the following:
 - a. All structures shall be set back 20 feet from property lines.
 - b. Off-street parking areas may be provided within required side yard setbacks on interior and through lots.
 - c. Off-street parking areas may be provided within the rear yard setback on corner lots.
 - d. The required front yard setback may not be used for off-street parking.
 - e. All lights provided to illuminate parking areas or buildings shall be arranged to direct light away from any adjacent properties.
14. The portion of the building where animals are treated, trained, and kept shall be soundproofed. All outdoor run areas shall be surrounded by an eight-foot-tall solid wall or similar sound barrier and screening vegetation outside the wall consisting of evergreen species that will achieve eight-foot-height within five years of installation.
15. Overnight boarding and cremation services are not permitted on site.

19.25.070 INDUSTRIAL USES

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
Artisan manufacturing							P	P	P	P	P	P	P	P		
Ambulance services														P		
Automobile body repair and painting														C		
Automobile dismantling, recycling																
Construction yard									C ¹					P ¹		
Data center																
Equipment repair														P ^{1,2}		
Hazardous waste treatment																
Impound storage yard, tow yard																

Industrial greenhouse															P		
Light manufacturing									P ³						P		
Recycling center															P		
Science, research, and testing								P	P						P		
Solid waste transfer station															P		
Vehicle and equipment sales and rental									P ^{1,4}						P ¹		
Vehicle service center									P ²						P ²		
Warehousing															P ⁵		

19.25.075 Industrial Use Notes and Restrictions:

1. Uses shall be subject to the following:
 - a. Service and car wash bay openings shall be oriented away from adjacent streets and Residential District properties, or landscaping shall be installed between the bay opening and adjacent streets and Residential zones to reduce adverse visual impacts. Where a service or car wash bay opening would be oriented towards an abutting Residential zone, noise shall be reduced by means of an intervening building or buildings, freestanding walls, doors or other devices for enclosing the car wash, or other methods determined by the Community Development Director to be effective for reducing noise.
 - b. Storage of inoperable vehicles awaiting repair shall be screened from adjacent streets or properties through a combination of fencing and landscaping.
2. Tire retreading is not permitted on site.
3. Permitted only for processing and assembly of retail merchandise, at least some of which is displayed and sold on-site, and not to exceed a gross floor area of 5,000 square feet.
4. Limited to properties fronting Highway 99.
5. Permitted as an accessory use only.

19.25.080 COMMUNITY, CULTURAL, AND RECREATION USES

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
Arboretum														P	P	P
Campground																C
Cemetery															C	
College/University									C					P		
Community center	C	C	C	P		P	P	P	P	P	P	P	P	P	P	P
Community garden/pea patch	P	P	P	P	P		P									P
Conference center								P ^{5,6}	P							
Correctional facility														C		
Disaster emergency facility	C ¹	C ¹	C ¹	C ¹										P	P	P
Entertainment center, indoor							C ²	P	P	P	P			P		P

Entertainment center, outdoor														P		P
Food bank		P	P	P			P		P				P	P	P	
Fire/aid car station	C	C	C	C					P					P	P	
Fire District training facility																
Golf course	C ¹	C ¹	C ¹	C ¹											P	P
Library	P	P	P	P			P	P	P	P	P	P			P	
Military installations									C					C		
Municipal office				C					P	P	P	P		P	P	P
Museum				P			P	P	P	P	P	P	P		P	P
Park, public	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Performing arts center							P ²	P ^{5,6}	P	P ²	P ²	P ^{5,6}				
Police station	C	C	C	C					P					P	P	
Preschool	C ³	C ³	C ³	C ³			P	P	P	P	P	P	P			P
Private club/lodge	C ³	C ³	C	C					P							P
Recreational facility, private	C ⁴	C ⁴	C ⁴	C ⁴					P	P	P	P		P		P
Recreational facility, public	P	P	P	P					P					P	P	P
Religious facility	C ³	C ³	C	C			P ²	P ^{5,6}	P	P ²	P ²	P ^{5,6}	C	P		
School	C ³	C ³	C ³	C ³			C ³	C ³	P							
Swimming pool									P	P	P	P		P	P	P

19.25.085 Community, Cultural, and Recreation Use Notes and Restrictions:

1. Golf courses shall be subject to the following:
 - a. Access to at least a minor arterial street is required.
 - b. Commercial use or development that is accessory to the golf course is limited to a pro shop for the sale and rental of golf equipment, a driving range, eating/drinking establishment, meeting/assembly rooms and administrative office.
2. Limited to 5,000 square feet of gross floor area.
3. Uses shall be subject to the following:
 - a. All structures shall be set back 20 feet from property lines.
 - b. Off-street parking areas may be provided within required side yard setbacks on interior and through lots.
 - c. Off-street parking areas may be provided within the rear yard setback on corner lots.
 - d. The required front yard setback may not be used for off-street parking.
 - e. All lights provided to illuminate parking areas or buildings shall be arranged to direct light away from any adjacent properties.
4. Must be located within 500 feet of a collector, minor arterial, or principal arterial right-of-way as designated on the current adopted City of Mountlake Terrace Transportation Master Plan.
5. Limited to 10,000 square feet of gross floor area.
6. Permitted in conjunction with a different street-facing ground floor use on the same site.

19.25.090 UTILITY AND REGIONAL USES

	RESIDENTIAL	MIXED USE	COM	TOWN CENTER	IN	PUBLIC
--	-------------	-----------	-----	-------------	----	--------

Use	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
Airport/heliport														C		
Major transit station															P ¹	
Public agency yard														P	P	
Public utility facility, minor	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Public utility facility, major	C ²	C ²	C ²	C ²					P	P	P	P	P	P ¹	P	P
Regional transit authority facility				C					C					P		
Public service facility										P	P	P	P	P		
Subregional utility	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Transportation facility									P ³	P	P	P	P	P	P	P ³
Water and wastewater facility														P	P	
Wireless telecommunication facility ³			P	P		P	P	P	P	P	P	P	P	P	P	

19.25.095 Utility and Regional Use Notes and Restrictions:

1. Requires a development agreement approved by the City Council.
2. Requires a CUP if proposed as permanent use, otherwise a temporary use permit is required.
3. Wireless telecommunication facilities are subject to the requirements of Chapters 12.20 and 19.137 MTMC.

19.25.100 Essential Public Facilities

Pursuant to the State Growth Management Act, Chapter 36.70A RCW, the siting and regulation of essential public facilities shall be consistent with the countywide essential public facilities siting process as adopted by Snohomish County.

19.25.200 Temporary Uses

- A. Intent and Purpose. The intent and purpose of this section is to provide for uses of land and structures on a temporary basis. A temporary use is not exempt from the construction and fire code requirements adopted in MTMC Title 15. Temporary structures or buildings that have mobility gear equipment shall not have said gear removed from the structure and shall not be permanently affixed to the site.
- B. Temporary Accessory Uses – No Temporary Use Permit Required. The following uses may be allowed without a temporary use permit accessory to a permitted use in accordance with the regulations of the zone in which it is located.
 1. Construction Buildings. Temporary structure for the housing of tools and equipment or containing supervisory offices in connection with major construction projects may be established and maintained during the progress of such construction on such projects in accordance with all

applicable codes and regulations and shall be removed within 30 days following issuance of the certificate of occupancy.

2. **Temporary Real Estate Office.** One temporary structure used for a real estate sales office may be located on any new project in accordance with all applicable codes and regulations, provided the activities of such office shall pertain only to the project where the office is located. For any single-household subdivision project, the temporary real estate office shall be removed at the end of a 12-month period measured from the date of the recording of the final plat of the subdivision. For all other projects, the temporary real estate office shall be removed within 30 days after the issuance date of an occupancy permit.
3. **Temporary Housing Unit.** With approval from the Director, a temporary housing unit for construction may be placed on a lot for occupancy during the period of time necessary to repair damage of a principal residence on the same lot, provided:
 - a. The temporary housing unit is removed from the site within six months;
 - b. The unit meets minimum setback regulations for a principal structure as required by the applicable zoning district and all applicable codes and regulations; and
 - c. A valid building permit is issued by the Building Department for a permanent structure on the lot.
4. **Garage sales.** No person shall operate, conduct, manage, or permit a garage sale upon their premises or other property under their control more than three times per calendar year. The length of time for each garage sale shall not exceed 72 consecutive hours per garage sale event. Goods displayed in any garage sale may not be displayed in the public right-of-way; provided, that the City Council may, upon adoption by proper motion, declare a specific day or days as a Mountlake Terrace City Wide Garage Sale Day(s) setting the time, dates and hours thereof, which shall not be included in the calculation of the restriction of three garage sales per year as provided in this subsection. Garage sales may only be conducted between the hours of 8:00 a.m. to 7:00 p.m.
 - a. **Off-premises garage sales signs.** No person shall place more than two garage sale signs, cards, or placards advertising a garage sale on any property other than the property owned by the person conducting the sale. The person shall obtain the consent of the owner prior to posting any off-premises sign on private property. Said signs shall not be posted more than 48 hours prior to the sale and shall be removed within 12 hours after the close of the sale event. Said sign(s) may be placed within the public right-of-way; provided, that the sign(s) does not encroach into a driveway, sidewalk, identifiable unimproved pedestrian walkway, or vehicular travel lanes; and is at least six feet from the outer pavement edge of a roadway when curb and gutter are not present. No signs shall be posted, tacked, nailed, or in any manner affixed upon any telephone or utility pole, street sign pole, or any other public sign, pole, or post and shall not exceed a maximum sign area of two square feet in area and four feet in height.

- b. On-premises garage sales signs. No person shall place more than two garage sale signs, cards, or placards advertising a garage sale on the property where the sale is to take place. Maximum sign area for on-premises sign(s) is two square feet per sign, and no more than six feet in height. Said signs shall not be posted more than 48 hours prior to the sale and shall be removed within 12 hours after the close of the sale event All signs shall comply with the "sight area" restrictions under MTMC § 19.120.290, as amended.
 5. Fund Raising Activities for Nonprofit Organizations. Fund raising activities promoted or sponsored by nonprofit organizations, including but not limited to special events such as musical entertainment, vehicle shows, rodeos, carnivals and circuses, shall be allowed on a temporary basis in accordance with Chapter 10.20 MTMC and all other applicable City codes and regulations.
- C. Temporary Accessory Uses – Permit Required – Peddlers, Solicitors, and Temporary Sales Yards. Any person, firm, organization, or corporation who displays goods for sale, peddles food items, or solicits the sale of goods or wares, including, but not limited to, Christmas trees, flowers, or any food item, and who remains in one location for a period of greater than one hour, shall first obtain a temporary use permit from the Community Development Director and a City business license if required. These businesses shall be conducted only on private commercial or light industrial zoned properties.
1. A temporary use permit for peddlers, solicitors, and temporary sales yards shall require an application signed by the owner of the property on which the activity will occur. The review shall include location of all structures, objects, or things of any nature whatsoever appurtenant to the activity for the purpose of assuring compliance with all provisions of this title, and any other pertinent requirement of state and local law or regulation.
 2. A time limit for the use shall be determined by the Community Development Director. The requested time limit shall be stated on the application and may be reduced for any cause related to safety, health, and general welfare of the public. Time extensions may be allowed subject to the approval of the Community Development Director.
- D. Food Vendors – Mobile. To provide for food vendors to operate at a specific location, on a temporary basis, and for a limited period of time.
1. Definition. "Mobile food vendor" means a licensed and operable motor vehicle or trailer, or a push cart not permanently affixed to real property, used to serve, vend, or provide food (hot or cold meals, snacks, or nonalcoholic beverages) for human consumption.
 2. Food vendors on private property. Temporary use permit approval is required when food vendors are proposed on private property. The temporary use permit shall be valid for a period of 12 months. Food vendors are subject to the following restrictions:
 - a. Food vendors shall not obstruct the passage or visibility of any pedestrian or vehicle on any public sidewalk, street, or any other public right-of-way, including customer queues or

customer dining areas. No items may be offered or sold and no customers served in any traveled portion of a public roadway.

- b. Food vendors shall only operate on approved private property.
 - c. Food vendors shall not be located on any given parcel or premises for longer than 12 hours in any 24-hour period.
 - d. Food vendors shall not sell alcoholic beverages or cannabis related products.
 - e. All attachments to the vending unit, including but not limited to signs, lights, and awnings, shall be maintained to avoid creating a hazard to pedestrians, customers, and vehicles.
 - f. Vending units shall maintain a minimum distance of 25 feet from flammable or combustible liquid or gas storage and dispensing structures or equipment.
 - g. Hours of operation shall be limited to 6:00 a.m. until 9:00 p.m., including clean-up time.
 - h. A minimum of one trash receptacle shall be provided for customer use. All such receptacles shall be securely covered and the contents disposed of in compliance with City regulations. Trucks can be parked no more than four days a week.
 - i. No overnight parking or storage of the food vendor shall be permitted.
 - j. The food vending unit shall be in compliance with all applicable requirements of the Snohomish County Health Department and shall maintain current Snohomish County Health Department certifications.
 - k. The mobile food vending unit shall be in compliance with the standards of the State of Washington Department of Labor and Industries for Factory Assembled Structures Program and shall have a valid and current license issued by the Washington State Department of Licensing. The unit must be approved by the Snohomish County Health Department as a mobile food unit (MFU).
 - l. The food vendor shall obtain a City business license.
 - m. The City reserves the right to limit the number of food truck/vendor permit sites in any given area of the City.
3. Food vendors in the Right-of-Way. A right-of-way use permit is required when food vendors are proposed in City right-of-way as defined in this section. Permit approval shall be subject to all of the following restrictions:
- a. Right-of-way includes any public street, or sidewalk or parking lane, improved or unimproved.

- b. The food vendor application shall be consistent with all applicable requirements in subsection (D)(2) of this section.
 - c. The applicant shall provide any required insurance and/or indemnification.
 - d. Approval may be subject to other requirements or conditions of approval, based on the proposed location.
4. City park or other City-owned land. Food vendors proposed in a City park or other City-owned land, not including right-of-way, shall be subject to the following restrictions:
- a. The applicant shall obtain a Concessions permit, issued from the Recreation and Parks Department Director.
 - b. The applicant shall obtain a temporary use permit pursuant to MTMC § 10.20.180(C).
 - c. The food vendor application shall be consistent with all applicable requirements in subsection (D)(2) of this section.
 - d. The applicant shall provide any required insurance and/or indemnification. Vendors selling products on public land are subject to the leasehold excise tax, Chapter 82.92 RCW.
 - e. Approval may be subject to other requirements or conditions of approval, based on the proposed location.
5. Special Events. Any food vendor activity that is defined per Chapter 10.20 MTMC may need to obtain a special event permit in lieu of, or in addition to, the requirements set forth in this section.
6. Violations and Enforcement. Violators and violations of this section are subject to any applicable code enforcement actions and penalties per City Code, including but not limited to Chapters 8.30, 13.10, and 19.140 MTMC.

19.25.210. Home occupations.

Home occupations are permitted as accessory to a residential use pursuant to MTMC 19.25.050, within the dwelling or an accessory structure on the property. The conduct of business activities may be permitted in any residential, commercial, or mixed use district under the provisions of this section, provided the home occupation is consistent with the existing character of the surrounding neighborhood as defined by the approval criteria.

A. Intent. It is the intent of this section to:

- 1. Maintain and preserve the character of residential neighborhoods;

2. Ensure the compatibility of home occupations with other uses permitted in residential, commercial, and mixed use districts;
 3. Promote the efficient use of public services and facilities; and
 4. Encourage flexibility in the workplace by permitting home occupations.
- B. General Restrictions and Criteria. Only home occupations that have a valid home occupation permit shall be allowed. Home occupations shall not be approved unless they meet the following criteria:
1. On-site operations of a home occupation must be conducted solely by the full-time resident(s) of the dwelling unit, except that one on-site nonresident employee is allowed.
 2. Home occupations may utilize a maximum of 25 percent of the total square footage of all principal and accessory buildings on the property.
 3. Home occupations shall not create noise, vibration, dust, fumes, odor, smoke, glare, fire hazard, or any other hazard or nuisance not normally associated with residential uses. Home occupations shall not use or store any hazardous material not allowed in residential dwellings as specified in the current edition of the International Fire Code.
 4. The establishment and conduct of a home occupation shall not change the appearance and character of any dwelling unit as a residential use.
 5. The conduct of any home occupation shall not reduce or render unusable areas provided for required off-street parking including, but not limited to, storage of vehicles or equipment. The applicant shall demonstrate that adequate parking exists for persons employed on the premises.
 6. There shall be no exterior signs and not more than one interior sign visible from the exterior. The visible interior sign shall not exceed two square feet in area nor be illuminated by artificial light.
 7. The home occupation, by itself, shall not generate more than 16 vehicular trips per day, unless otherwise authorized by federal or state "reasonable accommodation" rules. As used here, a trip is considered the arrival and departure of a vehicle from the household. For example, one vehicle visiting the residence is considered two trips, regardless of the length of stay.
 8. A City of Mountlake Terrace business license shall be required and shall be renewed annually. If the license is not renewed within 30 days of expiration, the home occupation approval shall become null and void and a new application shall be required to reestablish the use.
 9. A home occupation shall involve no outdoor storage of materials or supplies, construction materials, unfinished goods, or other items, unless screened from view.

10. Direct retail sales shall only be permitted if the products were produced on the premises or are clearly incidental to services rendered. Mail or internet sales shall not be so limited.
11. Not more than one home occupation business-related vehicle with a gross vehicle weight of 10,000 or more pounds is permitted on-site and any such vehicle shall be wholly enclosed within a structure or building.
12. A home occupation shall not require the use of electrical or mechanical equipment that would change the fire rating of the dwelling or accessory building.

C. Prohibited Home Occupations. The following uses are not permitted as a home occupation:

1. Kennels;
2. Stables;
3. Manufacturing processes or the handling or storage of substances that may be potentially hazardous or noxious to the residents or surrounding neighborhood, unless the method and amount of such substances to be manufactured, handled, or stored is similar to that which occurs in an ordinary household;
4. Restaurants;
5. Vehicle body repair;
6. Vehicle motor repair and service;
7. Spray painting;
8. Repair of large appliances (refrigerators, stoves, etc., and other repair that would create noise, fumes, etc., such as lawn mower repair);
9. Veterinary clinic or hospital;
10. Machine and sheet metal shops;
11. Uses that may include hazardous chemicals, dispensing of medical drugs, or other items that may potentially be hazardous to the surrounding area.

D. Exceptions. Adult family homes, family childcare, and occupations that meet the following criteria are exempt from the requirements of this section:

1. Business activities occupy less than 20 square feet;

2. No non-resident employees work at the site;
 3. No customers visit the site; and
 4. Business activities are primarily administrative or clerical, or produce no noise, odors, and outdoor storage.
- E. Denial of Application. An application for a home occupation shall be denied if the administrator finds that the application fails to comply with the provisions of this section. A denial shall include a statement of the specific reasons for denial of a home occupation and shall cite the specific provisions and sections of this title on which the denial is based. Such decision is final unless appealed pursuant to MTMC Title 18, as amended.
- F. Rescission of Permit. The home occupation must continue to meet the criteria and conditions of this section, including any additional conditions specified at the time of approval. A home occupation permit may be rescinded if the appropriate administrator or decision body finds that the home occupation is not being conducted in compliance with provisions of this section. Such decision is final unless appealed pursuant to MTMC Title 18.

CH. 19.15 DEFINITIONS

19.15.020 “A”

Accessory dwelling unit: a dwelling unit that is subordinate to a principal dwelling unit located on the same lot.

Adult care household means the home of a person or persons who are providing personal care to less than seven adults who are not related by blood or marriage to the person or persons providing the personal care and who may be functionally disabled as defined by this title; see other related definitions: "Household," "Housing for people with functional disabilities" and "Person with functional disabilities."

Adult family home: a residence of a person or persons licensed and regulated by the state under Chapter 70.128 RCW to provide personal care, special care, room, and board on a 24-hour basis to more than one but not more than six adults who are not related by blood or marriage to the person or persons providing the services means the same as "adult care household."

Adult use: a commercial establishment that offers sexually explicit materials or entertainment for viewing, and which may include associated purchase, loan, or otherwise to its customers.

Animal grooming: a commercial establishment where animals are bathed, clipped, plucked, or otherwise groomed.

Apartment means a dwelling unit within a building designed for the purpose of human habitation, containing two or more dwelling units; see "Dwelling unit, multi-household."

Arboretum: a collection of trees, shrubs, and herbaceous plants, cultivated for study and display.

Assisted living means a supportive facility designed for those who need extra help in their day-to-day lives but do not require the skilled nursing care found in traditional nursing homes.

Auto services means a commercial establishment which performs washing/detailing, sale of fuel, oils, and lubricants, mechanical and body repair, and painting, but not including stripping vehicles for parts or junking out vehicles, for all relatively small vehicles such as autos, motorcycles, pickup trucks, and minivans. See also "Vehicle (large) services."

Auto service and repair: the storage and repair of motor vehicles, including mechanical work, body and fender works, and painting. The term does not include wrecking automobiles or impound car lots.

Auto dismantling and recycling: any disassembly, deconstruction, or breaking up of motor vehicles or trailers, or the storage, sale, or dumping of dismantled or wrecked vehicles or their parts.

19.15.030 “B”

“Bed and breakfast inn/rooming and boarding house:” means an owner-occupied dwelling with common kitchen and eating area which provides five or fewer rooms for providing overnight

accommodation and meal service ~~guests with or without meals and where the principal function is providing lodging for compensation.~~

19.15.040 “C”

Campground: a plot of land for temporary occupancy of tents and recreational vehicles.

Caretaker residence: a permanent dwelling unit associated with an approved land use, which provides living facilities for a person charged with managing the property and/or improvements.

Co-living: as defined in Ch 36.70A RCW, with each individual sleeping unit considered as one-quarter of a dwelling unit for the purposes of density calculations, utility connection, parking requirements, and impact fees.

“Commercial facilities” means a category of land use that includes commercial services, offices, retail, eating/drinking establishments, studios, and similar facilities, excluding unless otherwise specified uses within the following categories, as each is defined in this title: home occupations, medical/health care, recreation/entertainment/cultural facilities, lodging, schools/day care centers, membership organizations, public service facilities, and industry.

“Commercial services” means activities or uses involving the sale or exchange of services for profit, as opposed to the sale of goods and supplies for profit, and that are not otherwise excluded from the definition of commercial facilities. Commercial services generally include but are not limited to business support services and personal services. Commercial services exclude commercial kennels except as otherwise specified by code.

Community center: a facility where the public may gather for group activities, recreation, instruction, social support, and other purposes, generally operated by a community group or nonprofit organization.

Community garden/pea patch: a plot of land used in common for the noncommercial cultivation of plants by more than one person or family.

Construction yard: a facility for open or enclosed storage, repair, and maintenance of vehicles, equipment, or related material incidental to a construction contractor's business.

“Convenience store” means a small-scale grocery establishment that may or may not sell gasoline.

“Cottage housing” means a residential development in which small detached dwellings building are arranged on a lot around with a common open space and with a shared parking area that either: (A) is owned in common; (B) has units owned as condominium units with property owned in common and a minimum of 20 percent of the lot size is open space. Cottage housing is regulated under the housing form types based on the physical configuration of their units. See "middle housing" definition.

“Cultural facilities” means uses that provide cultural enrichment services to the public, including but not limited to museums, performing arts centers, aquariums and libraries operated by a government agency or public nonprofit organization.

19.15.050 “D”

Data center: a facility that stores computer systems and associated components, hardware, equipment and data for the purpose of building, running, managing, and delivering information technology applications and services.

“Day care” means the provision of supplemental parental care and supervision for a nonrelated child, on a regular basis for less than 24 hours a day, under license by the Washington State Department of Social and Health Services (DSHS). For the purposes of this title, the term is not intended to include baby-sitting services of a casual, nonrecurring nature or in the child's own home. Likewise, the term does not include cooperative, reciprocal child care by a group of parents in their respective homes.

“Day care, adult” means the provision of care for the elderly for a time period of less than 24 hours a day that typically includes meals and social activities and may involve incidental medical assistance from qualified support staff.

“Day care center:” a nonresidential facility that provides care to a group of adults or children for periods of less than 24 hours per day. Daycare centers do not include "daycare, family", "preschool", or any program exempt from licensing per RCW 43.216.010(2). Means a facility other than a "day care home," as defined by this title, which provides day care for children.

“Day care, family: home” means a facility that provides daytime care for up to 12 children or adults, including the children of the provider, and is located in the residence of the provider.

“Disaster emergency facility:ies, permanent” means buildings to a location for planning for or providing emergency services or disaster recovery assistance for a period of more than two years, along with any related equipment and accessory facilities.

“Disaster emergency facilities, temporary” means buildings, equipment, or shelters to temporarily house people or provide services and supplies as part of a disaster response conducted or authorized by the City or other governmental agencies.

Dwelling unit: a space with internal accessibility to all habitable rooms that provides complete, independent living facilities for one or more persons and that includes permanent provisions for living, sleeping, eating, cooking, and sanitation consistent with the minimum requirements of MTMC Title 15.

“Dwelling unit, multi-household” means a building designed to house two or more households living independently of each other and includes triplexes, fourplexes, and apartment buildings.

“Dwelling unit, single” means one or more rooms designed for or occupied by one household for living or sleeping purposes and containing kitchen facilities for use solely by one household. Modular and manufactured homes, as defined by this title, are considered to be single-household dwelling units.

“Dwelling” means a structure or portion thereof that is used exclusively for human habitation.

19.15.060 “E”

Emergency housing: temporary housing and shelter for individuals and families who are homeless or at imminent risk of becoming homeless as defined in RCW 36.70A.030(14) and 36.70A.030(15).

“Entertainment, commercial center, indoor:” a facility that provides various forms of interactive recreational experiences, including games, cards, sports, or general amusement, predominantly spectator uses conducted within an enclosed building. Typical uses include motion picture theaters and concert music halls.

Entertainment center, outdoor: a family-oriented facility that provides various forms of interactive recreational experiences, including games, sports, or general amusement, that requires some unenclosed facilities due to the nature of the use.

“Entertainment facilities” means facilities primarily designed or used for people to view performances of movies or televised events or to engage in games or activities other than those typically included in recreation facilities or cultural facilities.

19.15.070 “F”

“Financial institution” means a bank, savings and loan, credit union, mortgage office, or similar establishment allowing for walk-in service.

Fuel service station: a facility for the retail sale of gasoline and other automobile fuels available at pump islands, together with light general maintenance of automobiles and/or a convenience store.

19.15.080 “G”

“Game arcade” means an entertainment venue featuring primarily video games, simulators, and/or other amusement devices.

“General service” means a category of uses whose primary activity is the provision of service, rental, and/or repair to appliances, electronic equipment, machinery, tools, vehicles, and other similar products for personal, commercial, or civic use.

Group home: housing where six or more unrelated persons reside or where at least three but no more than 15 unrelated persons reside who are receiving on-site care from a provider that is licensed or employed to do so by a state agency.

“Group home institution” means a facility, licensed by the state, that cares for more than 15 people with functional disabilities.

19.15.090 “H”

“Hazardous waste” means means the most commonly used terms relating to hazardous waste, treatment, and storage as defined in subsections A through H of this definition. The definitions were extracted from the definition sections of RCW 70.105.010 and Chapter 173-303 WAC, and are hereby included in this title as required by state law:

A. **“Dangerous wastes”** means those solid wastes designated in WAC 173-303-070 through 173-303-103 as dangerous or extremely hazardous waste. As used in this chapter, the words

“dangerous wastes” will refer to the full universe of wastes regulated by this chapter (including dangerous and extremely hazardous waste), while the abbreviation “DW” will refer to that part of the regulated universe which is dangerous only, and not extremely hazardous. (See also “Extremely hazardous waste” and “Hazardous wastes” definitions.)

- B. **“Designated zone facility”** means any facility that requires an interim or final status permit under rules adopted under this chapter and that is not a preempted facility as defined in this section.
- C. **“Extremely hazardous waste”** means those dangerous wastes designated in WAC 173-303-070 through 173-303-103 as extremely hazardous. The abbreviation “EHW” will be used in this chapter to refer to those dangerous wastes which are extremely hazardous. (See also “Dangerous wastes” and “Hazardous wastes” definitions.)
- D. **“Facility”** means all contiguous land and structures, other appurtenances, and improvements on the land used for recycling, reusing, reclaiming, transferring, storing, treating, or disposing of dangerous waste. Unless otherwise specified in this chapter, the terms “facility,” “treatment storage,” “disposal facility,” “TSD facility,” “dangerous waste facility” or “waste management facility” shall be used interchangeably.
- E. **“Hazardous household substances”** means those substances identified by the Department as hazardous household substances in the guidelines developed under RCW 70.105.220.
- F. **“Hazardous substances”** means any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090, 173-303-101, 173-303-102, or 173-303-103.
- G. **“Hazardous wastes”** means those solid wastes designated by 40 CFR Part 261, and regulated as hazardous waste by the United States EPA. This term will never be abbreviated to avoid confusion with the abbreviations “DW” and “EHW.” (See also “Dangerous wastes” and “Extremely hazardous waste” definitions.)
- H. **“Permit”** means an authorization which allows a person to perform dangerous waste transfer, storage, treatment, or disposal operations, and which typically will include specific conditions for such facility operations. Permits must be issued by one of the following:
 - 1. The Department of Ecology, pursuant to state law;
 - 2. United States EPA, pursuant to 40 CFR Part 270; or
 - 3. Another state authorized by EPA, pursuant to 40 CFR Part 271.
- I. **“Storage”** means the holding of dangerous waste for a temporary period. “Accumulation” of dangerous waste, by the generator on the site of generation, is not storage as long as the generator complies with the applicable requirements of WAC 173-303-200 and 173-303-201.
- J. **“Treatment”** means the physical, chemical, or biological processing of dangerous waste to make such wastes nondangerous or less dangerous, safer for transport, amenable for energy or material resource recovery, amenable for storage, or reduced in volume.

Hazardous waste treatment/storage: a facility that processes, treats, and/or stores on the premises any liquid, solid, gas, or sludge, including any material, substance, product, commodity, or waste, regardless of quantity, that exhibits any of the physical, chemical, or biological properties described in WAC 173-303-090 or 173-303-100.

Health/fitness center: an establishment whose primary function is the provision of services, equipment, instruction, and facilities for physical exercise.

"Health care office" means a commercial establishment that provides one or more medical services including but not limited to physical, dental, chiropractic and massage therapy.

"Higher education facilities" means facilities designed to serve the educational needs of people beyond the high school level, such as a junior college, college or university supported by private or public funding sources and including support facilities such as administration offices, dormitories, and athletic centers.

"Hotel" means a building in which there are six or more guest rooms for lodging, with or without meals, provided for compensation.

Hotel/motel: a commercial establishment offering transient lodging accommodations on a daily or weekly basis to the general public which may provide additional services, such as restaurants, meeting/conference rooms, retail shops, fitness equipment, and recreation facilities.

"Housing for people with functional disabilities" means housing used, or intended for use, by persons with functional disabilities. The term includes, but is not limited to: juvenile foster home; adult care household; group home; institution; residential care facility; and any supported living arrangement, as herein defined.

19.15.100 "I"

Impound storage yard, tow yard: a lot used for the temporary storage of vehicles that have been towed by a towing company, but which does not include permanent vehicle storage or dismantling of vehicles.

"Indoor shooting ranges" means indoor ranges for testing and practice firing of rifles, pistols, or archery equipment.

Industrial greenhouse: a commercial agricultural facility located within an enclosed structure designed for the year-round cultivation of crops.

Industrial, Light. See "Light industrial."

"Industry:" means activities involved in the processing or fabricating of products and operations that may involve noise, vibration, or odor not appropriate to commercial or residential areas, including those fields of economic industry that include natural resource extraction, construction, manufacturing, processing, trucking, freight distribution, communication, production or distribution of power, sanitary services, mini-warehouses, warehouse storage, large-scale cleaning facilities, large-scale vehicle service stations, research and development laboratories, machine shops, wholesale sales/trade and distribution, and solid waste facilities, and operations that may involve noise, vibration, or odor not appropriate to commercial or residential areas.

19.15.110 "J"

"Junkyard" means an area of more than 300 square feet of any lot where junk, discarded or salvaged material is bought, sold, exchanged, stored, baled, packed, disassembled, or handled, including but not limited to the storage of inoperable automobiles, building or structural steel materials and equipment. A junkyard does not include the following uses when conducted entirely

within an enclosed building; pawn shops, or establishments for the sale, purchase, or storage of used furniture or household equipment, or used cars in operable condition or the processing of used, discarded, or salvaged materials as part of a manufacturing operation.

“Juvenile foster home” means a home of a person or persons who are providing personal care to children under the age of 18 years of age who may be functionally disabled, as defined by this title.

19.15.130 “L”

“Laundromat/dry cleaning” means a commercial facility featuring self-operated laundry machines which may include a dry cleaning operation.

Light manufacturing: processing and fabricating activities that create minimal safety hazards or nuisances related to noise, vibration, glare, odor, smoke, dust, air pollution, toxins, fire, explosion, or traffic. Light manufacturing uses include, but are not limited to, the processing, fabrication, assembly, treatment, packaging, incidental storage, and distribution of previously prepared materials or finished products or parts. Light manufacturing uses do not include the basic industrial processing of unfinished unprocessed raw materials.

“Live-work unit:” means a single unit consisting of a complete residential dwelling and a unit designed to accommodate a small commercial enterprise, wherein the commercial space does not exceed 50% of the overall floor area on the ground floor above and/or behind. A live-work unit may be designed as any type of household living dwelling unit permitted in the applicable zoning district and may be designed to be used for both single-occupant or dual-occupant usage (i.e., one occupant for the residence; another occupant for the commercial space).

“Lodging” means a facility in which rental sleeping accommodations are provided, typically for transient use.

“Long-term care/assisted living facility:” a facility licensed by the State of Washington housing seven or more elderly and/or disabled persons, providing basic services and assuming general responsibility for the safety and well-being of residents pursuant to Chapters 18.20 RCW and 388-78A WAC. Kitchens and dining space may be provided in individual dwelling units. Practical nursing and Alzheimer’s care, recreational programs, and facilities may be provided. For the purpose of this definition, “elderly” refers to persons age 55 years or older, and “disabled” does not include use of or addiction to a controlled substance, nor shall it include any person whose residency in the facility would constitute a direct threat to the health and safety of other individuals. The term shall not include alcoholism or drug treatment centers or housing facilities serving as an alternative to incarceration. means an institution or a distinct part of an institution that is licensed or approved to provide health care under medical supervision for 24 or more consecutive hours.

19.15.140 “M”

“Mail service” means a small-scale business establishment offering primarily packaging and shipping services and may include mail receiving or other business services (fax, copying, etc.). For the purposes of this title, “mail service” does not include major distribution centers for shipping and receiving.

Major transit station: a dedicated public facility providing access to light rail trains, consisting of an elevated platform with waiting areas, ticket vending machines, bicycle facilities, and other pedestrian/active mobility facilities providing connections to bus and other transit and the local community.

"Manufactured home": shall have the same meaning as RCW 59.20.030. means a residence constructed on one or more chassis for transportation, and which bears an insignia issued by a state or federal regulatory agency indicating compliance with all applicable construction standards of the U.S. Department of Housing and Urban Development and that meets the following criteria:

- A. Constructed after June 15, 1976, in accordance with state and federal requirements for manufactured homes;
- B. Is comprised of at least two fully enclosed parallel sections each of not less than 12 feet wide by 36 feet long;
- C. Was originally constructed with and now has a composition of wood shake or shingle, coated metal, or similar roof of not less than three to 12 pitch;
- D. Is mounted and affixed to a permanent foundation according to UBC standards;
- E. Meets the minimum Washington State Energy Code Standards;
- F. The manufactured home exterior siding shall extend to the top of the foundation as in the case of conventional construction.

Medical office/clinic: a facility for licensed outpatient health services.

"Mini-warehouse" means a facility consisting of separate storage units which are rented to customers having exclusive and independent access to their respective units for storage of residential- or commercial-oriented goods.

"Mixed-use development:" means the a building and/or site consisting of a tract of land or building or structure with two or more different permitted uses, including residential and non-residential uses such as but not limited to residential, office, retail, public, or entertainment, in a compact urban form.

"Motel" means a building or buildings, detached or in connected units or designed as a single structure, with six or more units which are used as individual sleeping units having their own private toilet facilities and may or may not have their own kitchen facilities, and are designed and used for the accommodation of transient automobile travelers. Accommodations for trailers are not included. This term includes tourist court, motor lodge, auto court, cabin court, motor inn, and similar names.

"Multi-Household Dwelling." See "Dwelling unit, multi-household."

Multi-unit apartment: a single structure containing multiple residences, which may be configured as stacked, side-by-side or both, and with individual outdoor access, common building access via a principal entry, or both.

Museum: a non-profit facility that collects and displays objects of cultural, historic, or scientific significance.

19.15.150 "N"

“Nursery supplies” means bulk materials and other goods and services for gardening, landscaping, yard care, greenhouses, and similar horticultural activities.

19.15.160 “O”

“Open space,” a portion of land excluding buildings, roads, and parking areas that is designated and maintained for natural preserve, resource protection, landscaping, leisure, recreation and/or other activities normally carried on outdoor and area unoccupied by buildings, roads, or parking areas which is used for recreation or resource protection.

19.15.170 “P”

Performing arts center: spectator uses conducted within an enclosed building, including motion picture theaters and concert music halls.

Permanent supportive housing: subsidized housing for individuals who need support services to retain tenancy, as defined in RCW 36.70A.030(31), and that may include associated support services.

“Personal service establishment” means a business that provides services involving the care of a person or their apparel such as laundry and dry cleaning, beauty and barber shops, shoe repair, and garment alteration.

“Personal services,” an establishment a business or occupation which offers specialized services for the nonmedical physical and mental care and support to purchased frequently by the consumer. Included are barber shops, beauty salons and spas, repair shops, postal or courier services, laundromats, dry cleaners, ing pickup, tailor shops, and other similar establishments. These uses may also include accessory retail sales of products related to the services provided.

“Preschool,” an approved a facility licensed by the Washington State Department of Children, Youth, and Families which provides academic learning services educational instruction for prekindergarten-age children, and including supervised play, socializing, and childcare services, but not as a primary function.

“Professional office,” a place of business where commercial, professional, or bureaucratic work is performed, limited to the building or portion within which such activities are conducted, and including associated parking for employees, patrons, and company vehicles activities conducted in a room or suite of rooms and generally focused on professional services.

Public agency yard: a governmental facility for open or enclosed storage, repair, and maintenance of vehicles, equipment, or related materials.

19.15.190 “R”

“Religious facility,” means an non-profit establishment with the principal purpose of religious worship used by a religious organization holding tax exempt status, such as a church, synagogue, mosque or temple. Support services in the main building or in separate buildings may include assembly rooms, kitchen, library or reading rooms, office, recreation hall, instructional rooms, private schools, preschools, daycares, emergency housing, permanent supportive housing, one single household and residences for dwelling unit for a caretakers or staff, clergy, monks, friars,

nuns, and religious brothers and sisters person and a nursery facility for members during religious services.

“Residence” means a building, dwelling unit or property where one or more persons may live or maintain an abode, and is commonly referred to as the place one lives.

“Residential district” means those areas, as designated on the City's Official Zoning Map, that are zoned primarily for single-family or multiple-family residential use, including R-1 through R-4 districts.

“RM district” means those areas, as designated on the City's Official Zoning Map, that are zoned primarily for multiple-household residential use.

“Rooming and Boarding House; /Bed and Breakfast” See "Bed and breakfast inn/rooming and boarding house."

19.15.200 “S”

“School;” means any building or part thereof used for instruction or education in any branch of knowledge; any institution of learning, including elementary, middle, junior high, and high school, which offers instruction as required by the Washington State Office of Superintendent of Public Instruction, including associated meeting rooms, auditoriums, and athletic facilities.

“School, commercial” means a building where instruction is given to pupils in arts, crafts, or business and industrial trades, and operated as a commercial enterprise, as distinguished from schools endowed and/or supported by taxation.

“School: elementary, junior, or senior high, including public, private, and parochial” means an accredited institution of learning which offers instruction in the branches of learning and study required to be taught in the public schools by the Washington State Board of Education.

School, vocational, trade, or specialized instruction: an educational institution lacking the full range of typical campus facilities such as sports fields, offering postsecondary instruction programs designed to prepare individuals with training required for a specific trade or occupation, or providing programs in specific areas including art, cooking, driving, pet obedience, and other technical areas.

Self-storage facility: a facility for lease or rental of individual storage units.

“Sexually oriented adult businesses/ adult entertainment establishments” means any establishment or premises having as substantial or significant portion of its trade the display, barter, rental or sale of printed matter, pictures, graphics, or other materials or paraphernalia distinguished or characterized by an emphasis on matter depicting, describing, or relating to "specific sexual activities" or "specified anatomical areas" as defined hereinafter, or any "sexually oriented adult entertainment premises," as defined hereafter, including but not limited to adult bookstores, adult entertainment shows, adult motion picture theaters, and adult arcades.

A. **“Adult bookstore”** is defined as any premises from which minors are excluded and in which the retail sale of books, magazines, newspapers, movie films, devices, slides, or other photographic or written reproductions distinguished or characterized by their emphasis on

matter depicting, describing, or relating to specified sexual activities or specified anatomical areas is conducted as a principal use of the premises; or as an adjunct to some other business activity, but which constitutes the primary or a major attraction to the premises:

- B. **“Adult entertainment shows”** means any premises from which minors are excluded and in which live entertainment is provided, or any device is provided in which the subject matter is distinguished or characterized by the emphasis on matter depicting, describing, or relating to specified sexual activities or displaying specified anatomical areas as the principal use of the premises or is shown as an adjunct to some other business activity which is conducted on the premises and constitutes a major attraction; and wherein fees of any kind are charged.
- C. **“Adult motion picture theater”** means any establishment from which minors are excluded in which motion pictures, slides, or similar photographic reproductions are shown depicting adult entertainment as the principal use of the premises, or are shown as an adjunct to some other business activity which is conducted on the premises and constitutes a major attraction; and wherein fees of any kind are charged; and wherein such movies are shown on a regular basis; and not to include a theater showing adult movies less than five percent of the total showing time of the theater.
- D. **“Entertainer”** means any person who provides sexually oriented adult entertainment within a public place of amusement as defined in this section whether or not a fee is charged or accepted for such entertainment.
- E. **“Entertainment”** means any exhibition or dance of any type, pantomime, modeling, or any other performance.
- F. **“Member of the public”** means any customer, patron or person, other than an employee, who is invited or admitted to a sexually oriented adult entertainment premises.
- G. **“Nudity”** means the showing of the human male or female genitals or pubic area, the showing of the female breast with less than a fully opaque covering of any part of the nipple, or the showing of the covered male genitals in a discernibly turgid state.
- H. **“Overlay zone district”** means a zone district which is used in conjunction with, and which cannot be established without, another zone development to occur which would not otherwise be possible or which modifies standards in the underlying zone district. An “overlay zone” as herein described is a zone, having boundaries coterminous with or circumscribed by an existing district, which imposes additional limitations or authorizes additional use otherwise not required or permitted in the district.
- I. **“Public place of amusement,” “public amusement/entertainment,” and “public entertainment”** mean an amusement, diversion, entertainment, show, performance, exhibition, display or like activity, for the use or benefit of a member or members of the public, or advertised for the use or benefit of a member of the public, held, conducted, operated or maintained for a profit, either direct or indirect.
- J. **“Sexually oriented adult arcade” and “sexually oriented adult arcade premises”** shall mean any premises on which any sexually oriented adult arcade device is located and to which patrons, customers and/or members of the public are admitted.
- K. **“Sexually oriented adult arcade device,”** sometimes also known as “panoram,” “preview,” “picture arcade,” or “peep show,” means any device which, for payment of a fee, membership fee, or other charge, is used to exhibit or display a picture, view, film, videotape, or videodisc, live show or other graphic display of “specified anatomical areas.” All such devices are denominated under this title by the term “sexually oriented adult arcade device.”
- L. **“Sexually oriented adult businesses/adult entertainment establishments overlay zone district”** means the area identified on the Official Zoning Map of the City wherein sexually

oriented adult businesses/adult entertainment establishments are permitted to be located, subject to certain regulations.

M. ~~“Sexually oriented adult entertainment” means any entertainment conducted in a public place of amusement where such entertainment involves a person appearing or performing in a state of nudity, as defined herein.~~

N. ~~“Sexually oriented adult entertainment premises” means any premises to which the public, patrons or members are invited or admitted and wherein an entertainer provides sexually oriented adult entertainment on a regular basis and as a substantial part of the business operation.~~

O. ~~“Specified anatomical areas” means:~~

- ~~1. Less than completely and opaquely covered human genitals, pubic area, anus, or female breast below a point immediately above the top of the areola.~~
- ~~2. Human male genitals in a discernibly turgid state even if completely or opaquely covered.~~

P. ~~“Specified sexual activities” means:~~

- ~~1. Acts of human masturbation, sexual intercourse or sodomy; or~~
- ~~2. Fondling or other erotic touching of human genitals, pubic region, buttock or female breast;~~
~~or~~
- ~~3. Human genitals in a state of sexual stimulation or arousal.~~

Short-term rental: a furnished dwelling unit, or room within a dwelling, or an accessory dwelling unit, rented out on a daily or weekly basis. Also referred to as a “vacation rental”.

Solid waste transfer station: a facility that accepts nonhazardous solid waste delivered by public agencies, businesses, or individuals and transfers and/or sorts it into other containers to be transported for ultimate disposal. Extraction of recyclable or reusable materials, as well as collection facilities for recyclable materials may also be provided on site.

“Supported living arrangement” means a living unit owned or rented by one or more persons with functional disabilities who receive assistance with activities of daily living, instrumental activities of daily living, and/or medical care from an individual or agency licensed and/or reimbursed by a public agency to provide such assistance.

19.15.210 “T”

“Temporary shelter encampment” means a site for a group of homeless persons temporarily residing on a site, either out of doors or in a suitable building.

“Townhome”: ~~means~~ a single-family dwelling unit constructed in a group of two or more attached units in which each unit extends from foundation to roof and has open space on at least two sides. Also referred to as a “townhouse”. Townhomes are regulated under the housing form types based on the physical configuration of their units. ~~See “middle housing” definition.~~

“Townhouse” means the same as “townhome.”

Transitional housing: housing and supportive services for homeless persons or families for up to two years to facilitate the movement of homeless persons and families into independent living, as defined in RCW 84.36.043(3)(c).

“Transportation facilities” means facilities that specifically provide for transportation needs including but not limited to the street network, bus facilities, taxi stands, rapid-transit facilities, bicycle racks, and walkways, and micromobility infrastructure, including bike-share docking and charging stations.

19.15.230 “V”

“Video arcade” means an establishment providing access to minor-aged persons that features five or more amusement devices.

19.15.240 “W”

“Warehousing” means a structure that is used for the storage of goods to be transported, distributed, or sold or to be used in the manufacture, assembly, or processing of other goods.

Winery, brewery, distillery: an establishment that manufactures beer, wine, spirits, and/or other alcoholic beverages and that may have facilities for the storage, packaging, bottling, canning, and shipping of the products. On-site dining may also be offered.

19.15.260 “Y”

“Youth shelter” means:

- A. A Class I residential facility allowing up to six youth residents, ages 10 to 13, with no less than two resident staff, and which shall comply with the licensing requirements of the Washington State Department of Social and Health Services. To establish a Class I youth shelter, the proponent shall register the facility with the City Building Department and be inspected for health and safety purposes. For construction of a Class I youth shelter, the review shall include building permit review, construction plan (engineering) review, and meet the requirements of the Zoning Code. Class II and III youth shelters shall be separated from senior housing by 500 feet.
- B. A Class II residential facility allowing up to 12 residents, ages 13 to 17, with no less than two resident staff, and which shall comply with the licensing requirements of the Washington State Department of Social and Health Services. To establish a Class II youth shelter, the proponent shall apply for a conditional use permit for review by staff, public meeting discussion by Planning Commission, and public hearing by the Hearing Examiner before consideration of conditions and approval. Environmental review may be required if grading and parking or other environmental thresholds are exceeded.
- C. A Class III residential facility allowing up to 12 residents, ages 16 to 20, with no less than two resident staff, and which shall comply with the licensing requirements of the Washington State Department of Social and Health Services. To establish a Class III youth shelter, the proponent shall apply for a conditional use permit for review by staff, public meeting discussion by Planning Commission, and public hearing by the Hearing Examiner before consideration of conditions and approval. Environmental review may be required if grading and parking or other environmental thresholds are exceeded.

19.15.270 “Z”

“Zone district”: a regulatory district and means both a geographical classification corresponding to regulations that restrict the use and development of land area depicted on the Official Zoning Map and a land use classification with associated regulations defined in Chapters 19.20 through 19.105 MTMC.

Chapter 19.20. ~~LAND-USE REGULATIONS~~ZONING DISTRICTS

19.20.010. Purpose.

The City is divided into zoning districts established in this title ~~with the intent to provide for the geographic distribution of land uses as contemplated by~~ to implement the City's Comprehensive ~~Policy~~ Plan; to maintain stability and predictability in land use development ~~by encouraging grouping of land uses that have compatible characteristics;~~ and to maintain commitments in public service facilities such as transportation systems, parks, and utilities.

19.20.020. Establishment of districts.

The City of Mountlake Terrace is divided into zoning districts as follows:

<u>Symbol</u> Designation	<u>District</u> Name
<u>Residential</u>	
R-1S-8400	Residential 1 <u>Single-Household Residential, 8,400-square feet minimum lot area</u>
R-2S-7200	Residential 2 <u>Single-Household Residential, 7,200-square feet minimum lot area</u>
R-3ML	Residential 3 <u>Multi-Household Residential Low Density</u>
R-4MM	Residential 4 <u>Multi-Household Residential Medium Density</u>
MH	<u>Manufactured Home Park</u>
SD	<u>Special Development</u> Residential <u>District</u>
<u>Mixed Use</u>	
NMU	<u>Neighborhood Mixed Use</u>
GMU	<u>Gateway Mixed Use</u>
<u>Commercial</u>	
BC	<u>Community Business</u>
CG	<u>General Commercial</u>
F/T	<u>Freeway/Tourist</u>
LI/OP	<u>Light Industry/Office Park</u>
<u>Town Center</u>	
TC-1	<u>Town Center 1</u>
TC-2	<u>Town Center 2</u>
TC-3	<u>Town Center 3</u>
TC-R	<u>Town Center Reserve</u>
<u>Industrial</u>	
EMP	<u>Employment</u>
<u>Public</u>	
PFS	<u>Public Facilities and Services</u>
REC	<u>Recreation and Park</u> District
PFS	<u>Public Facilities and Services</u>

19.20.030. Mapping of zoning districts.

Designation, location, and boundary of the zoning districts established by this title are shown on the Official Zoning Map for the City, which shall be maintained as such and which is hereby incorporated by reference as a part of this title.

19.20.040. Classification of newly annexed territory.

All newly annexed territory to the City shall receive an interim R-1S-8400 zoning district designation by the City in a timely manner upon fulfillment of the procedures and requirements for reclassification, in accordance with Chapter 35A.1435.13 RCW.

19.20.050. Zoning of vacated Right-of-Way.

Vacated right-of-way shall assume the zoning district classification of the property abutting on that right-of-way. When the zoning classification differs on either side of the right-of-way, the centerline of the vacated right-of-way shall be the boundary between the two zoning districts.

~~19.20.050. Uses not listed:~~

~~A. If a proposed use is not specifically listed in a zone district, an applicant may request from the Planning Department an interpretation as to whether or not the proposed use is to be allowed. In determining whether a proposed use closely resembles a use expressly authorized in the applicable zone district(s), the Planning Department shall consider the following criteria:~~

- ~~1. The use resembles or is of the same basic nature as a use or uses expressly authorized in the applicable zoning district or districts in terms of the following:
 - ~~a. The activities involved in or equipment or materials employed by the use;~~
 - ~~b. The effects of the use on the surrounding area, such as traffic impacts, noise, dust, odors, vibration, and appearance;~~~~
- ~~2. The use is consistent with the stated purpose of the applicable district or districts; and~~
- ~~3. The use is compatible with the goals and policies of the Comprehensive Plan.~~

~~B. The determination of the Planning Department may be appealed to the Hearing Examiner as provided in MTMC § 18.05.210.~~

19.20.060 Purpose of zoning districts.

A. Residential District.

1. Residential 1 (R-1): The R-1 zone is intended for detached single-unit residences, duplexes, and other complementary uses, while encouraging a clean and healthy environment, safety, walkability, neighborliness, affordability for a range of income levels, and adequate open space.
2. Residential 2 (R-2): The R-2 zone is intended for detached single-unit residences, duplexes, triplexes, fourplexes, other middle housing types up to four units, and other complementary uses, while encouraging a clean and healthy environment, safety, walkability, neighborliness, affordability for a range of income levels, and adequate open space.
3. Residential 3 (R-3): The purpose of the R-3 zone is to provide land at efficient densities for all middle housing types and other complementary uses, while still allowing for detached single-unit residences, and encouraging a clean and healthy environment, safety, walkability, neighborliness, affordability for a range of income levels, and convenient access to public transit. These lots serve as a transitional zone between the predominately detached single-unit residences, and the denser multifamily developments of residential 4.
4. Residential 4 (R-4): The purpose of the R-4 zone is to provide land at efficient densities for middle housing, multifamily residences, and other complementary uses, while still allowing for detached single-unit residences, and encouraging a clean and healthy environment, safety, walkability, neighborliness, affordability for a range of income levels, and convenient access to public transit. These lots serve as a transitional zone between the other residential land use designations, and denser mixed-use developments.
5. Special Development Residential (SD): The SD zone is intended to encourage a total development concept of a large area, rather than piecemeal development of small ununified parcels; promote uses which will be aesthetically complimentary to the community; minimize negative impacts on surrounding residential neighborhoods and existing economic activity; and to promote development that is sensitive to the environment.

B. Mixed Use District.

1. Neighborhood Mixed Use (NMU): The NMU zone is intended to serve as commercial and mixed-use nodes to serve the surrounding neighborhood, with multifamily dwellings and resident-oriented, ground floor uses for the daily convenience of surrounding residents to encourage safety, walkability, neighborliness, affordability for a range of income levels, and convenient access to public transit, goods, and services.

2. Gateway Mixed Use (GMU): The GMU zone is intended for commercial and mixed-use development with service-oriented, non-residential uses that serve the community, and more regionally scaled commercial uses and transit-oriented development, that take advantage of the proximity to I-5 and the Mountlake Terrace Light Rail Station.

C. Commercial District. General Commercial (CG): The CG zone is intended to provide a place for high-volume businesses to serve community and regional markets. The regulations are intended to encourage suitable businesses; provide a transition between adjacent residential zones and more intense uses; and promote pedestrian opportunities and an attractive physical environment.

D. Town Center District.

2. Town Center 1 (TC-1): TC-1 is intended to emphasize transit-oriented employment development in those Town Center areas closest to the light rail station, with professional office and multifamily uses with supportive and complementary retail commercial uses.
3. Town Center 2 (TC-2): TC-2 is intended to function as the center for retail, cultural, dining, and entertainment activity with multifamily uses as the primary use on upper floors.
4. Town Center 3 (TC-3): TC-3 is intended to emphasize multifamily residential uses and serve as buffer areas adjacent to the Town Center, with professional office and small-scale commercial/retail uses.
5. Town Center-Reserve (TC-R): TC-R is intended for a smaller scale mixture of multifamily, retail commercial, and professional office uses primarily centered on 56th Avenue W, to the north and south of the Town Center.

E. Industrial District. Employment (EMP): The EMP zone is intended for light industrial and commercial offices that primarily provide high levels of employment opportunities, while encouraging economic opportunities for family wage jobs, accommodating certain uses that may not be suitable in other commercial districts, ensuring reasonable protection for adjacent residentially zoned districts, and providing transit/pedestrian access and aesthetically pleasing development along key corridors.

F. Public District.

1. Public Facilities and Services (PFS): The intent of the PFS zone is to efficiently regulate publicly owned facilities and related services.

2. Recreation and Park (REC): The intent of the REC zone is to preserve open space, conserve natural resources, and encourage passive and active recreation opportunities in appropriate locations to meet community needs, consistent with the Comprehensive Plan and the Recreation Parks and Open Space Master Plan.

DRAFT



Land Use Tables

Planning Commission: August 10, 2026

Brooke Eidem, Community Development Director

PURPOSE

- Centralize permitted land use listings for all zones into a consolidated location
- Use common terms and formatting
- Improve user-friendliness for residents and customers
- Include use-related regulations (e.g., temporary uses and home occupations), and use-specific restrictions
- Simplify update process when required by legislation
 - Childcare centers, ESSB 5509 (2025)
 - Co-living, ESHB 1998 (2024)
 - STEP housing, HB 1220 (2021)

SUMMARY OF PROPOSAL

- Remove individual land use tables (or lists) from 10 separate chapters
- Update Chapter 19.20 MTMC, *Land Use Regulations*, to update zones
- Adopt new Chapter 19.25 MTMC, *Permitted Land Uses*
- Categorize land uses into 5 different tables:
 - Residential Uses
 - Commercial Uses
 - Industrial Uses
 - Community, Cultural, and Recreational Uses
 - Utility Uses
- Include use-specific restrictions/limitations as corresponding notes
- Update use definitions to ensure they are not regulatory, and are otherwise appropriate
- Coordinate project with Zoning Phase II

AFFECTED CHAPTERS

➤ Amended MTMC Chapters:

- Ch. 19.30, *Residential Districts* – Remove Land Use Table, adjust zone titles
- Ch. 19.50, *Town Center Zones* – Remove Land Use Table, consolidate Planned Action Ordinance from Ch. 19.90
- Ch. 19.55, *General Commercial District* – Remove Land Use Table
- Ch. 19.75, *Recreation and Park* – Remove Land Use Table
- Ch. 19.120, *General Provisions* – Remove sections on home occupation, temporary permits

➤ MTMC Chapters also repealed (or replaced) by Zoning Phase II:

- Ch. 19.45, *Community Business District*
- Ch. 19.60, *Freeway Tourist District*
- Ch. 19.65, *Light Industry/Office Park District*
- Ch. 19.70, *Sexually Oriented Adult Businesses Overlay*
- Ch. 19.85, *Special Development District Commercial/Residential*
- Ch. 19.100, *Freeway/Tourist District Planned Action*

JULY 27TH MEETING QUESTIONS

- Assembly uses revisions
 - Consolidated table on next slide (reflects Commercial and Community, Cultural, and Recreation)
 - Draft limitations included
 - Consistent with RLUIPA requirements as drafted
- Crime associated with cannabis businesses
 - According to the Police Chief, there is no increased crime associated with cannabis businesses
 - Alcohol establishments have more crime issues
 - Cannabis businesses have been good partners with PD

RELIGIOUS FACILITIES

Use	RESIDENTIAL						MIXED USE		COM	TOWN CENTER				IN	PUBLIC	
	R-1	R-2	R-3	R-4	MH	SDD	NMU	GMU	CG	TC-1	TC-2	TC-3	TC-R	EMP	PFS	REC
School, vocational, trade, or specialized instruction							P	P	P	P ⁹	P ⁹	P ⁹	C ⁹	P		
College/University									C					P		
Conference center								P ^{5,6}	P							
Performing arts center							P ²	P ^{5,6}	P	P ²	P ²	P ^{5,6}				
Private club/lodge	C ³	C ³	C	C					P							P
Religious facility	C ³	C ³	C	C			P ²	P ^{5,6}	P	P ²	P ²	P ^{5,6}	C	P		
School	C ³	C ³	C ³	C ³			C ³	C ³	P							

9: Use shall not exceed 20,000 square feet gross floor area when located on the ground floor.

2: Limited to 5,000 square feet of gross floor area.

3: Uses shall be subject to the following:

- All structures shall be set back 20 feet from property lines.
- Off-street parking areas may be provided within required side yard setbacks on interior and through lots.
- Off-street parking areas may be provided within the rear yard setback on corner lots.
- The required front yard setback may not be used for off-street parking.
- All lights provided to illuminate parking areas or buildings shall be arranged to direct light away from any adjacent properties.

5: Limited to 10,000 square feet of gross floor area.

6: Permitted in conjunction with a different street-facing ground floor use on the same site.

DEFINITIONS (CH. 19.15)

- Bringing land uses into alignment with tables
 - Changing terms
 - Deleting definitions for obsolete land uses
 - Adding definitions for new land uses
- Adding definitions consistent with state regulations for mandated uses
 - Daycare
 - Co-living
 - STEP housing (emergency housing, transitional housing, permanent supportive housing)

ZONING DISTRICTS (CH. 19.20)

- Retitle chapter – “land use regulations implies chapter contains regulations rather than defining zones”
- Revise table establishing zoning districts for consistency with Zoning Map and Permitted Land Use Tables
- Add section for zoning vacated r-o-w (from 19.120)
- Remove Uses Not Listed section (moved to Permitted Land Uses)
- Add purpose statement for each zone – from individual chapters or Comprehensive Plan

NEXT STEPS

- ✓ • **Planning Commission discussion June 8**
- ✓ • **Planning Commission discussion July 13**
- ✓ • **City Council briefing July 23**
- ✓ • **Planning Commission discussion July 27**
- • **Planning Commission discussion August 10**
- **Planning Commission Public Hearing August 24**
- **City Council review and vote September 3**

DISCUSSION & QUESTIONS

Thank you



Item: 7.



PLANNING COMMISSION STAFF REPORT

FROM: Brooke Eidem, Community Development Director

DATE: August 10, 2026

SUBJECT: Zoning Phase II Regulations

SUBJECT SUMMARY:

The Planning Commission will continue discussing development regulations for Zoning Phase II, including the Mixed Use, Employment, and Manufactured Home Park Districts.

BACKGROUND / ANALYSIS:

The Comprehensive Plan was adopted with a new future land use map reflecting four new land use designations. The Growth Management Act (GMA) requires the City to provide sufficient land capacity for development, specifically the growth targets allocated by the state (through Puget Sound Regional Council and Snohomish County). GMA also requires implementation of the Comprehensive Plan, and consistency between the Plan and development regulations. Now that the Comprehensive Plan is adopted, it must be implemented in the development code and Zoning Map. This means the new land use designations must be fully addressed and reflected on the Zoning Map. This project will complete the first task, which is adopting development regulations for the four zones. Rezoning the properties will follow.

Background

Mountlake Terrace was assigned 7,683 new housing units through the growth allocation process. This means the City must plan for and accommodate, through zoning regulations, sufficient housing types to be developed by the private market over the next 20 years that will meet the assigned target. The environmental impact analysis that was conducted as part of the Comprehensive Plan revealed that under current zoning regulations, the City would fail to meet its required growth target. The analysis studied several alternatives and the preferred solution was ultimately adopted by the City Council, reflected by the Comprehensive Plan Map. This plan calls for several new zones: an Employment zone, a Manufactured Home Park zone, a Neighborhood Mixed Use zone, and a Gateway Mixed Use zone.

PROPOSAL

The proposal is to repeal chapters for zones that become obsolete on the Zoning Map (including Ch. 19.45, Community Business District; Ch. 19.60, Freeway/Tourist District; Ch. 19.85, Special Development District Commercial/Residential, and Ch. 19.100, Freeway/Tourist Planned Action). New chapters are proposed for the Manufactured Home Parks District and the Mixed Use District. The LI/OP District chapter (19.65) will be repealed and replaced as the Employment zone. This project must be coordinated with the Permitted Land Uses project.

Employment zone

The Employment zone is located in the northwest corner of the city, in Melody Hill. It was mapped to replace the current Light Industry/Office Park zone (LI/OP). The LI/OP development regulations were adopted in 2008 with some minor amendments through the years. Melody Hill residents provided input during the Comprehensive Plan process, requesting enhanced development, improved nonmotorized connectivity and public spaces, and more green spaces. Staff has continued engagement efforts with businesses in this area to discuss particulars of the LI/OP regulations and opportunities for improvement.

The LI/OP chapter (19.65 MTMC) will be repealed and replaced with the Employment District regulations, and the associated SOAB overlay (19.70 MTMC) is proposed for repeal. Staff is proposing to address this through an alternate method of adding "adult businesses" to the definitions and Land Use Tables, discussed in Agenda item 4, and applying reasonable restrictions consistent with case law.

As discussed at the previous meeting, the draft regulations are similar to those for LI/OP but integrate the improvements requested by the community. A section for building design is added, as the adopted design standards specifically refer to the LI/OP zone and would no longer apply. The Planning Commission reviewed the attached draft on July 27th and had no recommended revisions.

Manufactured Home Park zone

The Manufactured Home Park zone will replace the current Mobile Home Park zone, which does not have specific development regulations apart from those that apply to mobile homes in general. Those existing regulations, located in Title 15, are very outdated. These are from 1994 and need to be updated to meet current state requirements. The intent is to maintain this chapter to satisfy state requirements, but it will be significantly reduced. All zoning and site development-related standards are proposed to be removed from this chapter and moved to a new Chapter 19.35 MTMC.

There are several existing parks in the city, some with nonconformities. The draft development regulations are intended to resolve nonconformities as much as possible, to preserve existing parks and ensure they can undergo future maintenance and modifications without running into barriers with the code. The purpose is to ensure the city's existing manufactured home park properties are preserved and the residents of those parks are not displaced, as requested by the City Council.

At the previous Planning Commission meeting, the Commission discussed "phasing out" parks as the structures become uninhabitable. Due to the City Council's direction to maintain and preserve parks, this has not been integrated into the draft. The Planning Commission may vote to include a finding related to this issue in the Findings of Fact and Conclusions.

Mixed Use District

The draft Mixed Use District chapter (19.40 MTMC) contains regulations for both Neighborhood Mixed Use (NMU) and Gateway Mixed Use (GMU), similar to how the Town Center regulations are organized. The NMU zone is located in nodes throughout the city,

generally based on proximity to commercial areas, the transit station, and/or freeway access, with the GMU zone replacing the Freeway/Tourist District. They are mapped in areas that either replace other zones (Community Business District, Special Development District Commercial/Residential, and Freeway/Tourist), or upzone existing residential-zoned properties. Due to the various nature of this district, staff has spent a significant effort to engage with the community to gain a clear understanding of important features that need to be considered. The Mixed Use District is entirely new, and the Comprehensive Plan provides fairly clear guidance. The regulations are intended to result in development that is neighborhood-serving, pedestrian-focused, and aesthetically welcoming. The draft is based on the Comprehensive Plan as well as input received from the community at-large, the Planning Commission, and residents of the future Mixed Use District.

The Planning Commission had several questions at the previous meeting, made a revision to the off-street parking standards, and requested additional information about building height for the GMU zone.

The Comprehensive Plan states GMU should have height limits between 6-12 stories. The draft reviewed in July provided a minimum of 6 stories with a by-right maximum of 10 stories. Up to 12 stories would be allowed with affordable housing incentives. The Planning Commission asked about removing or increasing the upper height limit. Because it is specific in the Comprehensive Plan, the potential is to increase the by-right height to 12 stories and increase the incentive-based height, however this has not been integrated into the draft. Another issue that was brought up was the height limit in the neighboring area of Shoreline. This was checked by staff; it is 6 stories in that area.

The draft chapters are attached for discussion. As no revisions were made to the draft 19.35 and 19.65, those remain unchanged from the previous meeting.

LINKS:

[Employment District](#)

[Manufactured Home Park District](#)

[Mixed Use District](#)

ATTACHMENTS:

1. Draft Ch 15.30
2. Draft Ch. 19.35 Manufactured Home Park
3. Draft Ch. 19.65 Employment
4. Draft Ch 19.40 Mixed Use
5. presentation

Chapter 15.30. **MOBILE MANUFACTURED HOMES**

15.30.010. Definitions:

For the purpose of this chapter certain words, terms and phrases are defined and shall be construed as follows:

A. "Accessory use" means a use customarily incidental and subordinate to the principal use of mobile home and located on the same mobile home lot with the principal use of mobile home – or in the mobile home.

B. "Awning, permanent" means any structure erected for shade or shelter and which is completely open on at least one side. A side may be interpreted to be an end. "Awning" does not include a window awning. A permanent awning shall be accessory to a mobile home and shall be designed so as to be not readily disassembled, moved and reassembled and is intended to be constructed in conformance with the Building Code, and adjacent to the mobile home to which it is accessory.

C. "Cabana" means any portable, demountable or permanent cabin, small house, room, enclosure or other building erected, constructed, or placed on any mobile home site adjacent to a mobile home on the same site and used for the purpose of casual living storage. Permanent plumbing and cooking facilities within cabanas shall not be permitted. A cabana may be enclosed on three sides. All cabanas shall be accessory to mobile homes.

D. "Carport, permanent" means an awning or shade structure for an automobile located within six feet of a trailer coach, which is completely open on at least two sides and which is designed to be constructed in conformance with the Building Code. All carports shall be accessory to mobile homes.

E. "City of Mountlake Terrace" means the City Manager of Mountlake Terrace or any authorized representative that the City Manager so designates.

F. "Driveway" means a private mobile home park service road providing vehicular access and egress between individual mobile home lots and an adjoining public right-of-way.

G. "Mobile home" means a vehicle equipped as a dwelling place. Does not include campers, vacation or travel trailers, or motor homes, etc.

H. "Mobile home park" means any plot of ground upon which mobile homes, occupied for dwelling or sleeping purposes, are located.

I. "Mobile home lot" means a plot of ground within a mobile home park designated to accommodate one mobile home.

J. ~~"Building Inspector" means the legally designated authority of the City of Mountlake Terrace or his authorized representative.~~

K. ~~"Permit" means a written permit issued by the City of Mountlake Terrace permitting the construction of a mobile home park for operation under this chapter and regulations promulgated hereunder.~~

L. ~~"Accessory building" means a building on a mobile home lot used in conjunction with and providing an essential service to a mobile home.~~

M. ~~"Service building" means a building in a mobile home park housing community laundry facilities.~~

N. ~~"Screen planting" means a solid evergreen planting at least 20 feet in depth and 60 percent per lineal foot of which to be at least six feet zero inches in height within a period of two years after planting, forming an actual and effective sight barrier.~~

15.30.020. ~~Siting Requirements~~Zoning.

~~Mobile home parks shall be authorized only in that land zoned for mobile home parks (MH). Individual manufactured homes or tiny houses shall be permitted on any lot in the city in the same manner and meeting the same development standards as detached homes built on site, subject to the following.~~

~~A. The unit shall be built to the Washington State construction requirements.~~

~~B. The unit shall be set on a permanent foundation meeting manufacturer's specifications.~~

~~C. The unit shall be thermally equivalent to the Washington State energy code.~~

~~D. The unit shall meet all other requirements for a designated manufactured home pursuant to RCW 35.63.160.~~

~~E. The unit shall meet fire, safety, and other requirements of the City Building Official and Fire Marshal.~~

15.30.030. ~~Preliminary and final preparation of plans.~~

~~A. Preparation and Filing of Preliminary Plans. Prior to any construction or installation of any building, utilities, or improvements, in a new, proposed or existing, mobile home park, the applicant shall provide to the City of Mountlake Terrace three identical copies of the general plan for the mobile home park which shall contain the following minimum information:~~

- ~~1. Name and address of the owner and/or operator.~~
- ~~2. Address, location, and legal description of the mobile home park.~~
- ~~3. Extent of the area and dimensions of the site.~~
- ~~4. Size, location and number of mobile home lots.~~
- ~~5. Vicinity sketch showing generally the existing use of adjoining tracts and the location of improvements existing thereon.~~
- ~~6. Entrances, exits, driveways and walkways.~~
- ~~7. Number, size and location of automobile parking accommodations.~~
- ~~8. Location and size of recreation area, if any.~~
- ~~9. Detail plans for greenbelt and sight screening.~~
- ~~10. General plans for all utilities.~~
- ~~11. And other information required for applications.~~

~~B. Plans shall be examined by planning department and planning commission. Such plans shall be examined by the Planning Department and thereafter considered by the Planning Commission in the same manner as are preliminary plats for real estate subdivision. The Planning Commission shall make recommendations to the City Council regarding all phases of the preliminary plans. The City Council, following an open record public hearing, shall have authority to require installation of improvements, sight screening and other structures in such a manner as to be harmonious with and not injurious to the adjoining properties and to the greatest benefit to the community.~~

~~C. Information Required on Final Plans. After approval of the City Council of the preliminary plans, the owner or his agent shall deliver to the City of Mountlake Terrace a final plan which shall be drawn to an engineering scale of one inch equals 20, 30, 40, or 50 feet and completely dimensioned. All such plans shall be prepared by a licensed architect or engineer; provided, however, that an owner may develop his own drawings when he is capable of producing drawings equivalent to the conventional drawings of architects and engineers. In addition to information required by subsection A of this section, such plans shall clearly set forth the following information:~~

- ~~1. Number, location and area of all service buildings and other proposed structures, including cabanas and other accessory buildings.~~

~~2. Plan of water system.~~

~~3. Method and plan of sewage disposal and site drainage.~~

~~4. Method of garbage disposal and plan of storage areas.~~

~~5. Lighting plan of outside areas and service outlets.~~

~~6. Method and plan of service building heating.~~

~~7. Location and type of fire fighting and fire prevention facilities.~~

~~8. Plans for any other underground utilities proposed.~~

~~The City Council may make exceptions and variances from the strict interpretation of this chapter in approval of plans for unusual circumstances.~~

~~D. Refusal to Examine Incomplete Plans. The City may refuse to examine any incomplete, unintelligible, or indefinite, or nonprofessionally prepared drawings.~~

~~E. Building Permits. The City shall examine the plans for compliance with this chapter. Only after approval of the plan by the City shall a building permit be issued for any building.~~

~~15.30.040. Licenses, inspections, and fees.~~

~~A. Issuance and Possession of a Mobile Home Park License. The owner of a mobile home park shall have a license in his possession and posted in a conspicuous place in the office thereof at all times. The fees for such a license shall be that fee as set forth in the current Business License Ordinance.~~

~~B. Application and Renewal of Mobile Home Park Licenses. Applications for mobile home park licenses and renewals thereof shall be made to the City upon forms provided by the City and shall set forth the name and residence address of the applicant, and the location of the mobile home park, and the number of the mobile home lots to which such license applies. The City of Mountlake Terrace will then inspect the premises therein described and the fixtures and facilities. If the City, upon inspections, finds that such premises, fixtures and facilities are constructed, installed, operated and maintained in compliance with this and other applicable ordinances or agreements, the license will be issued.~~

~~C. Revoking of Mobile Home Park Licenses. Should the City determine, upon inspection, that any of the premises licensed or any fixtures or facilities used therein have become or are unsafe or unsanitary, or that otherwise are not being operated and maintained in compliance with the provision of this or any other applicable ordinance, a written notice of the specific complaint shall be forwarded to the license's owner or operator setting out the~~

details of such complaint and providing a period of five calendar days for correction of such deficiencies. Failing this, the City Manager may revoke the license of the mobile home park operator. The revocation of the license is subject to appeal to the City Council within five days of notice of such revocation, whereupon a time for hearing shall be set which shall be not more than 30 days after the filing of such appeal with the City Council, at which time a hearing shall be had before the Council, or a committee thereof, which shall confirm or disapprove such revocation.

D. Issuance of a Mobile Home Installation Permit. No mobile home shall be moved on to a space within a mobile home park without the issuance of a building permit and other related permits by the City when required.

~~15.30.050. Site area and lot size requirements.~~

A. Size of Mobile Home Parks. Every mobile home park shall contain at least five acres of land with direct access to a fully improved public street right-of-way containing a width of at least 60 feet; provided, that the City may accept a petition for local improvements in lieu of actual construction of improvements at the option of the City.

B. Minimum Size of Lots. Mobile home lots shall have a maximum density of not more than nine mobile home unity to a gross acre with no individual lot less than 2,400 square feet.

C. Lot Coverage. In no case shall the area of a mobile home lot occupied by a mobile home, cabana, awning, carport, or other accessory structure or combination thereof exceed 75 percent of the total lot area.

D. It shall be unlawful to allow any mobile home to be occupied in a mobile home park unless the mobile home is situated on a mobile home space.

E. Access roads shall be provided to each mobile home space. Each access road shall provide for continuous forward movement, shall connect with a street or highway, and shall have a minimum width of 30 feet and shall be hard surfaced to City standards.

F. Pads Beneath Mobile Homes. Each mobile home shall be placed on a hard surfaced pad that is constructed in compliance with the Uniform Building Code.

G. Patios. There shall be provided on each mobile home site a concrete or bituminous asphalt patio a minimum of three inches thick of at least 160 square feet in area. The minimum width of such patio shall be six feet.

H. Side Skirting. Each mobile home shall have side skirting, within 14 days of entry to a park, enclosing the underneath space of the mobile home; such skirting shall be constructed of noncombustible material.

~~I. Setback. It shall be unlawful to locate a mobile home, accessory building, carport, or cabana closer than 20 feet from any public right-of-way or five feet from any property line, or so that any part of such mobile home will obstruct any internal roadway or walkway in a mobile home park.~~

~~J. Side Yard Area. The side yard on the side opposite the patio area of a mobile home shall be five feet minimum for the purpose of service, maintenance, and provision of light and air. This area shall be kept free and clear at all times. Such area shall not also be included in the patio area of the adjacent trailer, and shall be grassed or otherwise landscaped.~~

~~K. Distance Between Mobile Homes. No mobile home shall be located within 10 feet of another mobile home measured from side to side or measured end to end.~~

~~L. Distance from Mobile Home to Structures on Adjacent Sites. No structure nor portion thereof including patios, awnings, or ramadas shall be located closer than five feet from any mobile home, cabana, awning, patio, or other accessory structure on an adjacent site.~~

~~M. Mobile Homes and Structures Prohibited in Yard Areas. No mobile home or accessory structure shall be located within the required front, side, or rear yards of the mobile home park.~~

~~N. Location of Service Buildings. All service buildings shall be located at least eight feet away from any mobile home lot shown on the approved mobile home park plan.~~

~~O. Recreation Requirements. Each mobile home park shall provide recreational area equivalent to 5,000 square feet plus 300 square feet per mobile home space as an integral part of the site development plan. Such plan shall indicate the boundaries of recreational areas, including the recreational apparatus or facilities to be employed and the respective recreational area required to properly service each facility. All apparatus shall be of a permanent nature.~~

~~Said recreational area shall be accessible to all families of the mobile home park. This requirement excludes the use of private patios or other development on the individual mobile home lot from satisfying the above recreational standards.~~

~~15.30.060. Landscaping and screen planting.~~

~~A. Wall, Fence or Screen Required Alongside and Rear Boundaries. An ornamental wall, fence or screen planting acceptable to the City Council, and no less than five feet in height is required. No wall or fence shall exceed six feet in height.~~

~~B. Ornamental Planting Along Front Boundary. Ornamental planting at least six feet in depth along the full width of the front of the mobile home park property and acceptable to the City Council shall be installed and maintained where such fronts on a public right-of-~~

way. An ornamental wall or fence not more than five feet in height shall be erected in conjunction with the above-mentioned ornamental planting, but shall not take the place of said ornamental planting.

15.30.070. General use regulations:

A. Each mobile home shall be equipped with toilet and bathing facilities in an operating condition.

B. Obstructions Prohibited. No obstruction of any kind shall be erected, placed or maintained on or about the mobile home lot which would impede the movement of a mobile home to or from a site or prevent inspection of plumbing or electrical facilities.

C. Poultry and Livestock Not Permitted. Poultry and livestock shall not be permitted in any mobile home park.

D. Nonresidential Uses Restricted. Any nonresidential use of property in a mobile home park shall be clearly subordinate to the residential use and character of the property and oriented to serve the mobile park residents only.

E. Sewer Connections. All mobile homes shall be connected to a public sanitary sewer.

F. Occupied Trailers Limited by Number of Proper Sites Available. A mobile home park shall not accommodate any occupied trailer for which there are no available sites conforming to the provisions of this chapter.

G. Parking on Streets or Driveways. It shall be unlawful to park upon any driveway or street in a mobile home park at any time.

H. Posting Plot Plan and Regulations. The owner or operator of every mobile home park shall maintain in a conspicuous location in or adjacent to the mobile home office, a copy of an approved plot plan of the mobile home park, a copy of the conditions of City approval, and a copy of the latest ordinances and regulations pertaining to such park.

I. Signs. In a mobile home park all signs and advertising devices shall be prohibited except:

1. One illuminated nonflashing identification sign whose maximum area shall be 48 square feet and whose maximum height shall be 12 feet may be erected in the landscaped setback of the mobile home court.

2. Illuminated nonflashing directional or identification signs not exceeding two square feet in area when placed on such structures as "office building", "laundry", "hobby shop", etc.

~~3. Directional signs conforming to state standards for traffic flow and control will be allowed.~~

~~4. All pads shall be numbered or lettered at the site with six-inch square letters or numbers to facilitate emergency services to mobile homes.~~

~~J. Unlawful Occupancy. It shall be unlawful for any person in a mobile home park to use or cause or permit to be used for occupancy:~~

~~1. Any mobile home which does not conform to the requirements of the Washington State Vehicle Code governing the use of trailers or mobile homes on public highways.~~

~~2. Any mobile home which is not legally licensed by any state or foreign vehicle department.~~

~~3. Any mobile home parked on a lot which does not have the hitch fronting on or directly accessible to a conforming driveway.~~

~~4. Any mobile home in which the available air space is less than three cubic feet per occupant.~~

~~15.30.080. Driveways and parking areas.~~

~~A. Approval of Layout and General Development Plans. The layout and general development plan for access driveways within the mobile home park, together with the location and dimensions of access junctions which public street rights-of-way shall be so designed as to permit a free flow of traffic and easy access of all emergency vehicles. All driveways and parking areas shall be hard surfaced paved to specifications of the City.~~

~~B. Required Minimum Driveway Widths. When off-street automobile parking space is provided within the lot, the minimum width shall be as follows:~~

~~1. When a mobile home site is constructed at a 90 degree angle from a driveway, the driveway width shall be a minimum of 22 feet in width.~~

~~2. When mobile home sites are constructed at a 60 degree angle from a driveway, the driveway width shall be a minimum of 20 feet in width.~~

~~3. When mobile home sites are constructed at a 45 degree angle from a driveway, the driveway width shall be a minimum of 20 feet in width.~~

~~Under each of the above design conditions parking shall not be permitted on the driveway.~~

~~C. Parallel Parking in Driveways. Parallel parking may be permitted in driveways at the approval of the City Council providing the driveway width is increased to a minimum paved width of 36 feet.~~

~~D. Parallel Parking in Driveways Having Lots on Only One Side. Where lots exist on only one side of the driveway, parallel parking may be permitted on one side at the approval of the City Council providing the driveway width is increased to a minimum paved width of 28 feet.~~

~~E. Driveway Widths Where Site Design Contains Asymmetrical Lots or Cut-de-Sac Driveways. Where the site design contains a large number of asymmetrical lots or where cut-de-sac driveways extend from a central access, the required minimum driveway widths shall be determined from the individual characteristics of the design during approval of plans by the City.~~

~~F. Parking Space Requirements. For each mobile home lot there shall be provided and maintained at least one parking space. Each such parking space shall contain a minimum area of 180 square feet of dimension nine feet by 20 feet and shall be hard surfaced. If central parking lots are provided, they shall be hard surfaced and each space separated by striping or other adequate means and identified to the official lot number of the occupant and reserved for his sole use.~~

~~G. Parking Spaces Within Yard Areas. Individual parking spaces may be located within the required mobile home lot but shall not be located within the zone setbacks required for the mobile home park itself.~~

~~H. Guest and Service Parking. In addition to the requirement for occupant parking, guest and service parking shall be provided within the boundaries of the park in the amount of one space for each two mobile home sites or fraction thereof other than within the parking facility required and designated for occupant parking and shall be conveniently located and plainly identified for such use. Such parking area shall be fully hard surfaced and the spaces separated by striping or markers.~~

~~I. Storage of Occupant Owned Camping or Travel Trailers. Camping or travel trailers owned by mobile home occupants living in the park may be stored only in approved and designated hard surfaced storage areas as shown on approved plans. Such trailers shall not be used as living units while in mobile home park.~~

~~15.30.090. Awnings.~~

~~A. Materials Generally. Awning roofs shall be made of light-weight metal or of approved plastic or fabric materials. Awning drops or side curtains shall consist solely of roll or drop curtains of fabric or other flexible materials.~~

~~B. Metal Roofing Materials. Metal roofing materials shall be of corrugated or similarly reinforced sheet metals of not less than 26 gauge and shall be securely anchored to the framework.~~

~~C. Support. Framework for awnings shall be of standard metal pipe or tubing not less than three-quarters inch outside diameter. Uprights of framework may be of any approved material of equal or greater strength. All joints of metal pipe framework shall be securely fastened with standard screw-type or pin-connected fittings. Welded joints may be used. Awning roofs of fabric, plastic, or lightweight metal may be attached to an approved awning track on the mobile home. Awnings or shade structures constructed of heavy metal framework or of wood frame construction shall be free-standing structures and may not be permanently attached to a mobile home; provided further, that such structures meet the building code of the City of Mountlake Terrace.~~

~~D. Opening Required. Awning shall have at least one side entirely open at all times. Side curtains shall hang freely and shall not be permanently fastened in place.~~

~~E. Cooking Prohibited. Cooking shall not be permitted within any awning nor shall any heating or cooking appliance be installed or used within any awning. This shall not be interpreted to exclude portable cookout facilities such as charcoal barbecues.~~

~~F. Prohibited over Toilet or Bath. No awning shall be erected or maintained over, or enclose wholly or in part, any private toilet or bath compartment.~~

~~15.30.100. Service and recreation building.~~

~~A. Option. A mobile home park owner may construct a multi-purpose service and recreation building for the convenience of the mobile park residents. These buildings shall provide toilet facilities and may include such optional facilities as laundry, kitchen and dining facilities and various recreational facilities.~~

~~B. Location. Multi-purpose service and recreation buildings shall be conveniently located in the central part of the mobile home park, not less than 20 feet from any mobile home lot.~~

~~C. Size. A multi-purpose service and recreation building shall have a minimum floor area equal to the sum of 40 square feet per mobile home lot; provided, that no such building shall have a floor area less than 2,000 square feet.~~

~~D. Construction and Maintenance. Toilet and laundry rooms shall be of permanent construction with an interior finish of light colored moisture resistant material which will stand frequent washing and cleaning.~~

E. Floors. The floors of toilet and laundry rooms shall be of water-impervious material, easily cleanable, and sloped to floor drains connected to the sewage system. The service building shall be maintained in a clean condition at all times.

F. Ventilation and Openings. The buildings shall be well-ventilated; all exterior openings for toilet rooms shall be covered with 16 mesh screens. Toilet rooms shall be provided with self-closing doors.

G. Toilet and Laundry Rooms. Toilet and laundry rooms shall be well-lighted at all times. Window area shall be provided equivalent to at least 12 percent of the floor area.

H. Temperature. During periods of use, service and recreation buildings shall be maintained at a 70 degrees Fahrenheit, minimum.

I. Hot Water. Hot water shall be provided sufficient for lavatory and laundry room fixtures.

J. Number of Toilet, Lavatory, and Laundry Facilities. Service buildings shall have toilet, and lavatory facilities separate for the sexes, with a minimum of two toilets for females, one toilet for males, one urinal for males, two lavatories for each sex, and one laundry facility.

K. Separation of Laundry Facilities. The room containing the laundry facilities shall be separate from the toilet rooms.

L. Toilet Paper in Toilet Rooms. Toilet rooms shall be provided with toilet paper.

M. Walkways Required. Walkways to and from every service building shall be provided at least two feet six inches in width and asphaltic concrete surfaced or better. Driveways may be considered as walkways.

15.30.110. Cabanas:

A. One Cabana Permitted on Each Lot. One portable or demountable cabana or one permanent cabana constructed in accordance with the City Building Codes may be erected on a mobile home lot for use with a mobile home on such lot.

B. Height. The height of a cabana shall not exceed one story in height nor 13 feet at the highest point above the actual adjoining ground level. No architectural appurtenance shall extend more than 30 inches above or beyond the building at any point.

C. Width and Length. No cabana shall exceed 12 feet in width. No cabana length shall exceed 25 percent more than the length of the mobile home it serves, but in no event shall a cabana exceed a length of 40 feet. No cabana shall be divided by a partition, fixed or movable, to form two rooms. Built in storage cabinets may be constructed within a cabana providing such cabinets are built against the three outside walls of the cabana, do not

exceed 20 percent of the total cabana volume and do not obscure required doors or windows.

D. Ceiling Height of Permanent Cabanas. A permanent cabana shall have a clear ceiling height of eight feet from the finished floor to the finished ceiling, or if there is no finished ceiling, to the roof; provided, however, that if the ceiling or roof is sloped, the minimum ceiling height is required in only one-half of the sloping ceiling area. At no point shall the ceiling height be less than six feet six inches in any portion of the room.

E. Ceiling Height of Portable Cabanas. A portable or demountable cabana may have a minimum clear ceiling height of seven feet six inches from the finished floor to the finished ceiling, or if there is no finished ceiling, to the roof; provided, however, that if the ceiling or roof is sloped, the minimum ceiling height is required in only one-half of the sloping ceiling area; provided further, that the minimum superficial floor area shall not be less than 90 square feet. At no point shall the ceiling height be less than six feet, six inches in any portion of the room.

F. Room Width. No area or portion of the room measuring less than seven feet in width shall be included in the computation of the minimum required floor area.

G. Window Area. Every cabana shall be provided with one or more windows having an aggregate area of not less than one-fourth of the floor area. Windows shall be so arranged as to properly light all portions of the room; at least one-half of the required window area shall be arranged to open. No required window shall be less than six square feet in area.

H. Doors. At least two door openings shall be provided from the exterior of a cabana. Each door opening shall be not less than 30 inches in width nor less than six feet, two inches, in width nor less than six feet, two inches, in height.

I. Screens. All openings shall be protected with approved open mesh, fly-tight screening if the Health Officer considers it necessary for the protection of health.

J. Cooking Prohibited. Cabanas shall be used for casual living purposes and storage only. Cooking within cabanas shall not be permitted. Cooking appliances, including hot plates, shall not be installed in cabanas.

K. Plumbing. No permanent plumbing or private toilet or bath compartment shall be permitted in any cabanas.

L. Approval of Plans and Specifications Required. Manufacturers or agents of portable or demountable cabanas or other prefabricated structures shall, prior to the erection or construction of such structures in any mobile home park, submit three sets of detailed plans and specifications of such structures and obtain written approval thereof from the City.

~~15.30.120. Water supply:~~

~~A. An accessible, adequate, safe, and potable supply of water shall be provided in each mobile home park. The development of an independent water supply to serve the mobile home park shall be made only after express approval has been granted by the health officer. Where a public supply of water of such quality is available, connection shall be made thereto and its supply shall be used exclusively.~~

~~B. The water system of the mobile home park shall be connected by pipes to all buildings and all mobile home spaces.~~

~~C. Water connections for individual mobile homes shall be provided and located on the same side of the lot as the sewer lateral and shall consist of a riser terminating at least four inches above the ground surface with two three-quarter-inch valved outlets threaded for screw-on connections. Such water connection shall be equipped with a shutoff valve place below frost depth, (but in no case shall this valve be a stop and waste cock) shall be protected from freezing and from damage from mobile home wheels and shall have the ground surface around the riser pipe graded to divert surface drainage away from the connection.~~

~~D. Water piping may be installed in the same trench as tight joint sewer pipe provided the water pipe is laid on a shelf not less than 12 inches above the sewer pipe.~~

~~E. All water piping shall be constructed and maintained in accordance with state and local laws.~~

~~F. Individual water-service connections which are provided for direct use by mobile homes shall be so constructed that they will not be damaged by the parking of such mobile homes. The mobile home park water system shall be adequate to provide at least 30 pounds per square inch of pressure at all mobile home connections.~~

~~15.30.130. Sewage disposal:~~

~~A. All plumbing in the mobile home park shall comply with state and City plumbing laws and codes and regulations.~~

~~B. Sewer Disposal. All sewage and waste water from toilets, urinals, stop sinks, bathtubs, showers, lavatories, laundries, and all other sanitary fixtures in a mobile home park shall be drained to a sanitary sewer system.~~

~~15.30.140. Electrical:~~

~~A. All electrical and telephone lines within a mobile home park shall be installed underground.~~

~~B. Public streets, driveways, and walkways shall be lighted at night with a minimum illumination of at least 0.6 foot-candles.~~

~~15.30.150. Fuel.~~

~~All piping from outside fuel storage tanks or cylinders to mobile homes shall be copper or other acceptable metallic tubing and shall be permanently installed and securely fastened in place. All fuel storage tanks or cylinders shall be securely fastened in place and shall be located underground at each mobile home lot or at a central storage area except in mobile homes using individual propane cylinders or tanks.~~

~~15.30.160. Fire protection.~~

~~A. The mobile home park area shall be subject to the rules and regulations of the Fire Prevention Bureau of the Fire Department of the City of Mountlake Terrace.~~

~~B. Standard fire hydrants of five-inch M.V.O. shall be located within 330 feet of each mobile home or building.~~

~~15.30.170. Operation, maintenance, and repair.~~

~~A. Responsibility of Park Owner or Operator. The owner or operator of a mobile home park shall be jointly responsible with the mobile home owner for securing the maintenance of all structures and their sites.~~

~~B. Maintenance Standards. Every structure shall be maintained in an approved, safe, and sanitary condition and in a state of approved repair.~~

~~C. Working Condition of Required Devices. All devices, installations, and safeguards required by this title shall be maintained in approved working order.~~

~~D. Structures Not to Obstruct Openings or Prevent Inspections. No structure shall be erected, placed or maintained so as to obstruct a required opening in a cabana or awning, a required open space on a site, or prevent inspection of electrical and sanitation facilities or trailer equipment.~~

~~E. Designation of Mobile Home as Unfit for Human Habitation. Any mobile home which shall be found by the City Health Officer to be so damaged, decayed, dilapidated, insanitary, or vermin-infested that it creates a nuisance or is a hazard to the health or safety of the occupants or of the public, shall be designated as unfit for human habitation.~~

~~F. Mobile Home Unfit for Human Habitation Prohibited in Park. No owner or operator of a mobile home park shall permit a mobile home to remain in the park when the mobile home has been designated as unfit for human habitation.~~

~~15.30.180. Refuse disposal.~~

~~A. The storage, collection and disposal of refuse in the mobile home park shall be so managed as to create no health hazards, rodent harborage, insect-breeding areas, accident or fire hazards or air pollution.~~

~~B. All refuse shall be stored in fly-tight, watertight, rodentproof containers, which shall be located not more than 150 feet from any mobile home space. Containers shall be provided in sufficient number and capacity to properly store all refuse.~~

~~C. Racks or holders shall be provided for all refuse containers. Such container racks or holders shall be so designed as to prevent containers from being tipped, to minimize spillage and container deterioration, and to facilitate cleaning around them.~~

~~D. All refuse shall be collected at least weekly. Where suitable collection service is not available from municipal or private agencies, the mobile home park operator shall provide this service. All refuse shall be collected and transported in covered vehicles or covered containers.~~

~~15.30.190. Registration of occupants – Reporting of communicable diseases.~~

~~A. Every mobile home park owner or operator shall maintain a register containing a record of all mobile homes and occupants using the mobile home park. Such register shall be available to any authorized person inspecting the park, and shall be preserved for the period required by the health officer. Such register shall contain:~~

- ~~1. The names and addresses of all mobile home occupants stopping in the park;~~
- ~~2. The make, model and license number of the motor vehicle and mobile home;~~
- ~~3. The state, territory, or county issuing the mobile home license;~~
- ~~4. The dates of arrival and departure of each mobile home.~~

~~B. Reporting Communicable Diseases. Every owner, operator, attendant, or other person operating a mobile home park shall notify the local health officer immediately of any suspected communicable or contagious disease within the mobile home park. In the case of diseases diagnosed by a physician as quarantinable, the departure of a mobile home or its occupants of the removal therefrom of clothing or other articles which have been exposed to infection, without approval of the health officer is prohibited.~~

~~C. Health, Rodent and Vermin Prevention. Mobile home parks shall be maintained free from rodents and vermin.~~

~~15.30.200. Supervision.~~

~~The person to whom the permit for a mobile home park is issued shall at all times operate the park in compliance with this chapter and regulations issued thereunder, and shall provide adequate supervision to maintain the park, its facilities and equipment in good repair and in a clean and sanitary condition at all times.~~

~~15.30.210. Inspection of mobile home parks.~~

~~A. The City Manager is hereby authorized and directed to have inspections made to determine the condition of mobile home parks located within the City of Mountlake Terrace, in order that he may perform his duty of safeguarding the health and safety of occupants of mobile home parks and of the general public.~~

~~B. The City Manager or his representative shall have the power to inspect the register containing a record of all mobile homes and occupants using the mobile home park.~~

~~15.30.220. Penalties.~~

~~Any person who violates any provision of this chapter, or any provision of any regulation adopted by the health officer pursuant to authority granted by this chapter, shall upon conviction be punished by a fine not to exceed \$300.00, or by imprisonment for not more than 90 days, or by both such fine and imprisonment.~~

~~15.30.230. Conflict of ordinances.~~

~~In any case where a provision of this chapter is found to be in conflict with a provision of any zoning, building, fire, safety, or health ordinance or code of this City existing on the effective date of the ordinance codified in this chapter, the provision which establishes the higher standard for the promotion and protection of the health and safety of the people shall prevail. In any case where a provision of this chapter is found to be in conflict with a provision of any other ordinance or code of the City of Mountlake Terrace existing on the effective date of the ordinance codified in this chapter which establishes a lower standard for the promotion and protection of the health and safety of the people, the provisions of this chapter shall be deemed to prevail, and such other ordinances or codes are hereby declared to be repealed to the extent that they may be found to conflict with this chapter.~~

Chapter 19.35. MANUFACTURED HOME PARK DISTRICT

19.35.010 Purpose.

The purpose of the Manufactured Home Park (MHP) District is to provide land for the continued use of existing manufactured homes and retain manufactured home parks as a source of affordable detached housing.

19.35.020 Development Regulations.

- A. New uses and structure replacements shall be consistent with the use and development regulations of this Chapter.
- B. Every manufactured home lot shall be identified with an individual site number in logical numerical sequence, and so shown on an official site plan.
- C. Manufactured home lots shall not be subject to a maximum density if the use is consistent with the provisions of the Permitted Uses section of this Chapter.
- D. Manufactured home parks shall be subject to the following structural setbacks:
 - 1. From any property line: 5 feet
 - 2. Structural separation between manufactured homes: 6 feet, with the following exceptions.
 - a. Structures built to 42 USC Sec. 5401-5403 standards (amended in 2000) shall maintain a minimum of 5 feet of separation.
 - b. One-hour fire resistant structures may be attached to and touching the unit being served and shall maintain a minimum of 3 feet of separation from adjacent manufactured homes.
 - c. Carports may encroach into the structural separation.
- E. Manufactured home parks shall provide amenity area equivalent to 60 square feet per unit. Amenity areas shall have no dimension less than six feet and shall consist of open space, landscaping, play areas, seating, or similar elements.
- F. One parking stall shall be required per unit.

19.35.030 Continued Use Provisions.

Manufactured home parks shall be located in and limited to the MHP District. It is the intent of the City to maintain existing manufactured home parks to the extent feasible, due to the benefit they provide the residents of Mountlake Terrace as a source of affordable

housing. Any proposal to change the Comprehensive Plan designation from Manufactured Home Park to another designation shall be processed according to the applicable procedures of the MTMC, and shall require demonstration by the property owner that the proposal is due to circumstances beyond the owner and operator's control that have resulted in no reasonable economic use of the property under the regulations of this Chapter.

19.35.040 Nonconforming Manufactured Home Parks

Any pre-existing, legally established manufactured home park are considered permitted and may continue. Nonconforming site improvements may be rebuilt, repaired, and enlarged, provided the nonconformity was legally established prior to September 3, 2026.

DRAFT

Chapter 19.65. EMPLOYMENT DISTRICT

19.65.010. Applicability.

The regulations of this chapter apply specifically to land within the Employment District. Provisions contained herein shall govern new development and redevelopment that alters the footprint of an existing building and requires a Site Development Plan pursuant to Chapter 19.110 MTMC. Where provisions of this chapter conflict with city-wide zoning or development regulations, the provisions of this chapter shall prevail unless otherwise noted.

19.65.020. Dimensional requirements.

Development in the Employment District shall be subject to the dimensional requirements and exceptions of the table below.

Dimension	Requirement	
	Property lines abutting a non-residential zone	Property lines abutting a residential zone
Front setback	15 feet	
Side setback	0 feet	10 feet
Rear setback	0 feet	30 feet
Building Height ¹	70 feet	50 feet
Lot coverage	50% ²	
Open space	20% ³	
Landscaping	5%	

¹ Sites abutting both a residential and non-residential zone shall be subject to the lower height standard, however an additional foot of building height shall be granted for every two feet of additional setback beyond the minimum required from the property line abutting the residential district, not to exceed 70 feet.

² An increased lot coverage of 70% is permitted if a pedestrian activity area is provided, consistent with the standards of this chapter

³ Open space calculations include landscaping area pursuant to MTMC 19.65.040(A).

19.65.030. Binding site plan.

When a development site is divided through Binding Site Plan, the development standards of this chapter are applied to the parent lot and not the individual lots created by the Binding Site Plan.

19.65.040. Landscaping and open space requirements.

- A. The site shall consist of a minimum of 20% landscaping and open space. Open space may consist of vegetation or water and may include required landscaping pursuant to subsection (B) of this section. Up to 50% of the required landscaping and open space

area may be provided by permanent dedication of a conservation easement to the City, a land trust, or another entity acceptable to the City of Mountlake Terrace.

- B. At least 5% of the site or 2,000 square feet, whichever is greater, shall be fully landscaped. A contiguous landscaping bed measuring at least 500 square feet shall be situated toward the primary entrance of the development and public right-of-way.
- C. Developments adjoining the Interurban Trail shall provide a landscape corridor of trees parallel with the trail, planted no more than 50 feet on center.
- D. Any parking lot in excess of ten cars shall provide a minimum of one contiguous, 150-square-foot landscaped island within the parking area per each ten parking spaces.
 - 1. Each landscaped island shall have a minimum dimension of five feet.
 - 2. Each landscaped island shall contain landscaping consisting of at least one tree and ground cover and/or shrubs.
 - 3. In lieu of multiple landscaped islands, the applicant may propose fewer, larger landscaped area(s) measuring the same or larger area as would otherwise be required, to support a larger tree species if it would provide greater ecological and shade benefits, as supported by a report by a professional arborist or landscape architect.

19.65.050. Pedestrian activity and connectivity.

- A. A pedestrian activity area shall be provided along the property frontage, measuring at least 12 feet, measured from the face of the curb.
 - 1. The activity area may be located on private property or the right-of-way, or a combination of both.
 - 2. Pedestrian activity areas shall serve as an extension of the public sidewalk, constructed of the same materials, color, and finish.
 - 3. Street trees shall be provided within the public sidewalk or the pedestrian activity area, within sidewalk tree grates with appropriate root barriers.
- B. Pedestrian walkways measuring a minimum of five feet in width and surfaced in materials that provide visual demarcation shall be provided throughout the site to connect building entries to parking areas, public sidewalks, transit stops, and other pedestrian activity areas.

19.65.060. Building massing and façades.

- A. Buildings shall feature a distinctive roofline through projecting parapet walls, cornices, upper level stepbacks, or pitched roof forms.
- B. Building façades shall feature architectural treatment. Two of the following elements shall be provided on each façade:
 - 1. Awning or canopies
 - 2. Secondary building entries featuring glazing (applicable only to side and rear façades)
 - 3. Bulkhead measuring two feet in height, located at the base of the exterior wall
 - 4. Varied rooflines of at least two feet in height
 - 5. Projecting cornices
 - 6. Green walls
 - 7. Window transparency area measuring at least 25% of the façade
 - 8. Wall projections and recesses measuring at least two feet from the plane of the exterior building wall
 - 9. Variation in cladding material
- C. Any ground floor facing the street shall feature a minimum of 25% window transparency area.

19.65.070. Screening requirements.

- A. Loading and service facilities shall not be located within 60 feet of any Residential district unless no other location is possible due to site constraints.
- B. Dumpsters shall be located on a paved surface, located to avoid obstructing pedestrian or vehicular traffic, and enclosed. Enclosures shall be constructed of durable materials and reviewed for architectural consistency with the principal building. Screening elements shall allow for efficient service delivery and removal operations.
- C. Noise-producing mechanical equipment such as fans, heat pumps, etc., shall be located and/or shielded to minimize sounds and reduce impacts to adjacent properties.

- D. All site and parking lot lighting shall be shielded from the night sky and adjacent properties to prevent light spill.
- E. Parking lots that abut the public right-of-way shall be screened with a combination of the following:
 - 1. Landscaping consisting of trees, groundcover, and evergreen shrubs.
 - 2. Raised planter walls no taller than three feet, planted with evergreen shrubs on top.
 - 3. Low walls constructed of wood, concrete, or masonry, no taller than three feet.

DRAFT

Chapter 19.40 MU – MIXED USE DISTRICT

19.40.010 Purpose of Mixed Use zoning district.

The purpose of the Mixed Use District development regulations is to:

- A. Implement the goals and policies of the Mountlake Terrace Comprehensive Plan.
- B. Promote a mix of housing, retail, service, office, and community land uses.
- C. Foster a sense of place in each Mixed Use zone.
- D. Encourage development that is pedestrian-oriented and human scale, easily accessible, and economically viable.
- E. Support walkability and connectivity throughout Mountlake Terrace.

19.40.020 Applicability.

- A. Regulations of this chapter apply specifically to land within the Mixed Use District, which includes the Neighborhood Mixed Use zone (NMU) and the Gateway Mixed Use zone (GMU).
- B. The provisions of this chapter shall govern new development and redevelopment that increases the size of a building by more than 10% of its original floor area within the NMU and GMU zones.
- C. All exterior alterations and modifications to existing buildings shall be required to meet the applicable building design standards of this chapter.
- D. The regulations herein are in addition to city-wide zoning and development regulations, or where the provisions of this chapter conflict with the provisions of any other section, this chapter shall prevail unless otherwise noted.
- E. Special provisions for existing single-unit dwellings. An existing detached single-unit dwelling and its associated improvements such as garages, carports, storage sheds and fences are considered permitted and may be rebuilt, repaired, enlarged, and otherwise changed for human occupancy, provided the use was legally established prior to **September 3, 2026**. Any such improvements shall comply with the development regulations specified for the R-1 zoning district for single-unit dwellings and accessory structures.

19.40.030 Dimensional standards for Mixed Use zones.

A. *Purpose.* To promote forms of development that reinforce and/or enhance the desired character of the Mixed Use district.

B. Key to the Dimensional Standards Table.

1. The dimensional standards table addresses the form and intensity of development specific to each Mixed Use zone. The zone is located on the vertical column and the form/intensity topic being addressed is located on the horizontal row. Where a (-) is located at where the row and column intersect, there is no corresponding dimensional standard for the zone.
2. Where an MTMC reference appears after the dimensional measure, then the use or development is subject to standards in that section or chapter.
3. For standards containing a superscript number, refer to the additional provisions in the right column.

C. Dimensional standards are found in Table 1 below.

Table 1: Dimensional Standards for Mixed Use Zones

Dimensional Standard	NMU	GMU	Additional Provisions
BUILDING MASSING			
Minimum building height (stories)	-	6	¹ Rooftop amenities meeting the provisions of MTMC § 19.40.050(D)(7) are not considered a “story” pursuant to this Title.
Maximum building height (stories) ¹	4	10	
Lots abutting minor arterials ²	5		
Blocks adjacent to Town Center ²	6		
Maximum building height (stories) with incentives of MTMC 19.40.080 ¹	6	12	² Developments abutting minor arterials and adjacent to Town Center are subject to the more permissive standard.
Height Stepbacks ³			³ Required for any building side fronting a public street or residential zone
Stepback dimension (feet)	10	10/20 ⁴	
Stepback location (stories)	After 4	After 6/ after 10 ⁴	
Maximum floor area ratio (FAR)	-	-	⁴ 10-foot stepback required after first 6 stories, or 20-foot total stepback required after 10 stories

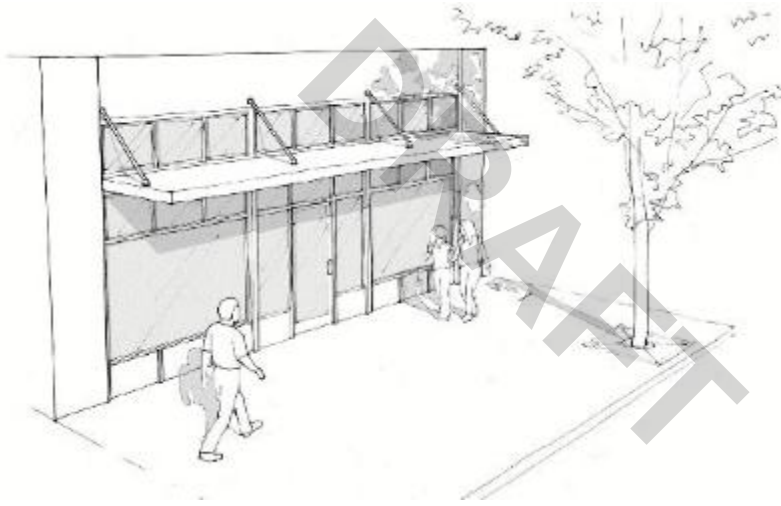
Table 1: Dimensional Standards for Mixed Use Zones

Dimensional Standard	NMU	GMU	Additional Provisions
Lot coverage by structures (maximum)	-	-	Building floor area and lot coverage is determined by height limits, site and building design standards
LOT DIMENSIONS (minimum)			
Lot area	-	-	New lots shall be sized to accommodate permitted uses and development.
Lot width at building setback line	-	-	
Lot width at street	-	-	
Mean lot depth	-	-	
SETBACKS (minimum)			
Street facing setback	See MTMC § 19.40.040 for applicable setback/block frontage standards.		
Side setback (feet)	0 ⁵ /5	0 ⁵ /5	⁵ Buildings 4 stories and taller and abutting another lot zoned NMU or GMU may have 0ft side setbacks with appropriate firewalls.
Rear setback (feet)	5/10 ⁶	5/10 ⁶	⁶ Buildings abutting a Residential district shall be subject to the higher setback.
AMENITY SPACE (minimum)			
Site amenity space (% of lot)	20%	15%	
Residential amenity space	40 sq ft per unit		Required for buildings containing residential use.

19.40.040 Frontage requirements.

- A. *Purpose.* To enhance pedestrian environments by emphasizing activated ground-level block frontage designs for commercial, mixed-use, and multifamily developments; to minimize potential negative impacts of driveways and off-street parking facilities; to promote good visibility between buildings and the street for pedestrian safety; and to create a more welcoming and interesting streetscape.

- B. Unless exempted pursuant to MTMC 19.95.030(B), all development and redevelopment shall be required to install public sidewalks conforming to City standards along the property frontage. The sidewalk shall be designed as a continuation of, and an extension to, the existing or planned network of street sidewalks for the area and accommodate all planned improvements for and along sidewalks, e.g., benches, lighting, landscaping. A public pedestrian and sidewalk improvement easement shall be provided in a form acceptable to the City.
- C. *Block frontage types.* The block frontage types include Storefront and Landscaped. All development shall be required to follow the Landscaped block frontage standards unless the property faces a Minor Arterial pursuant to the Roadway Classification Map:
1. *Storefront.* Storefront block frontages are the most vibrant and active shopping and dining areas within Mountlake Terrace. Storefront block frontages include continuous storefronts placed along the sidewalk edge with small-scale shops and business entries.



2. *Landscaped.* Landscaped block frontages emphasize landscaped street setbacks, clear pedestrian connections between the building and the sidewalk, and minimized surface parking lots along the frontages.



Table 2: Block Frontage Standards

ELEMENT	BLOCK FRONTAGE TYPE	
	Storefront	Landscaped
Ground floor land use	Nonresidential street-facing use.	Residential or Nonresidential
Ground floor ceiling height	12' minimum finished floor to ceiling.	-
Building entrance	Primary building entrances shall face the street.	Primary building entrances shall face the street or a site amenity area that is visible from the street.
Street setback	0'	Minimum 10'
Parking location	Shall be below, above, and/or behind the building.	
Landscaping	-	All areas between the sidewalk and the building shall be landscaped, excluding pathways, porches, decks, amenity spaces and other pedestrian-oriented space. Such areas shall contain Types I, II, or IV landscaping (as defined in MTMC § 19.130.240). Rain gardens and other forms of stormwater management may be incorporated.

19.40.050 Site design standards.

A. Site design purpose

1. To enhance circulation and access for pedestrians;
2. to create outdoor space that contributes to a residential setting;

3. to provide plaza areas that attract shoppers to commercial areas; and
4. to enhance opportunities for active and passive activities.

B. General site standards.

1. Inter-site connectivity shall be provided to allow pedestrians access to adjacent properties from within and through the site.
2. Buildings and contiguous building lines shall be limited to 330 feet to provide pedestrian access.
3. Chain link fencing is prohibited.

C. Required amenity space. Amenity space shall meet the minimum size requirements of MTMC § 19.40.030, Table 1.

1. Required site amenity space may be comprised of the types described in subsection (D) of this section. Each site amenity type may account for a percentage of the total required site amenity space, as follows:
 - a. Pedestrian plaza: up to 75%
 - b. Pedestrian corridors: up to 50%
 - c. Widened Sidewalk: up to 75%
 - d. Green open space: up to 50%
 - e. Children's playground: up to 25%; required for residential development containing 75+ units, except senior housing
 - f. Woonerf: up to 50%
 - g. Shared roof amenity: up to 50%
2. *Residential amenity space.* Residential amenity space is intended to provide private amenities and open space for the sole use of the development residents. Such spaces may be private to individual units or shared by residents. Residential amenity space is required for all developments containing residential use. Individual amenity spaces that are larger than the required minimum per unit as described in Table 1 shall not count toward other unit amenity requirements unless accessible to

those units. Each residential amenity type may account for a percentage of the total required residential amenity space, as follows:

- a. Balconies, measuring a minimum of 32 square feet, with no dimension less than 4 feet: up to 50%
- b. Roof decks: up to 75%
- c. Usable, recreational interior space limited to resident use: up to 25%
- d. Individual ground-level open space: up to 50%

D. *Site amenity space design requirements.* Site amenity space is intended to provide common amenities and/or site connectivity for all users of the development. Amenity space shall be accessible for all users of the site and shall meet the design requirements of one of the following:

1. Pedestrian plazas.

- a. Pedestrian plazas shall measure a minimum of 1,000 square feet with no dimension of less than 15 feet.
- b. Landscaping including trees shall be integrated.
- c. Pedestrian amenities including lighting, seating shall be integrated.
- d. Each plaza shall have at least one plaza amenity such as a fountain, sculpture, skate park, amphitheater, or similar element approved by the City.



2. Pedestrian corridors.

- a. Pedestrian corridors shall measure a minimum of 10 feet in width.

- b. Pedestrian corridors shall provide connectivity through the site, including connections between the public sidewalk and building entries.
- c. Pedestrian corridors shall include a pedestrian pathway and landscaped areas.
- d. The pedestrian pathway shall measure a minimum of 5 feet in width.
- e. Landscaping may be integrated throughout the corridor or located within landscape islands or planters. Trees shall be integrated into the landscaping materials.
- f. Pedestrian pathways shall be constructed of contrasting surface materials and/or patterns to provide visual delineation from paved surfaces.
- g. Pedestrian-scale lighting shall be included.



3. Widened sidewalk.

- a. Widened sidewalks shall exceed the minimum required sidewalk width by 5 feet, as measured within the property, to provide a public gathering area.
- b. Widened sidewalk areas that measure more than 20 feet in width shall be considered pedestrian plazas, provided the minimum size requirement of subsection (D)(1)(a) is met.
- c. Widened sidewalk areas shall include seating and pedestrian-scale lighting.



4. Green open space.

- a. Green open space shall measure a minimum of 20 feet in any direction.
- b. Green open space shall be usable to residents and shall allow pedestrian access. Trees may be proposed for shade, provided access through the space is not impeded.
- c. Green open space shall contain pedestrian amenities such as seating, shade structures, picnic facilities, or similar elements.
- d. Green open space may contain pedestrian pathways that connect to building entrances or other amenities.
- e. Plant materials shall consist of native and drought-tolerant species.



5. Children's playground.

- a. Playground areas shall be a minimum of 500 square feet and shall be located in an area that is highly visible to residents.

- b. Play areas shall be designed for a variety of ages, activities, and motor skills.
 - c. Safety measures shall be included to protect children from vehicular traffic, such as low fencing or landscaping.
 - d. Shade and rest areas shall be included.
 - e. Children's playgrounds are required for developments containing 75 dwelling units or more, except for senior housing developments.
6. Woonerf. Woonerfs shall be constructed to the standards of the Mountlake Terrace Engineering Development Manual.



7. Shared rooftop amenity.
- a. Shared rooftop amenities include roof decks, gardens, outdoor seating, and non-residential tenant space.
 - b. When structural elements are proposed as part of the rooftop amenity, they shall be set back from the street-facing edge of the roof by a minimum of 20 feet.
 - c. Rooftop amenities shall be accessible to the public (or residents of the building for residential-only developments).
 - d. Design elements for shared rooftop amenity spaces shall include seating areas, lighting, landscaping, or similar features that encourage use.



19.40.060 Parking standards.

The provisions herein supplement the off-street parking provisions in Chapter 19.125 MTMC. Where there is a conflict, the provisions herein shall apply.

A. Off-street parking standards for residential uses are set forth in Table 3a below.

Table 3a: Off-street parking standards for residential uses (minimum number of spaces/dwelling unit).

Unit Type	NMU	GMU
Studio	0.75	0.5
1-bedroom	1.0	0.75
2-bedroom	1.0	1.0
3-bedrooms +	1.5	1.25

B. Off-street parking standards for commercial uses are set forth in Table 3b below.

Table 3b: Off-street parking standards for commercial uses (minimum number of parking spaces required).

Use	NMU and GMU
Retail	2/1,000 sf gross leasable area
Daycare centers	
Eating/drinking establishments	
Entertainment center	
Fitness center	
Fuel station	

Table 3b: Off-street parking standards for commercial uses (minimum number of parking spaces required).

Use	NMU and GMU
Medical office/clinic	
Performing arts center	
Personal services	
Professional office	
Religious facility	
Hotels/motels	1/unit or suite
Schools	0.75/classroom

- C. On-Street Parking. On-street parallel parking shall be provided to enhance the appearance and function of the streetscape wherever feasible, as determined by the City Engineer. On-street parking located in the parking lane directly in front of a site shall not be counted toward off-street parking requirements.

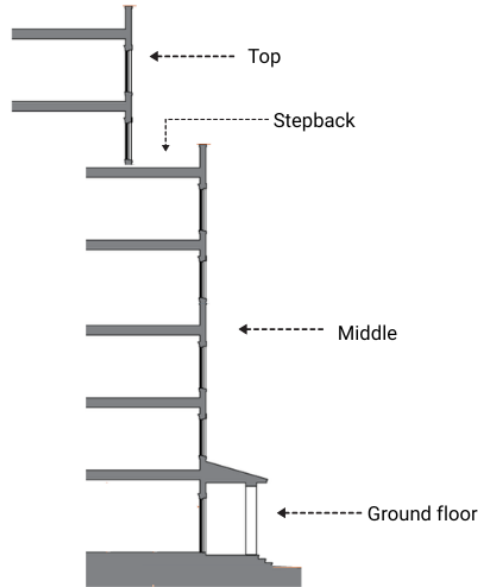
19.40.070 Building design standards.

A. Purpose and applicability.

1. To promote buildings with architectural character that reinforce the vision of the Comprehensive Plan and emphasize the pedestrian orientation of the Mixed Use District.
2. These design standards are intended to be objective. All design review shall be conducted administratively.

B. Building sections defined.

1. Ground floor: the pedestrian realm; where pedestrians access the building and businesses within the building.
2. Middle: located between the ground floor weather protection and the upper extent of the first stepback, pursuant to Table 1 of this chapter.
3. Top: all building stories located above the first required stepback pursuant to Table 1 of this chapter. Buildings that do not exceed the height of the required stepback do not have a top section under this chapter.



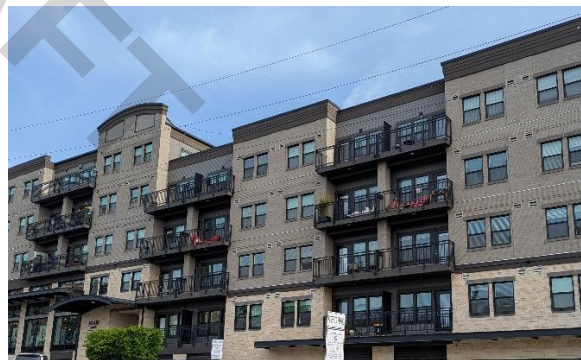
C. Massing, modulation, articulation

1. Nonresidential buildings and nonresidential portions of mixed-use buildings shall include articulation features to create a human-scaled pattern, particularly on the ground floor.
2. Building articulation shall appear structural, such as a cantilevered element, alcove building entry, or a projection that extends through multiple floors.
3. Ground floor articulation requirements.
 - a. Articulation intervals shall be aligned with tenant spaces wherever feasible.
 - b. Buildings without multiple tenants shall be articulated into intervals of at least 40 feet. The articulation interval width may be adjusted based on the proposed interior configuration. Floor plans shall be submitted to justify wider articulation intervals.



4. Middle building section articulation requirements.

- a. The middle section of the building shall be articulated into intervals of at least 40 feet. The articulation interval width may be adjusted based on the proposed interior configuration. Floor plans shall be submitted to justify wider articulation intervals.
- b. Articulation intervals shall include projections and offsets that measure at least 3 feet in depth from the plane of the building.



5. Articulation is not required on the top building section.

D. Building materials

1. Wood, including mass timber, stone, and brick are encouraged on all building facades. These materials may be used with no limitation.
2. Limited use materials. The following materials are limited in their use. The limitations are calculated per façade.

- a. Concrete masonry unit (CMU): limited to 30% of the surface area
 - b. Metal siding: limited to 30% of the surface area and shall have a nonreflective surface.
 - c. Exterior insulation and finish system (EIFS): limited to 20% of the surface area and shall have a smooth or sand finish only. EIFS shall be sheltered from weather by roof overhangs and shall not be used on the ground floor.
 - d. Cement fiber: limited to 40% of the surface area for commercial and mixed-use buildings and 70% for residential buildings.
3. Prohibited materials: Fiberglass, vinyl and plastic, plywood, T-111, shiny or reflective surfacing.

E. Building details

- 1. Design standards shall apply to all signs of the building, with the exception of required fire walls.
- 2. Corporate architecture is prohibited. Corporate architecture is defined as building features and/or designs that reinforce a corporate identity, limiting the building's ability for adaptive re-use. It does not include signage.
- 3. Ground floor and middle sections of buildings shall not have blank walls in excess of ten feet in height and 20 feet in width when visible from any street, public space, or amenity space. Blank walls shall be treated with landscaping, artwork, or other means that meet the design standards.
- 4. Building signage shall be considered in architectural design, including identifying location and sign types.

F. Façade transparency. Each building section shall be required to provide a minimum window area:

- 1. Ground floor
 - a. Street-facing façade
 - i. Nonresidential use: 70%
 - ii. Residential use: 40%
 - b. All other facades: 25%

2. Middle: 20%

3. Top: 20%

G. Weather Protection

1. For buildings abutting the sidewalk, weather protection is required measuring a minimum of 5 feet in depth over at least 75% of the street-facing façade.
2. For building façades not abutting the sidewalk, weather protection is required measuring a minimum of 3 feet in depth over individual tenant entries and minimum 5 feet in depth over shared entries and abutting pedestrian corridors.
3. Weather protection shall not interfere with street trees, streetlights, or street signs. A minimum vertical clearance of 10 feet is required.
4. Weather protection may encroach into the public right-of-way with an approved Right of Way Use Agreement, provided the area has no subgrade utilities.



H. Storefronts. Commercial and mixed-use buildings shall be designed with pedestrian-scale interest on the ground floor. Three items shall be selected from the list below.

1. Glazed entry doors
2. Transom or clerestory window
3. Bulkhead below the storefront window measuring at least 2 feet in height
4. Ground level clad in differing material than upper levels
5. Alcove entry

6. Weather protection extending beyond the minimum depth of this section and covering the entire building façade
7. Storefront windows facing rear or side amenity areas
- I. Cantilevered Upper Floors. Upper floors may cantilever over the plane of the ground floor outer wall, provided all the following standards are met:
 1. The cantilevered portion is fully on site.
 2. At least 13 feet of clearance is provided beneath the cantilever.
 3. The cantilever is at least 10 feet from the center of any trees within the sidewalk/planting area.
 4. The cantilever is at least three feet from any light pole and its associated fixture.
- J. Roofs and Stepback lines
 1. Flat roofs
 - a. Mechanical equipment shall be screened behind a parapet wall or similar, or set back at minimum of 10 feet from the building edge to reduce visibility from the street.
 - b. Flat roofs shall be the primary roof form on any building eight stories in height or taller.
 2. Pitched roofs
 - a. Pitched roofs shall feature modulated roofline components that correspond to the required building articulation intervals.
 - b. Pitched roofs shall feature overhanging eaves that extend a minimum of 12" beyond the plane of the outer wall.
 - c. The minimum roof slope for gable roof forms shall be 4:12.
 3. Rooflines that feature modulation at varied heights with a difference of at least two feet at the required articulation intervals may feature a combination of roof pitches.

4. Buildings shall have a projecting cornice line at the upper extent of the first required height stepback. Buildings with flat roofs and no building stepback shall feature a projecting cornice at the roof line.

K. Windows and trim.

1. Windows and/or window groupings shall be primarily vertically oriented on middle and top building sections.
2. Where window trim is provided as a design element, it shall be present on all sides of the building.
3. Windows shall be transparent.

L. Service equipment.

1. Service and mechanical equipment shall be screened. Screening may be achieved through landscaping, a parapet wall, fencing, or similar means.
2. Dumpsters shall be located on paved surfacing, located to avoid obstructing pedestrian or vehicular traffic, and enclosed. Enclosures shall be constructed of durable materials and reviewed for materials and architectural consistency with the principal building. Screening elements shall allow for efficient service delivery and removal operations.
3. Noise-producing mechanical equipment such as fans, heat pumps, etc., shall be located and/or shielded to minimize sounds and reduce impacts to adjacent properties.
4. Utility meters, electrical conduit, and other service utilities shall be located and/or designed to minimize their visibility to the public. If such elements are mounted in a location visible from the street, sidewalk, amenity area, or parking area, they shall be screened with vegetation and/or integrated into the building's architecture.

19.40.080 Incentives and Bonuses

A development in the Mixed Use District may receive certain incentives through the following incentive programs.

- A. Affordable housing bonus. Developments containing a minimum of 20% affordable housing units as defined in Chapter 3.96 MTMC are eligible for a building height bonus pursuant to MTMC § 19.40.030 Table 1, consistent with one of the following options.

1. Units included in the development consistent with the provisions of Chapter 3.96 MTMC;

2. Payment to the affordable housing construction fund in lieu of including affordable units within the development per MTMC § 3.96.100.
- B. Pedestrian greenscaping incentive. Developments incorporating additional greenery into any required amenity spaces beyond minimum required landscaping areas may reduce the overall size of the amenity space, pursuant to the following.
1. Greenscaping shall include elements such as green walls, indoor green walls, green roofs, green archways, and similar vertical elements that enhance pedestrian spaces and resident enjoyment.
 2. Greenscaping shall be incorporated into required amenity spaces.
 3. Greenscaping areas shall be calculated at 150% their actual size.
 4. A maintenance surety shall be required, calculated at 150% of the value of the actual installation cost for a period no less than three years, to provide for the greenscaping species to become established.



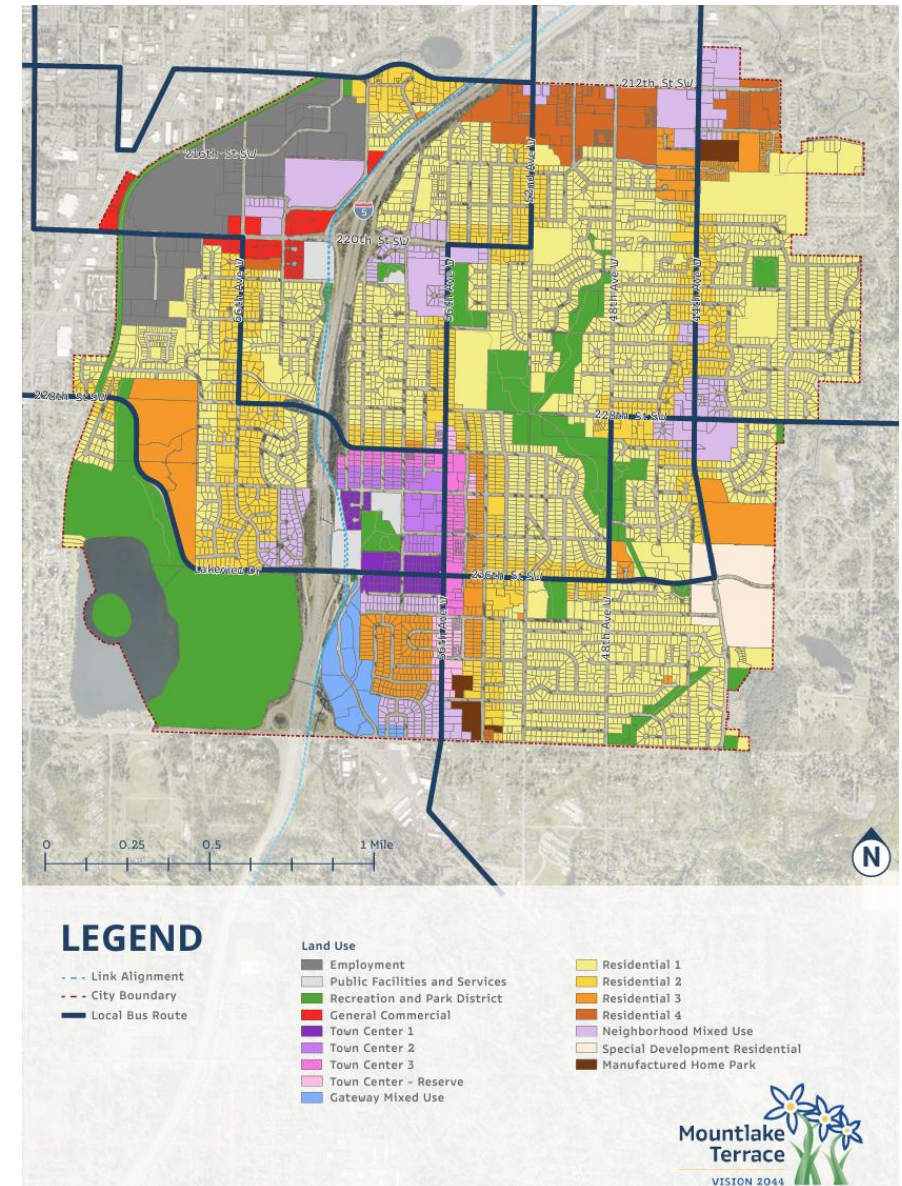
Zoning Phase II

Planning Commission: August 10, 2026

Brooke Eidem, Community Development Director

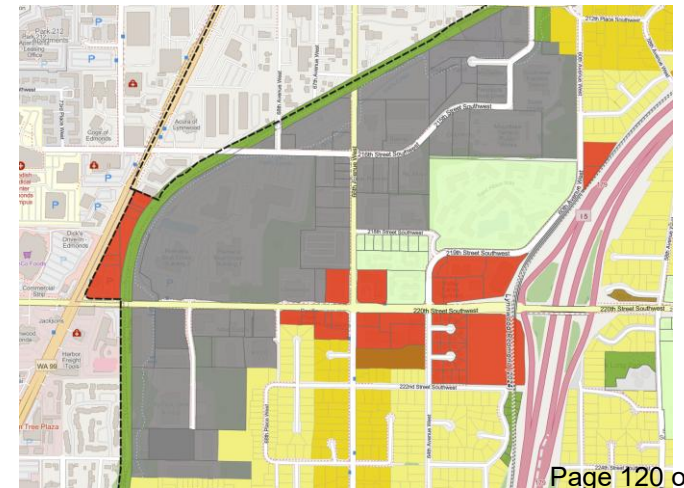
PURPOSE

- Implement Comprehensive Plan
- Help meet housing targets
- Prepare for adoption of new Zoning Map
- Coordinate with Land Use Tables
- Adopt development regulations for 4 new zones:
 - Employment
 - Manufactured Home Park
 - Neighborhood Mixed Use
 - Gateway Mixed Use



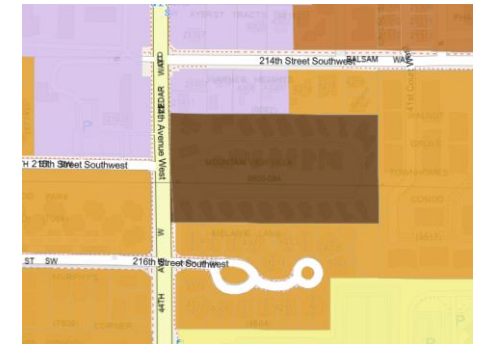
EMP DISTRICT REGULATIONS

- Dimensional standards largely unchanged from LI/OP
- Increased landscaping and open space requirements, consistent with Melody Hill resident requests
 - 20% open space overall – can be any type non-impervious or conservation easement for up to 50% of required area
 - 5% landscaping (or 2,000 sf, whichever is more) – with emphasis on development entry
 - Tree corridor along Interurban Trail
 - Tree canopy in parking lots – 150 sf island per 10 cars or consolidate to support larger tree
- Screening requirements to reduce impacts to residential properties
- Remove SOAB overlay



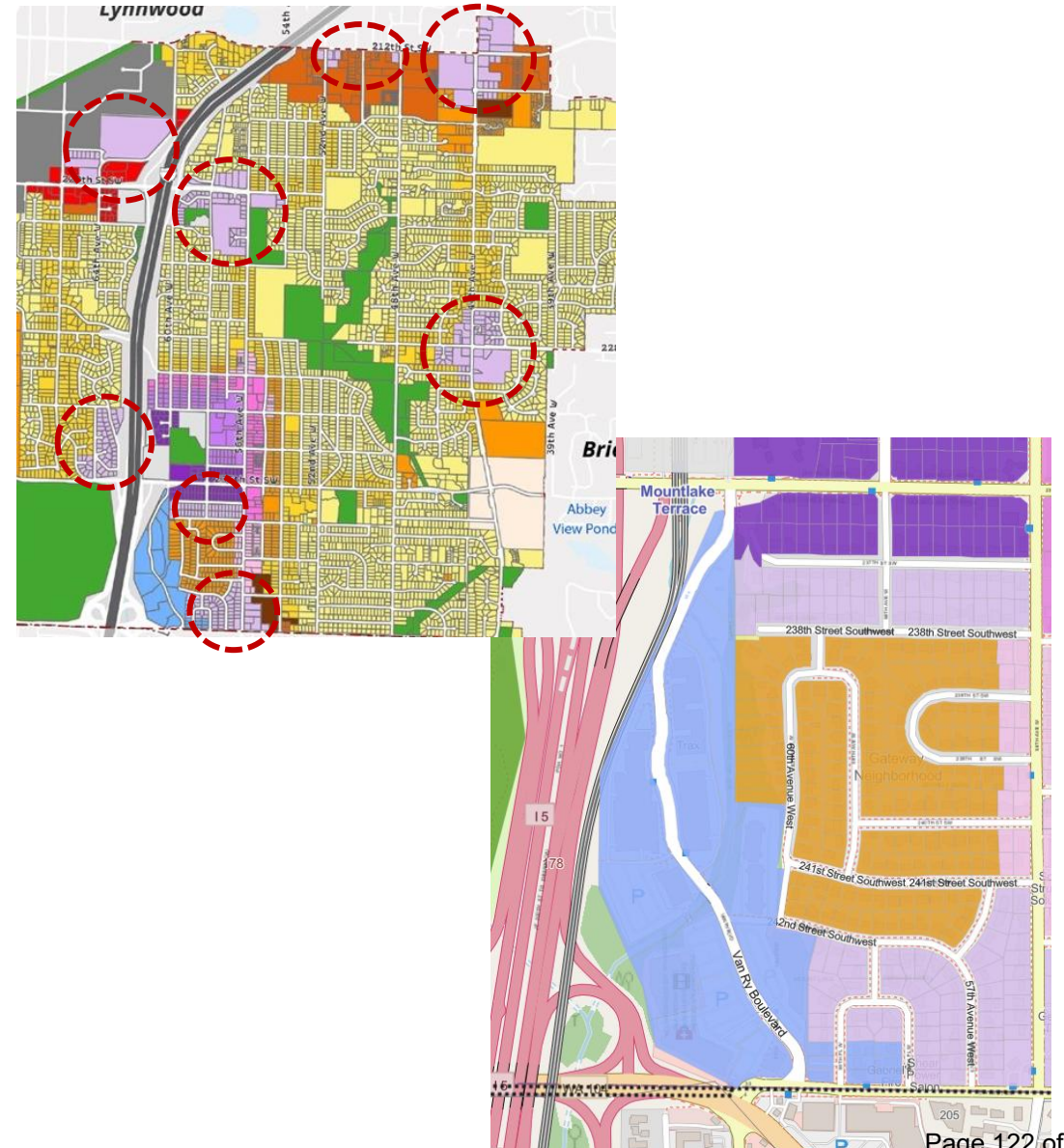
MHP DISTRICT REGULATIONS

- In 15.30: remove all except state mandate that manufactured homes allowed anywhere stick-built is allowed.
- In new 19.35: Development regulations for new manufactured home parks
 - Emphasis on separation between units and amenity area
 - Would only apply if an existing manufactured home park is demolished and then redevelops under new standards
- Continued use and nonconforming regulations
 - Limit manufactured home parks to the MHP district, and ensure existing parks remain
 - Existing nonconformities are considered permitted if legally established



MU DISTRICT REGULATIONS (NMU & GMU)

- Based on Comprehensive Plan, community engagement, Planning Commission input
- More flexibility for existing single-family homes to remain as permitted
- Dimensional standards provide location-based variation, incentives, limited flexibility, and focus on site amenities
 - *Firewall side setback from Planning Commission feedback*
- Landscaped Block Frontage required unless on a Minor Arterial



MU DISTRICT REGULATIONS (NMU & GMU)

- Buildings and building lines limited to 330 feet (typical block length)
- Amenity space
 - Site amenity space for all development
 - Residential amenity space for development containing residential use
- Expanded parking standards list – uses consistent with Land Use Tables
 - Revision to parking standards based on Planning Commission edit
- Building height
 - NMU
 - Max 4 stories by-right, 5 stories on minor arterials (no min)
 - Up to 6 stories abutting Town Center or with housing incentives
 - GMU
 - Min 6 stories, max 10 by-right – 12 stories with housing incentives
 - *Potential*: 12 by-right, 14 or 16 (?) with incentives

MU DISTRICT REGULATIONS (NMU & GMU)

- Building design standards separate buildings into 3 sections
 - Ground floor: most important; storefronts, weather protection, etc.
 - Middle: up to first stepback (if applicable); materials, articulation, windows
 - Top: everything above stepback, may not be present on shorter buildings; primarily materials and windows
- Articulation to appear structural/functional
- Materials broken into encouraged/no limit, limited use, and prohibited
- Weather protection emphasized, particularly where pedestrians will be
- Flat roofs required above 8 stories, other subordinate roof forms allowed
- Incentives proposed:
 - Affordable housing fund; will require new code and amending MTMC Ch. 3.96
 - Greenscaping to encourage vertical elements, helpful in tight spaces

AFFECTED CHAPTERS

- New and amended MTMC Chapters:
 - Ch. 15.30, *Mobile Homes* – amended to → *Manufactured Homes*
 - Ch. 19.35, *Manufactured Home Park District* – **NEW**
 - Ch. 19.40, *Mixed Use District* – **NEW**
 - Ch. 19.65, *Light Industry/Office Park District* – amended to → *Employment District*
- MTMC Chapters repealed by Zoning Phase II:
 - Ch. 19.45, *Community Business District*
 - Ch. 19.60, *Freeway Tourist District*
 - Ch. 19.70, *Sexually Oriented Adult Businesses Overlay*
 - Ch. 19.85, *Special Development District Commercial/Residential*
 - Ch. 19.100, *Freeway/Tourist District Planned Action*

NEXT STEPS

- ✓ • **Planning Commission discussion May 11**
- ✓ • **Planning Commission discussion June 8**
- ✓ • **Planning Commission discussion June 22**
- ✓ • **Planning Commission discussion July 13**
- ✓ • **City Council briefing July 23**
- ✓ • **Planning Commission discussion July 27**
- • **Planning Commission discussion August 10**
- **Planning Commission Public Hearing August 24**
- **City Council review and vote September 3**

DISCUSSION & QUESTIONS

Thank you





PLANNING COMMISSION STAFF REPORT

FROM: Brooke Eidem, Community Development Director

DATE: August 10, 2026

SUBJECT: Zoning Phase II Rezones

SUBJECT SUMMARY:

The Planning Commission will begin discussion of the property rezones to implement the Comprehensive Plan.

BACKGROUND / ANALYSIS:

The Comprehensive Plan was adopted with a vision for four new zones and a new future land use map. The Growth Management Act (GMA) requires the City to provide sufficient land capacity for development, specifically the growth targets allocated by the state (through Puget Sound Regional Council and Snohomish County). GMA also requires implementation of the Comprehensive Plan, and consistency between the Plan and development regulations. Now that the Comprehensive Plan is adopted, it must be implemented in the development code and Zoning Map. Development regulations are proposed under the previous agenda item. This item will rezone the properties and adopt a new Zoning Map.

Employment zone

The Employment zone is located in the northwest corner of the city, in Melody Hill. It was mapped to completely replace the current Light Industry/Office Park zone (LI/OP). This area is also encumbered by the Sexually Oriented Adult Businesses (SOAB) overlay, discussed in Chapter 19.70 MTMC. As mapped, the overlay boundaries are entirely located within the LI/OP zone. The updated Zoning Map will also remove the SOAB overlay.

Manufactured Home Park zone

The Manufactured Home Park zone replaces the current Mobile Home Park zone. It is located in two areas of the city, with one area bisected by the right-of-way of 54th Avenue West and 242nd Street SW.

Mixed Use District - Neighborhood Mixed Use zone and Gateway Mixed Use zone

The Mixed Use zones are located in nodes throughout the city, generally based on proximity to commercial areas, the transit station, and/or freeway access. The Mixed Use nodes are located in areas that replace other zones, including Community Business District (BC), Special Development District Commercial/Residential (SDD C/R), Freeway/Tourist (F/T), and residential zones that were made obsolete by middle housing regulations: Single Household RS 8400, RS 7200, RS 4800, and Multiple Household Low Density (RML), and Multiple Household Medium Density (RMM). While those residential zones have technically been replaced, rezoning

the properties was deferred to this project rather than implementing a temporary, interim zone.

Zoning Map

Also included in this project is revising the zone colors to a more industry-standard palette. This means *industry* is purple and *public* is blue. Other colors are adjusted to make this change and maintain distinct variation.

LINKS:

ATTACHMENTS:

1. presentation



Zoning Phase II – Zoning Map

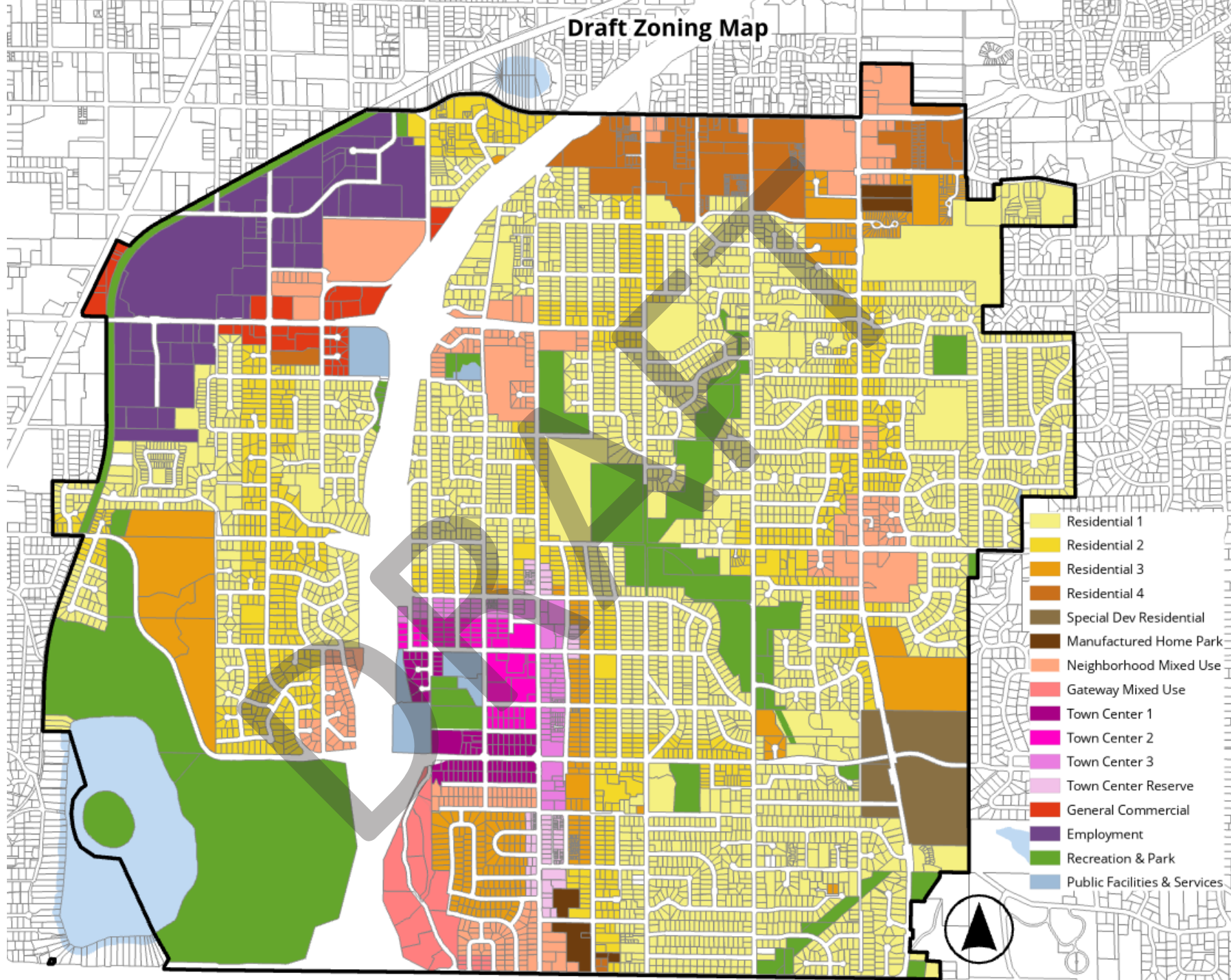
Planning Commission: August 10, 2026

Brooke Eidem, Community Development Director

- Implement Comprehensive Plan
- Help meet housing targets
- Follow adoption of development regulations
- Implement 4 new zones:
 - Employment
 - Manufactured Home Park
 - Neighborhood Mixed Use
 - Gateway Mixed Use



Draft Zoning Map

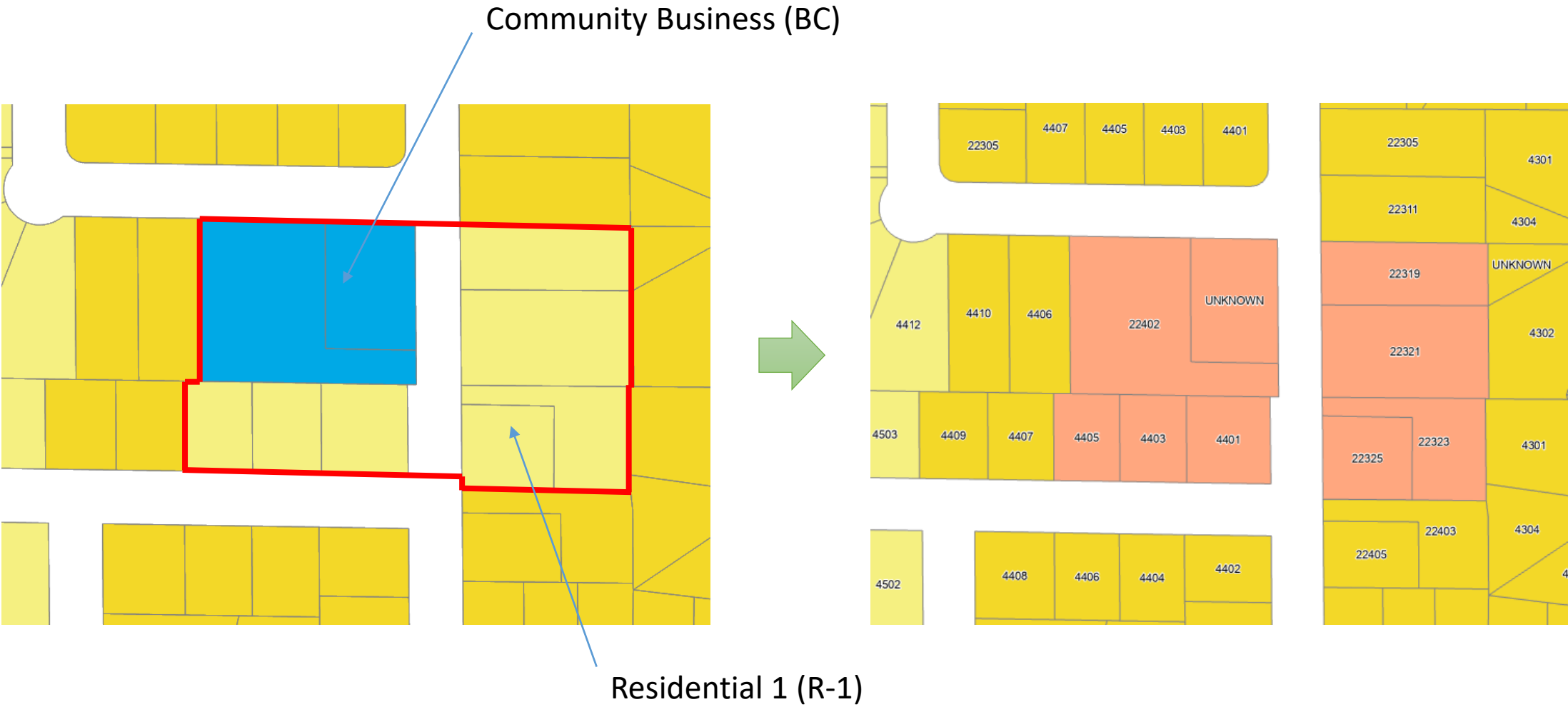


- Residential 1
- Residential 2
- Residential 3
- Residential 4
- Special Dev Residential
- Manufactured Home Park
- Neighborhood Mixed Use
- Gateway Mixed Use
- Town Center 1
- Town Center 2
- Town Center 3
- Town Center Reserve
- General Commercial
- Employment
- Recreation & Park
- Public Facilities & Services



CITY OF
**MOUNTLAKE
TERRACE**

NMU

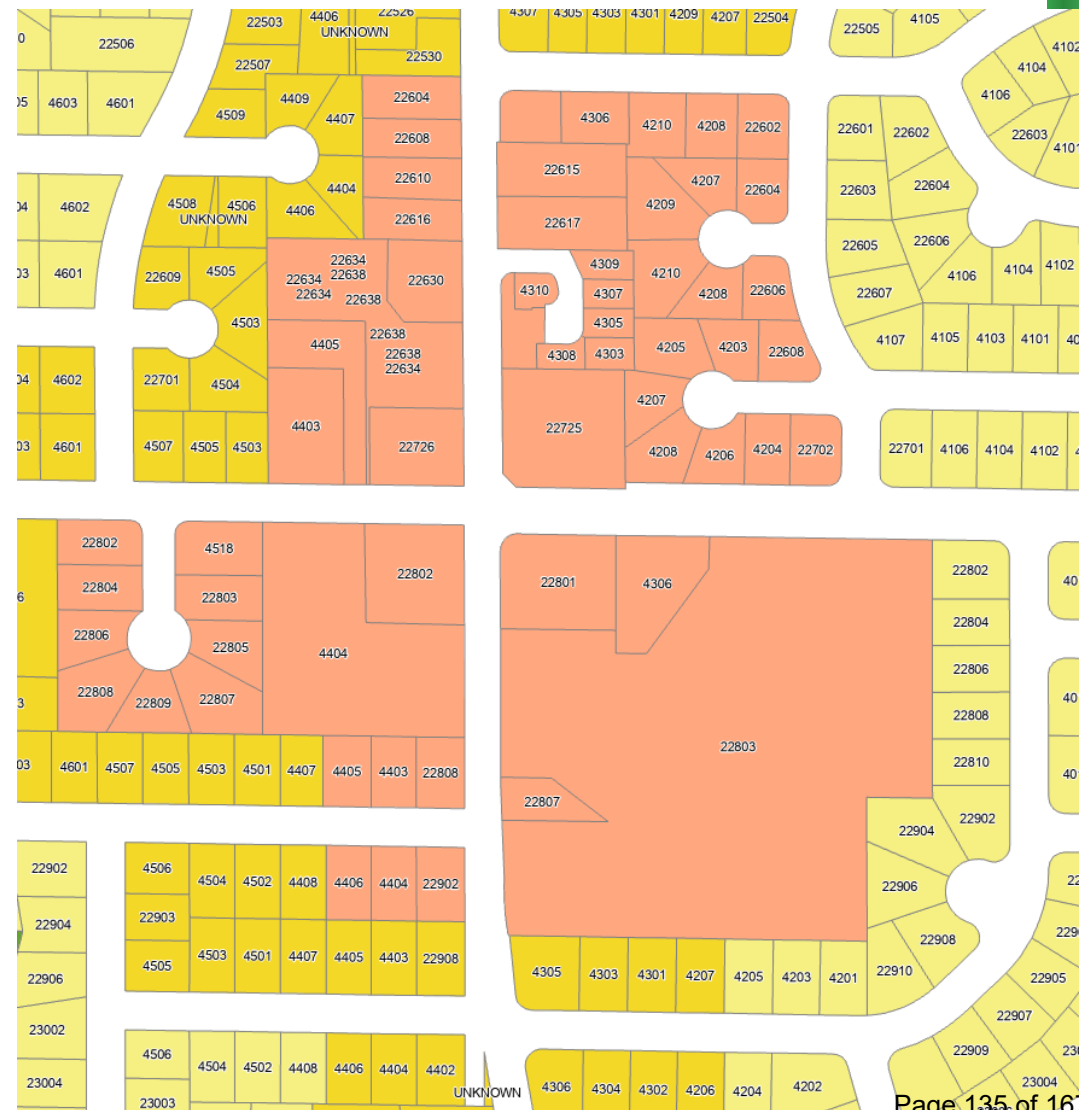
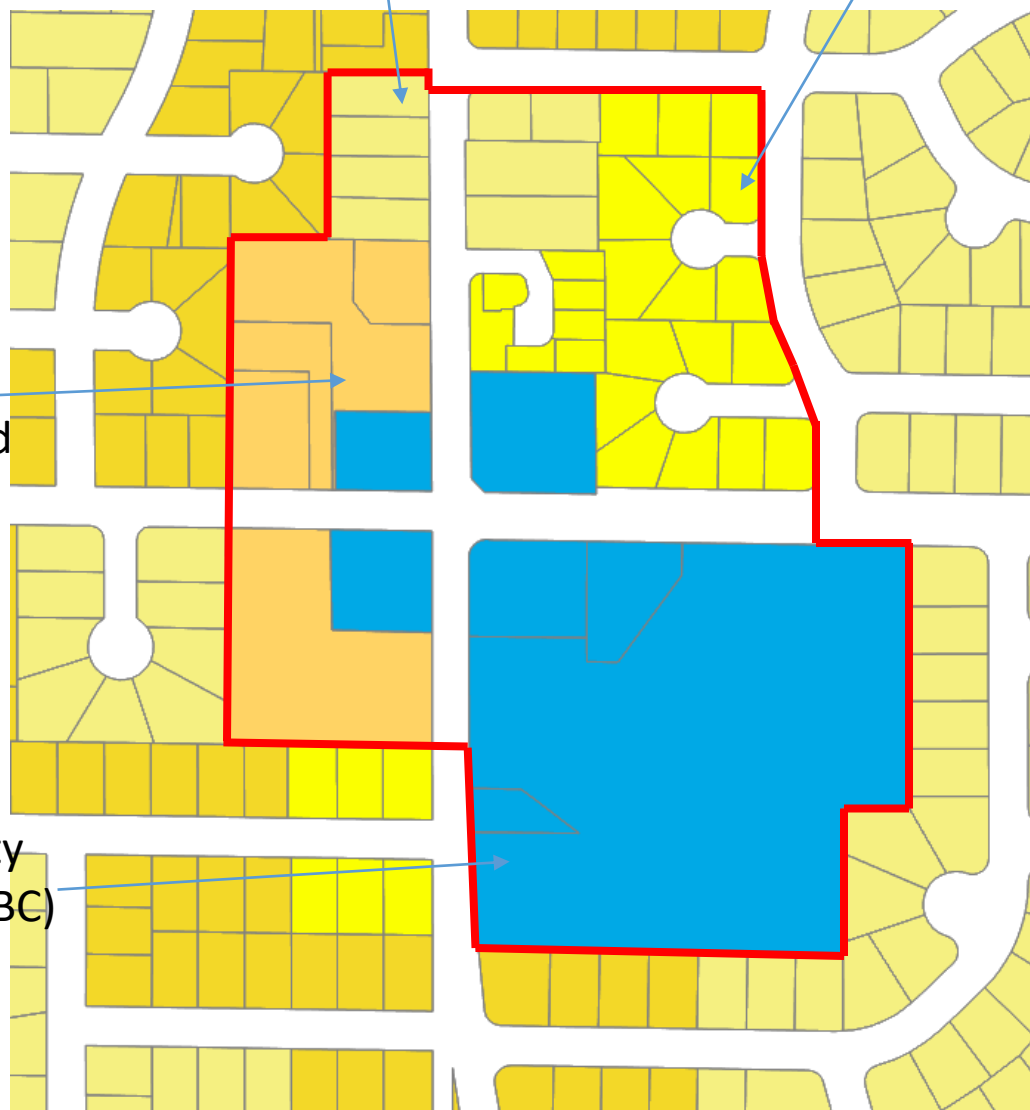


Residential 1 (R-1)

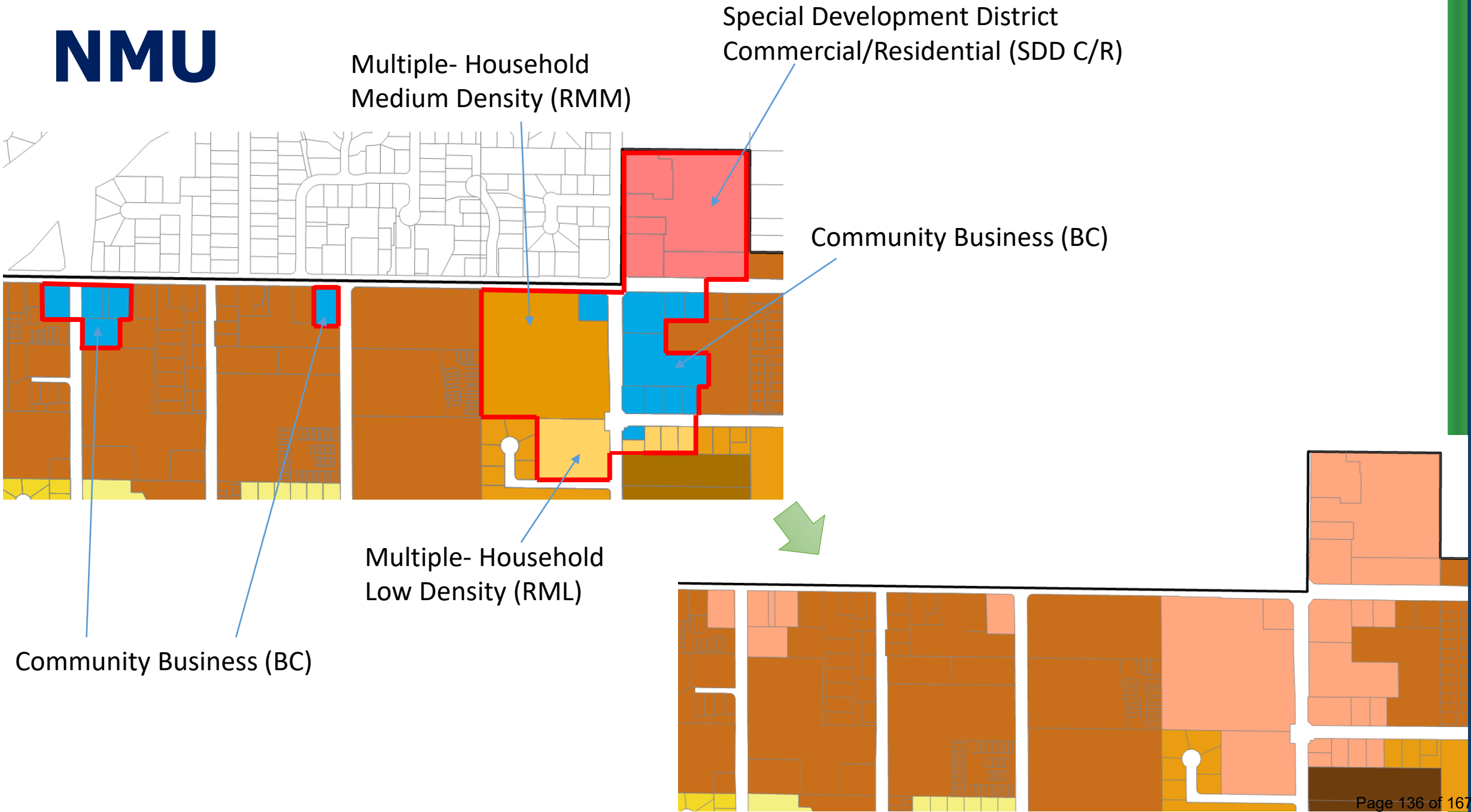
Single Household District (RS 7200)

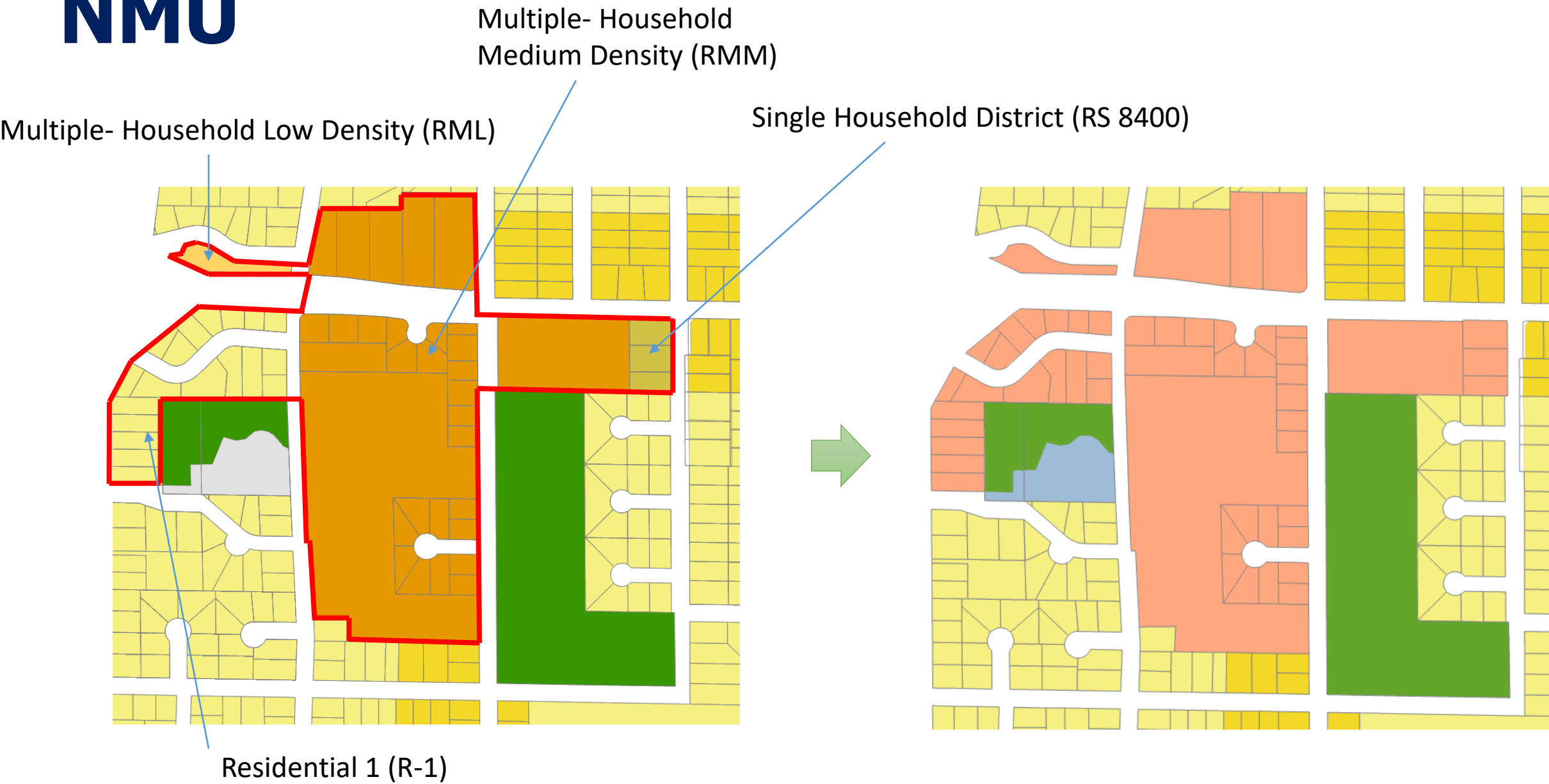
Multiple-Household Low Density (RML)

Community
Business (BC)



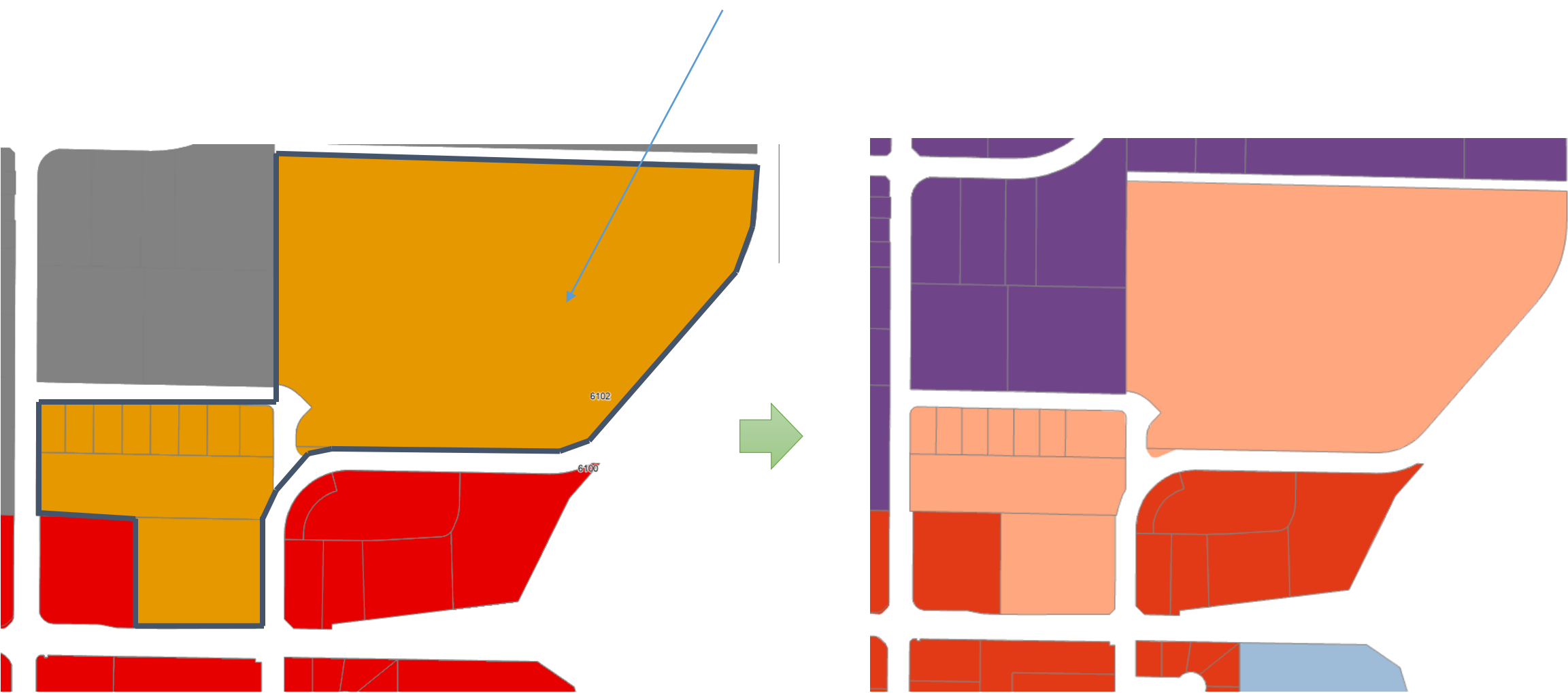
NMU



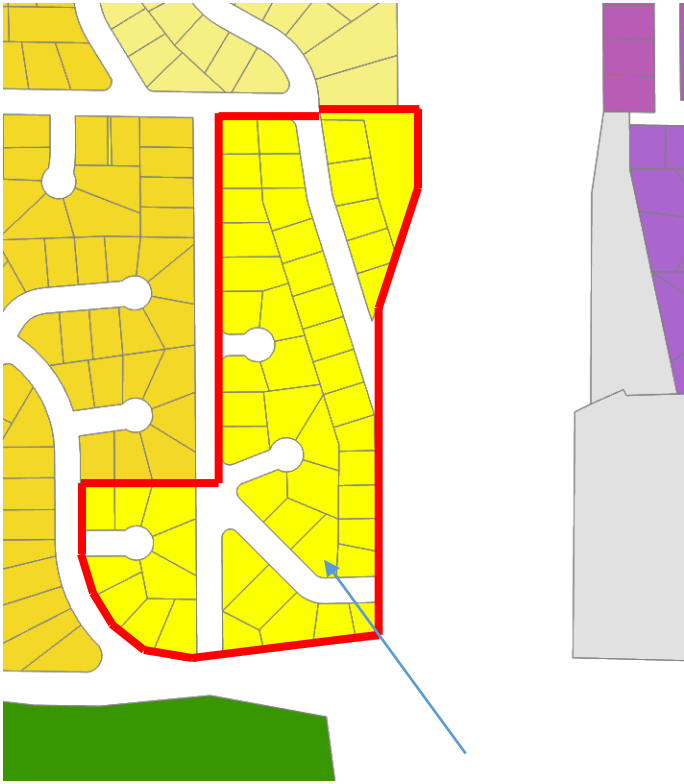


NMU

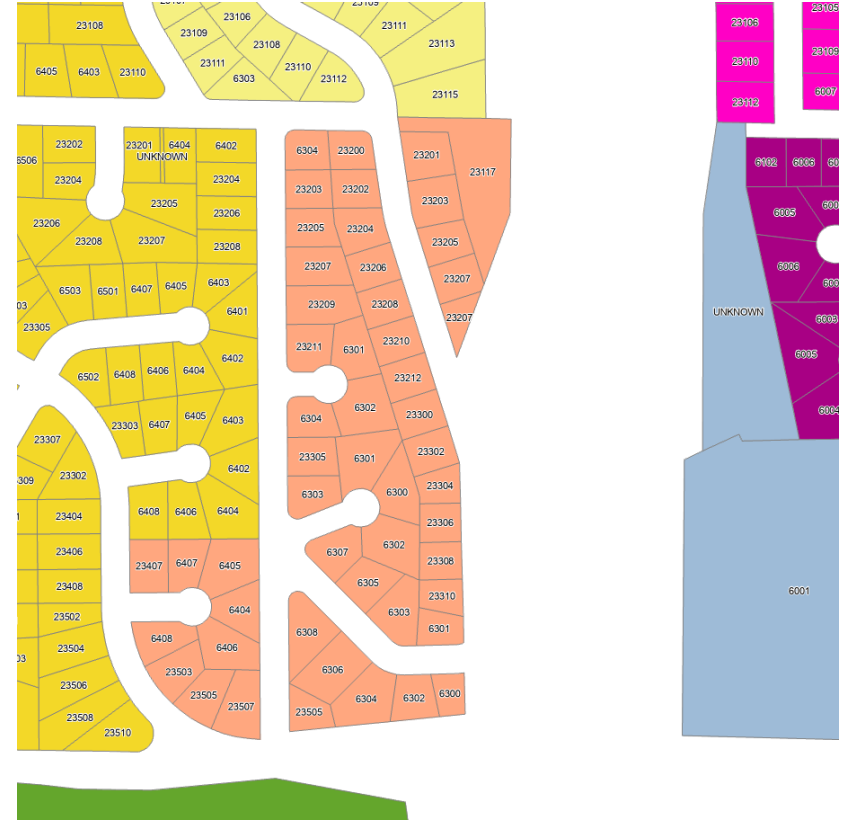
Multiple- Household
Medium Density (RMM)



NMU

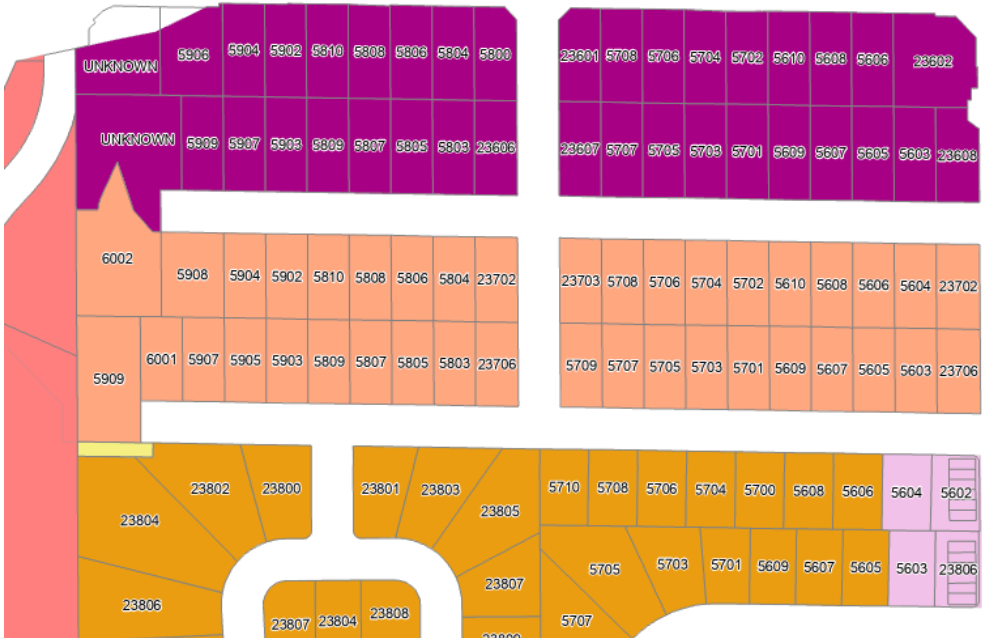
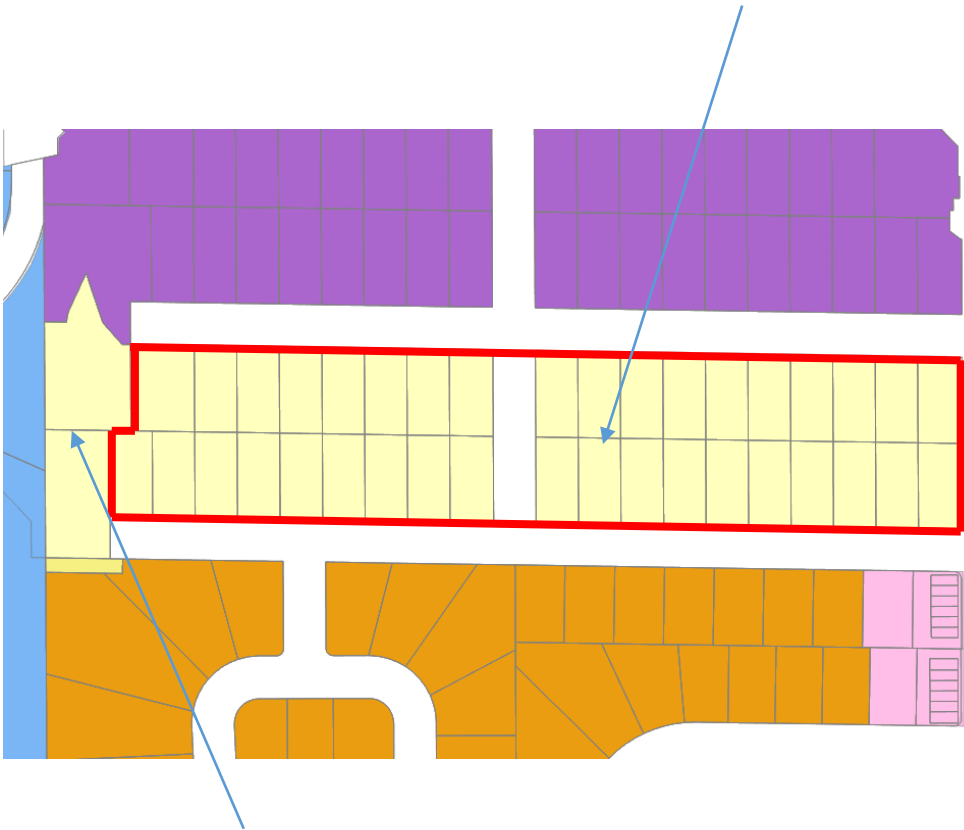


Single Household District (RS 7200)



NMU

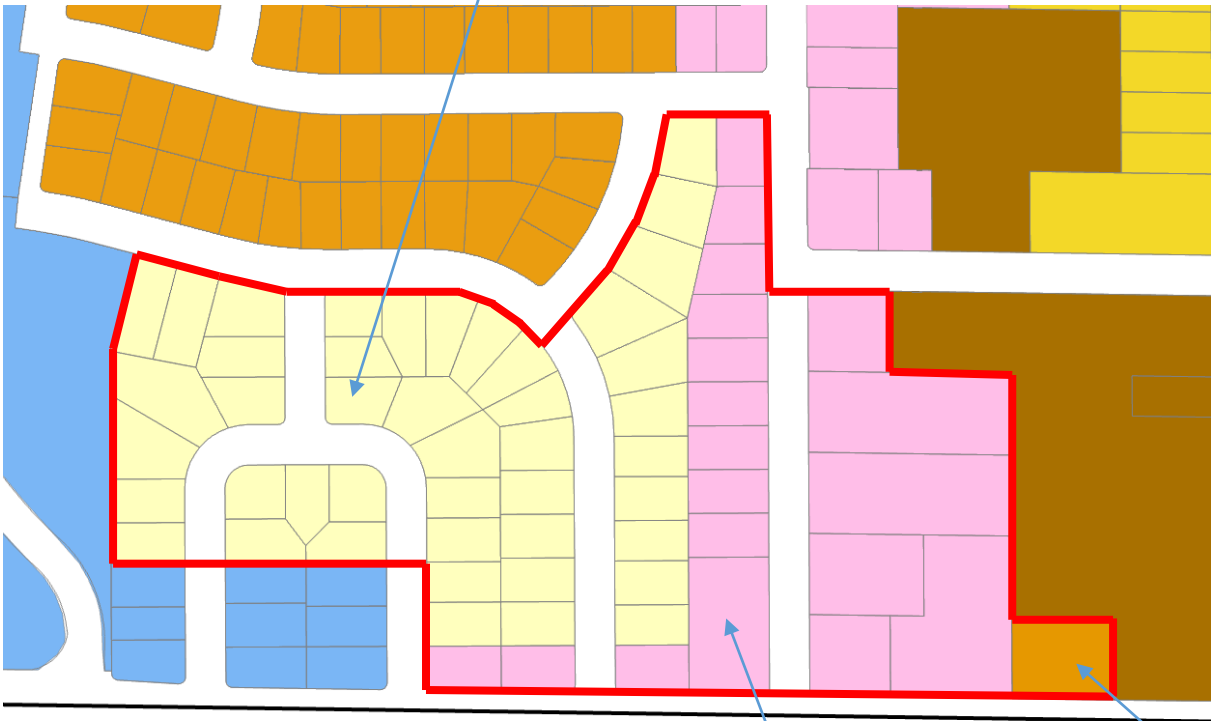
Single Household District (RS 4800)



Already rezoned to NMU

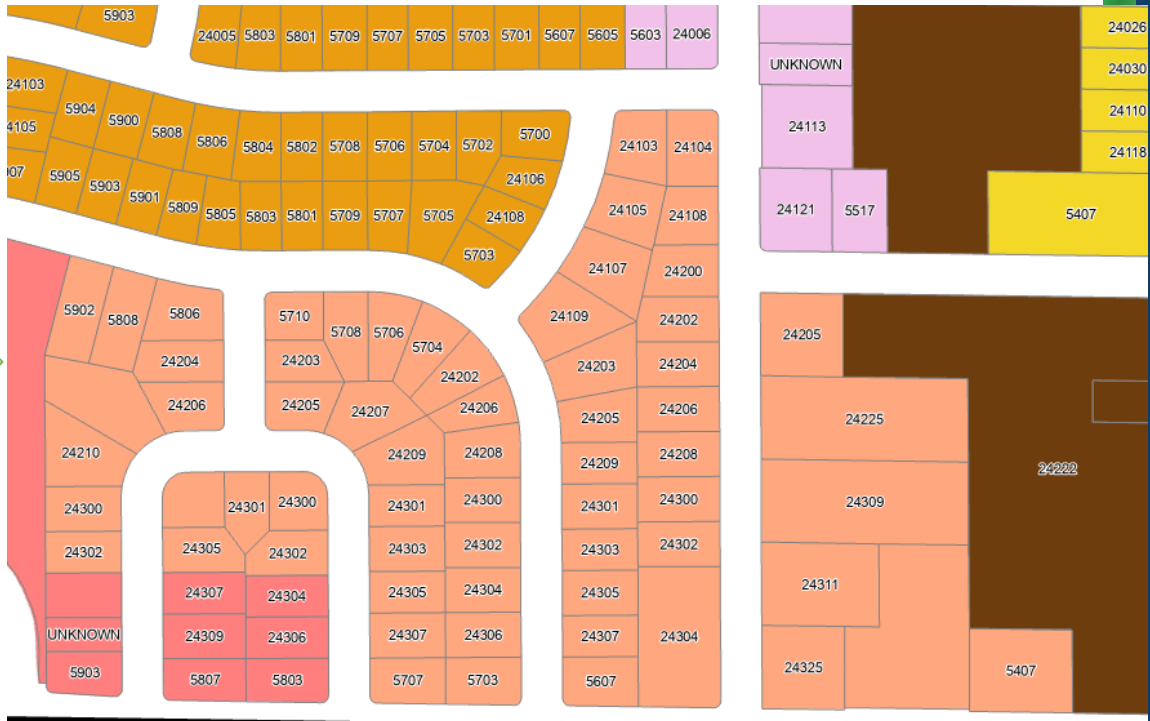
NMU

Single Household District (RS 4800)



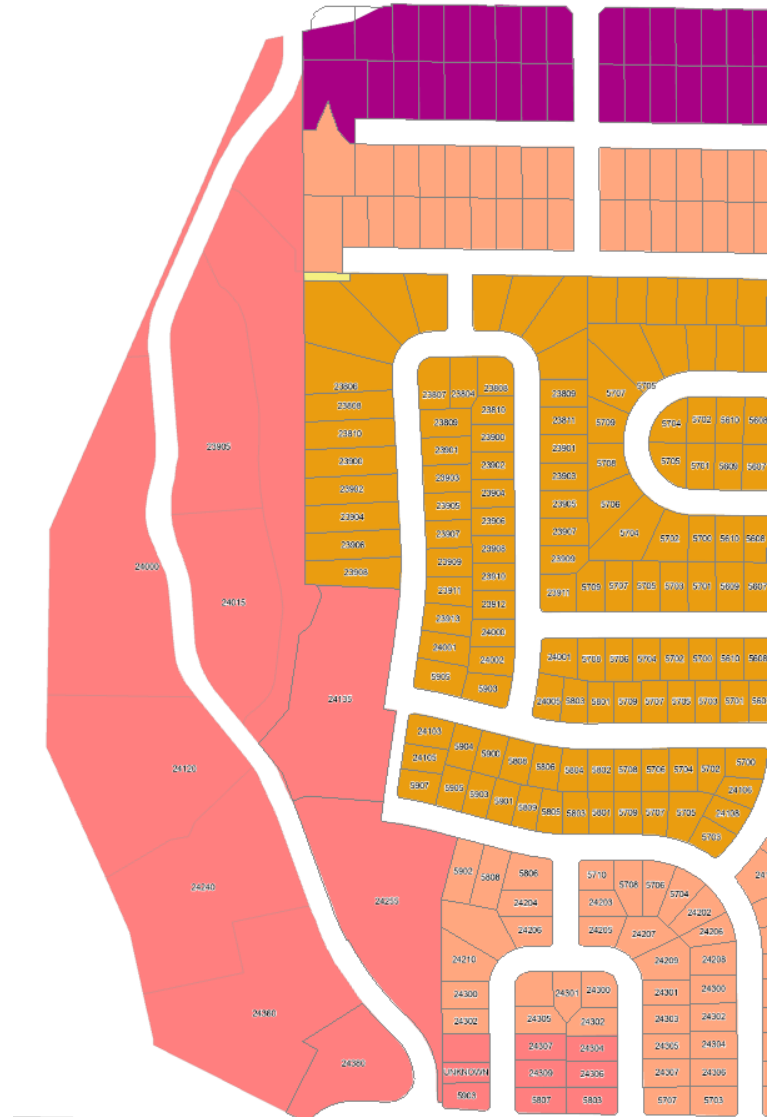
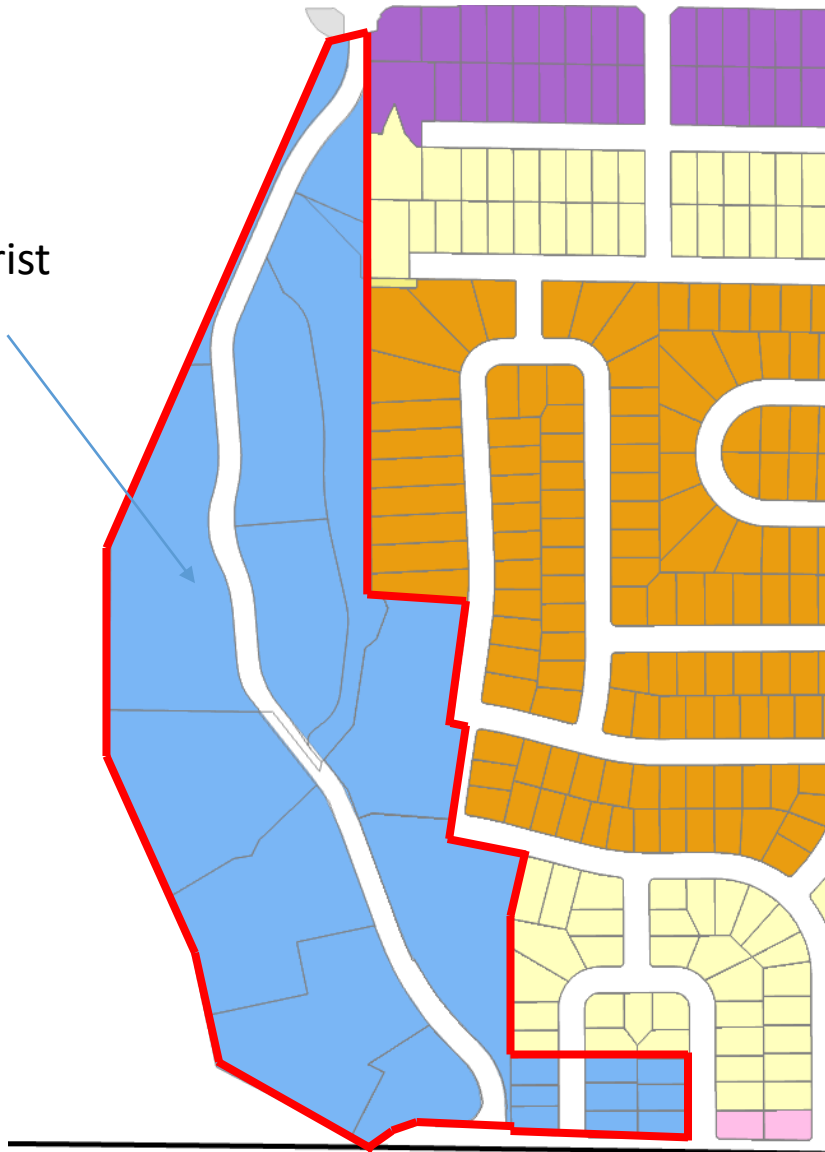
Town Center Reserve (TC-R)

Multiple- Household
Medium Density (RMM)



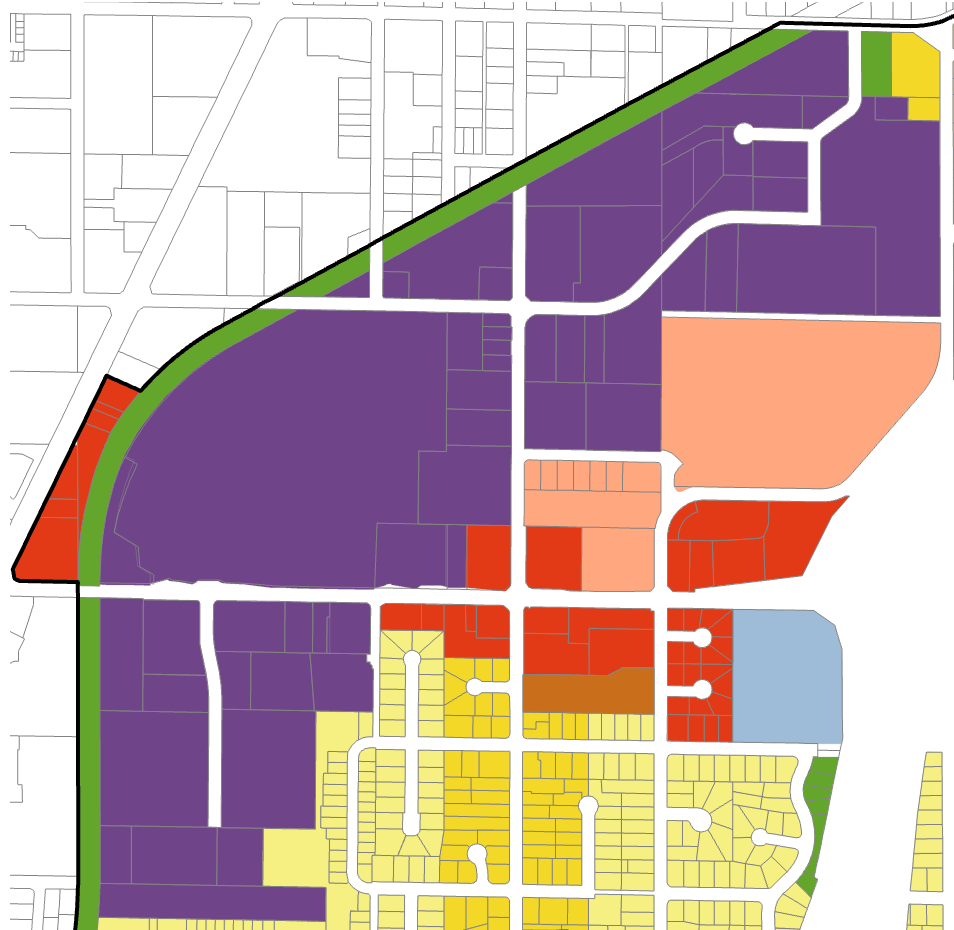
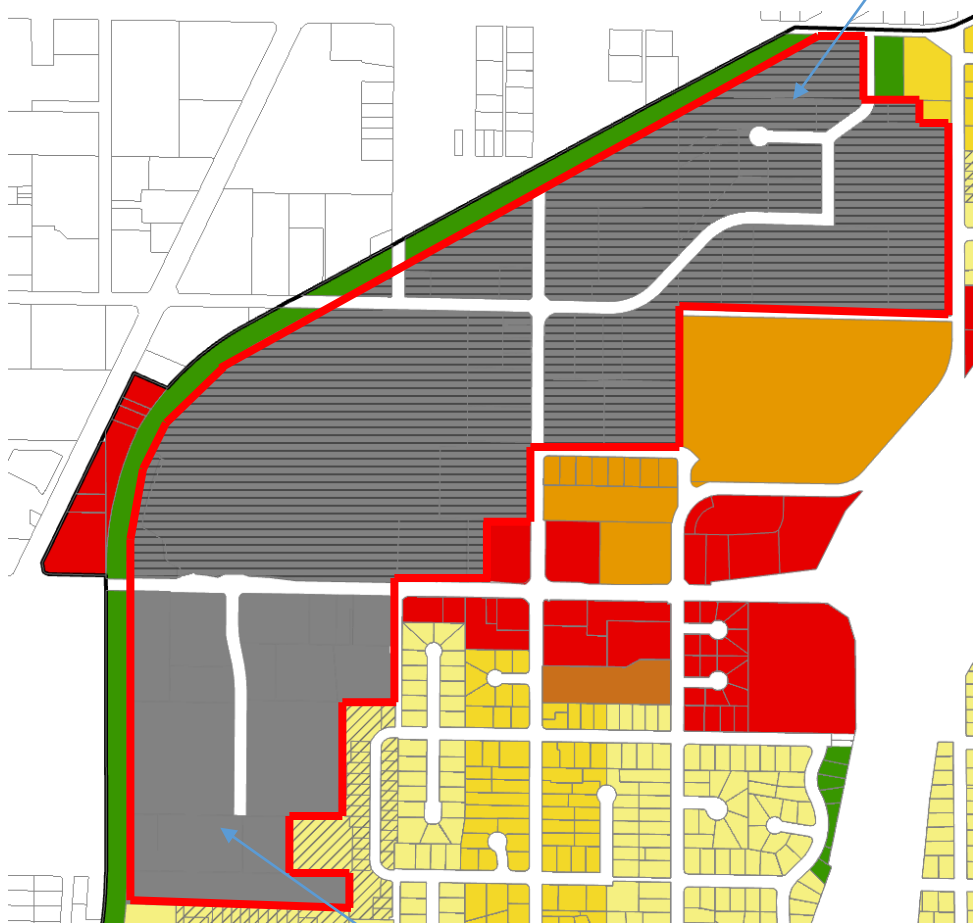
GMU

Freeway/Tourist
District (F/T)



EMP

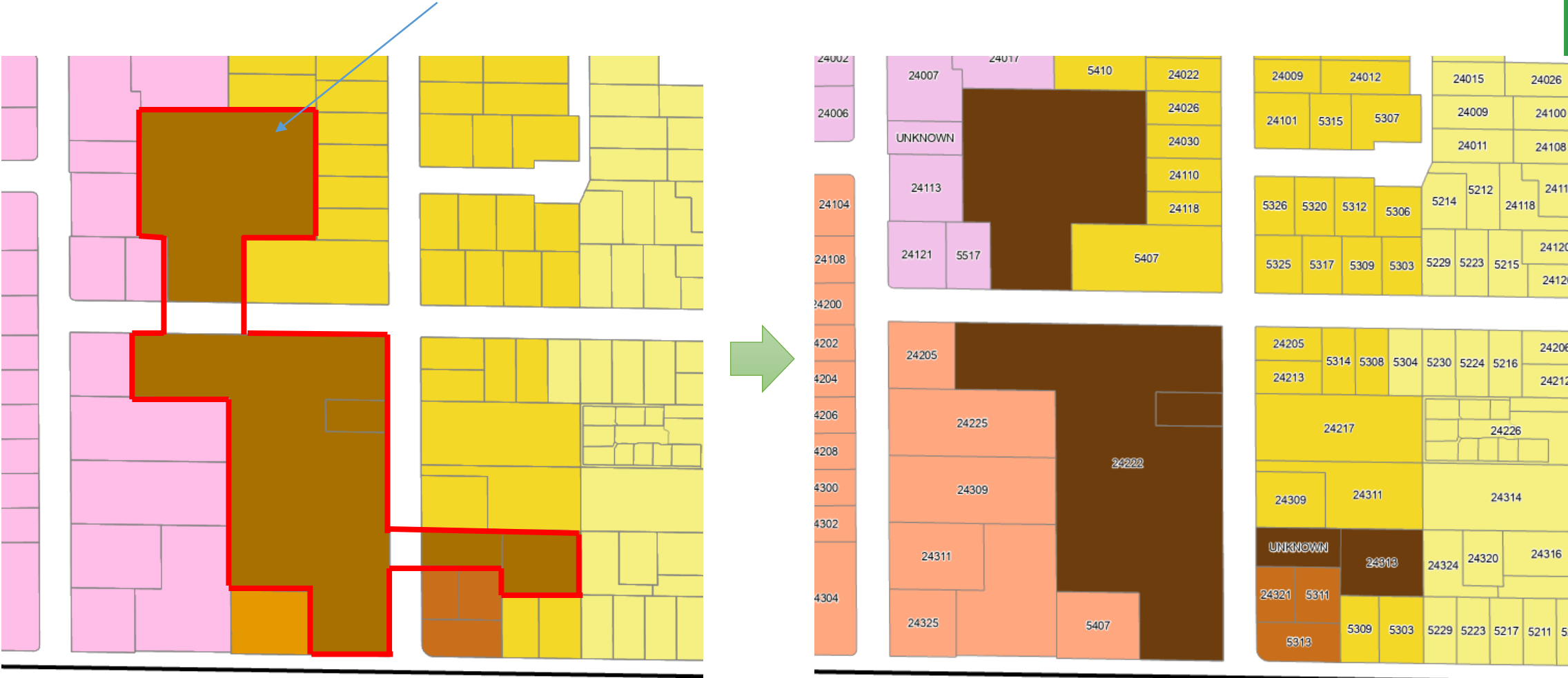
Sexually Oriented Adult
Business Overlay (SOAB)



Light Industry/Office
Park (LI/OP)

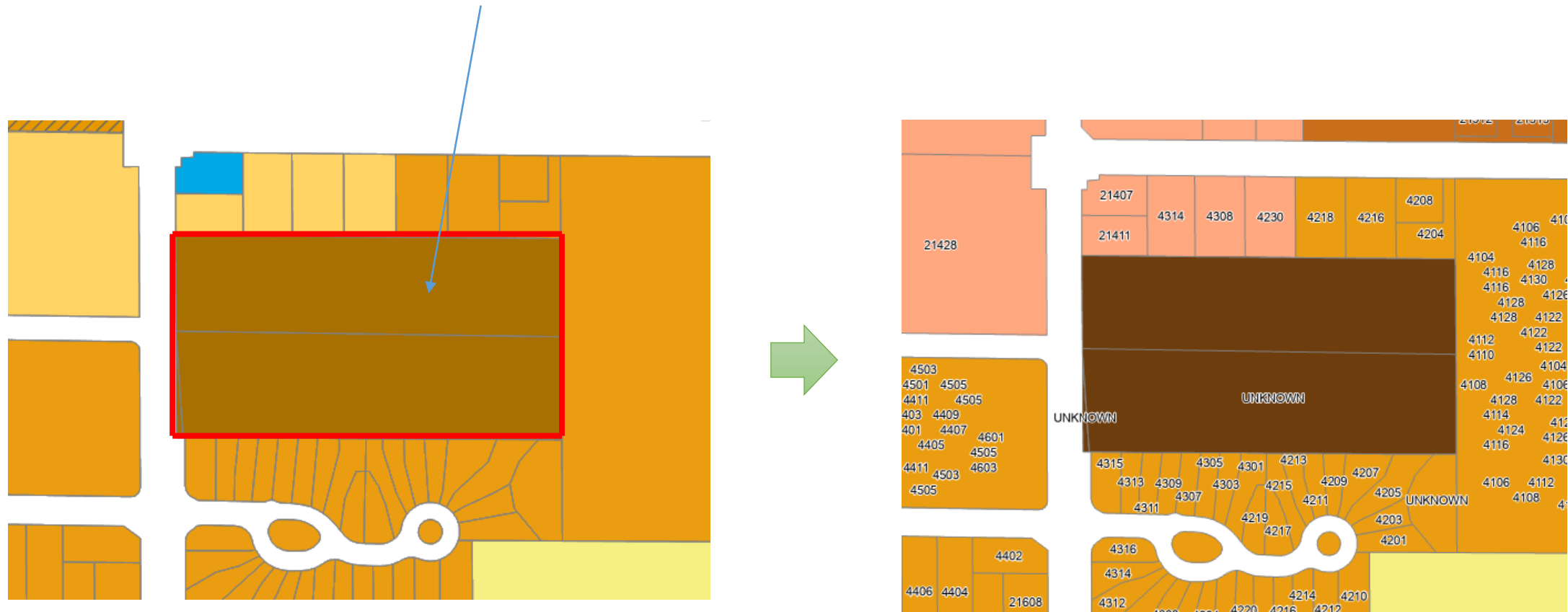
MHP

Mobile Home Park



MHP

Mobile Home Park



NEXT STEPS

- • **Planning Commission discussion August 10**
- **Planning Commission discussion August 24**
- **Planning Commission Public Hearing
September 14**
- **City Council review and vote October 1**

DISCUSSION & QUESTIONS

Item: 9.



PLANNING COMMISSION STAFF REPORT

FROM: Brooke Eidem, Community Development Director

DATE: August 10, 2026

SUBJECT: Open Public Meetings Act and Public Records Act Overview

SUBJECT SUMMARY:

The Planning Commission will have a brief overview of the OPMA and PRA, with resources provided.

BACKGROUND / ANALYSIS:

The Planning Commission is required to have regular training in the Open Public Meetings Act (OPMA) and the Public Records Act (PRA). Orientation information is attached and will be reviewed at the meeting.

LINKS:

[Open Public Meetings Act - Ch. 42.30 RCW](#)

[Public Records Act - Ch. 42.56 RCW](#)

ATTACHMENTS:

1. Orientation Packet



Advisory Boards and Commissions Orientation

July 2026

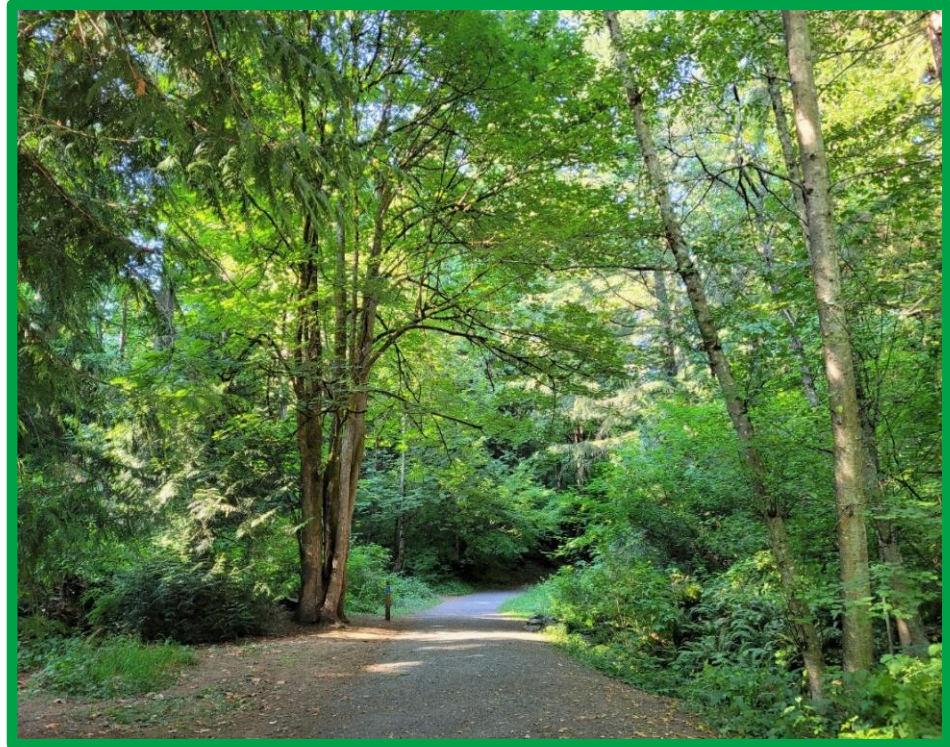
Contents

- Purpose
- City Statistics
- Form of Government
- Organizational Charts
- Open Public Meetings Act
- Public Records Act
- Stay Informed
- Boards and Commissions

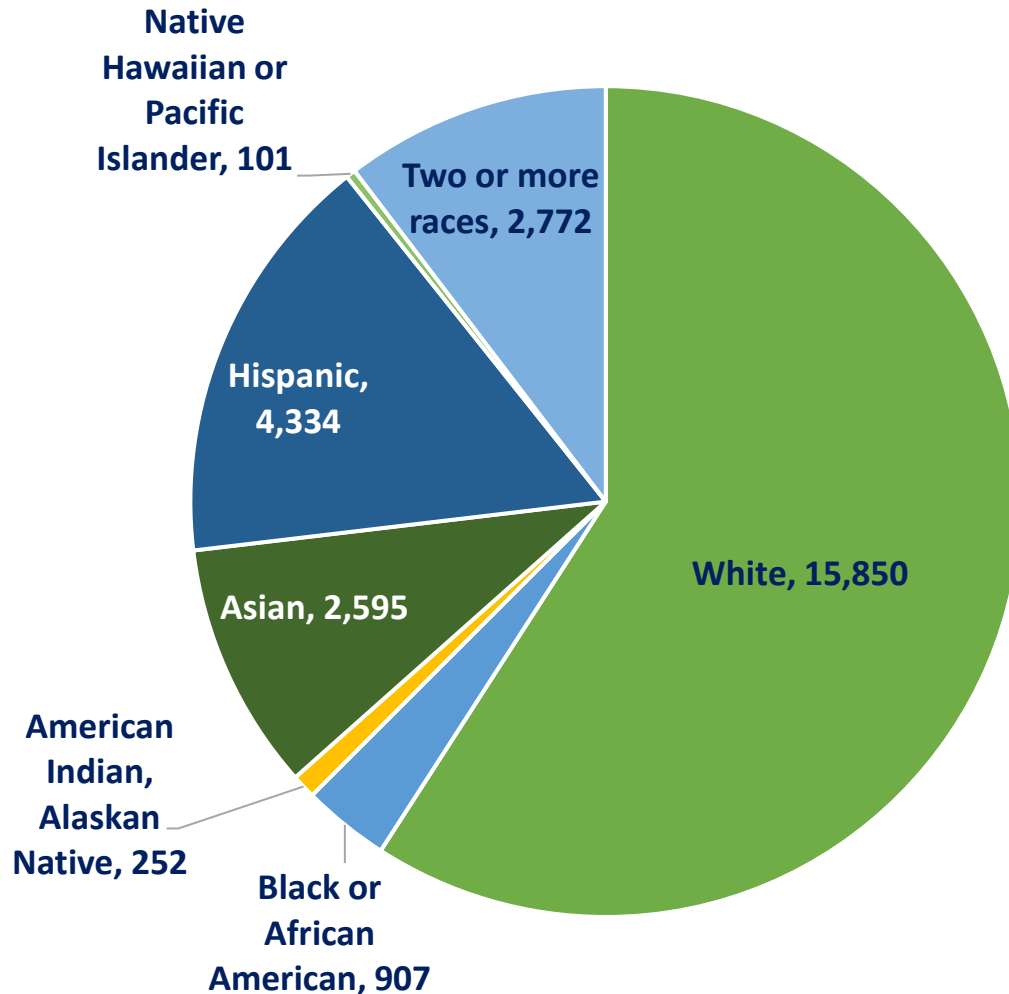


Purpose

This handout is intended to provide information on the City of Mountlake Terrace, the form of government, and boards and commissions.



City Statistics



Foreign Born: 18.3%

Almost one in four people (23%) speak a language other than English at home.

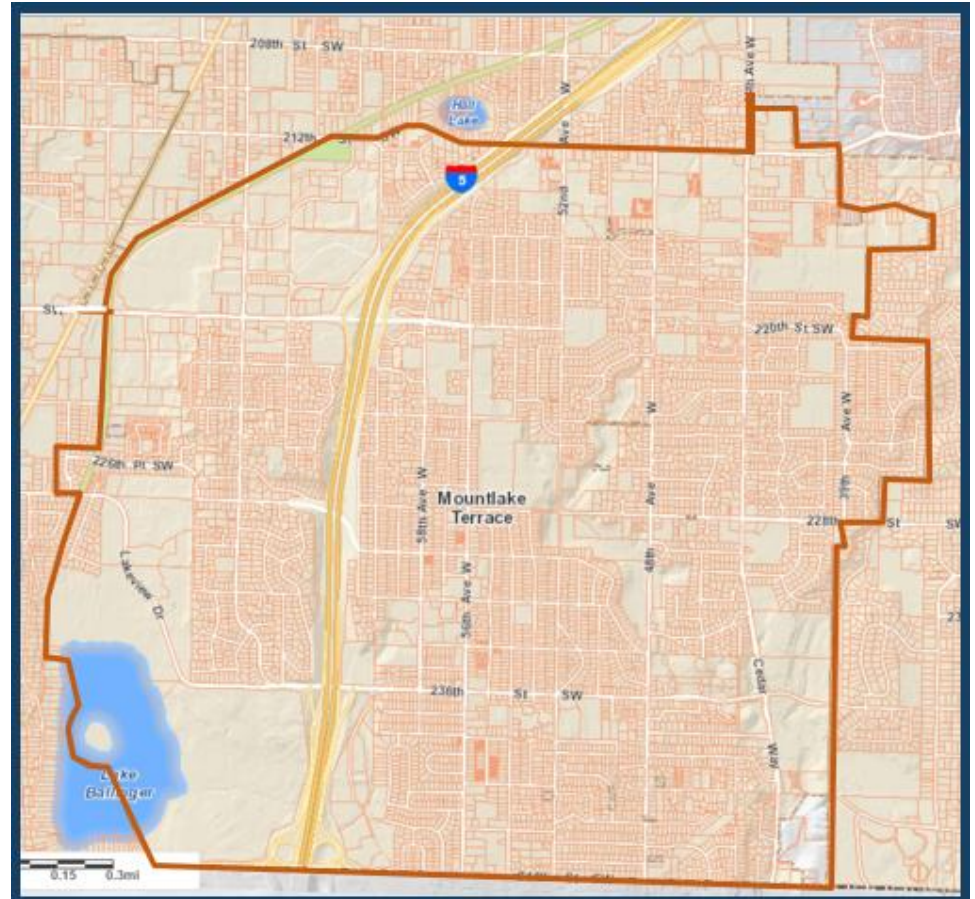
The most prominent languages spoken other than English include:

- Spanish
- Vietnamese
- Arabic
- Amharic
- Korean

Demographics of the City of Mountlake Terrace (US Census, ACS July 2024)

City Statistics

- Founded in 1954 with 5,100 residents.
- Area is 4 square miles.
- Currently ~24,000 residents.
- By 2044 we are projecting 13,424 additional residents for a total of 34,710.



Form of Government

Council - Manager

- 7 Councilmembers are elected at-large (no districts) into office by the voters.
- Once sworn in, the Council elects their Mayor and Mayor Pro Tem (Chair and Vice-Chair) but all members have the same powers within council.
- The Council hires the City Manager to support their policy agenda and run the operations of the city.
- The Council appoints members to boards and commissions to support their policy decision making process.



Form of Government

City Council's responsibilities include:

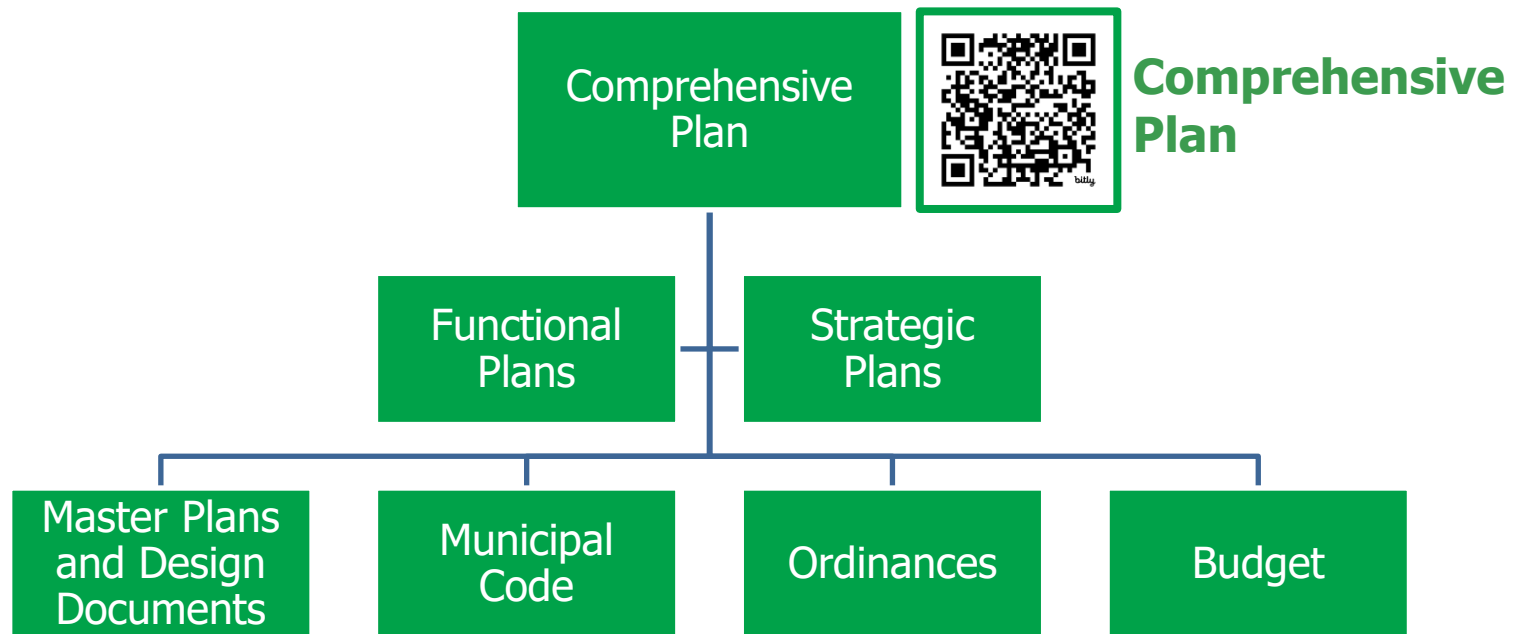
- ✓ reviewing and adopting legislation, most often via ordinances and resolutions, to deliver services.
- ✓ adopting a biennial budget and reviewing finances regularly.
- ✓ reviewing and deciding on real estate transactions, interlocal agreements, contracts, and grants.
- ✓ facilitating community dialogue.
- ✓ overseeing the City Manager.

**City
Council**



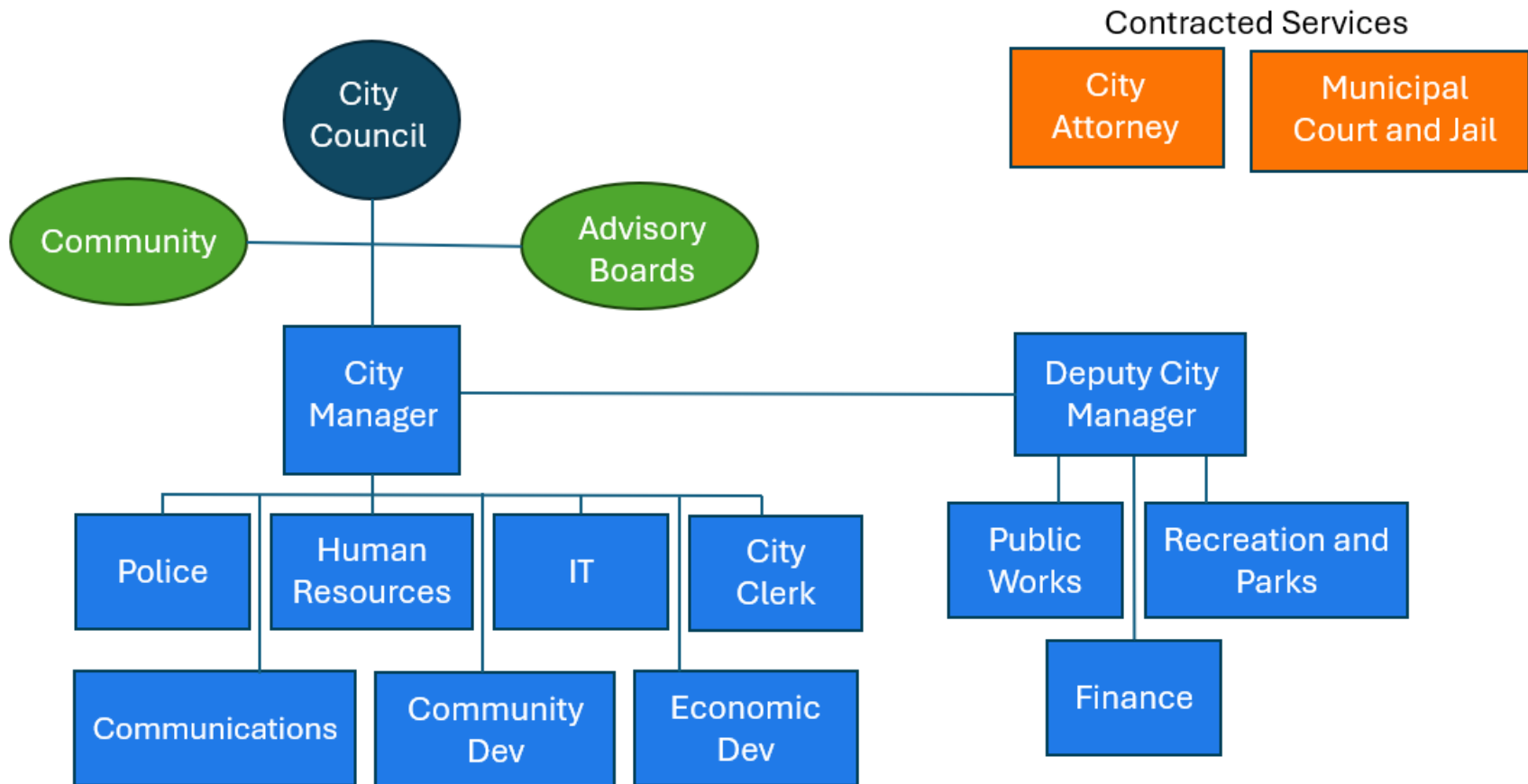
Form of Government

Guiding Documents



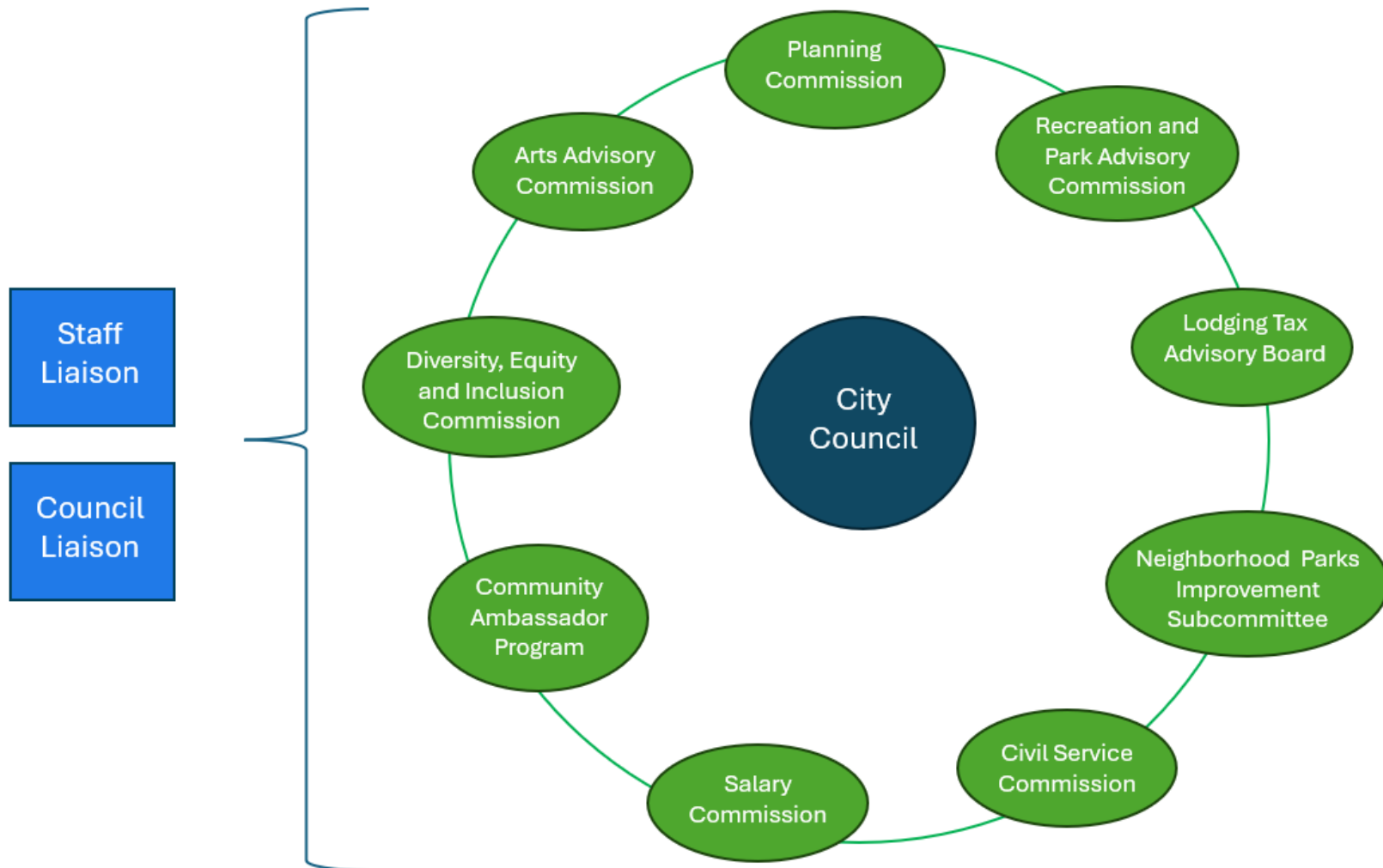
Form of Government

Organizational Chart



Boards and Commissions

Organizational Chart



Open Public Meetings Act – RCW 42.30

- ☀ The OPMA is a law that **mandates meetings of public agency “governing bodies”** (including city councils, advisory boards and commissions, and committees) must **be open to the public** when taking action as part of its formal powers or responsibilities.
- ☀ A **“meeting” occurs when a quorum (majority) gathers to transact official business**, whether in person, by phone, email, or other electronic means (including social media groups).
- ☀ Voting with secret ballots is not allowed.
- ☀ **Agendas** for regular and special meetings **must be posted at least 24 hours in advance**, typically via the agency’s website (website and kiosk outside City Hall for MLT).
- ☀ The purpose of the OPMA is to allow the public to view the “decision making process.” ~ Washington State Supreme Court.

Both trainings are **required** to be completed within 90 days of appointment.

OPMA



PRA



Public Records Act – RCW 42.56

- ⌄ The PRA is a law that gives the public the right to access records and documents created or used by state and local government agencies, including cities, counties, boards, commissions, and departments.
- ⌄ A "public record" includes any writing containing information relating to the conduct of government business.
- ⌄ *"Writing" as defined in the PRA means handwriting, typewriting, printing, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated*
- ⌄ Create a separate personal email account for city business in case the city is required to search emails for a public records request. Example: JamesMLTRPAC@gmail.com.
- ⌄ The Washington PRA is one of the strongest public disclosure laws in the country = court rulings typically in favor of the requestor.

Community Conversations



Notify Me/ Alerts



Newsletters



Stay Informed

News Releases



Events



Terrace Talks



Give Feedback/ Report a Problem



Boards and Commissions

General Responsibilities

- Advisory boards and commissions **make recommendations** to the City Council for them to consider.
- **Staff liaisons** support boards and commissions by preparing the agendas, meeting materials, and minutes, and reporting recommendations to City Council.
- **City council liaisons** serve in an advisory, non-voting capacity.
- Each board and commission elects a Chair and Vice-Chair. The **Chair** calls meetings to order, facilitates efficient and respectful use of meeting time, ensures all members have the opportunity to speak, and declares the meetings adjourned. The **Vice-Chair** holds these responsibilities in the absence of the Chair.
- Advisory boards and commissions shall **present a work plan** or update to the council annually that describes the activities during the past and current calendar year.

Boards and Commissions

General Procedures

To promote efficient and productive meetings, **commissioners shall:**

- keep comments and discussion relevant to the agenda item currently under consideration.
- allow all commissioners a reasonable opportunity to speak before speaking again, unless recognized otherwise by the chair.
- refrain from introducing unrelated topics during discussion of an agenda item.
- reserve new topics, issues, or proposals that are not related to the current agenda item for the New Business portion of the meeting or a future agenda.
- keep meetings to no longer than 2 hours.

Boards and Commissions

General Procedures

- **Roll call** to establish attendance shall be taken at the beginning of all meetings. An absence shall be considered excused only if the Commission is notified of the absence and a majority of the Commissioners vote to excuse it. Attendance, including excused and unexcused absences, is to be noted in the minutes.
- **Remote attendance** is intended to be an alternative and relatively infrequently used method for participation by members.

Boards and Commissions

Planning Commission (PC)

- 7 members, all of whom must be MLT residents.
 - 4-year terms, expiring on June 30.
 - Elects a chair and vice-chair at the July meeting following appointments.
 - Council elects a liaison to join the commission as advisory, non-voting member.
- Consider community development issues, especially those affecting future land use/growth.
 - Provide recommended ordinances, resolutions, and reports to Council upon their request.
 - Provide recommendations on the city's Comprehensive Plan and development code updates.

Questions?

Thank you for your time.

