



Mountlake Terrace Planning Commission

Meeting Agenda

Monday, September 22, 2025, 7:00 PM

Mountlake Terrace City Hall, and via Telephone or
Teleconference

AGENDA

1. Call to Order
2. Attendance Roll Call
3. Approval of the 09/08/25 Meeting Minutes
4. Public Comment (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)
5. Review of Housing Action Plan Matrix
6. Director's Report
7. Miscellaneous Business by Call of Planning Commissioners
8. Adjournment

If the public would like to listen 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" (you will be prompted to install the Zoom application if you do not already have it).

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 address 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 give public hearing testimony remotely (via Zoom), complete the Request Form for Remote Public Comment on the city's Planning Commission web page, at least 24 hours before the meeting. You will then be contacted via email to confirm your participation. Your reply to the confirmation email must be received by 4 p.m. on the day of meeting to be acknowledged that same evening. To give public hearing testimony at a meeting in-person, sign up at the meeting (no 24-hour notice required).

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

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
MEETING MINUTES



SEPTEMBER 8, 2025

1. Call to Order

Chair Bautista called the meeting of the Planning Commission to order at 7:05 PM.

2. Attendance Roll Call

Commissioners Present

Chair Bautista

Vice Chair Bettcher

Commissioner Stenson (via Zoom)

Commissioner Thompson (via Zoom)

Commissioner Landess (via Zoom)

Commissioners Absent

Commissioner Wu

Commissioner Morgan

City Staff Present

Senior Planner Sara Pizzo

Stormwater Program Manager Patrick Hutchins

Planning Commission Secretary Shannon Olsen

3. Approval of the 8/25/2025 Meeting Minutes

The August 25 meeting minutes were accepted as presented.

4. Public Comment (No person shall make personal attacks, or threatening remarks while addressing the Planning Commission, which disrupts, disturbs, or otherwise impedes the orderly conduct of the meeting. Any person who is engaging in conduct that disturbs, disrupts, or impedes the business of the Planning Commission or whose comments have been ruled out of order by the presiding officer, shall immediately cease and refrain from further improper comments or inappropriate conduct. All hate speech will be construed as threatening remarks.)

None.

5. **Public Hearing** on Draft Urban Forest Management Plan

Environmental Programs Manager Patrick Hutchins presented on this topic to include an overview of community opinion gathered from city events, why the Draft Urban Forest Management Plan is important for the city's present and future, benefits of natural areas and trees for the local area, what tree equity is, threats to the trees, goals and objectives of the Draft Urban Forest Management Plan, trees diversity in species and age, how noted invasive species will be handled, how to encourage or mandate preservation, current overview of space for trees to thrive, if suspended paving is being required, clarification of tree equity scores, how solutions are being distributed across the city, and cost of inaction.

Hutchins responded to questions and comments from the Planning Commission.

Vice Chair Bettcher and Commissioner Stenson made a **motion** to open the public hearing. Approved 5-0.

Public Comment: None.

Vice Chair Bettcher and Commissioner Stenson made a **motion** to close the public hearing. Approved 5-0.

A recommendation was made to approve the proposal put forth by city staff.

Vice Chair Bettcher and Commissioner Stenson made a **motion** to recommend these to City Council. Approved 5-0.

6. Director's Report

Director was not present. No report given.

7. Miscellaneous Business by Call of Planning Commissioners

None presented.

8. Adjournment

The meeting adjourned at 8:10 pm.

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

DATE: September 17, 2025
TO: City of Mountlake Terrace Planning Commission
FROM: ECONorthwest, Becky Hewitt, Mackenzie Visser, and Taylor Burton
SUBJECT: DRAFT Mountlake Terrace Housing Action Plan Actions Summary

This memo provides a summary of draft Housing Action Plan actions for reference, including the rationale and existing policies for each action. Below, the actions are primarily organized by timeframe for implementation, informed by implementation effort, City resources, community priorities, and recent and ongoing work. Actions are sorted as:

- ◆ Completed
- ◆ In-progress
- ◆ Near-term implementation (one to three years)
- ◆ Mid-term implementation (three to five years)
- ◆ Long-term implementation (five to ten years)
- ◆ Ongoing actions, such as partnerships or monitoring and reporting

Discussion at the 9/22 Planning Commission meeting will focus on feedback on the draft list of actions and their prioritization, with an emphasis on near- and mid-term actions. This discussion will inform the full Housing Action Plan, to be provided ahead of the next Planning Commission meeting on 10/27. In the full Plan, actions will include the information in the tables below, as well as near-term implementation steps, supporting legislation, engagement, or analysis findings, corresponding Comprehensive Plan policies, and examples from other jurisdictions where applicable.

1. Completed Actions

#	Action	Type	Description
1.1	Update zoning and design standards in residential zones to promote middle housing in alignment with House Bill 1110.	Regulatory change	The 2025 residential code update supports a range of diverse housing types, with an emphasis on supporting middle housing.
1.2	Offer density bonuses for environmentally sustainable building practices.	Regulatory change	The 2025 residential code update provides increased lot coverage, FAR, and height, as well as setback reductions, in exchange for sustainability certification and on-site tree retention.
1.3	Review and update land use regulations to provide increased residential capacity to accommodate the City's 2044 housing targets.	Regulatory change	The 2024 Comprehensive Plan land use map updates increased allowed residential densities to provide enough development capacity to meet its 2044 housing allocation targets.

2. In-Progress Actions

#	Action	Type	Rationale	Current Policy or Process
2.1	Update impact fee assessments to a per-square-foot calculation.	Regulatory change	Updating impact fee assessments to a per-square-foot calculation could create a fairer system that better reflects the size and impact of different housing types. This impact fee update would also be in line with state code that requires local impact fee schedules to reflect the proportionate impact of new housing units based on the square footage, number of bedrooms, or trips generated.	The City currently has transportation and parks impact fees, and is currently updating its impact fee structure to a per-square-foot model (to be completed by December 2025).



#	Action	Type	Rationale	Current Policy or Process
2.2	Update development regulations for zones in the Gateway and Neighborhood Mixed Use land use areas to promote residential and mixed-use development affordable at all income levels.	Regulatory change	The Comprehensive Plan identifies these areas as important locations for accommodating future residential growth. Amending these regulations to better support a range of housing types and affordability levels would expand housing options near transit and amenities, encourage investment, and advance the City's long-term strategy of focusing density in mixed-use centers.	The 2024 Comprehensive Plan established these new mixed-use land designations; the Gateway land use area is currently the Freeway/ Tourist zone and the Neighborhood Mixed Use land use areas are primarily zoned as Commercial Business. The City is in the process of updating the zoning in these areas to align with the Comprehensive Plan, planned for adoption by 2026.
2.3	Update permitting procedures to reflect updated housing types in Chapter 19.30.	Regulatory change	Updating the permitting forms to include the newly allowed housing types will both help clarify permitting procedures and allow the City to better track development patterns.	The City is currently in the process of updating its permit forms.
2.4	Simplify ADU permitting requirements.	Regulatory change	Simplifying ADU permitting requirements would make it easier for homeowners to add an accessory dwelling unit by reducing confusion, lowering costs, and shortening review timelines. A clearer, more straightforward process would lower barriers for residents and encourage more ADU development, helping expand the City's housing choices.	Previously, ADU permitting was a Type B Administrative decision made by the Director, which required noticing and could be appealed to the Hearing Examiner. The City is currently in the process of updating ADU permitting requirements to a building-permit-only process with no separate land use action, the same as SDUs and duplexes.
2.5	Provide educational materials on the development process, including permits, building considerations, and financing.	Technical assistance	Providing educational materials on the development process would give residents and developers clearer guidance on how to navigate the City's development requirements. Accessible information could help homeowners and small-scale developers understand requirements upfront, reduce uncertainty, and avoid delays or added costs during permitting and construction, supporting more successful housing projects in the community.	Submittal checklists for different types of land use and building permits are available but are not yet updated to reflect the 2025 code updates; some additional guidance is available in different locations on the City's website. The City is currently working on updating these materials.

3. Near-Term Actions

#	Action	Type	Rationale	Current Policy or Process
3.1	Consider offering expedited permit review for homeowners who use pre-approved accessory dwelling unit (ADU) plans prepared by private parties previously approved by the City.	Regulatory change	Many homeowners interested in building an ADU do not have development experience, and access to pre-approved plans could make the process more manageable. These plans provide a clear starting point, reduce the upfront cost of hiring an architect to explore options, and simplify permitting, resulting in faster and more predictable timelines.	Currently, residents must directly hire an architect to draw plans and submit a permit application for full review.
3.2	Consider amending the permit review process for projects with income-restricted affordable housing units.	Regulatory change	Amending the permit review process for projects with income-restricted affordable housing units could make it easier for these developments to meet funding and construction timelines. Faster and more predictable review timelines can help keep projects on schedule, reduce administrative delays, and support the delivery of affordable housing.	Currently, there is no difference in permitting procedures between income-restricted and market-rate housing. Permitting procedure types are defined in Chapter 18.05, under which development projects with nine units or fewer must follow a Type A procedure, projects with ten units or more must follow a Type C procedure, and a Conditional Use Permit also requires a Type C procedure.
3.3	Review and consider updating Chapter 15.30 to support manufactured home park residents.	Regulatory change	Reviewing and considering updates to Chapter 15.30 could help ensure the City's standards for manufactured home parks better reflect current conditions and community needs. Current dimensional standards were written for smaller homes and can make it difficult to replace older units with modern manufactured homes, while repair provisions and broader building code requirements can create added hurdles for substantial upgrades. Adjusting these standards to better reflect current housing types and practical reinvestment needs would help preserve manufactured home parks as a source of affordable housing.	Mountlake Terrace's mobile home park regulations, last updated in 1994, include dimensional standards that don't align well with today's manufactured housing. Lot size, setback, and spacing requirements (§15.30.050) were designed for smaller homes and can make it difficult to replace older units with modern HUD-certified models. At the same time, repair provisions (§15.30.170) require homes to be maintained in safe and sanitary condition but do not provide much flexibility for substantial upgrades, while the broader building code (§15.05.070(C)) requires full compliance with new construction standards if repairs exceed 50 percent of a unit's assessed value.



#	Action	Type	Rationale	Current Policy or Process
3.4	Update permitted use tables for permanent supportive housing and emergency housing in alignment with RCW 35.21.	Regulatory change	Mountlake Terrace's code does not currently list permanent supportive housing, transitional housing, or most forms of emergency housing in its permitted use tables. This creates uncertainty for providers and leaves the City out of compliance with RCW 35.21.683 and RCW 35A.21.430; in addition, the City must demonstrate the capacity to meet its assigned 2044 permanent supportive housing and emergency housing targets.	Permanent supportive housing is not listed in the City's permitted uses tables; the closest equivalents are residential care facilities, group home institutions, and youth shelters. Emergency housing and shelters are also not listed in the City's permitted use tables, except for youth shelters, which are conditional uses in residential zones. Per state legislation, cities must allow permanent supportive and transitional housing in zones in which residential dwelling units or hotels are allowed, including single-family detached housing zones. Cities also may not prohibit indoor emergency shelters and indoor emergency housing in any zones in which hotels are allowed.
3.5	Evaluate and consider adopting building code amendments to reduce barriers to home repair and rehabilitation.	Regulatory change	Many buildings in Mountlake Terrace, particularly those most in need of repair, have relatively low assessed values. Because the building code requires full compliance with modern standards when repairs exceed 50 percent of a building's assessed value, even modest projects can cross the threshold. This can make essential repairs financially infeasible for property owners, discouraging reinvestment and leaving older homes at risk of continued deterioration or loss. More flexible standards would make it easier for homeowners to complete needed improvements, supporting longer-term housing stability and preserving naturally occurring affordable housing.	Under MTMC §15.05.070(C), any building that has additions, alterations, or repairs that exceed 50 percent of the assessed building value over a certain period must be fully updated to comply with the life safety requirements of new buildings.

#	Action	Type	Rationale	Current Policy or Process
3.6	Clarify applicable regulations and ensure consistent definitions for small and alternative housing types.	Regulatory change	Clear and consistent definitions for small and alternative housing types, such as tiny homes, modular units, manufactured homes, and ADUs, will help residents, builders, and staff understand what is permitted and under which conditions.	Tiny homes, modular housing, manufactured homes, and mobile homes fall under different state and federal regulatory frameworks depending on how they are constructed and placed. Currently, Chapter 19.15 Definitions defines "manufactured home", "factory-built/modular housing" and "accessory structure", and Chapter 15.30 Mobile Homes defines "mobile home". However, definitions could be updated to align zoning and building regulations, clearly distinguish between types, and ensure these definitions are reflected in the permitted use tables.
3.7	Review Town Center zoning and design standards and consider adjustments as needed to support residential development.	Regulatory change	Reviewing Town Center zoning and design standards alongside development outcomes can help the City align requirements and incentives with current priorities and market conditions.	The Town Center subarea plan and regulations were last updated in 2019 in preparation for the Light Rail station. The City is currently planning to review the Town Center development regulations in 2026.
3.8	Review and update subarea plans to align with and support the City's housing goals.	Regulatory change	Updating subarea plans would ensure their visions align with the City's housing goals, providing clear guidance for future zoning updates, infrastructure investments, and community priorities that support Vision 2044 goals and policies.	The 2024 Comprehensive Plan updated the City's subareas, including the boundaries, intended land uses, and vision for each subarea. Planning for new subareas may need to be refined, and previous subarea plans, including Town Center (2019) and Melody Hill (2006), may need to be updated to reflect the City's new subarea framework. The City is currently planning to beginning reviewing individual subarea plans in 2026.

#	Action	Type	Rationale	Current Policy or Process
3.9	Consider offering a property tax exemption for ADUs rented to low-income households.	Financial incentive	Even when homeowners are interested in offering affordable rentals, development costs can make projects financially challenging and discourage the creation of ADUs that serve lower-income residents. SB 5529 (2025) created an optional exemption that allows cities to waive property taxes on detached ADU improvements when they are rented at or below 60% of AMI. Opting into this program could reduce barriers for homeowners and expand the supply of ADUs affordable to low-income households.	The City does not currently have any property tax incentive options associated with ADUs.

4. Mid-Term Actions

#	Action	Type	Rationale	Current Policy or Process
4.1	Consider adopting density bonuses for income-restricted housing in the Gateway and Neighborhood Mixed Use zones.	Regulatory change	In Gateway and Neighborhood Mixed Use zones, where the Comprehensive Plan envisions new housing and mixed-use development near transit and services, density bonuses could help encourage affordable housing production in high-amenity areas. If the City is interested in offering MFTE in these zones, calibrating this bonus with MFTE program requirements could create an additional incentive for participation to expand the program's impact.	The City currently does not offer density bonuses tied to affordable housing in Gateway or Neighborhood Mixed Use zones.
4.2	Explore opportunities to enforce property stewardship and maintenance of investment properties.	Regulatory change	Some investors are purchasing older homes, delaying maintenance, and holding the properties in deteriorating condition while waiting for redevelopment value to increase, particularly in Town Center.	The City has a property maintenance code that levies fees on deteriorating properties. To date, the City has only enforced this code for deteriorating commercial buildings.

#	Action	Type	Rationale	Current Policy or Process
4.3	Monitor, support, and consider adopting future Washington building code amendments that could support more effective building practices.	Regulatory change	Monitoring and considering the adoption of future state building code amendments would help the City stay current with evolving standards that can make housing easier and more cost-effective to build. Keeping pace with changes adopted by the State Building Code Council (SBCC) ensures local building regulations support innovation, reduce unnecessary barriers, and align with the City's land use regulations.	In Washington, the SBCC updates and modifies the State Building Code, which is based on international building codes. The code is revised every three years, with the legislature able to specify further amendments. After the SBCC adopts a new code provision or optional appendix, local jurisdictions would need to adopt it through an ordinance for it to be effective locally. If local jurisdictions adopt alternatives to the state code, the local building codes must meet or exceed state code requirements.
4.4	Revise permitting process for middle housing to be more intuitive for homeowners.	Regulatory change	Homeowners and small-scale builders can encounter barriers when navigating the permitting process for middle housing. Simplifying review procedures and providing clearer guidance can reduce costs, shorten timelines, and make it easier for residents to build small-scale housing types.	Currently, certain housing types such as single detached units (SDUs), duplexes, and ADUs are reviewed through a building-permit-only process. Other residential projects with fewer than 10 units require a Type A Ministerial land use permit procedure, and residential projects with at least 10 units require a Type C Quasi-judicial land use permit procedure.
4.5	Consider providing impact fee exemptions or reductions for affordable housing.	Financial incentive	Reducing or eliminating impact fees can supplement the funding gap needed for developers to produce affordable housing.	The City does not currently offer impact fee exemptions or reductions for any type of residential development, but does offer them for low-income childcare facilities.

#	Action	Type	Rationale	Current Policy or Process
4.6	Consider adopting a 12-year MFTE program in R-2 for projects using the residential affordability program bonus to build up to six units and align program affordability requirements.	Financial incentive	Feasibility analysis shows that under current market conditions, projects with six units (including two affordable) are less financially feasible than four-unit projects allowed by right. However, fiscal analysis indicates that six-unit developments could generate more revenue for the City than four, even with MFTE, due to increased utility and sales taxes. While sixplexes would still be less likely to develop than duplexes or townhouses, pairing the density bonus with MFTE would offer an incentive for participation in the Residential Affordability Program, which could support increased density and produce more affordable units.	Mountlake Terrace currently offers an MFTE program only in the Town Center, where rental units must be affordable at 80% AMI or below. In the R-2 zone, property owners may build up to four units by right, or up to six units if they provide affordable housing through the City's Residential Affordability Program, which requires 60% AMI for rentals.
4.7	Consider adopting an 8-year MFTE program in R-3 for stacked projects with at least ten units to incentivize accessible units.	Financial incentive	Without additional incentives, side-by-side development (such as townhomes) will generally be more feasible than stacked units. However, stacked units are subject to additional accessibility requirements in the building code.	For multifamily buildings without elevators, Washington State Building Code accessibility requirements apply only to ground floor units, which must include 5% Type A units in buildings with more than ten dwellings and all Type B units in buildings with more than four dwellings.
4.8	Consider adopting a 12-year MFTE program in R-3 in alignment with the Residential Affordability Program to incentivize participation.	Financial incentive	While townhomes would likely still be more feasible than stacks, offering MFTE would increase stacks' feasibility. In addition to the income-restricted units required for the 12-year program, stacks also tend to have smaller units than other forms of middle housing, often resulting in lower overall prices. The City could also consider limiting the program to projects with at least six units (in alignment with the Residential Affordability Program) or combining with additional accessibility requirements (see above).	The City currently offers both an 8-year and a 12-year MFTE program (20% of units at 80% AMI) in the Town Center subarea only.

#	Action	Type	Rationale	Current Policy or Process
4.9	Consider expanding the 12-year Town Center MFTE program to the Gateway and Neighborhood Mixed Use zones.	Financial incentive	The updated mixed-use land use areas will provide more opportunities for residential development at higher densities. However, feasibility analysis suggests that under current market conditions, multifamily and mixed-use development may be infeasible in these areas without additional incentives.	The City currently offers both an 8-year and a 12-year MFTE program (20% of units at 80% AMI) in the Town Center subarea only.
4.10	Continue offering MFTE in Town Center, but consider phasing out the 8-year option.	Financial incentive	Feasibility analysis suggests that the 8-year and 12-year program (at 80% AMI) have an equivalent effect on feasibility, and focusing incentives on the 12-year program could help the City strengthen the incentive for affordable housing in Town Center.	In 2022, the City Council re-established the City's MFTE program, adopting an 8-year and a 12-year (20% of units at 80% AMI) program in the Town Center subarea. To date, five projects have used the 8-year program and one is currently applying for the 12-year program, with potential interest from up to three other projects. In 2024, the Council authorized an optional 12-year extension for projects using the 12-year program.
4.11	Provide educational materials about the use of innovative building practices and materials, such as mass timber.	Technical assistance	Clear information on benefits, costs, and regulatory considerations for innovative and emerging building practices could lower uncertainty, encourage adoption of sustainable practices, and support more efficient construction.	The City does not currently provide guidance or information on building code updates.
4.12	Consider expanding tenant protection strategies to reduce the risk of displacement and housing instability for lower-income renters.	Technical assistance	Mountlake Terrace renters face pressures from rising costs, limited affordable options, and the risk of displacement due to redevelopment or rent increases. While state law provides baseline protections such as just cause eviction and relocation assistance for manufactured home park closures, local strategies can go further to address community needs.	The City currently offers the residential safety inspection program, under which all residential rental properties in Mountlake Terrace must be licensed, with annual renewals, and all registered rental properties are inspected at least once every three years.

5. Long-Term Actions

#	Action	Type	Rationale	Current Policy or Process
5.1	Encourage any affordable homeownership units developed through the middle housing density bonus option or MFTE to be stewarded by a CLT.	Partnership	Pairing affordability incentives (like MFTE or density bonuses) with CLT stewardship ensures that the units created are more likely to remain permanently affordable rather than reverting to market-rate after a set period.	One community land trust (Homes and Home CLT) is active in Snohomish County.
5.2	Survey the City's existing real estate holdings and consider transferring property or providing a long-term lease to a mission-driven developer.	Financial incentive	Exploring the use of City-owned land for housing could expand opportunities to partner with mission-driven developers. Removing the cost of land acquisition makes projects significantly more feasible and strengthens their competitiveness for public funding, since many state and federal programs prioritize applications with local contributions. This strategy could reduce barriers to affordable housing development while ensuring that public assets are used to advance community priorities.	The City has not previously contributed land to a development project and does not currently have a process for evaluating properties or making land use decisions for them.
5.3	Strategically target public investments to add amenities and improve infrastructure to attract development.	Financial incentive	Public investments in amenities and infrastructure, such as sidewalks, parks, and utility upgrades, can reduce development barriers and make key areas more attractive for housing. By focusing these investments in the priority growth areas identified in Vision 2044, the City can maximize the impact of its resources and help attract housing development near transit and community amenities.	The City invests in infrastructure and amenities primarily through its Capital Improvement Program (CIP) and transportation plans, which prioritize projects based on safety, capacity, and maintenance needs. While these investments support community livability, they are not consistently targeted to align with housing priorities in Gateway, Neighborhood Mixed Use, or other planned growth areas.

#	Action	Type	Rationale	Current Policy or Process
5.4	Pursue funding for infrastructure improvements that could enable at-risk affordable housing acquisition and preservation.	Financial incentive	Many of Mountlake Terrace's affordable homes are in older buildings or manufactured home communities with aging public infrastructure (such as sewer lines), and the investment needed to update these properties can make it financially infeasible for HASCO or other mission-driven organizations to acquire and preserve these properties.	Snohomish County distributes funding to cities that could potentially cover infrastructure upgrades or repairs, such as CDBG. Mountlake Terrace has not previously received these funds for a project of this type.

6. Ongoing Actions

#	Action	Type	Rationale	Current Policy or Process
6.1	Participate in regional housing efforts, including the Affordable Housing Alliance, Housing Consortium, and Snohomish County Tomorrow.	Partnership	Participating in regional housing efforts such as the Affordable Housing Alliance, Housing Consortium, and Snohomish County Tomorrow could strengthen Mountlake Terrace's role in shaping housing policy and accessing shared resources. These forums provide opportunities to collaborate with neighboring jurisdictions, align on regional strategies, and advocate for local priorities. Active participation would also help the City stay informed about funding opportunities, legislative changes, and best practices.	Mayor Matsumoto-Wright currently represents the City at the Affordable Housing Alliance, and the City has representatives at Snohomish County Tomorrow. However, coordination may be limited between City representatives, which could limit partnership potential.
6.2	Advocate for the state legislature to expand opportunities for home ownership of different housing types through the condominium process.	Partnership	Condominiums can be one of the most attainable forms of homeownership for moderate-income households, but state legislation for defect liability and financing can create barriers to condominium development.	The City provides public comment on proposed legislation.

#	Action	Type	Rationale	Current Policy or Process
6.3	Proactively engage Snohomish County to clarify plans for distributing affordable housing funding and encourage investment in Mountlake Terrace.	Partnership	Snohomish County manages a variety of funding sources, including federal programs like CDBG and HOME as well as local sales tax revenues from HB 1406 and HB 1509. Proactively coordinating with the County to understand funding priorities and highlight local opportunities could help Mountlake Terrace access resources that support both housing development and related needs, such as infrastructure improvements.	Snohomish County Housing and Community Services Division collects and distributes funding to cities via an interlocal agreement (the Snohomish County Consortia), including: CDBG, CoC, ESG, HOME, NSP, CHG, AHTF, and EHP. The County also has two funding sources from sales taxes: HB1509 and HB1406. In 2024, 12 jurisdictions in Snohomish County collected \$2.18 million through HB1406 sales tax credits and Snohomish County collected \$22 million through HB1509 sales tax. Since its adoption in 2021, the County has not yet distributed the HB1509 funds, totalling over \$60 million.
6.4	Provide support for public funding applications by affordable housing providers for projects that align with City priorities.	Partnership	Many public funding programs for affordable housing consider local government support as part of their evaluation criteria. Providing a letter of support that includes a commitment to helping remove local development barriers can signal project readiness and improve the competitiveness of funding applications.	The City does not currently have a formal policy or mechanism for supporting publicly-funded projects.
6.5	Establish relationships with community land trusts (CLTs) or other organizations that support alternative homeownership models.	Partnership	Building partnerships with CLTs can expand long-term affordable homeownership opportunities by separating land ownership from housing ownership, which lowers purchase costs and preserves affordability across generations.	Currently, one community land trust (Homes and Home CLT) is active in Snohomish County.
6.6	Pursue opportunities to support development on properties owned by religious organizations.	Partnership	Faith-based organizations often hold underutilized land in central, amenity-rich locations, creating opportunities for community-serving affordable housing. Supporting these partnerships can reduce land acquisition costs and speed up development timelines.	Under RCW 36.70A.545, cities must allow density bonuses for affordable housing developments by religious organizations. There has been some development interest by religious organizations in Mountlake Terrace, but no projects have been completed to date.

#	Action	Type	Rationale	Current Policy or Process
6.7	Host educational community workshops to share information and provide assistance.	Technical assistance	Workshops could provide guidance on permits, building requirements, and financing while also offering space for participants to ask questions and receive direct support, helping property owners and small developers feel more confident in pursuing housing projects.	The City already regularly hosts community events on a variety of topics.
6.8	Provide technical assistance for navigating permitting procedures and requirements.	Technical assistance	Permitting can be especially challenging for homeowners, small-scale builders, and nonprofit housing providers who may not be familiar with the City's processes; offering guidance can make permitting more efficient and reduce barriers to development.	Residents can schedule a 30-minute in-person or virtual meeting with a City planner.
6.9	Support opportunities to purchase manufactured home communities.	Technical assistance	Helping residents and partners take advantage of purchase opportunities could help preserve an important source of naturally occurring affordable housing. Facilitating access to technical assistance, outreach, or partnerships would support community stability and reduce the risk of displacement when manufactured home parks are put up for sale.	Recent legislation requires owners to give notice of opportunity to compete to purchase when selling a manufactured/mobile home community. Notice needs to be provided to each tenant, tenant organizations, the Department of Commerce, the City, HASCO, and the Washington State Housing Finance Commission. Tenants have 70 days to form a qualified tenant organization to purchase the community.
6.10	Monitor land capacity and development trends, and update development regulations if needed.	Monitoring	Monitoring land capacity and development trends will ensure the City is on track to meet Vision 2044 housing targets. Tracking outcomes of recent and future code changes will also allow the City to be responsive in making any changes needed to support development goals.	As a component of the Growth Management Act, the Buildable Lands program under RCW 36.70A.215 requires Snohomish County and the cities within it to submit a report reviewing actual development, and determine they have designated adequate amounts of residential, commercial, and industrial lands to meet the growth needs incorporated in their comprehensive plans.

#	Action	Type	Rationale	Current Policy or Process
6.11	Identify and monitor both regulated and naturally occurring affordable housing units that are at risk of redevelopment.	Monitoring	Identifying and monitoring both regulated and naturally occurring affordable housing units that are at risk of redevelopment could help the City take proactive steps to preserve these housing options. Tracking both regulated and unregulated units would allow the City to coordinate with property owners and housing partners, and take actions for preservation and/or tenant support.	PSRC maintains a database of income-restricted affordable housing; the City does not currently have a process for tracking regulated or unsubsidized affordable housing.





Mountlake Terrace Housing Action Plan Draft Strategies

Planning Commission Meeting

September 2025



- Meeting purpose
- HAP context & organization
- Actions overview
 - ◆ Completed & In-Progress Actions
 - ◆ Near-Term Actions
 - ◆ Mid-Term Actions
 - ◆ Ongoing & Long-Term Actions
- Discussion focusing on near- and mid-term actions
- Next steps

- Identify what the City is already doing
- Identify the amount of effort needed for each action
 - ◆ E.g., incremental versus larger lifts
- Prioritize actions that build on current and recent work
- Include actions that can support the local development community
 - ◆ E.g., supporting financing opportunities

In the Action Matrix, actions are organized by:

1. Timeframe for implementation:

- ◇ Completed
- ◇ In-progress
- ◇ Near-term implementation (one to three years)
- ◇ Mid-term implementation (three to five years)
- ◇ Long-term implementation (five to ten years)
- ◇ Ongoing actions, such as partnerships or monitoring and reporting

2. Action type: regulatory changes, financial incentives, partnerships, technical assistance, and monitoring

In the HAP, actions will include:

- Implementation status & timeframe
- Rationale
- Current policy or process
- Near-term implementation steps
- Supporting legislation, engagement, or analysis findings
- Corresponding Comprehensive Plan policies
- Examples from other jurisdictions

Stage	Purpose	HAP Role
Policy	Goals the City wants to achieve	Adopted — already in place
Action	Strategies to achieve those goals	Identify and evaluate potential strategies
Implementation	How and when actions will move forward	Categorize by readiness, partners, and timing

- Gather feedback on draft actions and implementation timelines
 - Are these the right steps to take for implementing the Comprehensive Plan policies?
 - Are there actions you think are missing or should be prioritized in the near- to mid-term?
 - Are there actions you don't think the City should pursue or do not need to be prioritized at this time?

Overview of HAP Actions by Implementation Timeframe

Completed Actions	Near-Term Actions	Mid-Term Actions	Long-Term Actions	Ongoing Actions
Completed regulatory changes: 1.1 Update residential zones to support middle housing 1.2 Offer density bonuses for sustainability 1.3 Update land uses to plan for 2044 targets.	Regulatory changes: 3.1 Expedite permitting for pre-approved ADU plans 3.2 Amend affordable housing permit processes 3.3 Update the Mobile Home Park code 3.4 Update PSH and emergency housing allowances 3.5 Amend building code to reduce barriers to home repairs 3.6 Clarify definitions for alternative housing types 4.3 Review Town Center standards 4.4 Update subarea plans Financial incentives: 3.7 Offer a property tax exemption for affordable ADUs	Regulatory changes: 4.1 Offer density bonuses for affordable housing in Gateway and Neighborhood Mixed Use 4.2 Enforce maintenance of investment properties 4.3 Adopt future state building code amendments 4.4 Update middle housing permitting processes Financial incentives: 4.5 Provide impact fee exemptions or reductions for affordable housing 4.6 to 4.10 Update and expand MFTE program Technical assistance: 4.11 Provide materials on innovative building practices 4.12 Expand tenant protection strategies and resources	Partnerships: 5.1 Encourage affordable homeownership units to be stewarded by a CLT 5.2 Consider transferring or leasing City-owned property to a mission-driven developer 5.3 Target public investments to attract development 5.4 Pursue funding for infrastructure improvements for at-risk affordable housing	Partnerships: 6.1 Participate in regional housing efforts 6.2 Legislature advocacy 6.3 Engage the County on affordable housing funding 6.4 Support public funding applications from mission-driven developers 6.5 Establish relationships with CLTs 6.6 Support development on religious properties Technical assistance: 6.7 Host educational community workshops 6.8 Provide permitting assistance 6.9 Support opportunities to purchase manufactured home communities Monitoring: 6.10 Monitor development trends 6.11 Monitor at-risk affordable housing units
In-Progress Actions Regulatory changes: 2.1 Update impact fees to per-square-foot 2.2 Update Gateway and Neighborhood Mixed Use zones 2.3 Update permitting procedures for middle housing 2.4 Simplify ADU permitting Technical assistance: 2.5 Provide materials on the development process				

Completed & In-Progress Actions

Completed Actions

#	Action	Goal
1.1	Update zoning and design standards in residential zones to promote middle housing in alignment with House Bill 1110 .	Housing diversity
1.2	Offer density bonuses for environmentally sustainable building practices.	Development sustainability
1.3	Review and update land use regulations to provide increased residential capacity to accommodate the City's 2044 housing targets.	Support housing production

In-Progress Actions

#	Action	Goal
2.1	Update impact fee assessments to a per-square-foot calculation to be proportional to unit sizes in alignment with state legislation and encourage smaller housing production.	Increase housing diversity
2.2	Update development regulations for zones in the Gateway and Neighborhood Mixed Use land use areas to promote residential and mixed-use development affordable at all income levels.	Encourage density in centers
2.3	Update permitting forms to reflect recently updated allowances for middle housing types to clarify permitting procedures and better track development patterns.	Increase housing diversity
2.4	Simplify ADU permitting requirements by updating to a building-permit-only process (similar to single-family and duplex requirements) to make ADU development more accessible and reduce time and costs.	Increase housing diversity
2.5	Provide educational materials on the development process , including permits, building considerations, and financing to give residents and developers clearer guidance on how to navigate the City's requirements.	Support housing production

Near-Term Actions

Near-Term Regulatory Changes

#	Action	Goal
3.1	Offer expedited permit review for homeowners who use pre-approved ADU plans to simplify the permitting process, reducing time and costs.	Increase housing diversity
3.2	Consider amending the permit review process for projects with income-restricted affordable housing units to help expedite affordable housing production.	Incentivize affordable units
3.3	Review and consider updating Mobile Home Park standards to remove barriers to replacing and updating aging units.	Anti-displacement
3.4	Update permitted use tables for permanent supportive housing and emergency housing to expand where these uses are allowed, in alignment with state legislation.	Support special housing types
3.5	Evaluate and consider adopting building code amendments to reduce barriers to home repair and rehabilitation.	Anti-displacement
3.6	Clarify regulations and definitions for small and alternative housing types, such as tiny homes, modular units, and ADUs.	Increase housing diversity
3.7	Review Town Center zoning and design standards and consider adjustments as needed to support residential development.	Encourage density in centers
3.8	Review and update subarea plans to reflect the Comprehensive Plan designations and support the City's housing goals.	Encourage density in centers

Near-Term Financial Incentives

#	Action	Goal
3.9	Consider offering a property tax exemption for ADUs rented to low-income households (below 60% AMI) to offer an incentive for ADU production and expand the supply of affordable rental options.	Support affordable unit production

Mid-Term Actions

Mid-Term Regulatory Changes

#	Action	Goal
4.1	Consider adopting density bonuses for income-restricted housing in the Gateway and Neighborhood Mixed Use zones to encourage affordable housing development near amenities and centers.	Incentivize affordable units
4.2	Explore opportunities to enforce maintenance of investment properties to disincentivize vacant and/or deteriorating buildings in the Town Center and encourage housing occupation.	Encourage reinvestment
4.3	Monitor, support, and consider adopting future Washington building code amendments that could support more effective building practices, including the upcoming 2026 updates for multifamily housing.	Support housing production
4.4	Revise permitting process for middle housing to be more intuitive for homeowners and reduce development time and costs.	Increase housing diversity

Mid-Term Financial Incentives

#	Action	Goal
4.5	Consider providing impact fee exemptions or reductions for affordable housing.	Incentivize affordable units
4.6	Consider adopting a 12-year MFTE program in R-2 for projects in alignment with the middle housing affordable housing density bonus requirements for projects building five or six units.	Incentivize affordable units
4.7	Consider adopting an 8-year MFTE program in R-3 for stacked housing development with at least ten units to incentivize accessible units.	Increase accessible housing
4.8	Consider adopting a 12-year MFTE program in R-3 in the middle housing affordable housing density bonus requirements to incentivize participation.	Incentivize affordable units
4.9	Consider expanding the 12-year Town Center MFTE program to the Gateway and Neighborhood Mixed Use zones.	Encourage density in centers
4.10	Continue offering MFTE in Town Center, but consider phasing out the 8-year option to only offer the 12-year program.	Incentivize affordable units

Mid-Term Technical Assistance

#	Action	Goal
4.11	Provide educational materials on benefits, costs, and regulatory considerations for innovative and emerging building practices , such as mass timber, to encourage adoption.	Development sustainability
4.12	Consider expanding tenant protection strategies or providing information or resources (such as the Rental Safety Inspection Program) to support lower-income renters to reduce the risk of displacement and housing instability.	Anti-displacement

Long-Term and Ongoing Actions

Long-Term Actions

#	Action	Goal
5.1	Encourage any affordable homeownership units developed through the middle housing density bonus option or MFTE to be stewarded by a CLT to encourage long-term affordability.	Incentivize affordable units
5.2	Survey the City's existing real estate holdings and consider transferring property or providing a long-term lease to a mission-driven developer to support project feasibility and competitiveness for public funding.	Incentivize affordable units
5.3	Strategically target public investments to add amenities (such as sidewalks or parks) and improve infrastructure to incentivize development near transit and amenities and in the priority growth areas identified in the Comprehensive Plan.	Encourage density in centers
5.4	Pursue funding for infrastructure improvements, such as utility upgrades, that could improve feasibility for mission-driven organizations to acquire and preserve at-risk affordable housing .	Anti-displacement

Ongoing Partnerships

#	Action	Goal
6.1	Continue participating in regional housing efforts , including the Affordable Housing Alliance, Housing Consortium, and Snohomish County Tomorrow, and increase coordination between representatives.	Support housing production
6.2	When the City is providing public comment on proposed legislation, advocate for the state legislature to expand opportunities for home ownership of different housing types through condominiums.	Housing diversity
6.3	Proactively engage Snohomish County to clarify plans for distributing affordable housing funding (such as HOME funds or local sales tax revenues) and encourage investment in Mountlake Terrace to support housing development and related needs, such as infrastructure.	Increase affordable unit production
6.4	Provide support for applications for public affordable housing funds (such as HOME or LIHTC) for projects that align with City priorities.	Increase affordable unit production
6.5	Establish relationships with community land trusts (CLTs) or other organizations that support alternative homeownership models.	Increase affordable unit production
6.6	Pursue opportunities to support development on properties owned by religious organizations , which are eligible for density bonuses for affordable housing per state legislation.	Increase affordable unit production

Ongoing Technical Assistance

#	Action	Goal
6.7	Host educational community workshops (such as information on permits, building requirements, or financing) to provide space for participants to ask questions and receive direct support, helping property owners and small developers feel more confident in pursuing housing projects.	Support housing production
6.8	Provide assistance for navigating permitting procedures and requirements to make permitting more efficient and reduce barriers to development, especially for those less familiar with the development process.	Support housing production
6.9	Support opportunities to purchase manufactured home communities by facilitating access to technical assistance, outreach, or partnerships, to help support community stability and reduce the risk of displacement.	Anti-displacement

Ongoing Monitoring

#	Action	Goal
6.10	Monitor land capacity and development trends , and update development regulations if needed.	Support housing production
6.11	Monitor both regulated and naturally occurring affordable housing units that are at risk of redevelopment.	Support housing production

Next Steps

- PC work session on full HAP draft - 10/27
- PC public hearing - 11/10
- CC work session on HAP draft - 11/13
- CC public hearing - 12/4