



**CITY OF WOODINVILLE  
PLANNING COMMISSION MEETING  
WEDNESDAY, APRIL 23, 2025 – 7:00 PM  
COUNCIL CHAMBERS**

This meeting will be live-streamed on the City's website. Meetings are also broadcast on Woodinville TV and are available on Comcast (channel 21). To join the MS Teams meeting on your computer or mobile app click here: <https://woodinville.cc/4fUps3N>. Or call in (audio only) by dialing +1 206-397-0678 Phone Conference ID: 848 266 771#.

**AGENDA**

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**CALL TO ORDER** 7:00 pm

**ROLL CALL** 7:01 pm

**FLAG SALUTE** 7:02 pm

**APPROVE AGENDA IN CONTENT AND ORDER** 7:03 pm

**PUBLIC COMMENTS** 7:04 pm

Public Comments provide an opportunity for the public to address the Commission on any city related subject, which is not of a quasi-judicial nature or scheduled for a public hearing. Comments should be limited to three minutes per individual or if representing a group.

**COUNCIL LIAISON REPORT** 7:10 pm

**BUSINESS and DISCUSSION ITEMS** 7:20 pm

1. Draft Planning Commission Minutes of 02/26/2025

[Minutes](#)

2. Public Hearing: Commute Trip Reduction (Joshua Jeffery)

You can submit comments by emailing [PublicComments@ci.woodinville.wa.us](mailto:PublicComments@ci.woodinville.wa.us) by 5:00 pm the day of the meeting. Please put "Commute Trip Reduction" in the subject line. These comments will be forwarded to the Planning Commission and will be included in their discussions. Or, if you prefer to provide testimony during the public hearing, you can do so in person or you can call +1 206-397-0678 and enter conference ID: 848 266 771#. You can use \*6 to mute/unmute during the hearing. Five minutes are allowed for comments.

[Staff Report](#)

Presentation

3. Discussion: Unit Lot Subdivision  
[Staff Report](#)  
[Presentation](#)
4. Discussion: Middle Housing Code Amendment  
[Staff Report](#)  
[Presentation](#)

**PUBLIC COMMENTS** 8:45 pm

**DIRECTOR'S REPORT** 8:48 pm

5. Proposed Planning Schedule  
[Schedule](#)
6. New Permit Applications Submitted in the Weeks Ending 02/21/2025, 02/28/2025, 03/07/2025, 03/14/2025, 03/21/2025, 03/28/2025, 04/04/2025 and 04/11/2025  
[Report](#)
7. Development Services Monthly Reports - February 2025 and March 2025  
[Report](#)

**REPORTS OF COMMISSIONERS AND ISSUES TO BE FORWARDED TO CITY COUNCIL** 8:53 pm

**ADJOURNMENT** 9:00 pm

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If you wish to provide public comment virtually, you may do so by submitting a written statement to [PublicComments@ci.woodinville.wa.us](mailto:PublicComments@ci.woodinville.wa.us). Any comments received by 5:00 p.m. the day of the meeting may be read during the first public comment period. And comments received by 8:00 p.m., may be included in the second time slot for public comments.

To ensure your comments are received and read at the proper meeting, your email must include:

- The group (City Council, Planning Commission, Public Spaces Commission)
- Date of the meeting your comments are intended for
- Your name
- Whether or not you live in the City limits of Woodinville
- Agenda Item and/or subject your comments are related to

Emails without this information may not be read at the meeting. Three minutes are allowed for comment. And, in accordance with normal procedure, messages of an overly repetitive or inappropriate (vulgarity) nature may also not be read at the discretion of the meeting Chair.

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City of Woodinville, Washington  
**PLANNING COMMISSION REGULAR MEETING MINUTES OF FEBRUARY 26, 2025**  
Woodinville City Hall City Council Chambers, 17301 133rd Avenue NE, Woodinville, WA

<u><b>CALL TO ORDER</b></u>	The regular meeting of the Woodinville Planning Commission was called to order at 7 p.m.
<u><b>ROLL CALL</b></u>	<p><u>Planning Commissioners Present:</u> Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</p> <p><u>Absent:</u> None.</p> <p><u>City Staff Present:</u> Robert Grumbach, Development Services Director, Amanda Almgren, Planning Manager, Jared Hill, Intergovernmental Affairs Coordinator, Mayor Mike Millman, Kaite Hanke, City Clerk, and Sophia Perez, Utter.</p> <p>Note: Vice Chair Yabroff participated in the meeting remotely. Due to technical difficulties, at times his audio was not functioning, and his vote was not recorded. At Chair Stadler's request, for some motions, Vice Chair Yabroff provided a visual indication of his vote which are reflected in the minutes.</p>
<u><b>FLAG SALUTE</b></u>	Chair Stadler led the flag salute.
<u><b>APPROVE AGENDA IN CONTENT AND ORDER</b></u>	There were no changes requested in the content and order of the agenda.
<u><b>PUBLIC COMMENTS</b></u>	<p><u>Ahmad Amiri</u> (inside city limits), reiterated his February 4 request to the City Council that regulations regarding development on private streets be added to the Planning Commission Workplan and staff's indication it would be addressed as part of ongoing regulatory update efforts and a separate workplan item was unnecessary. He hoped the update efforts would be sufficient.</p> <p><u>Connor Byers</u> (inside city limits), expressed support for the creation of a Creative District and suggested Woodinville could benefit from a public space like Redmond's downtown park. He also suggested bringing Lime to Woodinville and providing protected bike infrastructure to make the City more accessible.</p>
<u><b>COUNCIL LIAISON REPORT</b></u>	<p>Mayor Millman reported on City Council activities:</p> <ul style="list-style-type: none"> <li>-Approved the formation of a Creative District</li> <li>-Approved the Planning Commission Workplan as presented</li> <li>-Continuing to review/discuss the Comprehensive Plan</li> <li>-Three Councilmembers met with legislators in Olympia last week to</li> </ul>

	<p>promote the City's legislative agenda          -He and staff will be in Washington DC next week to meet with the delegation          -Negotiations for property for a rec center and pool continue          -Staff provided a presentation regarding the CIP          -Approved contract for tunnel under the roundabout at 131st          -Four Community Conversations will be held in March and April          -Wood Trails stairs completed          -Will be discussing how to safely bring Lime to Woodinville</p>
<p><b>BUSINESS and DISCUSSION ITEMS</b></p>	
<p><a href="#"><u>Draft Planning Commission Minutes of 01/22/2025</u></a></p>	<p><a href="#"><u>Minutes</u></a></p> <p><b>MAIN MOTION: to approve the January 22, 2025 minutes.</b>  <b>Motion by: Commissioner Stephanie Young</b>  <b>Second by: Commissioner Mik Chernomordikov</b>  <b>Action for the Main PASSED 7 - 0 (00:16:04)</b>  <b>Motion:</b>  <b>Vote: Ayes: Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</b>  <b>Nayes: None.</b>  <b>Abstain: None.</b></p>
<p><a href="#"><u>Continued Public Hearing: Critical Areas Regulations Update</u></a></p>	<p><a href="#"><u>Staff Report</u></a></p> <p><b>MAIN MOTION: to continue the public hearing from January 22, 2025, and accept public testimony. (00:16:47)</b>  <b>Motion by: Commissioner Chad Krepps</b>  <b>Second by: Commissioner Jorge Meza</b>  <b>Action for the Main PASSED 7 - 0 (00:17:10)</b>  <b>Motion:</b>  <b>Vote: Ayes: Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</b>  <b>Nayes: None.</b>  <b>Abstain: None.</b></p> <p>Development Services Director Robert Grumbach provided background regarding RCW 37.70A.70 &amp; RCW 36.70A.172 which require GMA</p>

cities to designate and adopt critical area regulations using best available science. He provided a summary of the changes which include reorganizing and consolidating critical area provisions into fewer sections and regulations related to geologically hazardous areas, critical aquifer recharge areas/frequently flooded areas, wetlands, fish & wildlife habitat conservation areas, site-potential tree height, other important changes to streams, and reduced lot development standards due to middle housing provisions.

Public Testimony

Jack McCullough, Seattle, McCullough Hill, representing several property owners including Chateau Ste. Michelle, Waste Management and others, referenced his written public comments related to riparian management zones, manmade ditches, existing urban streams, access and utilities, and transition to the new ordinance.

**MAIN MOTION: to close the public hearing. (00:43:45)**

**Motion by: Commissioner Stephanie Young**

**Second by: Commissioner Chad Krepps**

**Action for the Main PASSED 6 - 0 (00:43:54)**

**Motion:**

**Vote: Ayes: Chair Kevin Stadler, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.**

**Nays: None.**

**Abstain: None.**

Questions and discussion followed regarding new regulations related to affordable housing, support for allowing project permits currently under review to utilize existing regulations, whether projects currently under review include affordable housing, goals of GMA, use of best available science, and deferring the effective date of the ordinance.

**MAIN MOTION: to approve a recommendation to the City Council to repeal and readopt the Critical Area Regulations in Chapter 21.51 of the Woodinville Municipal Code, as presented, and to send this recommendation to the City Council. (00:51:05)**

**Motion by: Commissioner Chad Krepps**

**Second by: Commissioner Mik Chernomordikov**

**Action for the Main PASSED 6 - 0 (00:52:09)**

**Motion:**

**Vote: Ayes: Chair Kevin Stadler, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.**

	<p style="text-align: center;"><b>Nayes: None.</b> <b>Abstain: None.</b></p>
<p><b><u>Public Hearing: Project Permit Procedures</u></b></p>	<p><u>Staff Report</u></p> <p><b>MAIN MOTION: to open the public hearing and accept public testimony. (00:52:57)</b></p> <p><b>Motion by: Commissioner Chad Krepps</b> <b>Second by: Commissioner Jorge Meza</b> <b>Action for the Main PASSED 7 - 0 (00:53:12)</b> <b>Motion:</b></p> <p><b>Vote: Ayes: Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</b></p> <p style="text-align: center;"><b>Nayes: None.</b> <b>Abstain: None.</b></p> <p>Mr. Grumbach provided background and reviewed proposed changes to Chapter 21.80 WMC including revised/new definitions, new review timelines, new requirements for intake meetings, revised optional consolidated review process, and other new provisions.</p> <p>Mr. Grumbach responded to a Commission question regarding the timeline for a consolidated review.</p> <p><u>Public Testimony</u> There was no public testimony.</p> <p><b>MAIN MOTION: to close the public hearing. (01:08:05)</b></p> <p><b>Motion by: Commissioner Chad Krepps</b> <b>Second by: Commissioner Jorge Meza</b> <b>Action for the Main PASSED 7 - 0 (01:08:17)</b> <b>Motion:</b></p> <p><b>Vote: Ayes: Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</b></p> <p style="text-align: center;"><b>Nayes: None.</b> <b>Abstain: None.</b></p> <p><b>MAIN MOTION: to approve a recommendation to the City Council to amend the permitting procedures in Chapter 21.80 WMC, as presented, and to send</b></p>

	<p style="text-align: right;"><b>this recommendation to the City Council.</b> (01:08:53)</p> <p><b>Motion by:</b> Commissioner Chad Krepps</p> <p><b>Second by:</b> Commissioner Jorge Meza</p> <p><b>Action for the Main Motion:</b> PASSED 7 - 0 (01:09:52)</p> <p><b>Vote:</b> Ayes: Chair Kevin Stadler, Vice-Chair Steve Yabroff, Commissioner Stephanie Young, Commissioner Mik Chernomordikov, Commissioner Troy Anderson, Commissioner Jorge Meza, and Commissioner Chad Krepps.</p> <p>Nays: None.</p> <p>Abstain: None.</p>
<p><a href="#"><u>Presentation: Creative Arts District (Jared Hill)</u></a></p>	<p><a href="#"><u>Staff Report</u></a></p> <p>Intergovernmental Affairs Coordinator Jared Hill provided an introduction, describing what a Creative District is, the purpose of a Creative District, and regional context.</p> <p>Torrey Edwards, President, Woodinville Arts Alliance, and Mr. Hill described how the Creative District began; the Port of Seattle economic development grant to investigate support for a creative economy; proposed Creative District location; map with the location of public art, creative businesses, history/culture and venues within the Creative District boundary; identified needs for the Creative District; Woodinville's existing creative landscape; and best practices in existing Creative Districts.</p> <p>Mr. Hill reviewed the Creative District Plan prepared by SCJ Alliance (funded by Port of Seattle grant), highlighting the Eastrail Mixed Use Zone and Creative District, Comprehensive Plan policy updates, and use provisions to help accommodate creative arts space. Ms. Edwards reviewed grants and funding to support a Creative District, Creative District management, and next steps.</p> <p>Mr. Grumbach commented on incorporating information from the Creative District Plan into development regulation that implement the EMU Zone.</p> <p>Questions and discussion followed regarding ability to expand the Creative District boundaries, appreciation to volunteers involved with the formation of a Creative District, support for forming a Creative District, whether there are limitations on the size of the district, size of other Creative Districts, criteria for establishing Creative District boundaries, the City's role in the Creative District, encouraging smaller format commercial spaces and incubator spaces, identified needs for the Creative District, requirement to apply for redesignation of the Creative</p>

	District in five years, industries that can be represented in the Creative District, and best practices of other Creative Districts.
<a href="#"><u>Briefing: Approved Planning Commission Workplan</u></a>	<a href="#"><u>Staff Report</u></a>
<a href="#"><u>PUBLIC COMMENTS - None</u></a>	Mr. Grumbach relayed the City Council approved the Planning Commission's 2025 Workplan.
<a href="#"><u>DIRECTOR'S REPORT</u></a>	Mr. Grumbach relayed a study session and first reading on the Comprehensive Plan is scheduled for the City Council's March 11 meeting. The updated Comprehensive Plan is available on the City's website.
<b>Proposed Planning Schedule</b>	<a href="#"><u>Schedule</u></a>
<b>New Permit Applications Submitted in the Weeks Ending 01/17/2025, 01/24/2025, 01/31/2025, 02/07/2025 and 02/14/2025</b>	<a href="#"><u>Report</u></a>
<b>Development Services Monthly Report</b>	<a href="#"><u>Report</u></a>
<a href="#"><u>REPORTS OF COMMISSIONERS AND ISSUES TO BE FORWARDED TO CITY COUNCIL - None</u></a>	
<a href="#"><u>ADJOURNMENT</u></a>	With no further business, Chair Stadler adjourned the meeting at 8:45 p.m.

/Yvonne David/

Sr. Administrative Assistant



CITY OF WOODINVILLE, WA

## REPORT TO THE PLANNING COMMISSION

17301 133<sup>rd</sup> Avenue NE, Woodinville, WA 98072

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**To:** Planning Commission **Date:** April 23, 2025  
**By:** Joshua Jeffrey, Public Works Management Analyst  
**Subject:** Public Hearing: Draft Commute Trip Reduction Plan Four-Year Update (2025-2029)

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**ISSUE:** Hold a public hearing on the Draft Commute Trip Reduction (CTR) Four-Year Plan Update (2025-2029).

**RECOMMENDATION:** Hold a public hearing and take action on the proposed recommendation.

**BACKGROUND:** In 1991, the Washington State Legislature passed the Commute Trip Reduction (CTR) Law (RCW 70A.15.4000-4110 and Chapter 468-63 WAC) to combat air pollution, reduce petroleum fuel consumption, and alleviate traffic congestion. The law was introduced following the Exxon Valdez spill and concerns over potential federal mandates under the Clean Air Act, eventually being incorporated into the Washington Clean Air Act. The CTR Law mandates four key actions:

- Jurisdictions in affected areas must develop and implement a CTR ordinance and plan, working with major employers to offer CTR programs.
- The Washington State Department of Transportation (WSDOT) is tasked with creating and implementing a statewide CTR plan.
- Regional planning organizations must create and implement their own CTR plans.
- The state is responsible for providing leadership and support.

In 2006, the Legislature amended the CTR Law to enhance its efficiency, effectiveness, and responsiveness to local needs.

As a part of the CTR program, worksites with 100 or more full-time employees who begin their shift between 6 and 9 a.m. on weekdays in the nine most populous counties in the state – including King County – must develop and manage their own programs based on:

- Transportation Demand Management (TDM) strategies that are most effective for their employees.
- Locally adopted goals for reducing vehicle trips and miles traveled.

Worksites conduct commute trip reduction surveys every other year to measure vehicle miles traveled and the mode choices of their employees. WSDOT and jurisdictions use these survey results to report on collective progress toward drive-alone and vehicle miles traveled reduction targets. Three worksites in Woodinville are impacted by the program: two are mandatory, while the City itself participates voluntarily.

In 1993, the City approved Ordinance No. 73, adopting a CTR Plan, codified in Chapter 14.12 of the Woodinville Municipal Code. As a part of its jurisdictional responsibilities, the City reviews and updates the plan periodically. The plan was amended in 1998 (Ord. 195), 2008 (Ord. 474), and most recently in 2013 (Ord. 566) to reflect changes in TDM practices and performance requirements.

In Spring 2024, the City began developing the Draft CTR Four-Year Plan Update (2025-2029), incorporating shifts in travel behavior, community priorities, and regional policies. Over the

summer and fall of 2024, the City engaged stakeholders through events, interviews, and online feedback. In September 2024, the Draft Plan was presented to the Puget Sound Regional Council (PSRC), which found the plan consistent and provided additional feedback. In October 2024, the revised draft was submitted to WSDOT for review and approval by the Transportation Demand Management Technical Committee, which confirmed the Draft Plan's consistency with state goals. Having been found consistent by the PSRC and WSDOT, the next step is approval and adoption of the Draft Plan.

**DISCUSSION:** The Draft CTR Four-Year Plan Update (Attachment 1) defines transportation demand policies, goals, and programs that align with recent changes in transportation, regional planning, and state law. It also addresses the effects of significant growth in the community. The update emphasizes principles such as equity, health, safety, shared-use mobility, accessibility, sustainability, and livability.

The Draft Plan builds upon the existing code, outlining how the City will contribute to meeting the state's performance targets. Unlike many other guiding documents that allow for flexibility to adapt to fit local context, the structure and format of the CTR plan are strictly defined by the State.

The main elements of the Draft CTR Plan Update are summarized below:

- **Benefits of CTR** – This section outlines the local land use context, transportation goals, and environmental objectives, showing how the plan aligns with regional and state priorities. It builds on the City's Comprehensive Plan and Transportation Plan to promote a safe and efficient transportation system.
- **Performance Targets** – The City's target is a weighted average drive-alone rate (DAR) of 69%, a 15.5% reduction from the 2019 census performance for CTR-affected worksites. This target will be tracked using baseline measurements from the 2023-2025 reporting cycle. Four performance target options were provided by the state, and the City selected the one most applicable to local conditions.
- **Services and Strategies** – This section describes the TDM services and strategies the City will employ over the next four years, as well as potential barriers to meeting the performance targets, such as automobile dependence, limited transit options, and employer support.
- **Alignment with Plans** – This section shows how the City's Draft CTR Plan aligns with regional transit plans and broader strategies, ensuring coordination and consistency.
- **Engagement** – This section summarizes the public outreach process, highlighting key feedback from affected worksites and the broader community. Common concerns include improving transit accessibility, enhancing safety, and providing employee incentives for mode shifts.

It should be noted that while the Plan is being updated, no amendments to the municipal code are recommended at this time.

**NEXT STEPS:** Following the public hearing and feedback from the Planning Commission, Staff will update the Draft CTR Plan and present it to the City Council in April 2024 for review and potential adoption. Should significant revisions be required, the updated draft will be recirculated to PSRC and WSDOT for review/approval. Once adopted, the final plan will be submitted to the State for retention.

**ALTERNATIVES:**

1. Approve the Draft Plan as presented and send recommendation to the City Council.
2. Amend and approve the Draft Plan and send recommendation to the City Council.
3. Not Approve the Draft Plan as presented and send recommendation to the City Council.
4. Continue discussion/ hearing to next meeting.

**RECOMMENDED MOTIONS:**

1. **I MOVE TO OPEN THE PUBLIC HEARING AND ACCEPT PUBLIC TESTIMONY.**

(Accept public testimony)

2. **I MOVE TO CLOSE THE PUBLIC HEARING.**
3. **I MOVE TO RECOMMEND THE CITY COUNCIL APPROVE THE CITY OF WOODINVILLE COMMUTE TRIP REDUCTION FOUR-YEAR PLAN UPDATE (2025-2029) AS PRESENTED AND SEND THIS RECOMMENDATION TO THE CITY COUNCIL.**

**ATTACHMENTS:**

- 1) Recommendation of the Planning Commission to adopt the Commute Trip Reduction Four-Year Plan Update (2025-2029) and supersede the 2013 Commute Trip Reduction Plan
- 2) Draft 2025-2029 City of Woodinville Commute Trip Reduction Four-Year Plan Update



## Woodinville Planning Commission Recommendation

**A RECOMMENDATION OF THE WOODINVILLE PLANNING TO ADOPT THE  
COMMUTE TRIP REDUCTION (CTR) FOUR-YEAR PLAN UPDATE FOR 2025-2029  
AND SUPERCEDE THE 2013 COMMUTE TRIP REDUCTION PLAN**

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**WHEREAS**, the City of Woodinville is required to develop and implement a plan to reduce single occupancy trips pursuant to the Washington Clean Air Act (RCW chapter 70A.15); and

**WHEREAS**, the City must adopt a Commute Trip Reduction Plan by ordinance pursuant to RCW 70A.15.4020(1); and

**WHEREAS**, the City Council adopted Ordinance No. 73 on October 11, 1993, establishing the Commute Trip Reduction (CTR) Plan for the first time for the City of Woodinville; and

**WHEREAS**, the City Council adopted Ordinance No. 195 on July 27, 1998, revising the Commute Trip Reduction (CTR) Plan for the City of Woodinville; and

**WHEREAS**, the City Council adopted Ordinance No. 474 on November 4, 2008, revising the Commute Trip Reduction (CTR) Plan for the City of Woodinville to meet revised goals and policies by the State; and

**WHEREAS**, the City Council adopted Ordinance No. 566 on September 24, 2013, revising the Commute Trip Reduction (CTR) Plan for the City of Woodinville to meet revised in the Drive Alone Rate (DAR); and

**WHEREAS**, the State has issued revised goals for reduction in the Drive Alone Rate (DAR) and Vehicle Miles Traveled per Employee (VMT) for implementation and incorporation by the City into its Commute Trip Reduction Plan; and

**WHEREAS**, the City must periodically review and update the Commute Trip Reduction Plan pursuant to RCW 70A. 15.4020(5) for consistency with City, Regional, and State plans.

**NOW THEREFORE, THE PLANNING COMMISSION OF THE CITY OF WOODINVILLE, WASHINGTON, DOES RECOMMEND AS FOLLOWS:**

**Section 1. Adoption of the Commute Trip Reduction Four-Year Plan Update for 2025-2029.** A new Commute Trip Reduction Plan Update should be adopted as set forth in Attachment A. The Commute Trip Reduction Four-Year Plan Update for 2025-2029 should supersede the 2013 Commute Trip Reduction Plan adopted by Ordinance No. 566 with respect to future transportation demand management.

**APPROVED BY THE PLANNING COMMISSION THIS \_\_\_\_ DAY OF \_\_\_\_\_  
2025.**

\_\_\_\_\_  
Planning Commission Chair

ATTEST:

\_\_\_\_\_  
Development Services Director

# CITY OF WOODINVILLE COMMUTE TRIP REDUCTION FOUR-YEAR PLAN UPDATE

2025 - 2029

**DRAFT**



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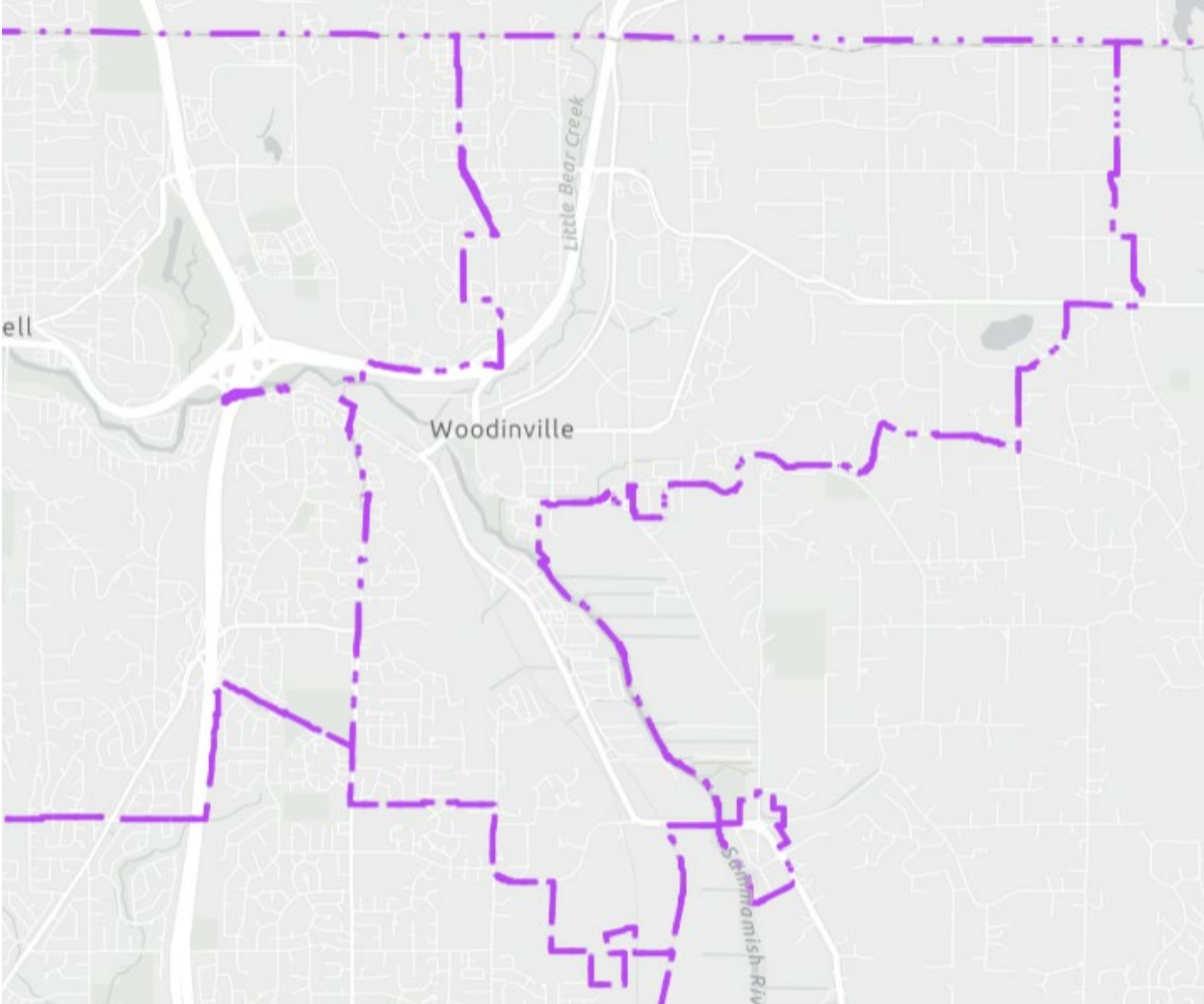
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# CITY OF WOODINVILLE DRAFT COMMUTE TRIP REDUCTION FOUR-YEAR PLAN UPDATE: 2025–2029

## BENEFITS OF CTR

### 1. DESCRIBE THE LOCAL LAND USE AND TRANSPORTATION CONTEXT AND OBJECTIVES.

#### A. DESCRIBE THE SETTING IN THE JURISDICTION AS IT IS TODAY OR WILL BE IN THE NEAR FUTURE.

Woodinville is an incorporated city at the north end of the Sammamish River Valley in the Puget Sound region, about 20 miles northeast of Seattle. Woodinville is bordered by the Cities of Bothell and Kirkland to the west, unincorporated King County to the south and east, and unincorporated Snohomish County to the north. The eastern border of the City mostly aligns with King County's Urban Growth Area boundary.

Woodinville covers approximately six square miles and includes several distinct areas with varying land uses. Many of the City's developments and roadways were built before incorporation in 1993 and adhered to unincorporated King County design standards. Woodinville's land use diversity, from residential neighborhoods to warehousing and tourist districts, presents challenges for a transportation system meant to serve the needs of all users. Balancing these needs will become increasingly important as both the City and region grow.

According to 2021 Census estimates, the population of Woodinville is 13,425 and growing at a rate of 2.6% annually. The projected population for the City is 17,600 people by 2040.

#### B. DESCRIBE FEATURES OF LAND USE AND TRANSPORTATION FACILITIES AND SERVICES THAT AFFECT COMMUTERS.

The original four blocks comprising the town of Woodinville were developed in 1890. The town was built around the Woodinville Junction train station, an important transfer stop along the Seattle, Lake Shore and Eastern Railway connecting Woodinville and Seattle to the south, North Bend to the east, and the Canadian Border to the north.

Woodinville remained small and mostly rural in character until the 1980s when the resurgence of the aerospace industry and the initial rise of the high-tech industry created a strong demand for new housing and communities in the Puget Sound region. As was common during this time, developments in Woodinville were suburban and automobile-oriented in their design. As a result of this development trend, much of Woodinville's transportation system was developed with limited amenities for people traveling by any means outside of driving.

A third wave of development began in the 2010s focusing on mixed-use, pedestrian-oriented, multifamily buildings in the downtown and tourist areas. Capital investments built during this time have helped transition parts of Woodinville (particularly Downtown, sections of the Tourist District, and newer residential subdivisions) to be more walkable; however, outside of these areas, Woodinville’s transportation network still lacks multimodal amenities.

The City of Woodinville remains committed to improving accessibility and mobility throughout the city. With continued strategic investment in the transportation network, Woodinville can maintain a good transportation system even with a large amount of population and employment growth. The City began the process of updating the 2009 Transportation Master Plan in August 2022. The Transportation Plan serves as the guiding document for transportation projects over the next 20 years. As the City of Woodinville continues to develop, transportation infrastructure improvements will include adding sidewalks, bicycle lanes and vehicle lanes. These additions will be found in periodic traffic analysis and from public outreach.

Non-motorized modes of transportation are incorporated into land use and transportation planning and implemented in capital projects. On May 7, 2024, the City of Woodinville adopted Ordinance No. 727 establishing a Complete Streets Policy which supports the creation of an accessible, multimodal streets network for all users. The Complete Streets Policy formalizes a practice that the City has embraced, prioritizing investment in pedestrian and bicycle infrastructure whenever feasible.

The City has invested in non-motorized facilities such as the bridge and trail extension along Northeast 145th Street and over the Sammamish River, bicycle lanes on Northeast 195th Street near Woodinville High School, and pedestrian trails and crossings throughout the City. The City's Non-Motorized Transportation Plan contains trail, sidewalk, equestrian, and bicycle design guidelines for public and private development that provides connectivity within and outside of the City.

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#### C. DESCRIBE WHETHER AND HOW COMMUTING PATTERNS HAVE CHANGED IN THE PAST FEW YEARS.

Woodinville had 14,925 jobs in 2020 and is projected to have 21,300 jobs by 2040. This is a 2.1 percent increase each year, resulting in 6,375 more jobs. Most of the job growth is predicted to happen in the FIRE sector (Finance, Insurance, and Real Estate). Woodinville has 2.6 jobs per housing unit, which reflects its status as an employment center, especially for retail and tourism, and its tight housing market.

With the continued development of the Downtown and tourist district and investment by the City on transportation infrastructure, there will be additional internal capture of trips to reduce commuters outside City limits.

There are several implications for CTR from this situation:

- As one of the fastest growing cities in western Washington, Woodinville will need to prioritize Commute Trip Reduction policies to ensure that the transportation infrastructure is not inundated with drive-alone trips.
- It is imperative that the City continues to invest in its transportation network. Travel within and through Woodinville is heavily dependent on the automobile. A limited arterial system, limited transit service, and limited non-motorized travel facilities characterize much of the City’s current transportation system, and the challenges and opportunities for its future betterment.

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D. LIST THE MOST IMPORTANT LAND USE AND TRANSPORTATION OBJECTIVES FROM YOUR CITY OR COUNTY'S PLANS THAT COMMUTE TRIP REDUCTION MOST DIRECTLY AFFECTS.

The City of Woodinville's Comprehensive Plan contains several objectives that are directly affected or support Commute Trip Reduction (CTR) and Transportation Demand Management (TDM), including:

- Land Use Goal LU-4. Provide a safe, efficient, and attractive circulation network that continues to enhance multi-modal capabilities.
- Goal T-1. To establish and maintain a transportation system that supports the land use plan and incorporates transportation/land use linkages.
- Goal T-2. To ensure development is consistent with the transportation goals and policies.
- Goal T-3. To establish a transportation system planning, development, and management process.
- Goal T-4. To establish LOS standards to ensure development meets Growth Management Act transportation concurrency requirements.
- Goal T-5. To improve and increase use of public transit, paratransit, and ridesharing in cooperation with transit providers, adjacent jurisdictions, and the private sector.
- Goal T-6. To promote non-motorized travel and ensure its safety, convenience, and comfort.
- Goal T-7. To develop and implement Transportation Demand Management programs and policies.
- Goal T-8. To provide safe, convenient, and comfortable neighborhood access and circulation properly integrated with the citywide transportation system.
- Goal T-9. To provide transportation facilities and services that enhance the health, safety, welfare, and mobility of all citizens regardless of age, disability, or income.

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E. DESCRIBE CRITICAL ASPECTS OF LAND USE AND TRANSPORTATION THAT SHOULD BE SUSTAINED AND KEY CHANGES THAT SHOULD BE CONSIDERED TO IMPROVE COMMUTE TRIP REDUCTION'S CONTRIBUTION TO THE LAND USE AND TRANSPORTATION OBJECTIVES YOU REFERENCE.

The City has taken several steps to ensure that commute trip reduction is considered as a fundamental part of the transportation and land use planning process that should be sustained, including:

- requiring non-motorized transportation facilities in all commercial, multifamily, and mixed-use areas to promote pedestrian activity and ease of access between uses and amenities;
- designing the arterial street system to accommodate regional trips and minimize the potential for external traffic to use residential streets for through access;
- coordinating the planning of new facilities and management of the transportation system with current and future needs of the adjacent King County and Northshore planning areas; and
- evaluating and ensuring the adequacy of the transportation system by establishing and monitoring transportation service standards.

The City will continue to develop a transportation system that supports the quality of life for the residents of Woodinville while enhancing the economic viability of the City of Woodinville

## 2. DESCRIBE HOW THE CTR PROGRAM WILL HELP ACHIEVE THE JURISDICTION'S LAND USE AND TRANSPORTATION OBJECTIVES.

### A. DESCRIBE HOW AND TO WHAT EXTENT YOUR CTR PROGRAM WILL HELP YOUR CITY OR COUNTY ACHIEVE THE LAND USE AND TRANSPORTATION OBJECTIVES REFERENCED IN QUESTION 1.

The Commute Trip Reduction Program will foster a healthy, connected community within the City. As new facilities are developed, people will increasingly seek opportunities to shift their commuting habits. Moreover, promoting non-drive alone trips under the CTR program will cultivate familiarity with regional transit options and active transportation resources.

The CTR program will help the City:

- increase the person-carrying capacity of the transportation system.
- reduce peak period traffic congestion.
- encourage the use of high-occupancy vehicles.
- increase use of public transit.

## 3. DESCRIBE HOW THE CTR PROGRAM WILL HELP ACHIEVE THE JURISDICTION'S ENVIRONMENTAL OBJECTIVES.

### A. DESCRIBE HOW THE CTR PROGRAM WILL SUPPORT JURISDICTION GREENHOUSE GAS EMISSION REDUCTION EFFORTS.

When Woodinville's community-wide emissions were calculated as a part of the Puget Sound Regional Analysis, transportation was responsible for 36% of its greenhouse gas emissions in 2019. A large portion of those emissions were from sector specific transportation activities, such as aviation. It was estimated that the community-wide emission totaled 224,496 metric ton of carbon dioxide equivalent (MTCO<sub>2e</sub>). In response, the City of Woodinville prepared its first Climate Action Plan (CAP) to provide a strategic framework to reduce greenhouse gas emissions and protect the community and environment from climate impacts. The City's CAP identifies the following strategies to reduce vehicle travel:

- TR2.1 Expand Multimodal Services
- TR2.2 Promote Multimodal Development
- TR2.3 Commute Trip Reduction
- TR2.4 Residential Walkability and Cycling Enhancements

By encouraging mode shift and rideshare programs, the City's CTR Program will help the City reduce drive along trip greenhouse gas emissions and reduce vehicle travel overall. Every drive-alone commute trip that converts to transit, rideshare, or a non-motorized mode eliminates the greenhouse gas emissions that would have been generated by that drive-alone trip.

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**B. DESCRIBE HOW THE CTR PROGRAM WILL SUPPORT JURISDICTION ENVIRONMENTAL OBJECTIVES IN ADDITION TO GREENHOUSE GAS EMISSION REDUCTIONS.**

In addition to the City's greenhouse gas emission reduction efforts, the City has also prioritized the following environmental objectives in their Comprehensive Plan:

- Goal E-1. To preserve and enhance aquatic and wildlife habitat.
- Goal E-2. To protect the public from natural hazards resulting from the disturbance of the environment.
- Goal E-3. To protect and improve water quality and management of water quantity.
- Goal E-4. To promote the preservation of Woodinville's Northwest woodland character.
- Goal E-5. To protect air quality, and proactively address climate change adaptation and mitigation.
- Goal E-6. To promote environmental sustainability and conservation in Woodinville and the Puget Sound Region.

A reduction in drive-alone commuting trips will induce investment in transportation infrastructure which can preserve the City's natural environment. Instead of increasing capacity for vehicles, the roadway may be used for active transportation amenities including shade trees which preserve Woodinville's woodland character. Reducing vehicle trips also reduces source pollution to the area's watershed.

**4. DESCRIBE HOW YOUR CTR PROGRAM WILL HELP ACHIEVE REGIONAL AND STATE OBJECTIVES.**

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**A. SUMMARIZE THE LOCAL, REGIONAL, AND STATE BENEFITS THAT WOULD BE GAINED IF YOU ACHIEVE YOUR CTR TARGETS.**

Meeting the Commute Trip Reduction (CTR) targets offers significant advantages for local, regional, and state entities, particularly in promoting multimodal transportation. While the City's Transportation Demand Management (TDM) strategies and CTR program are already integrated into existing plans, achieving these targets would further support the Puget Sound Regional Council's (PSRC) Regional Transportation Plan.

One key benefit is the enhancement of data collection efforts. A consistent regional strategy would allow for effective comparisons across worksites, enabling a better evaluation of program effectiveness. This could lead to increased funding opportunities for TDM initiatives, ensuring they are more impactful.

Additionally, meeting CTR targets would improve equity within the program. It would help identify which population segments benefit the most and reveal any gaps in service. This understanding could foster conversations about expanding the program's reach, such as involving more employers or extending operating hours.

Moreover, achieving these targets would guide strategic transportation investments. A reduction in drive-alone trips could alleviate congestion and improve air quality, aligning with the State's goals for environmentally responsible infrastructure. It would also encourage the development of healthier commuting options, such as multiuse trails and paths, facilitating better connections between homes and workplaces.

Ultimately, successfully meeting the CTR goals would contribute to the State's broader objectives of adapting to evolving mobility patterns, promoting a sustainable and efficient transportation system for all.

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B. LIST ADJACENT CTR-AFFECTED CITIES AND COUNTIES.

- City of Bothell
- City of Kirkland
- City of Redmond
- King County
- Snohomish County

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C. DESCRIBE THE TOP FEW CROSS-BORDER AND REGIONAL TRANSPORTATION ISSUES THAT AFFECT YOUR JURISDICTION.

**Connectivity** – The City of Woodinville is surrounded by significant geographical features such as the Sammamish River and generally hilly terrain, which limit connections to regional transportation networks. In addition, much of the City was developed without consideration of transportation options other than motor vehicle traffic, particularly single person trips for commuting. This has led to challenges in creating gaps in the alternate mode options and creating limited options, due to right of way constraints, for filling those gaps. Transit options are concentrated in the Town Center neighborhood, with limited coverage in other areas, including near some of the CTR worksites.

**Infrastructure** – Despite recent improvements, active transportation infrastructure remains sparse throughout the City. This deficiency exacerbates first-mile/last-mile challenges for commuters opting for alternatives to driving alone. Additionally, essential amenities such as adequate lighting and controlled crossings are underdeveloped, both within the city and extending into neighboring jurisdictions.

**Environmental Impact and Sustainability** – Designing and constructing transportation infrastructure to support a multimodal network is challenging due to the City's unique environmental and ecological setting, especially near its jurisdictional borders.

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D. DESCRIBE THE STRATEGIES YOU, ADJACENT CITIES AND COUNTIES, AND YOUR REGION HAVE AGREED TO USE TO ADDRESS THE TOP ISSUES DESCRIBED IN THE PREVIOUS BULLET.

The City has prioritized transportation investment which considers all users. The City will complete active transportation infrastructure whenever feasible in compliance with the adopted Complete Streets Policy. The City will work with regional leaders to ensure robust cooperation on transportation policy development.

## PERFORMANCE TARGETS

### 5. LIST YOUR JURISDICTION'S CTR PERFORMANCE TARGET(S).

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A. LIST PERFORMANCE TARGETS THAT REFLECT ONLY CTR-AFFECTED WORKSITES.

Weighted average drive-alone rate (DAR) of 15.5 percent below, or less, of the jurisdiction's census performance in 2019 for CTR-affected worksites at the jurisdictional level. The DAR performance target for the City of Woodinville is 69 percent.

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B. LIST ANY ADDITIONAL PERFORMANCE TARGETS.

None.

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6. LIST THE BASE VALUE YOU'LL USE FOR EACH PERFORMANCE TARGET.

A. FOR EACH PERFORMANCE TARGET, PROVIDE THE NUMBER YOU'LL USE AS THE BASELINE (OR STARTING NUMBER). YOU'LL MEASURE THE DIFFERENCE BETWEEN THIS NUMBER AND YOUR RESULTS TO REPORT PERFORMANCE.

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

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7. DESCRIBE THE METHOD YOU USED TO DETERMINE THE BASE VALUE FOR EACH TARGET.

A. PROVIDE THE SOURCE FOR EACH BASE VALUE LISTED.

Performance targets will be tied to the CTR survey. We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

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8. DESCRIBE HOW YOU'LL MEASURE PROGRESS TOWARD EACH TARGET.

A. LIST THE METHOD YOU'LL USE TO MEASURE PROGRESS FOR EACH TARGET.

We will establish a base value during the 2023-2025 survey cycle and measure progress using 2025-2027 survey results.

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9. LIST YOUR JURISDICTION'S CTR-AFFECTED WORKSITES

A. LIST ALL YOUR CTR-AFFECTED SITES.

- Bensussen Deutsch & Associates
- Chateau Ste Michelle
- City of Woodinville

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10. LIST A PERFORMANCE TARGET FOR EACH CTR-AFFECTED WORKSITE.

A. FOR ANY PERFORMANCE TARGETS TIED TO THE CTR SURVEY, INDICATE THAT YOU'LL ESTABLISH PERFORMANCE TARGETS DURING THE 2023-2025 SURVEY CYCLE.

Base year performance targets will be established during the 2023-2025 survey cycle.

## 11. LIST THE BASE VALUE YOU'LL USE FOR EACH SITE.

A. FOR ANY PERFORMANCE TARGETS TIED TO THE CTR SURVEY, INDICATE THAT YOU'LL ESTABLISH A BASE VALUE DURING THE 2023-2025 SURVEY CYCLE.

We will establish a base value during the 2023-2025 survey cycle.

## SERVICES AND STRATEGIES

### 12. DESCRIBE THE SERVICES AND STRATEGIES YOUR JURISDICTION WILL USE TO ACHIEVE CTR TARGETS.

The City of Woodinville's approach to Commute Trip Reduction (CTR) includes several key strategies: enhancing the local and regional transportation network, adopting land use policies that improve accessibility, educating the public about mode-shifting options, and fostering mobility partnerships with regional transportation leaders.

Addressing active transportation infrastructure gaps is a priority to establish a sustainable and healthy transportation system that benefits all users, regardless of their mode of transport. Pursuant to Woodinville's Transportation Plan, the City will partner with the development community and businesses to build transit, carpooling and other alternate transportation facilities. As a part of active transportation investment, the City has also prioritized building non-motorized improvements, including trail, bicycle, and pedestrian facilities. By investing in targeted improvements outlined in the Transportation Improvement Program, the City aims to enhance network capacity for years to come.

From a land use perspective, the City emphasizes accessibility by ensuring sufficient destinations across the region. Increasing housing capacity and local employment opportunities contributes to improved local and regional accessibility. In response to the needs of vulnerable populations, the City will seek opportunities to support affordable and middle housing development, thereby fostering stronger connections between housing and employment. This approach aims to reduce drive-alone trips through enhanced internal capture.

The City of Woodinville will also prioritize public education on transportation options to promote alternative modes of travel over single-occupancy vehicle trips. Collaborating with community groups, transit agencies, and transportation service providers, the City aims to correct misconceptions about transit and address issues identified through public engagement. By increasing public familiarity and comfort with active transportation and transit options, the City anticipates a decline in drive-alone trips.

Furthermore, the City will work closely with regional transit operators to enhance accessibility as a multi-modal destination. It will also encourage smaller employers not covered by the Commute Trip Reduction Act to implement trip reduction programs for their employees.

Lastly, the City will investigate how childcare challenges and the need for personal independence impact individuals' transportation choices. The City plans to communicate with local agencies throughout the State to understand how they address these issues. By understanding these factors, the City can develop targeted initiatives to support commuters and enhance mobility.

### 13. DESCRIBE HOW JURISDICTION SERVICES AND STRATEGIES WILL SUPPORT CTR-AFFECTED EMPLOYERS.

The City of Woodinville will support CTR-affected employers in a variety of ways:

- identifying worksites and employee transportation coordinators
- conducting training,
- explaining transportation alternatives,
- connecting employers with transportation resources,
- identifying and explaining incentive programs to offset employee costs for mode shifts, (as indicated during public comments),
- providing technical assistance, and
- reviewing employer CTR plans.

The City will also encourage outreach to employees that connects them to regional transit resources and programs.

### 14. DESCRIBE BARRIERS YOUR JURISDICTION MUST ADDRESS TO ACHIEVE CTR TARGETS.

There The City of Woodinville faces several barriers in implementing its Commute Trip Reduction (CTR) Plan:

- **Automobile Dependency:** Travel within and through Woodinville is heavily reliant on automobiles, which limits the appeal and feasibility of alternative transportation options.
- **Infrastructure Limitations:** The city has a constrained arterial network, which restricts the flow of traffic and makes it challenging to develop efficient transit routes and active transportation infrastructure.
- **Inadequate Transit Services:** Transit service is lacking near or to approximately 80% of CTR worksites. Current transit options are primarily oriented toward peak-hour connections to the I-405 and SR 522 corridors, with no service along SR 202 (Valley Industrial) and in the Tourist District. Additionally, transit connections to Snohomish County do not offer direct routes, further limiting accessibility.
- **Employer Support:** Some employers view CTR as a regional problem and do not support or promote CTR programs, which exacerbates knowledge gaps and limits participation.
- **Knowledge Gaps Due to Staffing Changes:** Many affected worksites have experienced staffing turnover, resulting in a loss of knowledge regarding CTR requirements and initiatives. Furthermore, the shift toward hybrid work environments has altered employment patterns. While this trend has positively impacted drive-alone rates, it has also diminished employees' understanding of available transportation options.
- **Socio-Economic Factors:** Income levels and housing costs oftentimes influence commuting patterns and transportation choices. Without support, vulnerable populations will be unable to shift their mode choices.
- **Public Awareness and Engagement:** There are many misconceptions about the effectiveness of alternative transportation options. The City may have to overcome preconceptions or stigmas associated with transportation modes in order to reduce drive alone trips.

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A. DESCRIBE HOW YOU'LL ADDRESS THESE BARRIERS.

The City of Woodinville is dedicated to addressing each of these barriers investing in non-motorized improvements to the transportation system, and improving the system for all users, not just motorists.

The City is working with transit agencies to expand service or address first mile/last mile inadequacies. This partnership aims to ensure that residents have better access to transit options, making it easier to reach key destinations.

In addition to enhancing transit, the City is focusing on its transportation investments to promote walking and bicycling. The development of the Eastrail, a multi-use trail system, will significantly improve connectivity by linking the City's Central Business District and Tourist Districts with surrounding residential communities.

The City will develop better partnerships with local businesses to increase options which reduce the overall number of cars on the road during peak hours. The City will share guides for employers outlining best practices for supporting employee transportation initiatives, including setting up flexible work policies and promoting public transit options.

A significant barrier to effective CTR implementation is the high turnover of employee transportation coordinators (ETCs) and the lack of support for these positions. While designating an ETC is the responsibility of each CTR-affected employer, these duties are often assigned to individuals with unrelated job responsibilities and minimal internal support. To mitigate this issue, the City will coordinate with affected worksites to provide comprehensive training and ongoing support for ETCs. This will include annual meetings where coordinators can share experiences, challenges, and solutions.

To address socio-economic trends, the City will collaborate with local developers to create affordable housing options closer to employment centers, reducing the need for long commutes.

The City will also improve public awareness and engagement by educating residents about the benefits of alternative transportation and how to utilize available resources effectively. Likewise, the City will create spaces for community feedback to identify specific transportation needs and barriers, ensuring that the City's initiatives are responsive to local concerns.

15. DESCRIBE THE TRANSPORTATION DEMAND MANAGEMENT TECHNOLOGIES YOUR JURISDICTION PLANS TO USE TO DELIVER CTR SERVICES AND STRATEGIES.

The City of Woodinville uses the State's CTR tool to conduct CTR surveys and gather program reports and promote the regional transit trip planning application. The City will also be developing more information on the City's website to promote CTR services.

16. TRANSCRIBE OR LINK TO YOUR LOCAL CTR ORDINANCE.

See attached ordinance. No changes are required.

## 17. DESCRIBE YOUR FINANCIAL PLAN.

### A. DESCRIBE THE ESTIMATED AVERAGE ANNUAL COSTS OF YOUR PLAN.

<b>Activity</b>	<b>Estimated Average Annual Cost</b>
Employer engagement*	\$11,250
Commute Trip Reduction 4-year plan	\$2,500
Performance reporting**	\$10,000
Administration***	\$7,500
<b>Total</b>	<b>\$31,250</b>

\* Includes identifying worksites and employee transportation coordinators, conducting training, providing technical assistance, and reviewing employer CTR plans.

\*\* Includes worksite surveys and program reports.

\*\*\* Includes financial and program management; CTR for city employees; involvement in comprehensive, regional transportation, and transit planning; transportation demand management technical assistance to capital projects.

### B. DESCRIBE LIKELY FUNDING SOURCES, PUBLIC AND PRIVATE, TO IMPLEMENT YOUR PLAN.

<b>Source of Revenue</b>	<b>Estimated Average Annual Revenue</b>
WSDOT	\$31,250

## 18. DESCRIBE YOUR IMPLEMENTATION STRUCTURE.

### A. DESCRIBE WHO WILL CONDUCT THE ACTIVITIES LISTED IN YOUR PLAN.

The plan will be supported by a full-time Public Works Management Analyst who will communicate with CTR employee transportation coordinators and ensure that the City's plan is implemented.

### B. INDICATE WHO WILL MONITOR PROGRESS ON YOUR PLAN. LIST JOB TITLE, DEPARTMENT, AND NAME.

Joshua Jeffrey, the Public Works Management Analyst, will monitor the progress of the plan.

19. LIST YOUR IMPLEMENTATION SCHEDULE.

A. PROVIDE THE TIMELINE FOR ANTICIPATED PROJECTS.

	1 <sup>st</sup> Biennium July 2025 – June 2027	2 <sup>nd</sup> Biennium July 2027 – June 2029
Actions	<ul style="list-style-type: none"> <li>• Provide commute and other employee transportation coordinator services to City transportation coordinator services to City employees.</li> <li>• Identify worksites and employee Identify worksites and employee transportation coordinators.</li> <li>• Train and provide technical assistance to employee transportation coordinators.</li> <li>• Review employer CTR plans.</li> <li>• Conduct financial and program management.</li> <li>• Engage in comprehensive, regional transportation, and transit planning.</li> <li>• Provide transportation demand management technical assistance to capital projects.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide commute and other employee transportation coordinator services to City transportation coordinator services to City employees.</li> <li>• Identify worksites and employee Identify worksites and employee transportation coordinators.</li> <li>• Train and provide technical assistance to employee transportation coordinators.</li> <li>• Review employer CTR plans.</li> <li>• Conduct financial and program management.</li> <li>• Engage in comprehensive, regional transportation, and transit planning.</li> <li>• Provide transportation demand management technical assistance to capital projects.</li> <li>• Undertake development activities for 2029- 2033 four-year CTR plan.</li> </ul>

20. DESCRIBE THE CTR PLAN FOR JURISDICTION EMPLOYEES.

A. DESCRIBE THE SERVICES, PROGRAMS, INFORMATION, AND OTHER ACTIONS YOUR CITY OR COUNTY PUT IN PLACE TO HELP ITS EMPLOYEES REDUCE THEIR DRIVE ALONE COMMUTE TRIPS.

The Public Works Management Analyst also serves as the employee transportation coordinator for the City in its role as a CTR-affected worksite.

The Management Analyst administers the program elements required of the employer, including:

- Designation of a transportation coordinator and the display of the name, location, and telephone number of the coordinator in a prominent manner at each affected worksite.
- Regular distribution of information to employees regarding alternatives to single-occupant vehicle commuting.
- A regular review of employee commuting and reporting of progress toward meeting the single-occupant vehicle reduction goals to the city consistent with the method established in the commute trip reduction plan and the rules established by the department of transportation under RCW 70A.15.4060.



- Implementation of the following measures designed to achieve the City’s Commute Trip Reduction goals:
  - Publicize promotional challenges and campaigns.
  - Serve as Commuter Advisor to employees.
  - Provide briefings to various employee groups on the program and its benefits.
  - Administer CTR surveys and report results to the City Council and executive management.
  - Produce City of Woodinville program report

## 21. DESCRIBE HOW THE CTR PLAN FOR JURISDICTION EMPLOYEES CONTRIBUTES TO THE SUCCESS OF THE OVERALL PLAN.

### A. DESCRIBE HOW THE PLAN FOR JURISDICTION EMPLOYEES REINFORCES THE SUCCESS OF THE JURISDICTION PLAN?

The actions included in the City-as-employer plan demonstrate the City’s commitment and dedication towards CTR. They are similar to those included in all the CTR-affected work site plans. Employers know that the City is subject to the same requirements and are working alongside them for solutions. It fosters cooperation.

## ALIGNMENT WITH PLANS

### 22. LIST THE TRANSIT AGENCIES THAT PROVIDE SERVICE IN YOUR JURISDICTION.

- King County Metro and Sount Transit provides services in the City of Woodinville

### 23. LIST THE TRANSIT PLANS YOU REVIEWED WHILE DEVELOPING THIS PLAN.

- King County Metro CONNECT dated November 17, 2021
- Sound Transit Development Plan 2024-2029 dated August 22, 2024
- Puget Sound Regional Council Transit Access Recommendation Report dated February 2024
- Puget Sound Regional Council Regional Transportation Plan 2022-2050 dated May 2022
- Washington Transportation Plan: 2040 and Beyond

### 24. DESCRIBE HOW THIS CTR PLAN SUPPORTS THE TRANSIT PLANS.

The City of Woodinville’s CTR supports the regional transit plans by enabling the creation of a connected, multi-modal transportation network. The transit plans seek to increase network service, improve service quality, and invest in fleet and infrastructure. The City’s plan will increase transit awareness and engagement and provide the public with a better understanding of trip planning resources. Likewise, by engaging with transit agencies, the City can increase awareness for other transportation modes. The City will support the upcoming evaluation of Sound Transit’s Express Bus 522 line to improve connectivity to light rail Lines 1 and 2, as well as seek to engage with the transit agency on their development of Stride Bus Rapid Transit (S3) to improve direct connections in Woodinville. Improving availability and connectivity to Woodinville will aid in creating opportunities for mode shift to reduce drive alone trips.

## 25. DESCRIBE ANY COMPREHENSIVE PLAN UPDATES THAT ARE NEEDED AND WHEN THEY WILL BE MADE.

Woodinville is currently undertaking a required periodic update of its Comprehensive Plan, which must be completed by the end of 2024. Every 8 years, the City reviews and updates its Comprehensive Plan to ensure consistency with state law and other regional planning documents, as required by the Growth Management Act (GMA).

## ENGAGEMENT

### 26. DESCRIBE STAKEHOLDER ENGAGEMENT.

The City of Woodinville used several strategies to encourage a robust engagement process, and ensure that the needs of the community, vulnerable populations, employers, and community-based organizations were heard. The City offered the conducted the following outreach activities to meet the community:

- In-person Open House, where the public and vulnerable populations could interact directly with staff to discuss City projects and programs
- Online open houses to encourage public comments on draft plans
- Interviews and meetings with community stakeholders and CTR-affected employers
- Interviews with community organizations and employers which serve vulnerable populations
- Interviews with adjacent jurisdictions and transit agencies to support and develop plans
- Interviews with employees at CTR-affected worksites
- Website and email updates to stakeholders

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#### A. WHO DID YOU TALK TO?

The City spoke directly with the public, engaging with them on a variety of topics throughout the Summer 2024. During the 2024 Summer Open House, staff was able to connect with several members who may be impacted by the CTR program. The City also provided the entire general public with the opportunity to comment on the CTR program draft, hosting a the draft online to encourage public comments.

The City spoke with directly to all four CTR-affected employers, including: Bensussen Deutsch & Associates, Chateau Ste. Michelle, and Precor, Inc. The City also spoke with organizations which employ or offer services for vulnerable populations. The City also spoke with employees at CTR-affected worksites.

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#### B. WHEN DID YOU TALK TO THEM?

The in-person Open House, which included information about all City projects, was held on July 20, 2024 from 10:00 AM to 4:00 PM.

Conversations with the public and CTR-affected employees occurred throughout August and September 2024. Interviews and one-on-one meetings were held from August 26, 2024 to September 8, 2026.

The public comment period for the draft was open between September 3, 2024 to September 17, 2024.

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### C. WHAT DID THEY HAVE TO SAY?

Many expressed a desire for flexible schedules or hybrid work environments, which would reduce the need for peak-hour commutes. Others, who were required to report to worksites, discussed the challenges trying to change their transportation mode from drive alone trips to either carpooling, rideshare, or transit.

Some employees indicated that they would consider carpooling or rideshare if the employer provided substantial incentives and solutions for inconveniences. Effective carpooling or ridesharing requires coordination among passengers, which employees found burdensome. Small incentives, like gift cards, were deemed insufficient, as the responsibility of organizing transportation would become a significant part of their work. They expected compensation not only for coordination, but also to address the additional costs such as fuel, insurance, and vehicle maintenance. They were also concerned about management attitudes and workplace flexibility: employees worried about being penalized for arriving late if a fellow rider is delayed, or how after-hours work would be addressed. They questioned whether the entire carpool would need to wait or if alternative transportation would be provided if employees were required to work late.

Some expressed that their transportation choices were influenced by their personal responsibilities outside of work. Employees wonder how they would travel to locations for hobbies, recreation, or personal relationships if their commute mode is restricted. The challenge is not just connectivity between work and home, but also access to other places important in their daily lives.

Parents, in particular, highlighted the need for vehicle access to manage their children's activities and emergencies. They found most alternate transportation impractical for balancing childcare and work schedules. One mother shared her difficulties using transit with young children, citing the stress and challenges of crowded commutes. She noted the general public's impatience when surrounded by active or crying children learning a new environment.

Concerns about safety, cleanliness, and harassment also emerged, with many employees perceiving shared transportation options—such as carpooling, rideshare, and transit—as less secure. Other socio-economic issues, including drug use or passenger hygiene, either witnessed or reported through local news media affected their desire to use transit services.

Active transportation was not actively considered. When prompted, some cited concerns over reliability, weather, and distance as being factors as to why it was not addressed.

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### D. HOW DID WHAT THEY SAID INFLUENCE THE PLAN?

To address these concerns, it is essential for the program to consider strategies that mitigate the challenges associated with alternative commuting options. Acknowledging the diverse needs of employees, including those related to family responsibilities and safety, will be crucial in developing an effective commute trip reduction program.

The City incorporated their feedback into the plan by changing the focus of upcoming education programs, researching opportunities for incentives, increasing coordination with CTR employers, and planning to invest in multimodal infrastructure.

## 27. DESCRIBE VULNERABLE POPULATIONS CONSIDERED.

The City of Woodville recognizes that certain groups are more susceptible to various challenges and require support. When developing the Plan Update, the City considered vulnerable populations, which include:

- **Low-Income Families:** Residents facing economic hardships who may struggle with access to essential services, affordable housing, and nutrition.
- **Senior Citizens:** Older adults who may need assistance with healthcare, mobility, and social isolation, and may be more affected by changes in city services or emergencies.
- **People with Disabilities:** Individuals who may require specialized accommodations or services to ensure accessibility and equal participation in City life.
- **Children and Youth:** Young residents who need resources and services to support their development and well-being.

The City remains committed to identifying and addressing the unique needs of these populations to ensure inclusivity, equity, and support for all residents.

## 28. DESCRIBE ENGAGEMENT FOCUSED ON VULNERABLE POPULATIONS.

### A. WHO DID YOU TALK TO?

The City talked with low-income families, senior citizens, individuals with disabilities, and employers and organizations which support those identity groups.

### B. WHEN DID YOU TALK TO THEM?

The in-person Open House, which included information about all City projects, was held on July 20, 2024 from 10:00 AM to 4:00 PM.

Conversations with the public and CTR-affected employees occurred throughout August and September 2024. Interviews and one-on-one meetings were held from August 26, 2024 to September 8, 2026.

The public comment period for the draft was open between September 3, 2024 to September 17, 2024.

### C. WHAT DID THEY HAVE TO SAY?

Vulnerable populations provided invaluable insights on the Commute Trip Reduction Program and Plan. Individuals with disabilities expressed concerns about the lack of shade and transit options in the City, noting that many pathways were difficult to navigate. They advocated for structures that allowed natural light while providing shade during hot summer days.

One individual with a mobility impairment, who relied on transit and King County's Access programs due to lack of personal transportation, shared that this dependency contributed to their isolation. Their schedule was dictated by transit hours, and they had to carefully monitor their time to ensure a timely return from community events and open houses.

Additional concerns included the unaffordability of local housing, which prompted many, including seniors, youth, and low-income families, to consider relocating. This displacement risked losing community ties. Employees interested in vanpooling or carpooling often lived too far apart to establish regular routes.

The high cost of transportation also posed significant challenges. Low-income families and seniors often based their transportation choices on direct costs and the opportunity costs associated with time lost using services. They highlighted barriers such as the need for transfers and lengthy headways, which impacted their decisions.

Seniors specifically noted an overreliance on technology for scheduling and wayfinding, which left them feeling lost when navigating various apps. Some expressed fears of being stranded, whether after return trips or due to unfamiliarity with available options. For many, the ability to drive alone provided a crucial sense of independence.

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#### D. HOW DID WHAT THEY SAID INFLUENCE THE PLAN?

The feedback from vulnerable populations helped shape the strategies and services that the City will use to achieve its CTR targets. Understanding how transportation can affect one's sense of community and independence will be key to developing services which supports everyone in the community. The City will work with community groups, transit agencies, and transportation service providers to either correct perceptions about transit or address issues identified through engagement.

#### 29. LIST EMPLOYERS' SUGGESTIONS TO MAKE CTR MORE EFFECTIVE.

Employers involved in the Commute Trip Reduction (CTR) program have identified several key areas for improvement to enhance its effectiveness. A primary concern is the limited availability of transit options and destinations within the City, which hampers program support. Many employers reported that existing transit stops are often not accessible to their worksites, making it challenging for employees to utilize public transportation.

Additionally, employers expressed frustration with the current survey and program reporting methods. While management and administrators can easily access and complete the surveys, many employees lack access to work computers or phones, complicating participation. Collecting data through hand surveys has proven difficult, leading employers to recommend the development of more accessible methods for gathering and reporting CTR program information.

Many employers voiced concerns regarding transportation demand management programs, particularly in light of broader socio-economic trends. Retail and service organizations, which often rely on youth and senior employees, face high turnover rates and recruitment challenges due to unaffordable housing and transportation. Even when CTR programs successfully incentivize alternatives to single-occupancy vehicle trips, these employers are losing staff to communities where housing and job opportunities are better integrated. In many cases, they lack the flexibility to implement alternative work arrangements, such as hybrid models, to attract and retain employees.

Employers urged the City to explore initiatives aimed at reducing local transportation and housing costs, as these factors are critical to the sustainability of the workforce and ultimately, the success of the CTR program.

### 30. DESCRIBE RESULTS OF ENGAGEMENT FOCUSED ON VULNERABLE POPULATIONS THAT WILL BE PROVIDED FOR USE IN COMPREHENSIVE PLAN AND TRANSIT PLAN UPDATES.

As a result of all engagement, the City will be working to improve housing affordability and housing options. The City will coordinate land use and transportation decision making to promote dense development patterns in the Downtown and key growth areas that support cost-effective transportation options and build stronger connections between housing and employment opportunities.

The City will also provide a balanced transportation system that delivers reasonable circulation for all users throughout the city, including people walking, bicycling, persons who use a wheelchair or other ambulation devices, seniors, youth, people with low incomes, and residents of all ages and abilities. The City will support commute trip reduction goals and multimodal forms of transportation via development standards pertaining to building setbacks, location of parking, parking standards, and amenities for people walking and bicycling.

## REGIONAL TRANSPORTATION PLANNING ORGANIZATION CTR PLAN REVIEW

### RTPO COMMENTS

Woodinville provided the 2025-2029 CTR Plan to Puget Sound Regional Council (PSRC) for review in September 2024. The PSRC found the draft plan to be consistent with the Regional Transportation Plan on October 25, 2024. They also provided comments which were incorporated into the plan.

The City addressed the PSRC's comments by:

- Strengthening statements in Section 4a describing the local, regional, and state benefits of meeting CTR performance goals by incorporating additional elements from the Regional Transportation Plan
- Clarifying plan references in Section 22 and throughout the document; and
- Adjusting future strategies to engage vulnerable populations on CTR development and planning processes.

The findings of consistency and full comments are available in Appendix B.

# APPENDIXES

## **APPENDIX A: ORDINANCE NO. 474**

An Ordinance of the City of Woodinville Amending WMC Chapter 14.12 Relating to Transportation Demand Management, Adopting a Commute Trip Reduction (CTR) Plan, and Implementing Measures Required by Chapter 70.94.527 RCW



**ORDINANCE NO. 474**

**AN ORDINANCE OF THE CITY OF WOODINVILLE AMENDING WMC CHAPTER 14.12 RELATING TO TRANSPORTATION DEMAND MANAGEMENT, ADOPTING A COMMUTE TRIP REDUCTION (CTR) PLAN, AND IMPLEMENTING MEASURES REQUIRED BY CHAPTER 70.94.527 RCW.**

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**WHEREAS**, motor vehicle traffic is a major source of emissions that pollute the air, and air pollution causes significant harm to public health and degrades the quality of the environment; and

**WHEREAS**, increasing motor vehicle traffic aggravates traffic congestion in the City of Woodinville; and

**WHEREAS**, traffic congestion imposes significant cost on City business, government, and individuals in terms of lost working hours and delays in the delivery of goods and services as well as making the City a less desirable place to live, work, visit, and do business; and

**WHEREAS**, capital and environmental costs of fully accommodating the existing and projected motor vehicle traffic on roads and highways are prohibitive while decreasing the demand for vehicle trips is significantly less costly and is at least as effective in reducing traffic congestion and its impacts as constructing new transportation facilities; and

**WHEREAS**, employers have significant opportunities to encourage and facilitate the reduction of single-occupant vehicle commuting by employees; and

**WHEREAS**, State policy, as set forth in RCW 70.94.527 and the CTR Task Force Guidelines, requires the City of Woodinville to develop and implement a plan to reduce single occupant vehicle commute trips; and

**WHEREAS**, the plan must require affected employers to implement programs to reduce vehicle miles traveled per employee and the number of single-occupant vehicles used for commuting purposes by their employees; and

**WHEREAS**, a transportation demand management element such as this ordinance is required pursuant to RCW 36.70A.070(6)(e), the Washington State Growth Management Act; and

**WHEREAS**, adoption of this ordinance will promote the public health, safety, and general welfare within the City of Woodinville and the region; and

**WHEREAS**, the City of Woodinville recognizes the importance of increasing individual citizens' awareness of air quality, energy consumption, and traffic congestion and the contribution individual actions can make toward addressing these issues, and

**WHEREAS**, this ordinance is consistent with the CTR Task Force Guidelines;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF WOODINVILLE, WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Woodinville Municipal Code, Chapter 14.12 is replaced in its entirety as follows:**

**14.12.010 Definitions**

For the purpose of this ordinance, the following definitions shall apply in the interpretation and enforcement of this ordinance:

1. **"Affected Employee"** means a full-time employee who begins his or her regular work day at a single worksite between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays per week for at least twelve continuous months who is not an independent contractor. Seasonal agricultural employees including seasonal employees of processors of agricultural products, are excluded from the count of affected employees.
2. **"Affected Employer"** means an employer that employs one hundred (100) or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months. Construction worksites, when the expected duration of the construction is less than two years, are excluded from this definition.
3. **"Alternative Mode"** means any means of commute transportation other than that in which the single-occupant motor vehicle is the dominant mode, including telecommuting and compressed work week schedules if they result in reducing commute trips.
4. **"Alternative Work Schedules"** mean programs such as compressed work week schedules that eliminate work trips for affected employees.
5. **"Base Year"** means the twelve-month period which commences when a major employer is determined by the jurisdiction to be participating within the CTR program. The City of Woodinville uses this twelve-month period as the basis upon which it develops commute trip reduction goals.
6. **"Base Year Survey" or "Baseline Measurement"** means the survey, during the base year, of employees at a major employer worksite to determine the

drive-alone rate and vehicle miles traveled per employee at the worksite to determine the drive-alone rate and vehicle miles traveled per employee at the worksite. The jurisdiction uses this measurement to develop commute trip reduction goals for the major employer. The baseline measurement must be implemented in a manner that meets the requirements specified by the City of Woodinville.

7. **“Carpool”** means a motor vehicle, including a motorcycle, occupied by two (2) to six (6) people of at least 16 years of age traveling together for their commute trip, resulting in the minimum reduction of one motor vehicle commute trip.
8. **“Commute Trips”** mean trips made from a worker’s home to a worksite with a regularly scheduled arrival time of 6:00 a.m. to 9:00 a.m. (inclusive) on weekdays.
9. **“CTR”** is the abbreviation of Commute Trip Reduction
10. **“CTR Program”** means an employer’s strategies to reduce affected employees’ SOV use and VMT per employee.
11. **“Commute Trip Vehicle Miles Traveled per Employee”** means the sum of the individual vehicle commute trip lengths in miles over a set period divided by the number of full-time employees during that period.
12. **“Compressed Work Week”** means an alternative work schedule, in accordance with employer policy, that regularly allows a full-time employee to eliminate at least one work day every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee. This definition is primarily intended to include weekly and bi-weekly arrangements, the most typical being four 10-hour days or 80 hours in nine days, but may also include other arrangements.
13. **“Custom Bus/Buspool”** means a commuter bus service arranged specifically to transport employees to work.
14. **“Dominant Mode”** means the mode of travel used for the greatest distance of a commute trip.
15. **“Drive Alone”** means the mode of travel used for the greatest distance of a commute trip.
16. **“Drive Alone Trips”** means commute trips made by employees in single occupant vehicles.

17. **“Employee Transportation Coordinator (ETC)”** means a person who is designated as responsible for the development, implementation and monitoring of any employer’s CTR program.
18. **“Employer”** means a sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district or other individual or entity, whether public, non-profit, or private, that employs workers.
19. **“Exemption”** means a waiver from any or all CTR program requirements granted to an employer by the City of Woodinville based on unique conditions that apply to the employer or employment site.
20. **“Flex-Time”** is an employer policy allowing individual employees some flexibility in choosing the time, but not the number, of their working hours to facilitate the use of alternative modes.
21. **“Full-Time Employee”** means a person, other than an independent contractor, scheduled to be employed on a continuous basis for 52 weeks per year for an average of at least 35 hours per week.
22. **“Good Faith Effort”** means that an employer has met the minimum requirements identified in RCW 70.94.531 and this ordinance, and is working collaboratively with the City of Woodinville to continue its existing CTR program or is developing and implementing program modifications likely to result in improvements to its CTR program over an agreed- upon length of time.
23. **“Implementation”** means active pursuit by an employer of the CTR goals of RCW 70.94.521-555 and this ordinance as evidenced by appointment of a transportation coordinator ETC, distribution of information to employees regarding alternatives to drive alone commuting, and commencement of other measures according to their CTR program and schedule.
24. **“A Major Employer”** means a private or public employer, including state agencies, that employs one hundred or more full-time employees at a single worksite who are scheduled to begin their regular work day between 6:00 a.m. and 9:00 a.m. on weekdays for at least twelve continuous months.
25. **“Major Employer Worksite”** or **“Affected Employer Worksite”** or **“Worksite”** means the physical location occupied by a major employer, as determined by the local jurisdiction.
26. **“Major Employment Installation”** means a military base or federal reservation, excluding tribal reservations, or other locations as designated by

City of Woodinville, at which there are one hundred or more affected employees.

27. **“Mode”** means the type of transportation used by employees, such as single-occupant motor vehicle, rideshare vehicle (carpool, vanpool), transit, ferry, bicycle, and walking, compressed work schedule and telecommuting.
28. **“Notice”** means written communication delivered via the United States Postal Service with receipt deemed accepted three days following the day on which the notice was deposited with the Postal Service, unless the third day falls on a weekend or legal holiday in which case the notice is deemed accepted the day after the weekend or legal holiday.
29. **“Peak Period”** means the hours from 6:00 a.m. to 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.
30. **“Peak Period Trip”** means any employee trip that delivers the employee to begin his or her regular workday between 6:00 a.m. and 9:00 a.m. (inclusive), Monday through Friday, except legal holidays.
31. **“Proportion of Drive Alone Trips”** or **“ Drive Alone Rate”** means the number of commute trips over a set period made by affected employees in single occupancy vehicles divided by the number of potential trips taken by affected employees working during that period.
32. **“Teleworking or Telecommuting”** means the use of telephones, computers, or other similar technology to permit an employee to work from home, eliminating a commute trip, or to work from a work place closer to home, reducing the distance traveled in a commute trip by at least half.
33. **“Transit”** means a multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle, or vanpool.
34. **“Transportation Demand Management (TDM)”** means a broad range of strategies that are primarily intended to reduce and reshape demand on the transportation system.
35. **“Transportation Management Association (TMA)”** means a group of employers or an association representing a group of employers in a defined geographic area. A TMA may represent employers within specific city limits, or may have a sphere of influence that extends beyond city limits.
36. **“Vanpool”** means a vehicle occupied by from seven (7) to fifteen (15) people traveling together for their commute trip that results in the reduction of a minimum of one motor vehicle trip. A vanpool counts as zero (0) vehicle trips.

37. **“Vehicle Miles Traveled (VMT) Per Employee”** means the sum of the individual vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.
38. **“Week”** means a seven-day calendar period, starting on Monday and through Sunday.
39. **“Weekday”** means any day of the week except Saturday or Sunday.
40. **“Writing,” “Written,” or “In Writing”** means original signed and dated documents. Facsimile (fax) transmissions are a temporary notice of action that must be followed by the original signed and dated document via mail or delivery.

#### **14.12.020 CTR Plan**

The goals established for the City of Woodinville and affected employers in the City of Woodinville’s Commute Trip Reduction Plan set forth in Attachment A are incorporated herein by reference. City of Woodinville staff is directed to make any corrections for typographical errors, include any graphical materials for information, and complete the Commute Trip Reduction Plan.

#### **14.12.030 CTR Goals**

City of Woodinville goals for reductions in the proportions of drive-alone commute trips and vehicle miles traveled per employee by affected employers in the City of Woodinville’s jurisdiction, major employment installations, and other areas designated by City of Woodinville are hereby established by the City of Woodinville’s CTR Plan incorporated by (*Section 14.12.020 above*). These goals establish the desired level of performance for the CTR program in its entirety in the City of Woodinville.

#### **14.12.040 Responsible Agency**

The City of Woodinville Public Works Department shall be responsible for implementing this ordinance, the City’s CTR Plan and the City’s CTR program should be identified together with any authority necessary to carry out such responsibilities such as rule-making or certain administrative decisions.

#### **14.12.050 Applicability**

The provisions of this ordinance shall apply to any affected employer within the geographic limits of the CTR Plan adopted in (*Section 14.12.020 above*).

##### **A. Notification of Applicability**

1. In addition to the City of Woodinville’s established public notification for adoption of an ordinance, a notice of availability of a summary of this

ordinance, a notice of the requirements and criteria for affected employers to comply with this ordinance, and subsequent revisions shall be published at least once in the City's official newspaper not more than 30 days after adoption of this ordinance or revisions.

2. Affected employers located in Woodinville are to receive written notification that they are subject to this ordinance. Such notice shall be addressed by to the company's chief executive officer, senior official, CTR program manager, or registered agent at the worksite. Such notification shall provide 90 days for the affected employer to perform a baseline measurement consistent with the measurement requirements specified by the City of Woodinville.
3. Affected employers that, for whatever reason, do not receive notice within 30 days of passage of this ordinance and are either notified or identify themselves to the City of Woodinville within 90 days of the passage of the ordinance will be granted an extension to assure up to 90 days within which to perform a baseline measurement consistent with the measurement specified by the City of Woodinville.
4. Affected employers that have not been identified or do not identify themselves within 90 days of the passage of this ordinance and do not perform a baseline measurement consistent with measurement requirements specified by the City of Woodinville within 90 days from passage of the ordinance are in violation of this ordinance.
5. If an affected employer has already performed a baseline measurement, or an alternative acceptable to the City of Woodinville, under previous iterations of this ordinance, the employer is not required to perform another baseline measurement.

#### **B. New Affected Employers**

1. Employers that meet the definition of "affected employer" must identify themselves to the City of Woodinville within 90 days of either moving into the boundaries outlined in the CTR Plan adopted in (*Section 14.12.020 above*) or growing in employment at a worksite to one hundred (100) or more affected employees. Employers that do not identify themselves within 90 days are in violation of this ordinance.
2. Newly affected employers identified as such shall be given 90 days to perform a baseline measurement consistent with the measurement requirements specified by the City of Woodinville. Employers who do not perform a baseline measurement within 90 days of receiving written notification that they are subject to this ordinance are in violation of this ordinance.
3. Newly appointed ETC shall attend ETC training, as offered, within 90 days of appointment.

4. Not more than 90 days after receiving written notification of the results of the baseline measurement, the newly affected employer shall develop and submit a CTR Program to the City of Woodinville. The program will be developed in consultation with City of Woodinville staff (*listed in Section 14.12.040 above*) to be consistent with the goals of the CTR Plan adopted in (*Section 14.12.020 above*). Employers who do not implement an approved CTR Program according to this schedule are in violation of this ordinance and subject to the penalties outlined in (*Section 14.12.120(D) below*).

### **C. Change in Status as an Affected Employer**

Any of the following changes in an employer's status will change the employer's CTR program requirements:

1. If an employer initially designated as an affected employer no longer employs one hundred (100) or more affected employees and expects not to employ one hundred (100) or more affected employees for the next twelve (12) months, that employer is no longer an affected employer. It is the responsibility of the employer to notify the City of Woodinville that it is no longer an affected employer. The burden of proof lies with the employer.
2. If the same employer returns to the level of one hundred (100) or more affected employees within the same twelve (12) months, that employer will be considered an affected employer for the entire twelve (12) months and will be subject to the same program requirements as other affected employers.
3. If the same employer returns to the level of one hundred (100) or more affected employees twelve (12) or more months after its change in status to an "unaffected" employer, that employer shall be treated as a new affected employer, and will be subject to the same CTR program requirements as other new affected employers.

*Optional:*

4. *This section only applies when the CTR Plan as approved in (Section 14.12.020 above) designates the employer as affected based on location within the geographic limits of the plan. If the CTR Plan affects the employer based on a location within a Growth and Transportation Efficiency Center, and the employer meets the criteria laid out for that Center, then the Center's requirements will apply.*

### **14.12.060 Requirements for Employers**

An affected employer is required to make a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, to develop and implement a CTR program that will encourage its employees to reduce VMT per employee and drive alone commute trips. The CTR program must include the mandatory elements as described below.

### A. Mandatory Program Elements

Each employer's CTR program shall include the following mandatory elements:

1. **Employee Transportation Coordinator (ETC).** The employer shall designate a transportation coordinator to administer the CTR program. The ETC and/or designee's name, location, and telephone number must be displayed prominently at each affected worksite. The ETC shall oversee all elements of the employer's CTR program and act as liaison between the employer and the City of Woodinville. The objective is to have an effective transportation coordinator presence at each worksite; an affected employer with multiple sites may have one ETC for all sites. New ETC shall be required to attend ETC training within 90 days of appointment.
2. **Information Distribution.** Information about alternatives to drive alone commuting shall be provided to employees at least once a year and to new employees at the time of hire. The summary of the employer's CTR program shall also be submitted to the City of Woodinville with the employer's program description and regular report.

### B. Additional Program Elements

In addition to the specific program elements described above, the employer's CTR program shall include additional elements as needed to meet CTR goals. Elements may include, but are not limited to, one or more of the following:

- a. Promotional events
- b. Transportation fairs
- c. Commuter information center
- d. Ridematching services
- e. Bicycle training program
- f. Provision of preferential parking for high occupancy vehicles
- g. Guaranteed ride home program
- h. Compressed work week
- i. Alternative work schedules
- j. Telecommuting programs
- k. Secure bicycle parking facilities, lockers, changing areas, and showers
- l. Pedestrian facilities or improvements
- m. Signage for residential parking zone
- n. Reduction of SOV parking supply
- o. Discounted HOV parking price
- p. Increase or institution of SOV parking price
- q. Transportation allowance/voucher
- r. Transportation subsidy or discount
- s. Rideshare bonuses
- t. Carpool subsidy
- u. Carpool fuel incentives
- v. Vanpool sponsorship and subsidies
- w. Fleetpool

- x. Vanpool program
- y. On-site child care services
- z. Shuttle services
- aa. Alternative measures designed to facilitate the use of high-occupancy vehicles.

#### **14.12.70 CTR Program Report and Discussion**

Affected employers shall review their program and file a regular progress report with the City of Woodinville in accordance with the format provided by the City of Woodinville.

The CTR Program Report and Description outlines the strategies to be undertaken by an employer to achieve the commute trip reduction goals for the reporting period. Employers are encouraged to consider innovative strategies and combine program elements in a manner that will best suit their location, site characteristics, business type, and employees' commuting needs. Employers are further encouraged to cooperate with each other to implement program elements.

At a minimum, the employer's CTR Program Report and Description must include:

1. A general description of the employment site location, transportation characteristics, employee parking availability, on-site amenities, and surrounding services;
2. The number of employees affected by the CTR program and the total number of employees at the site;
3. Documentation on compliance with the mandatory CTR program elements (as described in *Section 14.12.060(A)*);
4. Description of any additional elements included in the employer's CTR program (as described in *Section 14.12.060(B)*); and
5. A statement of organizational commitment to provide appropriate resources to the program to meet the employer's established goals.

#### **Biennial Measure of Employee Commute Behavior**

In addition to the baseline measurement, employers shall conduct a program evaluation as a means of determining worksite progress toward meeting CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) at least once every two years, and strive to achieve at least a 70% response rate from employees at the worksite.

#### **14.12.080 Record Keeping**

Affected employers shall maintain a copy of their approved CTR Program Description and Report, their CTR Employee Questionnaire results, and all supporting documentation for the descriptions and assertions made in any CTR report to the City of

Woodinville for a minimum of 48 months. The City of Woodinville and the employer shall agree on the record keeping requirements as part of the accepted CTR program.

#### **14.12.090 Schedule and Process for CTR Program Description and Report**

##### **a) Document Review**

City of Woodinville shall provide the employer with written notification if a CTR program is deemed unacceptable. The notification must give cause for any rejection. If the employer receives no written notification of extension of the review period of its CTR program or comment on the CTR program or annual report within 90 days of submission, the employer's program or annual report is deemed accepted. City of Woodinville may extend the review period up to 90 days. The implementation date for the employer's CTR program will be extended an equivalent number of days.

##### **b) Schedule**

Upon review of an employer's initial CTR program, City of Woodinville shall establish the employer's regular reporting date. This report will be provided in a form provided by City of Woodinville consistent with (*Section 14.12.70 above*).

##### **c) Modification of CTR Program Elements**

Any affected employer may submit a request to City of Woodinville for modification of CTR requirements. Such request may be granted if one of the following conditions exist:

1. The employer can demonstrate it would be unable to comply with the CTR program elements for reasons beyond the control of the employer, or
2. The employer can demonstrate that compliance with the program elements would constitute an undue hardship.

City of Woodinville may ask the employer to substitute a program element of similar trip reduction potential rather than grant the employer's request.

##### **d) Extensions**

An employer may request additional time to submit a CTR Program Description and Report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested. Extensions not to exceed 90 days shall be considered for reasonable causes. City of Woodinville shall grant or deny the employer's extension request by written notice within 10 working days of its receipt of the extension request. If there is no response issued to the employer, an extension is automatically granted for 30 days. Extensions shall not exempt an employer from any responsibility in meeting program goals. Extensions granted due to delays or difficulties with any program element(s) shall not be cause for discontinuing or failing to implement other program elements. An employer's regular reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of City of Woodinville.

### **e) Implementation of Employer's CTR Program**

Unless extensions are granted, the employer shall implement its approved CTR program not more than 90 days after receiving written notice from the City of Woodinville that the program has been approved or with the expiration of the program review period without receiving notice from the City of Woodinville.

#### **14.12.100 Enforcement**

##### **A. Worksite Exemptions**

1. An affected employer may request the City of Woodinville to grant an exemption from all CTR program requirements or penalties for a particular worksite. The employer must demonstrate that it would experience undue hardship in complying with the requirements of this ordinance as a result of the characteristics of its business, its work force, or its location(s). An exemption may be granted if and only if the affected employer demonstrates that it faces extraordinary circumstances, such as bankruptcy, and is unable to implement any measures that could reduce the proportion of SOV trips and VMT per employee. Exemptions may be granted by the City of Woodinville at any time based on written notice provided by the affected employer. The notice should clearly explain the conditions for which the affected employer is seeking an exemption from the requirements of the CTR program. City of Woodinville shall grant or deny the request within 30 days of receipt of the request. The City of Woodinville shall review annually all employers receiving exemptions, and shall determine whether the exemption will be in effect during the following program year.

##### **B. Employee Exemptions**

1. Specific employees or groups of employees who are required to drive alone to work as a condition of employment may be exempted from a worksite's CTR program. Exemptions may also be granted for employees who work variable shifts throughout the year and who do not rotate as a group to identical shifts. The City of Woodinville will use the criteria identified in the CTR Board Administrative Guidelines to assess the validity of employee exemption requests. The City of Woodinville shall review annually all employee exemption requests, and shall determine whether the exemption will be in effect during the following program year.

##### **C. Modification of CTR Program Goals**

1. Any affected employer may request the City of Woodinville modify its program goals. Such request shall be filed in writing at least 60 days prior to the date which the worksite is required to submit its program description or annual report. The goal modification request must clearly explain why the worksite is unable to achieve the applicable goal. The worksite must clearly demonstrate that it has implemented all of the elements contained in its approved CTR program.

2. The City will review and deny or grant requests for goal modifications in accordance with procedures and criteria identified in the CTR Board Guidelines. . An employer may not request a modification of the applicable goal until one year after the date of City approval of its initial program and annual report.
3. An employer may not request a modification of the applicable goals until one year after City of Woodinville's approval of its initial program description or annual report.

#### **D. Extensions**

An employer may request additional time to submit a CTR program or CTR annual progress report, or to implement or modify a program. Such requests shall be via written notice at least 30 days before the due date for which the extension is being requested.. Requests for extensions must be made prior to the due date anytime a program submission is going to be more than one week late. Extensions not to exceed 90 days shall be considered for reasonable causes. Employers will be limited to a total of 90 allowed extension days per year. Extensions shall not exempt an employer from any responsibility for meeting program goals. Extensions granted due to delays or difficulties with any program elements shall not be cause for discontinuing or failing to implement other program elements. An employer's annual reporting date shall not be adjusted permanently as a result of these extensions. An employer's annual reporting date may be extended at the discretion of the City Manager.

#### **14.12.110 Appeals of Administrative Decisions**

- A. Appeal of Final Decisions.** Employers may file a written appeal to the City's Hearing Examiner of the City's final decisions regarding the following actions:
1. Rejection of an employer's proposed program.
  2. Denial of an employer's request for an exemption or modification of any of the requirements under this ordinance or a modification of the employer's program.
- B. Appeals Filed Under this Section.** Appeals must be filed with the City within twenty (20) days after the employer receives notice of a final decision. Timely appeals shall be heard by the City's Hearing Examiner. Determinations on appeals shall be based on whether the decision being appealed was consistent with the state law.

#### **14.12.120 Enforcement**

##### **A. Compliance**

For purposes of this section, compliance shall mean:

1. Fully implementing in good faith all mandatory program elements as well as provisions in the approved CTR Program Description and Report;
2. Providing a complete CTR Program Description and Report on the regular reporting date; and
3. Distributing and collecting CTR Employee Questionnaire during the scheduled survey time period.

#### **B. Program Modification Criteria**

The following criteria for achieving goals for VMT per employee and proportion of drive alone trips shall be applied in determining requirements for employer CTR program modifications:

1. If an employer meets either or both goals, the employer has satisfied the objectives of the CTR plan and will not be required to improve its CTR program.
2. If an employer makes a good faith effort, as defined in RCW 70.94.534(2) and this ordinance, but has not met the applicable drive alone or VMT goal, no additional modifications are required.
3. If an employer fails to make a good faith effort as defined in RCW 70.94.534(2) and this ordinance, and fails to meet the applicable drive alone or VMT reduction goal, City of Woodinville shall direct the employer to revise its program within 30 days to come into compliance with the measures defined by RCW 70.94.534(2), including specific recommended program modifications. In response to the recommended modifications, the employer shall submit a revised CTR Program Description and Report, including the requested modifications or equivalent measures, within 30 days of receiving written notice to revise its program. City of Woodinville shall review the revisions and notify the employer of acceptance or rejection of the revised program. If a revised program is not accepted, City of Woodinville will send written notice to that effect to the employer within 30 days and, if necessary, require the employer to attend a conference with program review staff for the purpose of reaching a consensus on the required program. A final decision on the required program will be issued in writing by City of Woodinville within 10 working days of the conference.

#### **C. Violations**

The following constitute violations if the deadlines established in this ordinance are not met:

1. Failure to implement an approved CTR program, unless the program elements that are carried out can be shown through quantifiable evidence to meet or exceed VMT and drive alone goals as specified in this Ordinance;

2. Submission of false or fraudulent data in response to survey requirements;
3. Failure to self identify as an affected employer;
4. Failure to perform a baseline measurement, including:
  - a. Employers notified or that have identified themselves to City of Woodinville within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City of Woodinville within 90 days form the notification or self-identification;
  - b. Employers not identified or self-identified within 90 days of the ordinance being adopted and that do not perform a baseline measurement consistent with the requirements specified by the City of Woodinville within 90 days form the adoption of the ordinance;
5. Failure to develop and/or submit on time a complete CTR program;
6. Failure to make a good faith effort, as defined in RCW 70.94.534 and this ordinance; or
7. Failure to revise a CTR program as defined in RCW 70.94.534(4) and this ordinance.

#### **D. Penalties**

1. No affected employer with an approved CTR program which has made a good faith effort may be held liable for failure to reach the applicable SOV or VMT goal;
2. Each day of failure to implement the program shall constitute a separate violation, subject to penalties as described in RCW 7.80;
3. An affected employer shall not be liable for civil penalties if failure to implement an element of a CTR program was the result of an inability to reach agreement with a certified collective bargaining agent under applicable laws where the issue was raised by the employer and pursued in good faith. Unionized employees shall be presumed to act in good faith compliance if they:
  - a. Propose to a recognized union any provision of the employer's CTR program that is subject to bargaining as defined by the National Labor Relations Act; and
  - b. Advise the union of the existence of the statute and the mandates of the CTR program approved by the City of Woodinville and advise the union that the proposal being made is necessary for compliance with state law (RCW 70.94.531).

#### **E. Appeals of Penalties**

1. An affected employer to whom a notice of violation and imposition of monetary penalties is directed may appeal the notice including the determination that a violation exists or may appeal the amount of any monetary penalty imposed to the City Hearing Examiner.
2. An affected employer may appeal a notice of violation by filing a written notice of appeal with the Department of Planning and Community Development within seven calendar days from the date of service of the notice of violation and imposition of monetary penalties.
3. The monetary penalty for a continuing violation does not accrue during the pendency of the appeal; however, the Hearing Examiner may impose a daily monetary penalty from the date of service of the Notice of Civil Infraction if he finds that the appeal is frivolous or intended solely to delay compliance.
4. The hearing before the Hearing Examiner shall be conducted as follows:
  - a. The Hearing Examiner shall give notice of the hearing before the Hearing Examiner to the appellant at least seventeen calendar days before such hearing.
  - b. The Hearing Examiner shall conduct a hearing on the appeal pursuant to the rules of procedure as provided by the Administrative Procedure Act, Chapter 34.05 RCW. The City and the appellant may participate as parties in the hearing and each may call witnesses. The City shall have the burden of proof by a preponderance of the evidence that a violation has occurred.
5. The Hearing Examiner shall determine whether the City has proved by a preponderance of the evidence that a violation has occurred and shall affirm, vacate, suspend or modify the amount of any monetary penalty imposed by the notice of civil violation with or without written conditions.
6. The Hearing Examiner shall consider the following in making his/her determination:
  - a. Whether the intent of the appeal was to delay compliance, or
  - b. Whether the appeal is frivolous, or
  - c. Whether the appellant exercised reasonable and timely effort to comply with applicable requirements, or
  - d. Any other relevant factors.
7. The Hearing Examiner shall mail a copy of his decision to the appellant by certified mail, postage prepaid, return receipt requested.
8. The decision of the Hearing Examiner may be reviewed for illegal, corrupt or arbitrary or capricious action in King County Superior Court. The petition for

review must be filed within thirty (30) calendar days of the final decision of the hearing examiner.

9. The collection of the monetary penalty shall be as follows:
  - a. The monetary penalty constitutes a personal obligation of the person to whom the civil infraction is directed. Any monetary penalty assessed must be paid to the City Clerk within seven (7) calendar days from the date of service of notice of violation and imposition of monetary penalties or, if an appeal was filed pursuant to this Chapter, within seven (7) calendar days of the Hearing Examiner's decision.
  - b. The City Attorney, on behalf of the City, is authorized to collect the monetary penalty by use of appropriate legal remedies, the seeking or granting of which shall neither stay nor terminate accrual of additional per diem monetary penalties so long as the violation continues.
  - c. In the event of failure to appear at a hearing provided herein, the Hearing Examiner shall assess the monetary penalty prescribed and a penalty of twenty-five (\$25) dollars.
  - d. In the event of a conflict between this Chapter and any other city ordinance providing for a civil penalty, this Chapter shall control.
10. A person who willfully fails to pay a monetary penalty as required by provisions of this Chapter may be found in civil contempt of court after notice and hearing.

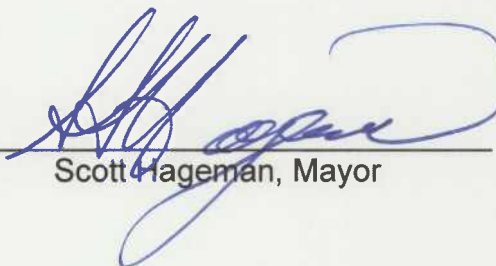
### **Section 2. Severability**

If any section, subsection, sentence, clause, phrase, part or portion of this ordinance is for any reason held to be invalid or unconstitutional by any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this ordinance.

### **Section 3. Effective Date**

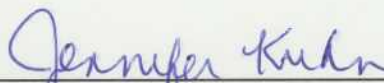
This Ordinance shall be in force and effect five days from and after its passage by the Woodinville City Council and publication, as required by law.

**ADOPTED BY THE CITY COUNCIL AND SIGNED IN AUTHENTICATION OF ITS  
PASSAGE THIS 4<sup>th</sup> DAY OF NOVEMBER 2008.**

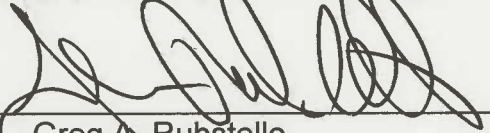


\_\_\_\_\_  
Scott Hageman, Mayor

ATTEST/AUTHENTICATED:

By:   
\_\_\_\_\_  
Jennifer Kuhn, CMC  
City Clerk

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By:   
\_\_\_\_\_  
Greg A. Rubstello  
City Attorney

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
PUBLISHED: 11-10-2008  
EFFECTIVE DATE: 11-17-2008  
ORDINANCE NO. 474

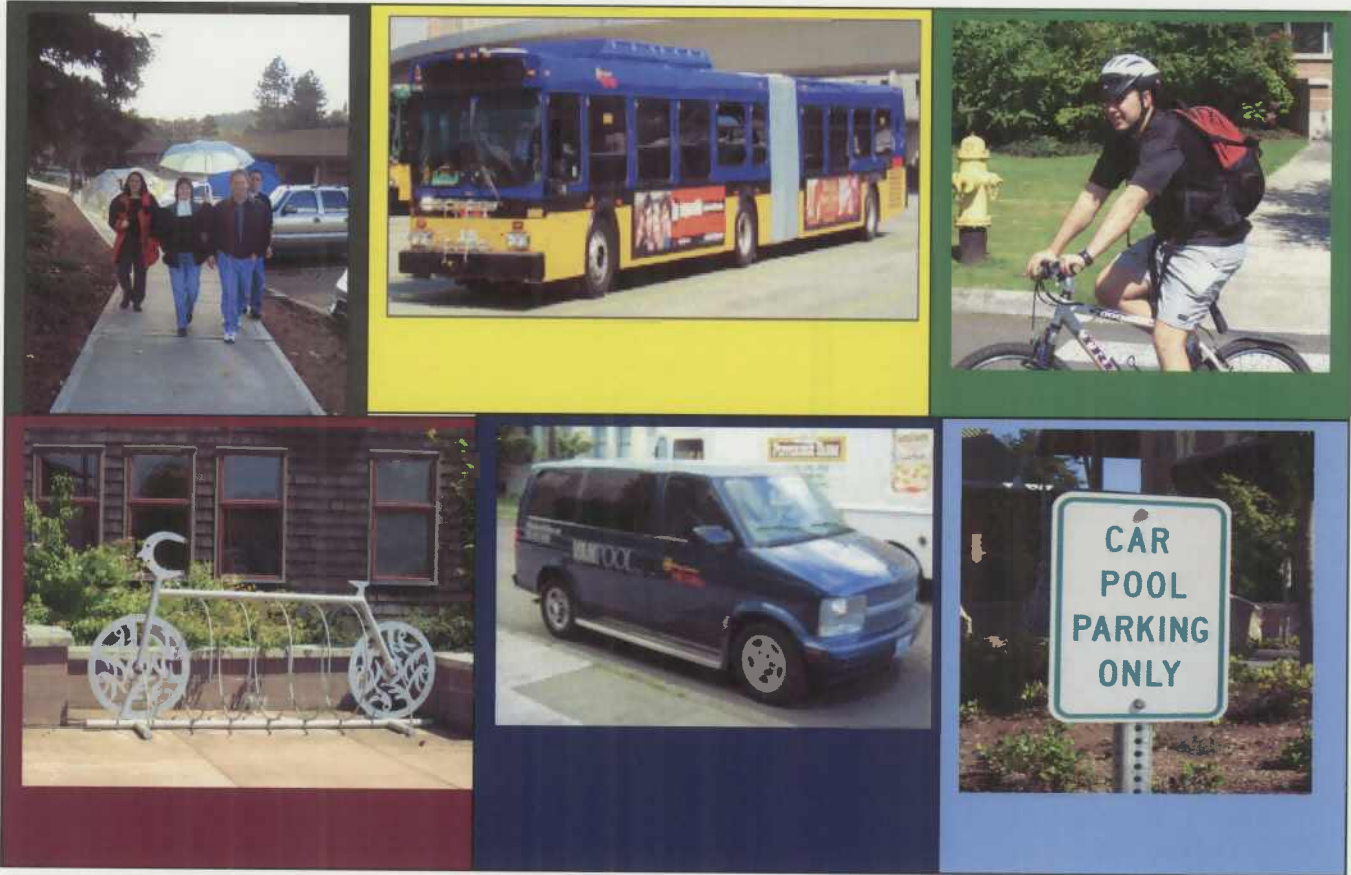


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# City of Woodinville COMMUTE TRIP REDUCTION PLAN

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Council Approved  
November 4, 2008  
Ordinance 474



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## INTRODUCTION

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### COMMUTE TRIP REDUCTION PLAN

In 1993, the City of Woodinville adopted its first Commute Trip Reduction Ordinance, No. 73, implementing measures required by chapter 70.94 RCW adopted by the Washington State Legislature in 1991. In 1998, the aforementioned ordinance was repealed and replaced by Woodinville Ordinance, No. 195.

In 2006, the Washington State Legislature passed the Commute Trip Reduction Efficiency Act which requires local governments in those counties experiencing the greatest automobile-related air pollution and traffic congestion to develop and implement plans to reduce single-occupant vehicle trips. The City of Woodinville has prepared its CTR Plan in accordance with RCW 70.94.521, and the intent of the Washington State Legislature.

The City of Woodinville's CTR Plan is a collection of goals and policies, facility and service improvements and marketing strategies about how the jurisdiction will help make progress for reducing drive alone trips and vehicle miles traveled over the next four years. Building upon the success of the existing commute trip reduction program, the City will strive to meet its goals by working in partnership and coordination with employers, agencies and other organizations that share these goals.

This 2007 CTR Plan has been developed through involvement of Woodinville employers, transit agencies, organizations and individuals from throughout the jurisdiction who helped identify strategies and ways for successful achievement of the goals. This Plan helps to support the achievement of the jurisdiction's vision and the goals of its comprehensive plan.

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## INTRODUCTION

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**Prepared by:**

**Agency:** City of Woodinville

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**Department:** Public Works

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**Contact Person**  
(Person Preparing CTR Plan): Amy Ensminger, Senior Administrative Assistant

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**Address 1:** 17301 133<sup>rd</sup> Ave NE

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**Address 2:**

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**Jurisdiction:** Woodinville

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**State:** Washington

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**Zip Code:** 98072

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# I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

The purpose of this section is to describe the existing and planned land use and transportation context that affects the City of Woodinville's ability to meet its goals for reducing drive alone trips and vehicle miles traveled. The information in this section has been prepared by using the City's existing comprehensive plan and other planning documents. Information on transit services and facilities has been prepared by the jurisdiction's respective transit agency.

## REQUIRED INFORMATION

### A. Location of CTR work sites

All current CTR affected worksites are located within the City's Urban Growth Area. Two of the five sites are located in Valley Industrial, one in the Tourist District, one in the North Industrial and one in the Town Center neighborhood.

<u>CTR</u>	<u>City Designated Neighborhood</u>	<u>Address</u>
Bensussen Deutsch & Assoc.	Valley Industrial	15525 Woodinville Redmond Road NE
City of Woodinville	Town Center	17301- 133 <sup>rd</sup> Avenue NE
Loud Technologies, Inc.	Valley Industrial	16220 Woodinville Redmond Road NE
Precor Inc.	North Industrial	20031- 142 <sup>nd</sup> Avenue NE
Ste Michelle Wine Estates	Tourist District	14111 NE 145 <sup>th</sup> Street

Maps including Transit Routes, Route Frequency and Active CTR Work Sites are included in Appendix A.

### B. Major Barriers to Transportation Demand (TDM)

General: The City of Woodinville's Comprehensive Plan (updated September 30, 2002) has liberally integrated Transportation Demand Management policies within its land use and transportation elements and in general, supports trip reduction efforts. There are however, several barriers to the City's CTR Plan:

- Travel within and through Woodinville is heavily dependent on the automobile.
- Woodinville has a limited arterial network.
- Transit service near or to 80% of the CTR worksites is lacking.  
Transit is mainly oriented to peak-hour connections to the I-405 and SR 522 corridors.  
Transit is non-existent along SR 202 (Valley Industrial) and in the Tourist District.  
Transit connections to Snohomish County do not provide direct routes.
- Historically, major employers have either provided limited or no TDM incentive funds to assist employees in reducing commute trips.
- Periodic employee reductions or increases in the labor force by major employers contrasted with seasonal or cyclical business trends have posed increased or reduced availability of on-site parking. Parking availability drives sites to impose or relax TDM measures.

### C. Potential Actions for the Jurisdiction to Eliminate Barriers

- Land Use: The City has seven non-motorized projects on its 6-year Transportation Improvement Plan.

## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

- Transportation Facilities and Services: New road projects with enhanced frontage will improve sidewalk connectivity. Sidewalks on 140<sup>th</sup> Avenue NE are scheduled for repair and upgrades.
- Transit: None
- Parking: None

### D. Review of Comprehensive Plan Policies

The City of Woodinville's Comprehensive Plan contains the minimum following comprehensive plan policies and goals which support Commute Trip Reduction (CTR) and Transportation Demand Management (TDM):

#### Land Use

- LU-2 Establish land use patterns, densities, and site designs that encourage less reliance on single-occupant vehicle travel.
  - LU-2.1.1 Make it possible for people to safely walk or bicycle to work and shopping.
  - LU-2.1.2 Reduce reliance on automobiles and reduce commuting time and distance.
  - LU-2.3.0 Encourage the most intensive residential and employment land uses along major transportation routes to support transit service.
  - LU-2.4.0 Encourage development of a transit system and facilities that link the Town Center Neighborhood and the Tourist District.
- LU-6 To plan and develop a pedestrian-oriented multimodal transportation system approach to the downtown area that accommodates the needs of retail, office and residential uses.
  - LU-6.2 Require non-motorized transportation facilities throughout downtown that promote pedestrian activity and ease of access to housing and commercial outlets.
  - LU-6.3 Where feasible and desirable, incorporate transit amenities into the design.

#### Transportation

9.1.1 **Purpose of the Transportation Element** - it is intended that the transportation element:

- 6. Promote efficient use of the existing transportation system components through Transportation System Management, and reduce the growth in single-occupant vehicle (drive alone) travel via Transportation Demand Management.

9.1.2 **Transportation Setting** -

- 9. Travel Demand Management is a way to relieve traffic congestion that does not require capital improvements. TDM can be used to help reduce the number of vehicle trips (drive alone trips) and the times at which trips are made. Promoting TDM is a requirement of the Growth Management Act (GMA) and since 1991 has been a requirement for all employers within urban areas that employ over 100 persons at a single worksite.

**Goal T-1** To establish and maintain a transportation system which supports the land use plan and incorporates transportation/land use linkages.

# I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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T-1.5 Prepare solutions in cooperation with neighboring cities, transit agencies, and WSDOT for areas where movement of employees, goods, and services are impeded by traffic congestion during peak and mid-day periods.

**Goal T-2** To ensure development is consistent with the transportation goals and policies.

T-2.4 Encourage private development to support public transportation facilities.

T-2.5 Encourage parking facilities designed to facilitate transit use and pedestrian access.

T-2.14 Provide for a complete system of sidewalks in the downtown area that connects the retail areas to transit, the regional trail system, parking parks and public facilities.

T-2.16 Develop a transportation network that supports the City's Land Use goals.

T-2.20 Encourage transit services that are accessible to all users and provide a viable transportation alternative with the City.

**Goal T-5** To improve and increase use of public transit, paratransit, and ridesharing in cooperation with transit providers, adjacent jurisdictions, and the private sector.

T-5.1-1 Encourage commuters to use car/vanpool programs, public transit, and non-motorized transportation as alternatives to the single-occupancy vehicle.

T-5.1-2 Develop ride sharing, transit use, and incentive programs through the development review process and/or in accordance with state and local legislation for residential and commercial development.

**Goal T-6** To promote non-motorized travel and ensure its safety, convenience, and comfort.

T-6.1 Actively promote the use of bicycle and pedestrian transportation as viable alternatives to motorized transportation.

T-6.8 Incorporate the role of non-motorized travel modes as a viable and legitimate element of the overall transportation system.

**Goal T-7** To develop and implement Transportation Demand Management programs and policies.

T-7.1 Utilize Transportation Demand Management techniques to:

1. Help increase the person-carrying capacity of the transportation system;
2. Reduce peak period traffic congestion;
3. Encourage the use of high-occupancy vehicles, and;
4. Increase use of public transportation.

T-7.2 Implement the requirements of the Commute Trip Reduction Act and meet mandated deadlines.

T-7.3 Encourage small employers not mandated to meet the Commute Trip Reduction Act requirements to offer trip reduction programs for employees.

T-7.4 Encourage the development of coordinated traffic demand management in areas where employers are clustered within the same vicinity.

T-7.8 Promote Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) program activities.

## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

### E. Planning Coordination

The City of Woodinville has coordinated with the following agencies when developing its CTR Plan:

Agency/Employers	Date	Issues
King County Metro CTR Services	March - June 2007	Scope of work planning, employer network meetings, CTR Plan drafting, target measurements, site analysis
CTR/ GTEC East Jurisdiction Coordinating Meeting (Bellevue)	April 30, 2007	Timelines, plan pre-approval, formatting
Woodinville Employer Networking	February 22, 2007 May 2007	Introduction to CTR Redesign Meeting Follow-up with employers

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## I. ASSESSMENT OF THE LAND USE AND TRANSPORTATION CONTEXT

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<b>OPTIONAL INFORMATION</b>
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**F. Broad Assessment of Jurisdiction's Existing and Planned Land use, Transportation and Transit Conditions**

- No additional information added to this section.

## II. and III. BASELINE, GOALS AND TARGETS

### A. City or County

Area of Jurisdiction	2005 Drive Alone Rate	2011 Drive Alone Target Rate	2005 VMT	2011 Target VMT
<b>Overall - City of Woodinville</b>	83%	75%	12.90%	11.22%
<b>Sub areas (optional)</b>				

### B. Major Employers

Employer	2005 Drive Alone Rate	2011 Drive Alone Target Rate	2005 VMT	2011 Target VMT
<b>Bensussen Deutsch &amp; Assoc.</b>	84 %	75 %	13.78%	11.98%
<b>City of Woodinville</b>	88 %	80 %	9.82%	8.54%
<b>Loud Technologies, Inc.</b>	87 %	79 %	14.36%	12.49%
<b>Precor Inc.</b>	80 %	72 %	13.26%	11.54%
<b>Ste Michelle Wine Estates</b>	85 %	76 %	11.56%	10.06%

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## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

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The City of Woodinville proposes to implement the following elements as part of its Commute Trip Reduction plan. Implementation of these elements will be done in partnership and coordination with other agencies. Listed below are the following planned local services and strategies for achieving the established goals and targets for 2011.

**A. Policies and Regulations ( N/A)**

The City of Woodinville has no policies or regulation changes at this time that have been identified to help reduce drive alone trips and vehicles miles traveled.

1. Comprehensive plan policies (Not Applicable)
2. Land use regulations ( N/A)
3. Zoning code regulations (Not Applicable)
4. Street design standards ( N/A)
5. Concurrency regulations ( N/A)

## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

### B. Services and Facilities

As part of its capital improvement program, the City of Woodinville is planning the following improvements that will help reduce drive alone trips and vehicle miles traveled. In addition to the jurisdiction's investments, the jurisdiction is working with its transit agency partners to improve transit services and facilities.

Note: If the transit agency will be implementing services and/or facilities, the jurisdiction should attach a letter of commitment from the transit agency stating that it will follow through within the planned time frame.

1. High occupancy vehicle lanes (Not applicable)
2. Transit services (Not applicable)
3. Vanpool services and vehicles (Not applicable)
4. Ride matching services (Not applicable)
5. Car sharing services (Not applicable)
6. Transit facilities (Not applicable)
7. Bicycle and sidewalk facilities
  - **Pedestrian Overpass/Gateway over SR-522 NM-7:** The overpass would provide non-motorized access between the Wedge Neighborhoods and neighborhoods east of SR-522 and the Little Bear Creek Linear Trail as well as downtown and the regional trail. It would provide pedestrian access to Rotary Community Park and local schools from downtown and will link Woodinville facilities with future Brightwater facilities. (Project number)
  - **134th Avenue NE (LBC Pkwy to south Lumpkin property) NM-5:** This project will provide multi-modal improvements to connect the downtown to the future Little Bear Creek Linear Trail System.
  - **Pedestrian Bridge (Industrial area to Woodin Park) NM-8:** This phase of the project would perform a design study for a bridge to connect the Valley industrial and West Ridge neighborhoods to the downtown area.
  - **Wood-Duvall Road (City limits to N Woodinville Way) NM-16:** This project would provide a multi-modal facility from east City limits to North Woodinville Way along Woodinville-Duvall Road. This project would provide a safe separated connection from the Leota neighborhood to the downtown area.
  - **Non-Motorized Bicycle/Boat Rental Facilities NM-28:** This project is a public/private partnership between the Tourist District businesses and the City to promote non-motorized transportation between the CBD and Tourist District via bicycle and water craft such as kayaks and canoes.

## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

- **Derby Pedestrian Path PED-3:** Construction of a pedestrian/cycling track in the Tourist District adjacent to NE 145<sup>th</sup> Street bridge from the Sammamish River bridge to the Hollywood Schoolhouse intersection.
- **Downtown Bike-Ped Loop PK-23:** A system of bike and pedestrian facilities that links existing facilities and creates non-motorized

8. Other ( N/A)

### C. Marketing and Incentives

The City of Woodinville plans to implement the following marketing and incentive programs that will help reduce drive alone trips and vehicle miles traveled.

- Employer outreach  
Provide continued support to new and existing CTR-affected employers:

*New sites:*

Provide written information on basic requirements of CTR ordinance and explanation of goals.

Provide materials that explain a range of measures and activities that may help the employer achieve their CTR goals.

Review annual programs for completeness.

Assist with voluntary baseline survey, analyze survey data and make program recommendations.

New ETC - consultation/orientation.

*Existing sites:*

Provide program development efforts required to maintain and enhance existing site CTR programs.

Review annual program reports and assist with periodic survey reporting.

Recommend necessary action to jurisdiction regarding exemptions, modifications and compliance.

Generate appropriate letters for jurisdiction to sign.

Provide basic and enhanced training to ETC's.

Provide periodic opportunities to network with surrounding area employers.

Provide promotional /incentive support and materials.

Follow-up/additional communication.

- Area wide promotions
- Provide turn key transit agency programs (such as Wheel Options) by offering to CTR-affected and key small employer sites.

#### IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

- Transit pass discounts
  - Provide 50/50 incentive match information and encouragement through the transit agency - to qualifying employer sites.
- Parking cash-out programs (Not Applicable)
- Carpool, Vanpool and Vanshare subsidies
  - Provide 50/50 match incentive match information and encouragement through the transit agency - to qualifying employer sites
- Parking charges and discounts (Not applicable)
- Preferential parking
  - Provide assistance to CTR -affected and small employers (where applicable) on the use and availability of preferential parking signs and program implementation.
- Flexible work schedules
  - Provide information and assistance to CTR-affected and small employers (as needed). Encourage employers to implement 4/10, 9/80 or other flexible schedules as a low cost means of allied trip reduction efforts.
- Program to allow employees to work at home or a closer worksite
  - Provide information, encouragement and assistance to CTR-affected and small employers to implement this policy driven trip reduction element.
- Individualized marketing programs ( N/A)
- Neighborhood social marketing programs ( N/A)
- Other
  - Provide continued information to CTR-affected and small employers regarding biking and walking opportunities within City limits - including new facilities and biking and walking paths connecting employers to City services and housing.

## IV. DESCRIPTION OF PLANNED LOCAL SERVICES AND STRATEGIES FOR ACHIEVING THE GOALS AND TARGETS

### D. Special Programs for Mitigation of Construction Activities ( N/A)

The Jurisdiction is planning for a number of construction projects that are expected to impact the transportation system. To help mitigate the impacts of the construction activities, the Jurisdiction is planning to use the CTR program. Major construction projects include the following:

Strategies for mitigating the impacts include the following elements: ( N/A)

### E. Schedule for Implementing Program Strategies and Services

The jurisdiction has identified the following schedule for implementing the CTR program strategies and services. The agency responsible for implementing the strategy or service is also listed.

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
<b>Policies and Regulations</b>		
<b>Services and Facilities</b>		
<b>Marketing and Incentive Programs</b>		
<b>Construction Mitigation Programs</b>		

## V. REQUIREMENTS FOR MAJOR EMPLOYERS

The purpose of this section is to describe the jurisdiction's required contributions from major employers. Jurisdictions should identify what expectations that they have of major employers. The CTR Law specifies that major employers are required to provide four elements as part of their CTR programs. However, the local jurisdiction can opt to require additional elements in their CTR ordinances.

Required Element	Description
Designate Employee Transportation Coordinator	The Employee Transportation Coordinator is the point of contact between the employer and its workforce to implement, promote and administer the organization's CTR program. He/she is also the point of contact between the employer and the local jurisdiction to track the employer's progress in meeting CTR requirements
Regular Distribution of Information to Employees	<p>Information about commute alternatives will be distributed regularly to employees. Examples of information that will be distributed will include:</p> <ul style="list-style-type: none"> <li>• Description of the employer's commute options program</li> <li>• Transit system maps and schedules</li> <li>• Vanpool rider alerts</li> <li>• Weekly traffic alerts</li> <li>• Wheel Options campaign promotional materials</li> </ul>
Regular Review of Employee of Commuting and Reporting of Progress	The employer is required to complete the Employer Annual Report and Program Description Form and submit to the local jurisdiction. Every two years, the employer shall conduct a program evaluation to determine worksite progress toward meeting the CTR goals. As part of the program evaluation, the employer shall distribute and collect Commute Trip Reduction Program Employee Questionnaires (surveys) to achieve at least a 70 percent response rate.
Implementation of a Set of Measures	<p>The employer is required to implement a set of measures that are designed to increase the percentage of employees using the following modes:</p> <ul style="list-style-type: none"> <li>• Transit</li> <li>• Vanpool</li> <li>• Carpool</li> <li>• Bicycle or walking</li> <li>• Telework</li> <li>• Other non-single occupant vehicle modes</li> </ul>

## V. REQUIREMENTS FOR MAJOR EMPLOYERS

	<p>Measures to reduce drive alone trips and vehicle miles traveled include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Provision of preferential parking or reduced parking charges for high occupancy vehicles</li> <li>• Instituting or increasing parking charges for single-occupant vehicles</li> <li>• Provision of commuter ride matching services</li> <li>• Provision of subsidies for transit fares</li> <li>• Provisions of vans for vanpools</li> <li>• Provisions of subsidies for carpooling or vanpooling</li> <li>• Permitting the use of the employer's vehicles for carpooling or vanpooling</li> <li>• Permitting flexible work schedules</li> <li>• Cooperation with transportation providers to provide additional regular or express service to the worksite</li> <li>• Construction of special loading and unloading facilities for transit, carpool, and vanpool users</li> <li>• Provision of bicycle parking facilities, lockers, changing areas, and showers</li> <li>• Provision of a program for parking incentives such as a rebate for employees who do not use the parking facility</li> <li>• Establishment of a program to permit employees to work part or full time at home or at an alternative worksite closer to their homes</li> <li>• Establishment of a program of alternative work schedules such as compressed work week schedules</li> <li>• Implementation of other measures designed to facilitate the use of high-occupancy vehicles such as on-site day care facilities and emergency taxi services</li> <li>• Employers or owners of worksites may form or utilize an existing transportation management association or other transportation-related associations by RCS 35.87A.010 to assist members in developing and implementing commute trip reduction programs *</li> </ul>
Optional Elements	Description

## VI. DOCUMENTATION OF CONSULTATION

This section describes the consultation process that was used to develop the local jurisdiction's Commute Trip Reduction plan. The plan was developed in consultation with the following organizations and individuals:

### A. Local or County Jurisdiction (X N/A)

1. Department of Planning and Community Development ( N/A)  
**Contact:**  
**Issues:**
2. Department of Public Works  
**Contact:** Mick Monken - Director of Public Works  
**Issues:** Provide Comprehensive Plan and TIP Plan information. Provide direction on Planning Commission and Council approval process.
3. Department of Finance ( N/A)  
**Contact:**  
**Issues:**
4. Planning Commission ( N/A)  
**Contact:** Sarah Ruether, Transportation Planner  
**Issues:** The CTR Plan update will be provided to the Planning Commission by the Transportation Planner.
5. City or County Council ( N/A)  
**Contact:** Sarah Ruether, Transportation Planner  
Amy Ensminger, Employee Transportation Coordinator  
**Issues:** The CTR Plan update will be provided to Council by the City Manager in July. Upon approval by the state and PSRC, the CTR Plan will be brought forward to Council for adoption.

### B. WSDOT ( N/A)

**Contact:**  
**Issues:**

### C. Regional Planning Organization ( N/A)

**Contact:**  
**Issues:**

### D. Neighboring Local Jurisdictions ( N/A)

**Contact:**  
**Issues:**

### E. Major Employers

**Contact:** CTR Employment Sites - Networking meetings; one-on-one phone calls.  
**Issues:** Multiple - Mainly, lack of transit availability and available budgets by the City or the employer to provide ridesharing incentives to employees.

**VI. DOCUMENTATION OF CONSULTATION**

**F. Business Groups ( N/A)**

**Contact:**

**Issues:** \_\_\_\_\_

**G. Transit Agencies: King County Metro, Commute Trip Reduction Services**

**Contact:** David Hollar

**Issues:** CTR employer contacts and meetings; CTR ordinance planning and review.

**H. Transportation Management Associations (Not Applicable)**

**Contact:**

**Issues:**

**I. Community Groups ( N/A)**

**Contact:**

**Issues:**

**J. Special Interest Groups ( N/A)**

**Contact:**

**Issues:**

**I. Individuals ( N/A)**

**Contact:**

**Issues:**

Organization/Party	Meeting Date	Contact Person

## VII. A SUSTAINABLE FINANCIAL PLAN

The Jurisdiction has prepared a financial analysis to identify revenues and expenses that are associated with the Jurisdiction's Commute Trip Reduction Plan. The following is a description of the available funding sources that the City of Woodinville may use to implement its CTR Plan. After identifying the available funding sources, the City of Woodinville has identified the expenses which include program administration, training, employer assistance, policy and regulation development, promotional activities, transit and ridesharing services, and implementation of supporting facilities.

### A. Funding Sources

1. WSDOT CTR grant  
The WSDOT CTR Grant is the annual allocation that is given to jurisdictions to help them administer their CTR programs.
  - The City of Woodinville utilizes State CTR grant funds to support local CTR efforts.
2. Local jurisdiction operating funds and capital investment program funds ( N/A)
3. Federal funds ( N/A)
4. Employer contributions  
Sources may include financial and in-kind contributions from employers.
  - King County Metro would require CTR-affected employer worksites to contribute a 50/50 match to any new subsidy program or a 50/50 match to the increased portion of any existing subsidy offered to employees whenever CMAQ funds are used for trip reduction incentives.
  - Employers typically allow Employer Transportation Coordinators (ETC's) sufficient work time to attend or promote CTR work planning, networking and transportation events and meetings.
5. Other state funding sources ( N/A)  
The City hopes to acquire some state funding from PSRC and Safe Routes for School in order to fund non-motorized projects.
6. Construction TDM funds ( N/A)  
Currently, the city has not received mitigation money specifically for non-motorized projects; however city frontage requirements assure new sidewalks in road projects.

## VII. A SUSTAINABLE FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Revenue FY 2008	Estimated Revenue FY 2009	Estimated Revenue FY 2010	Estimated Revenue FY 2011	Total Estimated Revenue
CTR Grants	WSDOT	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$40,000.00
Other State Funds	WSDOT, CTED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CMAQ Funds	RTPO	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Local Funds from Operating Budgets	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Capital Investment Program	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Transit Revenue	Transit Agency	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Employer Contributions	TMA or Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Developer Contributions	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
<b>TOTAL</b>		\$10,000.00	10,000.00	\$10,000.00	\$10,000.00	\$40,000.00

## VII. A SUSTAINABLE FINANCIAL PLAN

### B. Program Expenses

#### 1. Administration

Program administration includes activities such as identifying and notifying affected employers, reviewing employer progress reports, evaluating employer programs, coordination with neighboring jurisdictions and transit agencies, and preparing annual CTR program reports.

Agency: King County Metro inter-local agreement  
 Responsibility: King County Commute Trip Reduction Services

#### 2. Facilities

Facilities include capital elements that help to reduce the number of drive alone trips. Elements might include high occupancy vehicle lanes, bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.

Agency: City of Woodinville  
 Responsibility: Public Works Department

#### 3. Services

Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.

Agency: King County Metro Transit  
 Responsibility: King County CTR Services and Rideshare Operations

#### 4. Marketing

Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

Agency: King County Metro Transit  
 Responsibility: Commute Trip Reduction Services

#### 5. Incentives

Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.

Agency: King County Metro Transit  
 Responsibility: Commute Trip Reduction Services - Product Sales

#### 6. Training

Training includes activities for both employer and local jurisdiction staff. Training may include workshops on various topics to address CTR, attendance at conferences and other training opportunities that will help improve program performance.

Agency: King County and City of Woodinville  
 Responsibility: Commute Trip Reduction Services and Public Works Department

## VII. A SUSTAINABLE FINANCIAL PLAN

Expense	Responsible Party	Estimated Cost FY 2008	Estimated Cost FY 2009	Estimated Cost FY 2010	Estimated Cost FY 2011	Total Estimated Cost
Prepare local CTR plan and ordinance - 2007	King County Metro	Unable to estimate	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Administer CTR program (contract management, annual reporting, survey process, coordination meetings) <ul style="list-style-type: none"> <li>• Training</li> <li>• Conduct employer outreach</li> <li>• Conduct special area-wide promotions</li> </ul>	King County Metro	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$ 40,000.00
Implement supporting transit services	King County Metro	Unknown at this time	\$ .00	\$ .00	\$ .00	\$ .00
Implement supporting transit facilities	King County Metro	Unknown at this time	\$ .00	\$ .00	\$ .00	\$ .00
Implement supporting vanpool services	King County Metro, Rideshare Operations	Unknown at this time	\$ .00	\$ .00	\$ .00	\$ .00
Implement bicycle and pedestrian facilities		Unknown at this time	Unknown at this time	Unknown at this time	Unknown at this time	\$ .00
Offer program incentives		\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Car sharing services		\$ .00	\$ .00	\$ .00	\$ .00	\$ .00
Prepare updates to Comprehensive Plans	City of Woodinville	To be determined	\$ .00	\$ .00	\$ .00	\$ .00
<b>Total</b>		<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$40,000.00</b>

**VII. A SUSTAINABLE FINANCIAL PLAN**

**C. Financial Gaps**

Service or Strategy	Target Market	What Strategy Will Accomplish	Financial Gap	Potential Funding Source
			\$ .00	
			\$ .00	
			\$ .00	
			\$ .00	

## VIII. IMPLEMENTATION STRUCTURE

As part of its strategic plan for implementing the Commute Trip Reduction program, the City of Woodinville plans to work in partnership with the transit agencies, neighboring jurisdictions, and if available, transportation management associations.

Listed below are the organizations that will be involved with the implementation of the Jurisdiction's CTR Plan. Their roles and responsibilities are described as follows:

### A. Local Jurisdiction

Local jurisdictions will be responsible for developing and implementing their local CTR plans. They are responsible for ensuring that CTR plans are consistent with their local comprehensive plans. As part of their CTR plans, local jurisdictions will set the goals and targets for the affected employers. For CTR program administration, local jurisdictions are responsible for ensuring that affected employers are in compliance with the CTR law. Local jurisdictions may contract with another agency for employer outreach, program review and annual reporting of employer progress.

#### Roles/Responsibilities

- King County Metro will be the lead agency responsible for implementing the City of Woodinville's CTR program.

### B. Contractor (Not applicable)

Local jurisdictions may opt to hire a contractor to perform various services as part of the GTEC program. The jurisdiction should identify the contractor and their assigned responsibilities.

### C. Transit Agency

The leading transit agency will be responsible for providing transit and ridesharing services to the major employers. In some cases, transit agencies will also conduct employer outreach and be responsible for tracking employer progress.

#### Roles/Responsibilities

- King County Metro staff will conduct outreach and will provide transit and ridesharing services to major employers as well as track employer progress.

### D. Transportation Management Association (Not Applicable)

### E. Employer

City of Woodinville CTR - affected employers will be responsible for complying with the requirements of the State CTR Law. These requirements include designating an employee transportation coordinator, regular distribution of information to employees, regular review of employee commuting and reporting of progress to the local jurisdiction, and implementing a set of measures that will help achieve progress toward meeting goals.

#### Roles/Responsibilities

- City of Woodinville employers who are affected by the CTR ordinance will work with King County Metro's designated Employer Transportation Representative (ETR) to comply with and implement CTR program requirements. In addition, employers will survey periodically and develop a program with elements designed to make progress towards reducing drive alone trips and vehicle miles traveled.

## VIII. IMPLEMENTATION STRUCTURE

- Based on the strategies and services that were identified in Section IV, the jurisdiction should identify the different tasks that are part of the CTR program and assign responsibility to the respective agency that will be performing the tasks. The following table has been provided to help jurisdictions identify the tasks, assign responsibility for completing the various tasks and indicate when the task will be completed.

Note: if the jurisdiction is planning on using a contractor to administer the CTR program on the behalf of the jurisdiction, the jurisdiction should identify name of the contractor

### CTR Implementation Plan

Program Strategy or Service	Agency Responsible	Scheduled Date for Implementation
<b>Policies and Regulations</b>		
None		
<b>Services and Facilities</b>		
None		
<b>Marketing and Incentive Programs</b>		
<ul style="list-style-type: none"> <li>50/50 incentives match for qualifying CTR employers who implement a subsidy or increase subsidies</li> </ul>	<ul style="list-style-type: none"> <li>King County Metro</li> </ul>	<ul style="list-style-type: none"> <li>As requested and approved within the period of time this plan is enacted</li> </ul>
<b>Construction Mitigation Programs</b>		
None		

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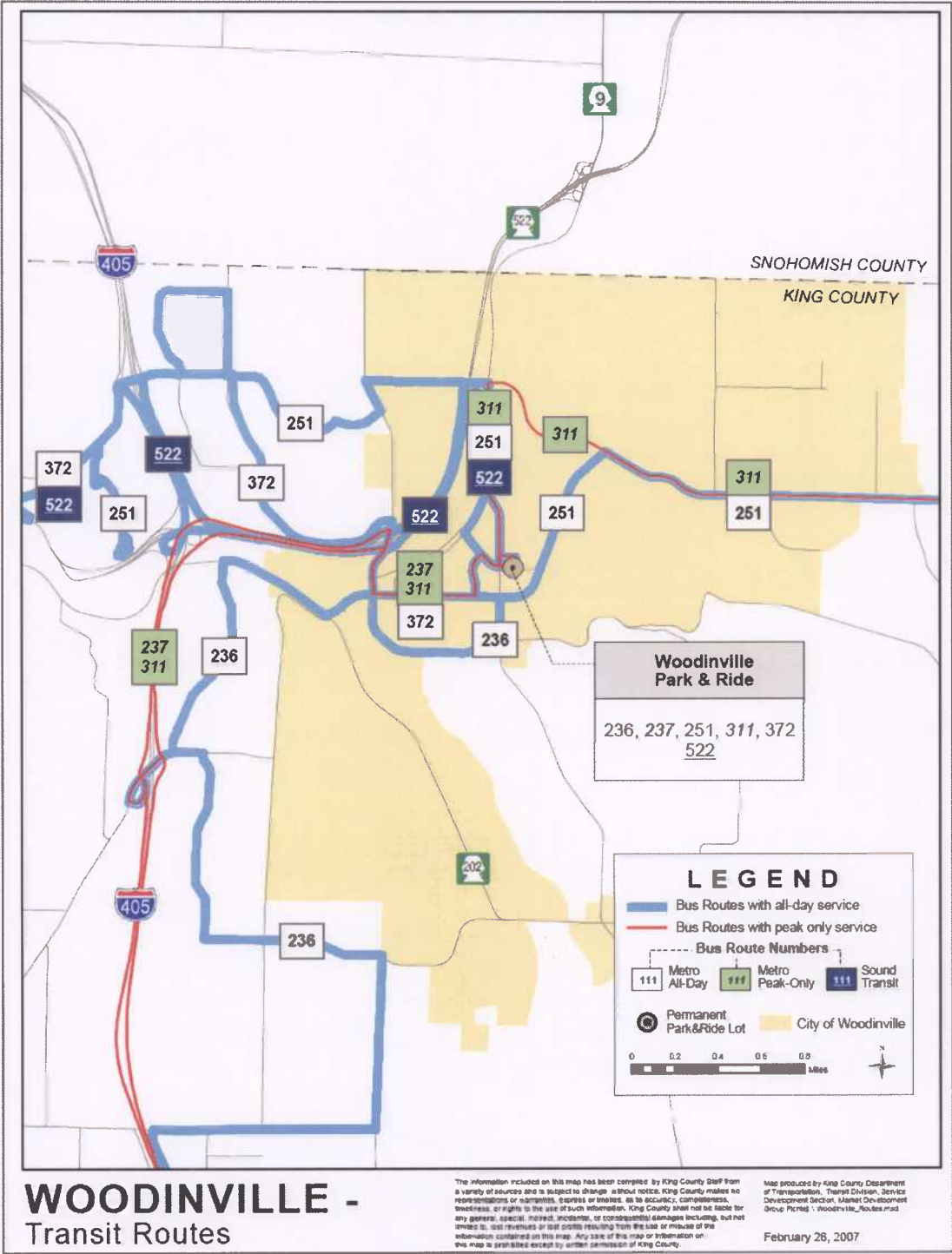
## IX. Growth and Transportation Efficiency Centers

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**NOTE: This section is only applicable to jurisdictions that are applying for a GTEC designation.**

- The City of Woodinville is not planning to submit an application for a GTEC designation.

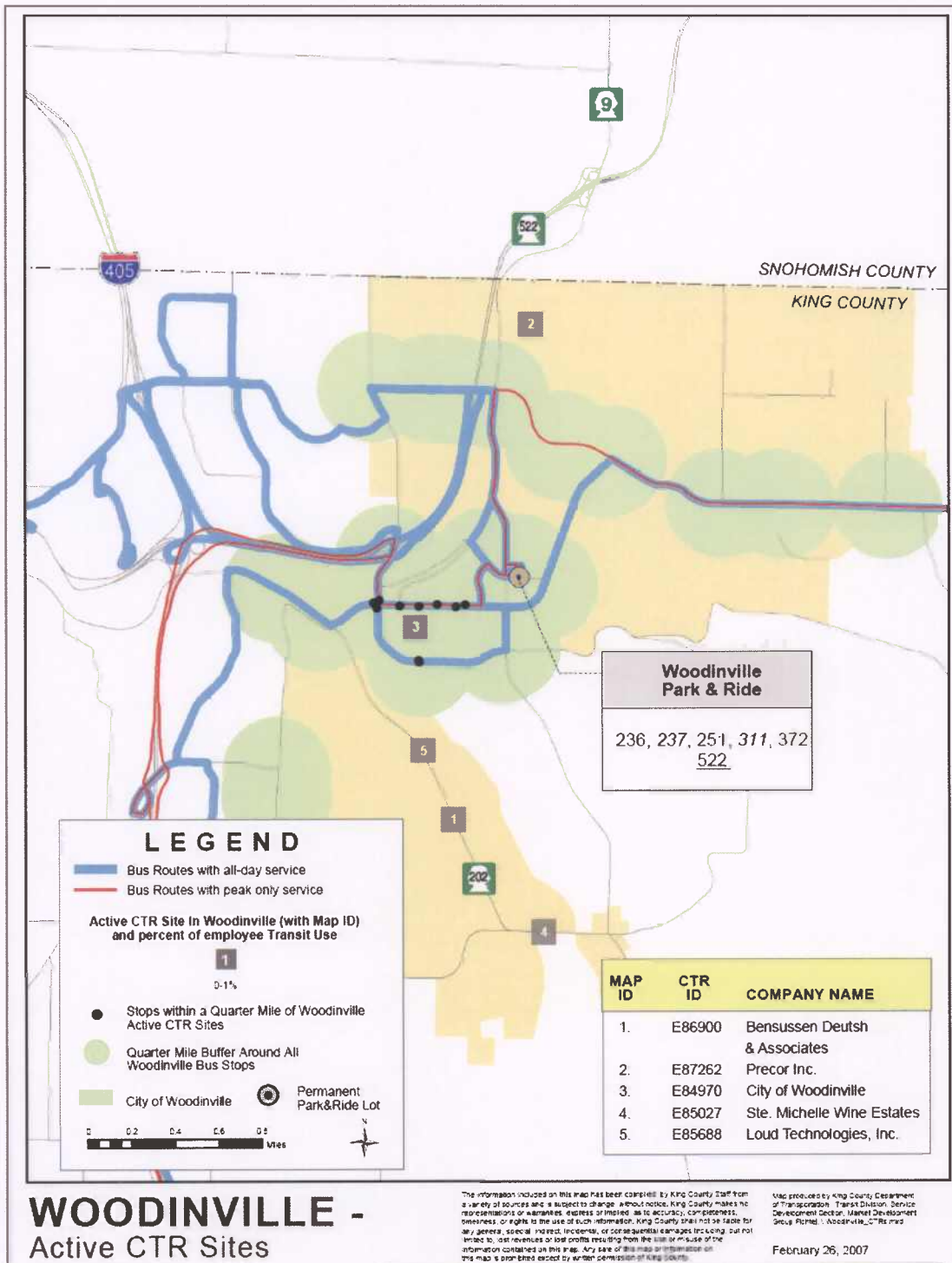
APPENDIX A



APPENDIX A



APPENDIX A



**APPENDIX B: PUGET SOUND REGIONAL COUNCIL FINDINGS AND COMMENTS**

As the Regional Transportation Planning Organization for King, Kitsap, Pierce, and Snohomish counties, Puget Sound Regional Council is responsible for reviewing the local CTR plans for all CTR-affected jurisdictions in the four-county region for consistency with the regional plan.





## 2025–2029 Draft Commute Trip Reduction Plan Consistency Review Prepared for: Woodinville

PSRC staff have reviewed the draft plan and noted our findings by section:

### Benefits of Commute Trip Reduction

Section 4a of the plan mentions the broad benefits of CTR, such as reducing traffic congestion and air pollution. Additionally, the Plan Alignment section indicates Woodinville reviewed the Regional Transportation Plan (2022–2050) as part of the development of the CTR plan. However, the narrative in 4a could be strengthened by adding a few sentences describing how CTR in Woodinville relates to or supports the TDM priorities in the current Regional Transportation Plan ([Pages 93–98](#)) and/or the goals of VISION 2050.

### Performance Targets

The plan is consistent with Option 2 from the WSDOT CTR plan guidance for performance targets: a weighted average drive-alone rate of 69 percent to evaluate the performance of CTR-affected worksites in Woodinville. Like many other jurisdictions, this plan indicates the city will use 2023–2025 CTR survey data to set the baseline and 2025–2027 survey data to evaluate progress. PSRC may reach out in the future for further details to help develop a regional baseline and target for the regional plan.

### Services and Strategies

PSRC reviewed the services and strategies described in this section and did not identify anything inconsistent with regional transportation goals.

### Alignment with Plans

The draft plan accurately identifies King County Metro as a key transit provider in Woodinville and indicates the long-range transit plan (Metro CONNECTS) was reviewed in the development of this CTR plan, along with regional and state plans. PSRC suggests adding Sound Transit to the Question 22 response and removing “PSRC Transportation Plan 2022–2025” from the Question 23 response or clarifying which plan this refers to. The Regional Transportation Plan (2022–2025), listed in the second bullet, is the long-range transportation plan for the region.

The response to Question 24 broadly describes how the city can grow awareness of transit service. This section could be strengthened by tying CTR programming to the specific local transit investments detailed in the transit plans.



2025–2029 Draft Commute Trip Reduction Plan Consistency Review  
Prepared for: Woodinville

## Engagement

The RTP identifies a regional need to better address equity in TDM, and understanding the transportation needs of underserved and historically marginalized populations is critical to achieving that goal. The draft CTR plan detailed in-person and online outreach conducted by the City of Woodinville. The city conducted interviews with CTR-affected employers and provided an opportunity for public comment on the CTR plan, in addition to other engagement.

The primary outreach strategies to understand the needs of vulnerable populations were interviewing community-based organizations and talking to community members at the in-person open house. Woodinville summarized feedback from people with disabilities, seniors, and low-income families in the response to Question 28d. PSRC encourages Woodinville to continue engaging with vulnerable populations in future planning processes.





# Commute Trip Reduction Plan

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**Joshua Jeffrey**

Public Works Management Analyst

April 23, 2025

# Background

- In 1991, Washington State passed the Commute Trip Reduction (CTR) Law to combat air pollution, petroleum consumption and congestion.
- Law required jurisdictions, RPO, and WSDOT must create local, regional, and statewide programs and plans
- State provides support and periodically adjusts performance metrics
- Emphasized employer responsibility and partnership to reduce drive alone trips.



# Agency Roles and Framework



State	Regional Planning Organizations	City	CTR Affected Worksites
<p>Sets policies performance targets Monitors progress at City/RPO Level</p>	<p>Coordinates with Cities, Counties and Transit Monitors Regional Priorities</p>	<p>Educates and monitors CTR Affected Worksites Communicates local context to RPO and State</p>	<p>Creates individual programs Surveys employees Reports progress</p>

# Affected Employer Responsibilities

**“CTR-Affected Employers”** – Public and private employers with 100 or more full-time employees who begin their shift between 6:00 AM and 9:00 AM on weekdays

CTR affected employers must:

- Designate an Employee Transportation Coordinator (ETC)
- Provide information on commute alternatives to driving alone
- Implement measures to achieve the State’s CTR goals
- Survey employees about their commuting habits
- Report regularly on progress toward the State’s CTR goals
- Adjust the program as needed to meet the State’s goals

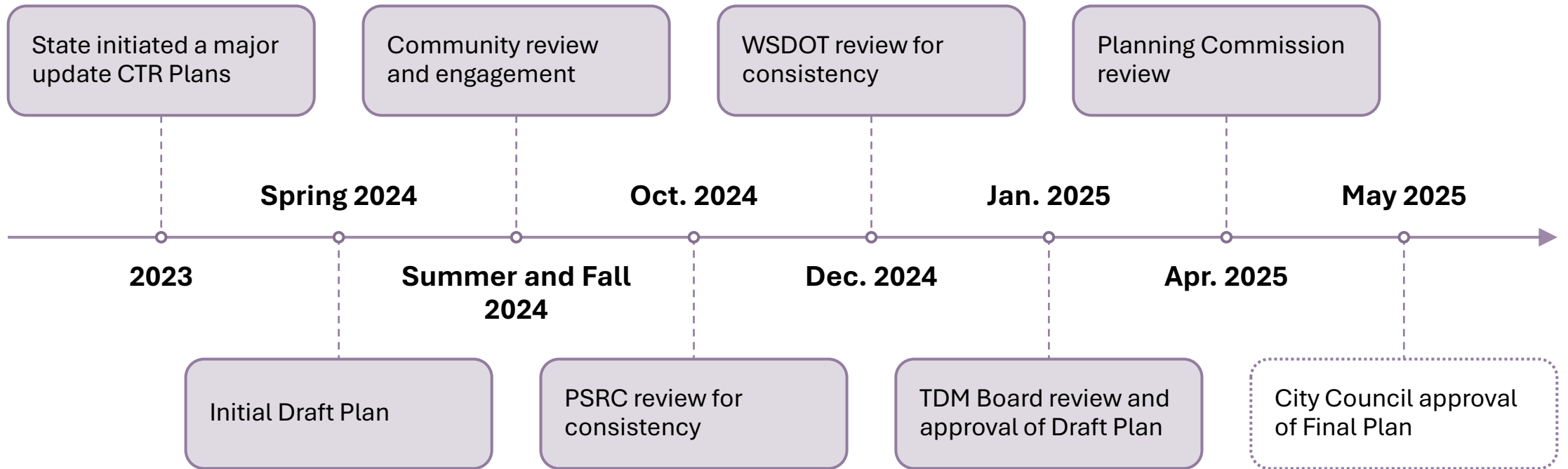
**Two CTR affected employers in Woodinville (City also voluntarily opts-in)**

# Woodinville's CTR Plan

- In 1993, City approved its first CTR plan and codified transportation demand requirements in Chapter 14.12 of the municipal code. Both have been updated several times
- City periodically reviews plan to reflect changes in TDM practices and performance requirements.
- Plan itself is highly structured by the state.



# Plan Update Process



# Key Elements and Changes



## Benefits of CTR

Outlines the local land use context, transportation goals, and environmental objectives, showing how the plan aligns with regional and state priorities.

Builds on the City's Comprehensive Plan and Transportation Plan.



## Performance Targets

The City's target is a weighted average drive-alone rate (DAR) of 69%, a 15.5% reduction from the 2019 census performance for CTR-affected worksites.



## Services and Strategies

Describes the TDM services and strategies the City will employ over the next four years, as well as potential barriers to meeting the performance targets, such as automobile dependence, limited transit options, and employer support.



## Alignment with Plans

Demonstrates how Draft CTR Plan aligns with regional transit plans and broader strategies, ensuring coordination and consistency.



## Engagement

Summarizes the public outreach process, highlighting key feedback from affected worksites and the broader community

Common concerns include improving transit accessibility, enhancing safety, and providing employee incentives for mode shifts.

# Recommended Motions

- **MOVE TO OPEN THE PUBLIC HEARING AND ACCEPT PUBLIC TESTIMONY.**
- **MOVE TO CLOSE THE PUBLIC HEARING.**
- **MOVE TO RECOMMEND THAT THE CITY COUNCIL APPROVE THE CITY OF WOODINVILLE COMMUTE TRIP REDUCTION FOUR-YEAR PLAN UPDATE (2025-2029), AS PRESENTED, AND TO SEND THIS RECOMMENDATION TO THE CITY COUNCIL**



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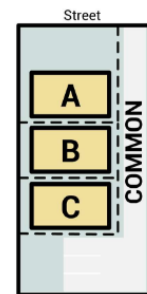
**To:** Planning Commission **Date:** April 23, 2025  
**By:** Robert J. Grumbach, AICP, Director of Development Services  
**Subject:** Discussion: Unit Lot Subdivisions

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**ISSUE:** Discuss amending the Woodinville Municipal Code to add allowances for Unit Lot Subdivisions.

**DISCUSSION:**

1. In 2023, the state legislature amended the short subdivision regulations in RCW 58.17.060 to require the adoption of Unit Lot Subdivision regulations. This is part of the series of legislative initiatives by the state to support middle housing. Unit lot subdivisions offer a simplified procedure for dividing “parent lots” into smaller “unit lots” for the purpose of promoting fee-simple homeownership. The illustration to the right is an example of a unit lot subdivision. The idea is that a property with townhouses, smaller detached houses, or accessory dwelling type units can have smaller lots drawn around them to create fee-simple ownership opportunities. The “parent” lot still must meet zoning dimensional standards but the unit lots are allowed to be flexible and are not required to conform to zoning lot dimensional standards.



2. Woodinville’s proposed approach to unit lot subdivisions is unique. Most jurisdictions appear to be adopting unit lot subdivisions that are mostly another name for a short subdivision, only with this added zoning lot flexibility. The City is developing its unit lot subdivision process to function more like creating a condominium association. This means unit lot subdivisions will use a Type 1 decision process like boundary line adjustments, with eligibility to record occurring AFTER development is completed or is under construction. For comparison purposes: A typical land division process allows for the lots to be created and then the houses are constructed later. Woodinville’s approach will require housing units to be built first and then the new ownership structure the unit lot subdivision can create will be added.

3. Additionally, the provisions for residential cluster development found in WMC 21.92.100 are being revised to reflect the unit lot subdivision’s increased zoning flexibility and to allow the unit lot subdivisions to be included in the process for residential cluster development. The function of residential cluster development acts as an overlay for the site that modifies certain zoning dimensional standards. Its intent is to allow houses to be clustered on those portions of a property most suitable for development while maintaining the rest of the site as open space. This flexibility means residential cluster development and unit lot subdivisions act very similarly. However, there is still one important difference in that residential cluster developments create lots defined as “parent lots” that are still subdividable; and “unit lots,” even when combined with a residential cluster



development, are not subdividable. Importantly, provisions are included that the total number of parent lots is the same with or without the residential cluster development. With this restriction and the restriction that unit lots are not subdividable, this controls the amount of housing that can be built, so that it remains consistent with the purpose and intent of the underlying zone.

4. The following is a summary of the changes proposed to residential cluster development:

- Delete density standard requirement – this is due to new state middle housing requirements replacing the old units per acre density standard with a new units per lot standard.
- Delete minimum lot size of 2,500 square feet – this minimum lot size was found to be unworkable for townhomes and other types of attached housing, which means other ownership structures must be used instead of fee-simple.
- Delete the building coverage standard for individual lots – the total building coverage for the entire site is still the same, but the Applicant has flexibility on how to distribute the building coverage across the lots.
- Other zoning modifications already allowed for residential cluster developments are maintained.
- The requirement for having at least 20 percent open space is maintained with additional provisions added to require open space to be concentrated in larger tracts with no one tract smaller than 2,000 square feet. Other details were added for clarity.

5. The following table shows a general comparison of the different land division processes:

Short Subdivision Type 2 decision	Subdivision Type 3 decision	Residential Cluster Development	Unit Lot Subdivision Type 1 decision *
1. Application	Application	Consolidated with Subdivision/ Short Subdivision	Application
2. Completeness	Completeness		Completeness
3. Notice of Application	Notice of Application		N/A
4. N/A	Notice of hearing		N/A
5. Approval Criteria		Approval Criteria	Approval Criteria
Satisfy Zoning Standards		Modifies Zoning Standards	Modifies Zoning
Traffic Concurrency		Satisfy Subdivision/ Short Subdivision approval criteria	Traffic Concurrency, Infrastructure, & Critical Areas previously completed
Infrastructure construction			
Critical Area Regulations			
6. Preliminary/ Final Short Plat processes	Preliminary/ Final Plat processes	Consolidated with Subdivision/ Short Subdivision	Final only process
7. Parent lot – can be further divided	Parent lot – can be further divided	Parent lot – can be further divided	Unit lot – cannot be further divided
* When a unit lot subdivision is included with a Residential Cluster Development, it will follow the Short Subdivision or Subdivision process it is consolidated with			
** Short subdivision includes creating up to nine lots			

6. For more information on unit lot subdivisions, please see Department of Commerce's fact sheet on unit lot subdivisions (Attachment 2).

**RECOMMENDED MOTION:**

**NONE – Discussion item**

**ATTACHMENTS:**

Attachment 1 – Draft Planning Commission Recommendation

Attachment 2 – Unit Lot Subdivision Fact Sheet produced by Washington State Department of Commerce



## WOODINVILLE PLANNING COMMISSION RECOMMENDATION

**A RECOMMENDATION OF THE WOODINVILLE PLANNING COMMISSION  
TO REPEAL AND READOPT THE CRITICAL AREA REGULATIONS IN  
CHAPTER 21.51 OF THE WOODINVILLE MUNICIPAL CODE (WMC)**

**WHEREAS**, the City of Woodinville is fully planning under Washington's Growth Management Act (GMA) pursuant to Chapter 36.70A RCW; and

**WHEREAS**, in 2023 the Washington State Legislature passed Engrossed Second Substitute Senate Bill (ESSSB) 5258 amending RCW 58.17.060, short subdivisions; and

**WHEREAS**, RCW 58.17.060(3) requires all cities, towns and counties to include in their short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots; and

**WHEREAS**, RCW 58.17.060(3) further provides that portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots; and

**WHEREAS**, Woodinville Municipal Code (WMC) 21.11A.200 defines short subdivisions as "the division or redivision of land into nine or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership, provided "tracts," as defined in WMC 21.11A.210, shall not be considered a lot, tract, parcel, site, or division for purposes of this definition; and

**WHEREAS**, WMC 21.92.100 provides residential cluster development regulations as a method for accommodating urban densities of the underlying zone and allowing greater flexibility in the design of short subdivisions and subdivisions; and

**WHEREAS**, the Planning Commission wishes to propose harmonizing unit lot subdivisions with residential cluster developments to complement each other; and

**WHEREAS**, the Planning Commission held a public meeting on \_\_\_\_\_ to discuss incorporating unit lot subdivisions into the Woodinville Municipal Code; and

**WHEREAS**, after providing notice consistent with WMC 21.86.090, the Planning Commission held a public hearing on proposed updated critical area regulations on \_\_\_\_\_; and

**WHEREAS**, a State Environmental Policy Act (SEPA) threshold Determination of Nonsignificance (DNS) for the proposed code amendments was issued on \_\_\_\_\_, using the procedures set forth in WAC 197-11-340(2).

**NOW, THEREFORE, BE IT ADVISED THAT THE PLANNING COMMISSION RECOMMENDS THE FOLLOWING:**

**Section 1. Amend WMC 21.11A.170.** Section 21.11A.170 of the Woodinville Municipal Code and the corresponding portions of Ordinance Nos. 737 § 2 (Att. A), 766 § 6, and 769 § 1 are recommended to be amended to read as follows (new text is shown by underline; deletions of text are shown by ~~((strikethrough))~~):

...

“Parent lot” means the initial lot which establishes the exterior boundary from which unit lots may be created by a unit lot subdivision process.

...

**Section 2. Amend WMC 21.11A.220.** Section 21.11A.220 of the Woodinville Municipal Code and the corresponding portions of Ordinance Nos. 737 § 2 (Att. A) and 766 § 1 are recommended to be amended to read as follows (new text is shown by underline; deletions of text are shown by ~~((strikethrough))~~):

...

“Unit Lot” means a subdivided lot within a development as created from a parent lot and approved through the unit lot subdivision process.

“Unit Lot Subdivision” means the dividing of a parent lot into nine or fewer separately owned unit lots for the purpose of sale, lease, or transfer of ownership.

...

**Section 3. Amend WMC 21.80.050.** Section 21.80.050 of the Woodinville Municipal Code and the corresponding portions of Ordinance Nos. 706 § 47 (Att. A), 720 § 25, 766 § 11, and 782 § 24 are recommended to be amended to read as follows (new text is shown by underline; deletions of text are shown by ~~((strikethrough))~~):

The tables in this section establish for each permit application: (1) the decision type for each permit, (2) the person or entity having authority to decide the permit, and (3) the required review procedures applicable to each permit.

(1) Table 21.80.050(1) sets forth the permit applications that are designated and administered as a Type 1 decision with corresponding review procedures.

**Table 21.80.050(1) – Type 1 Decisions**

Type of Permit Application	Decision Authority	Review Procedures			
		DOC	NOA	NOH	NOD
Code interpretation	D	Yes			Yes
Boundary line adjustment	D	Yes			Yes
Building/ mechanical/ plumbing permit	BO	Yes			Yes
Critical area determination/ critical area alteration	D	Yes			Yes
Construction mitigation plan	D	Yes			Yes
Design review type 1	D	Yes			Yes
Fire permits	BO	Yes			Yes
Flood improvement permit	D	Yes			Yes
Home business permit Level 1 (Level 2 subject to CUP)	D	Yes			Yes

Right-of-way permit	PW	Yes		Yes
Right-of-way use permit	PW	Yes		Yes
SEPA exemption letter	D	Yes		Yes
SEPA threshold determination per WAC 197-11-340(1)	D	Yes		Yes
Shoreline permit revision – all	D	Yes		Yes
Shoreline Substantial Development Permit Exemption	D	Yes		Yes
Sign permit	D	Yes		Yes
Signage master plan – no departures	D	Yes		Yes
Site development permit	PW	Yes		Yes
Site plan review type 1	D	Yes		Yes
Short subdivision – Final	D	Yes		Yes
Subdivision – Final	D	Yes		Yes
Temporary Use Permit	D	Yes		Yes
Transportation infrastructure deviations	PW	Yes		Yes
Tree removal permit	D	Yes		Yes
Unit lot subdivision	D	Yes		Yes
Public tree exception permit	D	Yes		Yes
Wayfinding signage plan	D	Yes		Yes
Notes on Decision Authority: “D” denotes the Director, or their designee, has authority to decide the project permit “BO” denotes the Building Official, or their designee, has authority to decide the project permit “PW” denotes the Public Works Director, or their designee, has authority to decide the project permit				
Notes on review procedures: When the corresponding box is marked “Yes”: “DOC” means a determination of completeness is required pursuant to WMC 21.80.100 “NOA” means a notice of application is required pursuant to WMC 21.80.110 “NOH” means a notice of hearing is required pursuant to WMC 21.80.120 “NOD” means a notice of decision is required pursuant to WMC 21.80.200				

(2) ...

**Section 4. Amend WMC 21.80.220.** Section 21.80.220 of the Woodinville Municipal Code and the corresponding portions of Ordinance Nos. 706 § 47 (Att. A) and 782 § 36 are recommended to be amended to read as follows (new text is shown by underline; deletions of text are shown by ~~((strikethrough))~~):

(1) Unless specified otherwise by law, once a permit decision to approve becomes final pursuant to WMC 21.80.190, the approval shall be active and valid for the time periods prescribed in Table 21.80.220 and the provisions in this section.

**Table 21.80.220 Permit Expiration**

Permit Type	Time Limitation	Time Extension
All permits that are not listed in this table	24 months	Up to 12 months
Critical Area determination	60 months	None
Critical area alteration	24 months	Up to 12 months
Conditional use permit (all)	60 months	None

Permit Type	Time Limitation	Time Extension
Shoreline substantial development permit	60 months*	Up to 12 months
Shoreline conditional use permit/ shoreline variance	Subject to the time limits of the corresponding shoreline substantial development	
Preliminary short subdivision/ binding site plan	60 months	Up to 12 months
Final short subdivision/ binding site plan (time to complete recording)	3 months	None
Preliminary subdivision approved on or after January 1, 2015	60 months	Up to 12 months
Preliminary subdivision approved on or before December 31, 2014	84 months	Up to 12 months
Final subdivision (time to complete recording)	3 months	None
Boundary line adjustment <u>and unit lot subdivision</u> (time to complete recording)	3 months	None
Building/ Mechanical/ Plumbing permits	See Chapter 21.62 WMC	
Site development permit	See WMC 21.80.220(5)	
Right-of-way permit	12 months	Up to 12 months
Tree Removal Permit/ Public Tree Exception Permit	6 months	Up to 6 months
Note: *Construction activity under a shoreline permit must commence within 24 months and the activity must be completed by 60 months. One 12-month extension for each of these deadlines may be granted pursuant to WAC 173-27-090.		

(2) ...

**Section 5. Adopt New WMC 21.91.180.** A new Section 21.91.180 of the Woodinville Municipal Code is recommended to be adopted to read as follows:

**21.91.180 Unit lot subdivisions.**

- (1) Purpose. The purpose of this section is to:
  - (a) Create an alternative to land division procedures by allowing the division of a single “parent lot” into individual “unit lots” containing residential dwellings that can be sold to individual owners; and
  - (b) Establish procedures for a process which allows greater flexibility in the development of one-unit detached and multiple-unit attached dwellings on lots that are not required to strictly conform to dimensional standards for lots, bulk, and setbacks; and
  - (c) Increase opportunities for fee-simple homeownership.
- (2) Applicability. This section applies exclusively to unit lot subdivisions and can only be applied to parent lots containing existing residential dwellings or parent lots containing new residential dwellings under construction for which valid permits have been issued.
- (3) Procedures.

- (a) Application submittal requirements. An application for a unit lot subdivision shall at a minimum include the following:
  - (i) The submittal information set forth in WMC 21.91.090(1) and (2);
  - (ii) A surveyed map drawing satisfying the requirements in WMC 21.91.050 and the following:
    - (A) The name of the unit lot subdivision and legal descriptions of the parent lot and the unit lots;
    - (B) The boundaries, dimensions, and lot areas of the parent lot and unit lots;
    - (C) The extent of any encroachments by or upon any portions of the unit lots;
    - (D) To the extent feasible, the location and dimensions of all recorded easements serving or burdening any portion of the unit lots and any unrecorded easements of which a surveyor knows or reasonably should have known, based on standard industry practices while conducting the survey;
    - (E) The footprint and the footprint square footage of buildings and structures; and
    - (F) The general location of common amenities and improvements on the site;
  - (iii) Lot closures for all unit lots;
  - (iv) Title report issued within 30 days of application, showing all persons having an ownership interest, a legal description describing exterior boundary of application site and listing all encumbrances affecting the site.
  - (v) Any related information and/or studies necessary to verify compliance such as critical area reports and studies involved with the establishment of the parent lot;
  - (vi) If applicable, a copy of the covenants, conditions, and restrictions that will govern the site; and
  - (vii) Payment of application fees.
- (b) Approval of the unit lot subdivision is a two-step process, which includes final approval and approval for recording with the King County Recorder. The process is summarized as follows:
  - (i) The unit lot subdivision application is processed as a Type 1 decision pursuant to Chapter 21.80 WMC;
  - (ii) The unit lot subdivision drawing is reviewed for compliance with applicable regulations and corrections issued as appropriate; and
  - (iii) The final drawing of the unit lot subdivision is verified for compliance with all applicable regulations and corrections before approving the unit lot subdivision drawing for recording with the King County Recorder.
- (4) Development standards. Unit lots within unit lot subdivisions are subject to all applicable development requirements, except as may be modified in accordance with the following:
  - (a) The lot area shall not exceed 150 percent of the building footprint within the boundaries of the unit lot;
  - (b) The layout of unit lot boundaries shall generally conform to a square or rectangular configuration, except the director may approve different lot configurations if a square or rectangular configuration is not practical;
  - (c) The following development standards shall not apply to individual unit lots within a unit lot subdivision:
    - (i) Minimum street lot widths;
    - (ii) Minimum lot widths;
    - (iii) Lot-to-width standards;
    - (iv) Minimum setbacks, except minimum setbacks of the underlying zone shall apply to unit lot property lines that serve as the boundaries of the parent lot;
    - (v) Minimum landscaping coverage;
    - (vi) Maximum floor area ratios;
    - (vii) Maximum building coverage;

- (viii) Tree density requirements; and
  - (d) While the development standards on individual unit lots may be modified, the overall parent lot must satisfy all applicable development standards the same as without the unit lot subdivision; and
  - (e) The unit lot subdivision and subsequent modifications shall not create a nonconformance on the parent lot, such as exceeding maximum building coverage.
- (5) Miscellaneous provisions.
- (a) The requirement for street frontage improvements set forth in Chapter 21.63 WMC shall not apply to unit lot subdivisions, except when construction is proposed that exceeds the exemption limits in WMC 21.63.020(a) through (c).
  - (b) A unit lot subdivision shall include recorded agreements with the King County Recorder that make adequate provisions for ownership and management of shared areas including shared interior walls, exterior building facades and roofs, landscaping, parking and other shared features, access easements to and from each unit lot, utility infrastructure and payments, joint-use and maintenance agreements, and covenants, conditions and restrictions identifying the rights and responsibilities of property owners and/or ownership association.
  - (c) The limitations on further division of short subdivision and accumulative short subdivision set forth in WMC 21.91.060 shall not apply to unit lot subdivisions.
  - (d) Required off-street parking for individual dwellings may be provided elsewhere within the parent lot and is not required to be provided on individual unit lots.
- (6) Notes and signatures.
- (a) The following notes shall be included on the unit lot subdivision drawing for recording:
    - (i) Subsequent platting actions, additions or modifications to the structure(s) may not create or increase any nonconformity of the parent site as a whole;
    - (ii) The individual unit lots are not separate building sites and additional development of the individual unit lots may be limited because of the application of development standards to the parent lot;
    - (iii) The title shall include the phrase "Unit Lot Subdivision."
  - (b) The following signature blocks are required on the unit lot subdivision drawing before recording:
    - (i) Director: whose signature approves compliance with the requirements of a unit lot subdivision;
    - (ii) King County Treasurer: whose signature confirms a statement that all taxes and delinquent assessments for which the property may be liable as of the date of certification have been duly paid, satisfied, or discharged; and
    - (iii) Property owner: whose signature confirms a statement that the unit lot subdivision has been made with the free consent and in accordance with the desires of the owner pursuant to RCW 58.17.165.
- (7) Decision criteria. The following criteria shall be satisfied to approve a unit lot subdivision:
- (a) The provisions of this section are satisfied;
  - (b) The collective parent and unit lots will function as one site with respect to, but not limited to access, interior circulation, open space, landscaping, drainage facilities, facility maintenance, and parking; and
  - (c) Appropriate provisions are made for public health, safety, and general welfare including common spaces, drainage ways, access and circulation, potable water supplies, sanitary wastes, and parks and recreation.

**Section 5. Repeal and Readopt WMC 21.92.100 .** Section 21.92.100 of the Woodinville Municipal Code and the corresponding portions of Ordinance Nos. 720 § 28 (Att. A) are recommended to be repealed and readopted to read as follows:

**21.92.100 Residential cluster development.**

- (1) Purpose. The purpose of this section is to provide design flexibility with divisions of land and promote homeownership opportunities by clustering housing units on smaller lots than typically allowed by the underlying zone with the purpose of achieving:
  - (a) Design that is environmentally innovative and protects critical areas and the City's tree canopy;
  - (b) Preserves existing natural vegetation and topography by reducing land disturbing activities;
  - (c) Reduces the cost of infrastructure by clustering development in a manner that can reduce street lengths, sidewalks, and utility lines, and can reduce other site development costs; and
  - (d) Incorporates abundant, accessible, and properly located open and recreation spaces.
- (2) Applicability. Residential cluster development provisions may be applied to divisions of land containing residential development and are incorporated into and consolidated with an application for a short subdivision or subdivision.
- (3) Modifications. Residential cluster developments are subject to all applicable development requirements, except as may be modified in accordance with this subsection.
  - (a) Number of lots. The number of lots shall not exceed the maximum number of lots authorized by the underlying zone without the residential cluster development, except:
    - (i) Additional lots may be authorized with the residential cluster development if they are unit lots; and
    - (ii) The unit lots must satisfy applicable development standards and notes set forth for unit lot subdivisions in WMC 21.90.180; and
    - (iii) The maximum number of parent lots within the residential cluster development, upon which the unit lots may be authorized, do not exceed the maximum number of lots authorized by the underlying zone without the residential cluster development.
  - (b) Design. The layout of individual lot boundaries shall generally conform to a square or rectangular configuration, except the director may approve alternative lot configurations to encourage environmentally innovative design.
  - (c) Lot area. The minimum lot area standards do not apply to individual lots provided the land within the lot is fully buildable and any unit lot incorporated into a residential cluster development complies with the maximum lot area standard set forth in WMC 21.90.180.
  - (d) Setbacks. The minimum setback standards do not apply to individual lots, except:
    - (i) Perimeter property lines that serve as the outer boundaries of the residential cluster development must maintain minimum setbacks for buildings of 10 feet in the R-1 zone, and five feet for all other zones; except if the perimeter property line abuts an agricultural zone in the unincorporated county, the minimum setback for buildings is 100 feet; and
    - (ii) All other structures shall have the same setback from perimeter property lines as the underlying zone.
  - (e) Coverage. Minimum landscaping, maximum building coverage, and maximum floor area ratio coverages do not apply to individual lots, provided the overall residential cluster development complies with the underlying zone requirements.
  - (f) Other development standards. The following development standards shall not apply to individual lots within a residential cluster development:
    - (i) Minimum street lot widths;
    - (ii) Minimum lot widths; and
    - (iii) Lot-to-width standards.

- (g) Tree density. Tree density requirements may be satisfied within the residential cluster development as a whole and not applied to individual lots.
- (h) All modifications to the underlying zone development standards must be shown on the recorded short plat or plat drawing.
- (4) Open space designation. The land remaining after laying out the residential cluster development lots shall be preserved as open space satisfying the following requirements:
  - (a) The total open space shall be a minimum of 20 percent of the gross land area of the residential cluster development less any lands dedicated for public streets;
  - (b) The open space shall be concentrated in large tracts, with no open space tract having less than 2,000 square feet of area;
  - (c) Open space shall be placed in tracts as defined in WMC 21.11A.210 and may be developed for passive or active recreational uses, or set aside, if qualified, as natural open space or to protect critical areas, provided:
    - (i) Open spaces designed for recreational use may include such facilities, but are not limited to playgrounds, community centers, athletic courts, picnic areas, and trails, but shall not include parking areas except those parking spaces incidental to and exclusively supporting the recreational use;
    - (ii) Stormwater facilities may be included as open space provided the facility is designed to be recreational in nature and other provisions of the Woodinville Municipal Code are followed; and
    - (iii) If the open space is designated as a Native Growth Protection Area when prescribed by Chapters 21.51 or 21.77 WMC, the requirements for Native Growth Protection Areas are followed.
  - (d) Open space notes. The residential cluster development shall include notes on the short plat or plat drawing for recording that achieve the following:
    - (i) The open space shall be designated and preserved in perpetuity;
    - (ii) A prohibition from further dividing of the open space tract or from the tract being used for future building lots;
    - (iii) Adequate provisions for ownership, management and maintenance of open space including covenants, conditions and restrictions identifying the rights and responsibilities of property owners and/or ownership association;
    - (iv) The City’s right to enforce the open space designation; and
    - (v) Other notes/ restrictions the director determines reasonable in implementing and preserving the open space.

APPROVED BY THE PLANNING COMMISSION ON THIS \_\_\_ DAY OF \_\_\_\_\_ 2025.

\_\_\_\_\_  
Planning Commission Chair

Attest:

\_\_\_\_\_  
Development Services Director



We strengthen communities

UNIT LOT SUBDIVISIONS FACT SHEET | PUBLIC DRAFT – NOVEMBER, 2024

# Unit Lot Subdivisions

## State Law Requirements

In 2023, state law changed to require that unit lot subdivisions be included in short plat regulations for all Washington cities, towns, and counties. [RCW 58.17.060\(3\)](#), established in 2023 by Engrossed Second Substitute Senate Bill (ESSSB) 5258 (Chapter 337, 2023 Laws), states:

*"All cities, towns, and counties shall include in their short plat regulations procedures for unit lot subdivisions allowing division of a parent lot into separately owned unit lots. Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots."*

This fact sheet provides information and recommendations for jurisdictions to consider in adopting code that implements RCW 58.17.060(3). The Resources section at the end of this Fact Sheet provides links to several cities' adopted codes, a model code, and other references. Jurisdictions are encouraged to review different approaches and adapt what works best for their local context and implement their land use and housing policies.

## Adoption Deadlines

All cities, towns, and counties in the state must adopt procedures for unit lot short subdivisions by their next periodic update of comprehensive plans and development regulations. See [WAC 365-196-610](#) and Commerce's [periodic update](#) page for more information on deadlines.

Agency contact

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**GROWTH MANAGEMENT  
SERVICES**

# About Unit Lot Subdivisions

A unit lot subdivision (ULS) creates new lots much like a typical subdivision, except a ULS allows flexible application of zoning dimensional standards. In a ULS, the development as a whole on the “parent lot” conforms to zoning dimensional standards while individual “unit lots” are not required to. Unit lots (also called child lots) are individual, sellable, legal lots of record with their own tax or parcel identification number.

## Options for Ownership

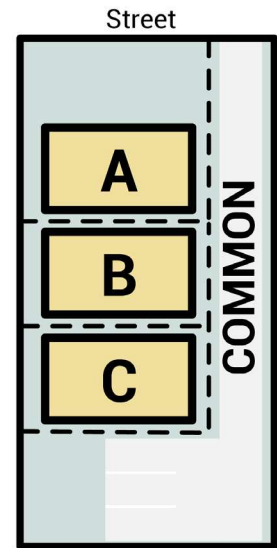
The bill creating RCW 58.17.060(3) includes an intent statement to “[increase] the supply and affordability of condominium units and townhouses as an option for homeownership.” Unit lot subdivisions are one method for dividing multiple housing units on a parcel into individual unit lots for sale to individual owners, providing fee simple homeownership opportunities.

## Standards

State law provides that ULS shall be included as a short plat process. This means a maximum of 4-9 unit lots may be developed, depending on how many lots the jurisdiction allows in a short plat. See the “Number of Unit Lots” section below for more information.

State law also provides that portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association. See the “Common Areas” section below for more information.

While state law does not provide any additional ULS guidance, a key benefit of the unit lot subdivision concept is the flexible application of zoning dimensional standards. See the “Dimensional Standards” section below for details.



*Example unit lot subdivision with three unit lots and a tract held in common.*

# Considerations for Development Regulations

## Housing Types

Unit lot subdivision can be used with any type of attached or detached housing.

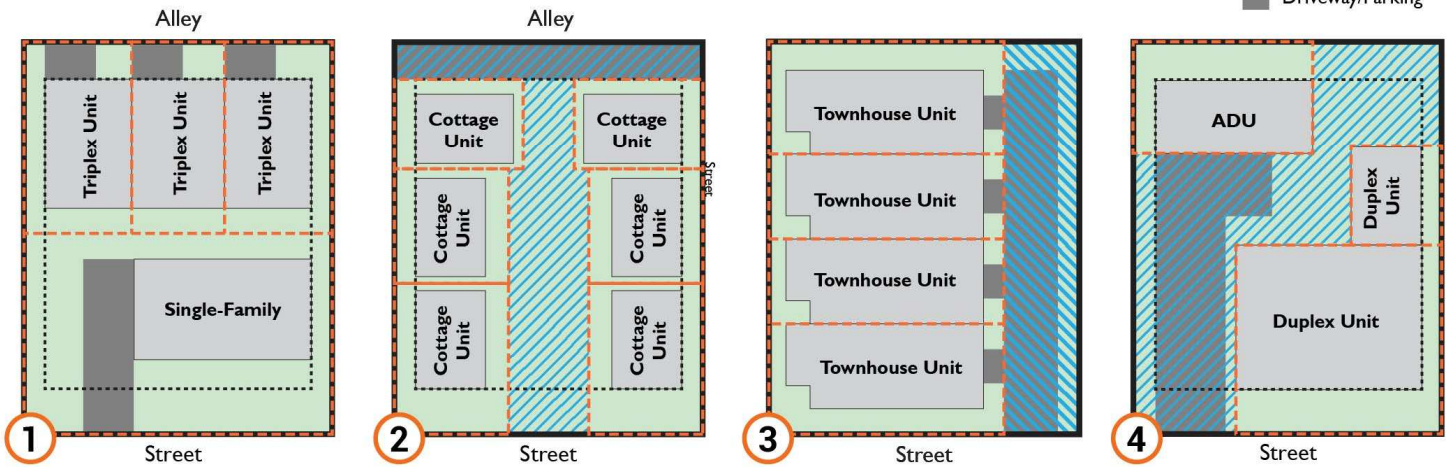


Left to right: Townhouses in Spokane, cottage housing in Kirkland, and a fourplex built behind an existing single-family residence in Seattle

The examples illustrate how setbacks apply to a parent lot and unit lots.

1. Preserved single-family house with three attached units built in the back yard.
2. A cottage cluster development with a shared open space.
3. A townhouse development with a shared driveway.
4. A duplex with an accessory dwelling unit (ADU) on its own unit lot.

- Parent Lot
- Unit Lot
- Owned in Common
- Parent Lot Setbacks
- Driveway/Parking



Considerations for ULS with specific housing types are discussed below.

### Middle Housing

For jurisdictions required to allow [middle housing](#) under [RCW 36.70A.635](#), and those seeking to promote middle housing, ULS can be a useful tool. Most types of middle housing require flexible application of zoning dimensional standards to be economically or physically feasible for development. ULS can offer this type of flexibility through the land division process. Townhomes and cottage housing can particularly benefit.

Commerce recommends making ULS available for all middle housing types including, but not limited to, townhomes, cottage housing, duplexes, triplexes, fourplexes, fiveplexes, and sixplexes.

### Accessory Dwelling Units

Unit lot subdivisions may be used to create individual unit lots for accessory dwelling units, in attached or detached forms. Note that [RCW 36.70A.681\(1\)\(c\)](#) requires cities and counties to allow at least two accessory dwelling units (ADUs) on all “lots” that are located in all zoning districts within an urban growth area that allow for single-family homes. The reference to “lots” in RCW 36.70A.681(1)(c) means parent lots that meet the minimum lot size, and not unit lots, as RCW 36.70A.681(1)(e) states that the ADU provisions apply to lots that meet the minimum lot size required for a principal housing unit, and unit lots are typically smaller than the minimum lot size.

### Detached Houses

Unit lot subdivisions can also be used for detached single-family residences. This could come in multiple forms to provide ownership opportunities, including:

- Preserving an existing home and adding infill housing (new middle housing and/or ADUs depending on zoning provisions of the jurisdiction) elsewhere on the parent lot.
- Developing a new detached home together with new middle housing and/or ADUs on the parent lot.
- Developing multiple detached houses on a parent lot, if allowed by a jurisdiction.

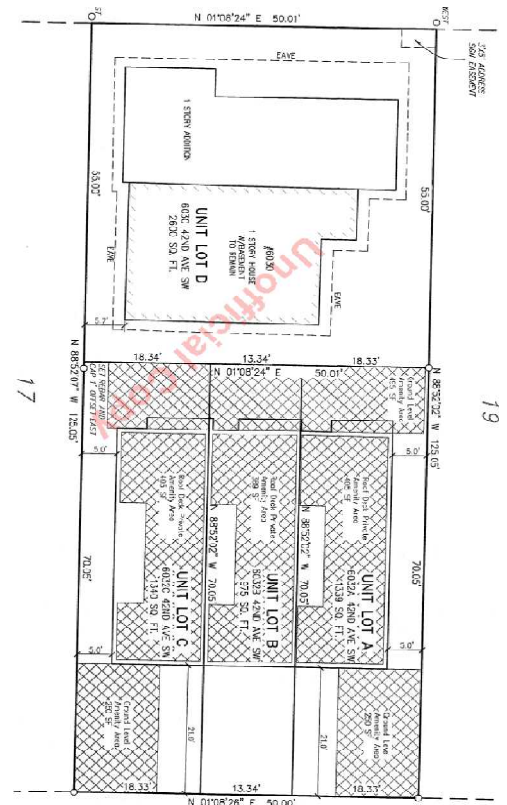
### Dimensional Standards

A key benefit of a unit lot subdivision is the flexible application of zoning dimensional standards. In a unit lot subdivision, the development as a whole on the parent lot must comply with applicable dimensional standards. Individual unit lots are not subject to dimensional standards that apply to the parent lot, such as (if applicable):

- Lot area, depth, and width
- Setbacks (front, side, rear, etc.) and setback projections
- Floor area ratio (FAR)
- Lot coverage (or building coverage)
- Impervious surface coverage
- Landscaped area minimum
- Any other standard based on the size or dimensions of the lot or distance from lot lines

Other dimensional standards not related to the lot size and lot lines continue to apply to individual unit lots, such as maximum building height. Also, note that ULS is not intended to permit land uses or densities that are not otherwise allowed in the zone in which a unit lot subdivision is proposed.

Example: A cottage housing development utilizes ULS to accommodate ownership of individual cottage unit lots. The zone allows 60% impervious surface coverage. The development as a whole has 55% impervious coverage on the parent lot, but individual unit lots



16 Alley  
1 Example unit lot subdivision short plat for three attached units permitted in the backyard of an existing house in Seattle, WA.

have impervious surface coverage of 80% or more. Owners of individual unit lots may increase their impervious surface coverage further (for example, by expanding a kitchen or creating a paved patio) as long as the development's entire impervious surface coverage does not exceed 60%. Jurisdictions should require that notes be added to the plat stating that subsequent additions or modifications to structure(s) shall not create a nonconformity of the parent lot.

While unit lots do not have minimum area or dimensions, some jurisdictions provide guardrails. The City of Everett requires unit lots be "large enough" to contain a dwelling unit and accessory improvements such as decks, fences, driveways and parking, and private yard areas. The City of Spokane allows a unit lot to be as small as the footprint of the building situated upon it, subject to the requirements of the building and fire code.

## Common Areas

RCW 58.17.060(3) provides a standard for ownership and management of common areas: "Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots." Common area lots, parcels, or tracts are also legal lots of record. Management topics for common areas include how they are used by residents, procedures for maintenance and repairs, and responsibilities for utility bills and property taxes.



*A common area in Cully Green, a courtyard apartment development in Portland, OR. Source: MAKERS.*

## Homeowners' Associations

Homeowners' associations (HOAs) organize decision-making around common areas with formal processes. The HOA may also provide guidance on new development or changes within the plat. They are most often associated with larger residential developments or projects with common maintenance needs. Typically, an HOA requires owners to pay monthly or yearly dues to cover upkeep and insurance costs. HOAs are regulated by RCW 64.38.

## Common Ownership

State law requires that "owned in common" arrangements be permitted as an alternative to HOAs for managing common areas. This can include condominiums (RCW 64.34), common interest communities (RCW 64.90), associations of apartment owners (RCW 64.32), retirement communities, co-ops, and timeshares. It can also mean there is no formal organization of owners and that matters of common interest are managed informally, which can be a risky arrangement when one or more owners are resistant to make decisions or pay their share of common costs.

## Agreements

Jurisdictions should require ULS to record agreements for the ownership and management of common areas. Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or an ownership association may be executed for the use and maintenance of common areas and features. These may cover topics such as:

- Garages, parking, and vehicle access areas
- Bike parking
- Common yards, courts, landscaping, and recreational elements
- Shared interior walls
- Exterior building facades and roofs
- Sheds and other accessory structures
- Solid waste collection areas
- Mailboxes
- Utility infrastructure and payments

Such easements, agreements, and CC&Rs should be recorded with the county auditor.

## Off-Street Parking

Within the parent lot, jurisdictions should allow required off-street vehicle parking to be located in a common area or on a different unit lot than the lot with the associated dwelling unit. This arrangement can be formalized with an easement. This option allows greater design flexibility, especially for infill development on small lots where it may be impractical for every dwelling unit to have an adjacent private parking space or garage.

## Administration

### Number of Unit Lots

RCW 58.17.060(3) requires that unit lot subdivision regulations be adopted within "short plat" procedures. Under [RCW 58.17.020](#) "short plat" is the map or representation of a short subdivision. A "short subdivision" is defined as:

*"Short subdivision" is the division or redivision of land into four or fewer lots, tracts, parcels, sites, or divisions for the purpose of sale, lease, or transfer of ownership. However, the legislative authority of any city or town may by local ordinance increase the number of lots, tracts, or parcels to be regulated as short subdivisions to a maximum of nine. The legislative authority of any county planning under RCW [36.70A.040](#) that has adopted a comprehensive plan and development regulations in compliance with chapter [36.70A](#) RCW may by ordinance increase the number of lots, tracts, or parcels to be regulated as short subdivisions to a maximum of nine in any urban growth area.*

Commerce recommends that cities and towns, as applicable, adopt a maximum of nine lots, tracts, or parcels to be regulated as unit lot short subdivisions. Note that "Tier 1" middle housing cities subject to RCW 36.70A.635(1)(b) should allow unit lot short subdivisions of at least six unit lots. See more information in Commerce's [User Guide for Middle Housing Model Ordinances](#).

Commerce recommends that counties set a maximum of nine on the number of lots, tracts, or parcels to be regulated as unit lot short subdivisions in any urban growth area, provided the county is planning under RCW 36.70A.040 and has adopted a comprehensive plan and development regulations in compliance with chapter 36.70A RCW.

To allow ten or more unit lots, jurisdictions have the option to adopt unit lot subdivision within their standard "major" or "long" subdivision procedures. This could bring the same benefits of ULS to larger housing developments.

## Utilities

Utility purveyors (cities, special districts, and private purveyors) should have flexible requirements for the design of water, sewer, electrical, and other connections to buildings in unit lot subdivisions. There are advantages and disadvantages to centralized and shared lateral connections and metering, and there may be different ownership arrangements, cost implications, and other reasons that require a variety of approaches. When developing ULS provisions utility purveyors should be consulted for best or preferred practices. These practices may vary if a ULS is proposed for a new development or an existing or older developed lot; regardless, it may be beneficial for ULS provisions to include an administrative option to deviate from the preferred practice. For example, a townhouse developer could have an option to choose between a private master meter maintained by a homeowner's association and having separate meters for each unit. A single-family dwelling with an accessory dwelling unit should have the flexibility to use the ULS provisions without changing the existing utilities.

## Permit Application and Approval

Unit lot subdivisions are recommended to follow the same application, review, and approval procedures for a short subdivision or subdivision (depending on the number of lots). Using the same application, review and approval procedures can help make review times comparable to standard short subdivisions or subdivisions and encourage the creation of unit lot subdivisions. Jurisdictions using existing short subdivision or subdivision regulations as a template for ULS should adopt separate criteria for review, such as those provided at the end of this document, or carefully review existing regulations for barriers to ULS applicability to various applicable housing types such as middle housing.

## Timing

Commerce recommends allowing a unit lot subdivision to take place for existing lots prior to development, during development, or after development is complete. This can provide flexible options for a range of residential properties. For example, the owner of an existing detached single-family residence could use a unit lot subdivision to sell their backyard to a developer who then builds an accessory dwelling unit or duplex on one unit lot, while the owner retains ownership of the existing residence on another unit lot. In another example, a townhouse development might first be developed as rental housing under single ownership, and later converted to ownership units with each townhouse unit sitting on its own unit lot.

## Applications

Additional items to consider requiring for unit lot subdivision applications and with the final plat recording may include:

- Each unit lot is uniquely labeled on the plat (such as Unit Lot A, Unit Lot B, etc.). This numbering may be reflective of the local Postmaster's preference.
- The legal description, parcel number, and/or street address (existing and modified, if applicable) of the original parent lot is provided in addition to legal descriptions for the new unit lots.
- Easements for existing or new utility connections.
- Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or an ownership association for use and maintenance of common areas and features.

## Finalizing and Recording

Unit lot subdivisions can follow the same approval procedures (including the same decision-maker) and recording procedures as subdivisions. Any access easements, joint use and maintenance agreements, and CC&Rs should be recorded with the county auditor. Notes on the face of the plat should be required to identify the development as a unit lot subdivision. Examples of required notes:

- *The title of the plat shall include the phrase "Unit Lot Subdivision"*
- *Approval of the development on each unit lot was granted by the review of the development, as a whole, on the parent lot.*
- *Subsequent platting actions and additions or modifications to structure(s) shall not create a nonconformity of the parent lot.*
- *Unit lots are not separate buildable lots independent of the overall development, and additional development of individual unit lots may be limited as a result of the application of development standards to the parent lot.*

# Condominium Ownership

Unit lot subdivision is an alternative to condominium ownership. The primary differences between ULS and condominium creation are described in the following table:

	Unit Lot Subdivision	Condominium
<b>Options for ownership of underlying land</b>	<ul style="list-style-type: none"> <li>Individual</li> <li>Combination of individual and common interest</li> </ul>	<ul style="list-style-type: none"> <li>Common interest</li> </ul>
<b>Options for management of common area(s)</b>	<ul style="list-style-type: none"> <li>HOA</li> <li>Other formal common agreement</li> <li>No formal agreement (not recommended)</li> </ul>	<ul style="list-style-type: none"> <li>HOA</li> </ul>
<b>Allows separate ownership of stacked unit(s)</b>	No	Yes
<b>Allows separate ownership of ADUs</b>	Yes	Yes
<b>Warranty</b>	Not required	Four year-implied warranty of quality
<b>Processing</b>	Short Plat through jurisdiction	State process with notice to County Auditor May require jurisdiction process*
<b>Typical Processing Steps</b>	City/county platting process: <ul style="list-style-type: none"> <li>Application</li> <li>Notice, if applicable</li> <li>Preliminary approval</li> <li>Final approval</li> <li>Recording</li> </ul>	<ul style="list-style-type: none"> <li>Check with local jurisdiction for any processing requirements</li> <li>Housing code inspection</li> <li>Repairs</li> <li>Issuance of a Notice of Condominium Conversion</li> <li>Public offering statement</li> <li>Selling units to individual buyers</li> <li>Filing a declaration with the local government</li> </ul>

\* Some jurisdictions require condominium conversions to be reviewed through a local process, such as a binding site plan. The application and review processes should be clearly defined in a jurisdiction's code.

A condominium and unit lot subdivision can also be combined in cases where a unit lot has stacked units and separate unit ownership is desired. Additionally, jurisdictions may "not prohibit the sale or other conveyance of a condominium unit independently of a principal unit solely on the grounds that the condominium unit was originally built as an Accessory Dwelling Units" (ADUs).<sup>1</sup>

<sup>1</sup> RCW 36.70A.681(1)(k)

# Resources

## Code Examples

The below list links to adopted unit lot subdivision standards from Washington cities. The list is ordered roughly from least complex codes to more complex codes.

- [Shoreline Municipal Code 20.30.410\(B\)\(4\)](#) (adopted 2020) – ULS may be used for “mixed single-family attached” development.
- Seattle Municipal Code [23.24.045 for short subdivision](#) and [23.22.062 for subdivisions](#) (adopted 2020) – ULS may be used for detached single-family residences, townhouses, rowhouses, and cottage housing.
- [Spokane Municipal Code 17G.080.065](#) (adopted 2023) – ULS may be used in any development with two or more dwelling units (including accessory dwelling units) and where the parent lot is two acres or less. Accessory dwelling units have special standards for utilities and recording. The general recording requirements provide more plat note requirements than most jurisdictions.
- Snohomish County Code [30.41B.205 for short subdivision](#) and [30.41A.205 for subdivision](#) (adopted 2017) – ULS may be used for townhouses, mixed townhouses, and cottage housing. Two separate codes depending on the number of unit lots proposed.
- [Wenatchee Municipal Code 11.32.080](#) (adopted 2023) – ULS may be used for duplexes, courtyard housing, townhouses, and cottage housing. There are clear references to short subdivisions and major subdivisions depending on the number of unit lots proposed. There are special requirements for final approval.
- [Snohomish Municipal Code 14.215.125](#) (adopted 2024) – ULS may be used for detached single-family residences, accessory dwelling units, duplexes, townhouses, cottage housing, and manufactured home parks. There are specific requirements for minimum open space and utility connections.
- [Everett Municipal Code 19.27](#) (adopted 2020) – ULS may be used for detached single-family residences, cottage housing, and townhouses. Provides special procedures for existing condominium buildings to subdivide into unit lots. Common areas may be owned in common or by a homeowner’s association.

## Informational Resources

Example of unit lot subdivision information provided by Washington cities:

- [Tacoma – Unit Lot Subdivision Summary Sheet](#)
- [Snohomish – Unit Lot Subdivision Handout](#)
- [Seattle – Land Use / Master User Permit – Plat \(see Tip 213A\)](#)
- [Bellevue – Unit Lot Subdivision amendment information page](#)

Examples of unit lot subdivision short plats for a variety of cities and housing types are available at [this resource link](#).

## Model Code

This model code is from Commerce’s [User Guide for Middle Housing Model Ordinances](#). It provides an example of basic provisions for unit lot subdivisions. Modifications of this model code will be needed depending on each jurisdiction’s existing code organization, land division regulations, and desired approach to unit lot subdivisions.

- X. Unit lot subdivisions. A lot may be divided into separately owned unit lots and common areas, provided the following standards are met.
1. *Process.* Unit lot subdivisions shall follow the application, review, and approval procedures for a short subdivision or subdivision, depending on the number of lots.
  2. *Applicability.* A lot to be developed with middle housing or multiple detached single-family residences, in which no dwelling units are stacked on another dwelling unit or other use, may be subdivided into individual unit lots as provided herein.
  3. *Development as a whole on the parent lot, rather than individual unit lots, shall comply with applicable design and development standards.*
  4. *Subsequent platting actions and additions or modifications to structure(s) may not create or increase any nonconformity of the parent lot.*
  5. *Access easements, joint use and maintenance agreements, and covenants, conditions and restrictions (CC&Rs) identifying the rights and responsibilities of property owners and/or the homeowners' association shall be executed for use and maintenance of common garage, parking, and vehicle access areas; bike parking; solid waste collection areas; underground utilities; common open space; shared interior walls; exterior building facades and roofs; and other similar features shall be recorded with the county auditor.*
  6. *Portions of the parent lot not subdivided for individual unit lots shall be owned in common by the owners of the individual unit lots, or by a homeowners' association comprised of the owners of the individual unit lots.*
  7. *Notes shall be placed on the face of the plat or short plat as recorded with the county auditor to state the following:*
    - a. *The title of the plat shall include the phrase "Unit Lot Subdivision."*
    - b. *Approval of the development on each unit lot was granted by the review of the development, as a whole, on the parent lot.*
  8. *Effect of Preliminary Approval.* Preliminary approval constitutes authorization for the applicant to develop the required facilities and improvements, upon review and approval of construction drawings by the public works department. All development shall be subject to any conditions imposed by the city on the preliminary approval.
  9. *Revision and Expiration.* Unit lot subdivisions follow the revision and expiration procedures for a short subdivision.
  10. *Definitions.*
    - a. *"Lot, parent" means a lot which is subdivided into unit lots through the unit lot subdivision process.*
    - b. *"Lot, unit" means a lot created from a parent lot and approved through the unit lot subdivision process.*
    - c. *"Unit lot subdivision" means the division of a parent lot into two or more unit lots within a development and approved through the unit lot subdivision process.*





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# Unit Lot Subdivisions

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APRIL 23, 2025

# What is a Unit Lot Subdivision?



This is not a specifically defined term, but the Washington State Department of Commerce describes it as:

“A unit lot subdivision creates new lots much like a typical subdivision, except a unit lot subdivision allows flexible application of zoning dimensional standards.”

# Why unit lot subdivisions?



3.

❖ In 2023, the state legislature amended the short subdivision regulations to require the adoption of Unit Lot Subdivision regulations

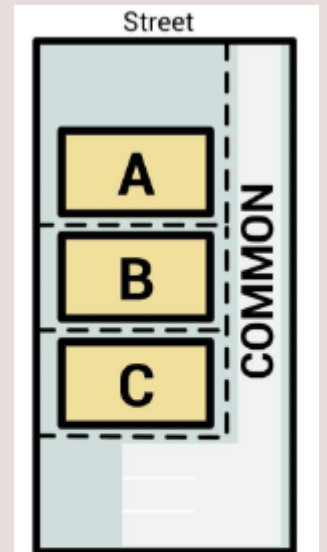


- Washington State Department of Commerce was tasked with developing details to help local governments with adopting these regulations
- ❖ This is part of the series of legislative initiatives to support middle housing
- ❖ Unit lot subdivisions are intended to offer a simplified procedure for dividing “parent lots” into smaller “unit lots” for the purpose of promoting fee-simple homeownership

# Example:



- ❖ “Parent lots” are the initial lots created through the normal land division process
  - Parent lots must meet zoning dimensional requirements
- ❖ Unit lot subdivisions allow the “Parent Lot” to be divided to create lots for individual housing units
  - Primarily envisioned for townhome development but can also be used with ADUs and other forms of housing developments



*Example unit lot subdivision with three unit lots and a tract held in common.*

# Woodinville's approach:



- ❖ Woodinville's approach to unit lot subdivisions is unique
- ❖ Designed to mirror more closely a condominium recording process than a short subdivision process
  - Short subdivision is a Type 2 decision with noticing and infrastructure improvements
  - Unit lot subdivision will be a Type 1 decision and is applied AFTER development occurs
- ❖ This approach is proposed because the City has an existing residential cluster development process that allows flexible lot development standards - although currently not as flexible as unit lot subdivisions

# Standards:



6.

- ❖ Process is a Type 1 decision – similar to a boundary line adjustment
- ❖ Maximum of nine unit lots can be created – however, the number of actual lots are still limited to what is allowed to be built
- ❖ Unit lot size is limited to 150% of the building footprint
- ❖ Standards such as setbacks, minimum landscape coverage, maximum building coverage will not apply to individual unit lots, but still apply to the parent lot
  - The setbacks from the perimeter boundaries that form the parent lot still apply
- ❖ Provisions such as easements for sharing common space, utilities, access, etc. are required
- ❖ Off-street parking can be provided elsewhere on the parent lot
- ❖ *Error found – should be cited as Section 21.91.190*

# Residential Cluster Development:



- ❖ WMC 21.92.100 – these are revised to incorporate unit lot subdivision concepts for flexible dimensional standards
- ❖ Residential cluster development allows flexible zoning standards and require at least 20 percent of the land area be preserved as open/ recreational space
- ❖ This can be incorporated with a short subdivision or subdivision application process
- ❖ The program is revised to incorporate the flexibility of unit lot subdivisions
- ❖ Because residential cluster development creates “Parent Lots,” the ability to incorporate unit lot subdivisions is included

# Residential Cluster Developments:

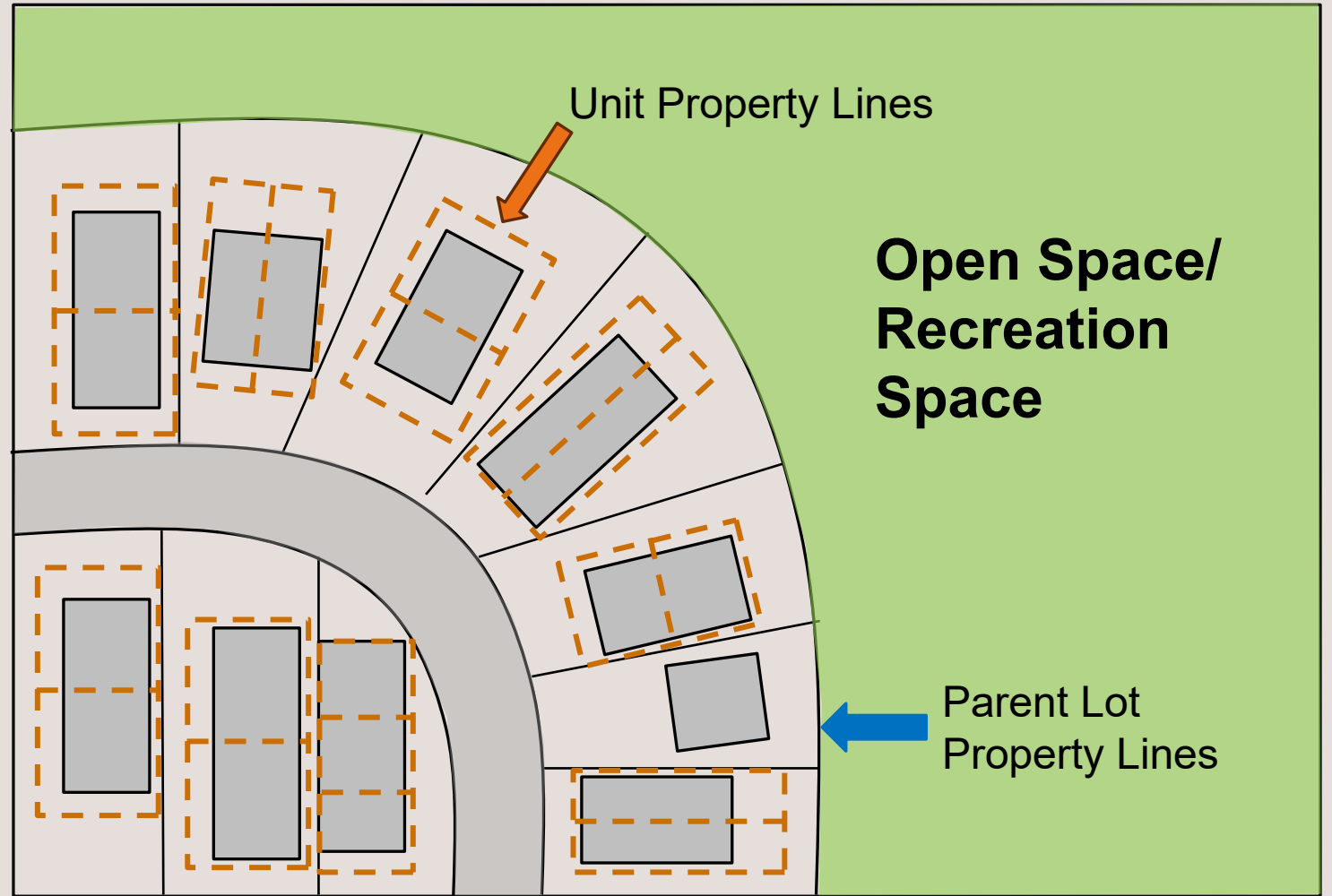


- ❖ Residential cluster development allows the same dimensional flexibility as unit lot subdivisions regarding setbacks, minimum landscape coverage, maximum building coverage etc. as these apply to individual lots, but limits the number of lots to be the same without the residential cluster development
- ❖ Requires a minimum setback from the perimeter property lines of the development – these cannot be flexed
- ❖ Provisions such as easements for sharing common space, utilities, access, etc. are required
- ❖ Maintains the 20% open space requirement, but adds details

# Residential Cluster Development: Development:



**Example of residential cluster development with unit lot subdivision included**





Questions?



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**To:** Planning Commission **Date:** April 23, 2025  
**By:** Robert J. Grumbach, AICP, Director of Development Services  
**Subject:** Discussion: Middle Housing Code Amendments

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**ISSUE:** Discuss amending the Woodinville Municipal Code to implement Middle Housing Requirements.

**DISCUSSION:**

1. The State Legislature passed House Bill (HB) 1110, which became law in 2023. The new law requires jurisdictions fully planning under the Growth Management Act to adopt development regulations allowing middle housing on all lots zoned predominately for residential uses. Middle housing is housing building types that fall between detached single-family developments and multifamily complex developments. The deadline for Woodinville is June 30, 2025. Failure to meet the deadline means a model ordinance developed by the Washington State Department of Commerce would supersede much of Woodinville's single-family zoning development standards.
2. The City of Woodinville, is subject to Tier 3 Cities requirements. These include:
  - At least four of the nine middle housing building types must be allowed subject to review by the city attorney (six housing building types required without city attorney review)
  - Minimum two units per lot in all zones predominately for residential use

If the Tier 3 Cities Middle Housing Model Ordinance takes effect, in addition to the two bullet points above, the following development standards would supersede the City zoning standards when a middle housing building type was proposed:

- New parking standards, which the City has already implemented in the Zoning Code
- Maximum building height of 35 feet, which is consistent with the current Zoning Code
- Setbacks from property lines are as follows:
  - Street property line: 20 feet, which current zoning is 10 feet
  - Street property line for garage doors: 20 feet, which is the same in current zoning
  - Side street property lines (corner lots): 5 feet, which current zoning is 10 feet
  - Interior property lines for detached units: 5 feet, which in the R-1 zone is 10 feet and other R zones are 5 feet
  - Interior property lines for attached units: 0, which current zoning has a similar allowance for zero lot line developments
  - Rear property lines: 20 feet, the R-1 zone equivalent to rear property line setback is 10 feet and other R zones are 5 feet
- Allowed setback intrusions:

- Covered porches: 5 feet in street and rear setbacks (current zoning is the same for street)
  - Balconies and bay windows: 3 feet in the street and rear setbacks (current zoning is 2½ feet for street setbacks and 2 feet for other zoning setbacks)
  - Other setback intrusions remain in effect
  - Building coverage: minimum allowance is 40 percent, which is higher than the current R-1 and R-4 zones, but the other residential zones comply with this standard by having higher allowances
  - New design standards apply that are unclear as to whether they conflict with current zoning residential design standards
3. During the 2024 Comprehensive Plan update, the Land Use chapter was updated to reflect the new middle housing requirements. In particular, the minimum two units per lot standard was included and had significant implications for the Zoning Code.
  4. In addition to HB 1110, the State Legislature passed HB 1337 establishing new requirements for Accessory Dwelling Units (ADUs). These changes include two ADUs per residential lot and that they may be attached, detached, or a combination of both. The law also defines accessory dwelling units to be on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. However, there is some uncertainty regarding how to implement these ADU requirements. Specifically, there is a conflict on whether an ADU can count towards the minimum two units per lot middle housing requirement. HB 1110 specifically says an ADU can be included in one of the minimum units per lot, but HB 1337 makes this uncertain. Per discussions with the City Council during the 2024 Comprehensive Plan Update, the City includes one of the two ADUs in the minimum two units per lot standard, which means one of the primary dwelling units can be replaced with two accessory dwelling units, except in the R-1 zone where ADUs are not authorized due to the lack of sanitary sewers.
  5. For more detailed staff analysis on the proposed changes, please see attached draft of proposed code amendments containing staff comments on the individual changes.

**RECOMMENDED MOTION:**

**NONE – Discussion item**

**ATTACHMENTS:**

Attachment 1 – Draft of Proposed Code Amendments

**INTRODUCTION:**

House Bill (HB) 1110 was passed by the legislature and became law in 2023. It requires jurisdictions fully planning under the Growth Management Act to adopt development regulations allowing middle housing on all lots zoned predominately for residential uses. Middle housing is housing building types that fall between detached single-family developments and multifamily complex developments. The deadline for Woodinville is June 30, 2025. **Failure to meet the deadline means a model ordinance developed by the Washington State Department of Commerce would supersede much of Woodinville’s single-family zoning development standards.**

The City of Woodinville, as a City with a population less than 25,000, located in a county with a population of at least 275,000 in population or greater, is subject to Tier 3 Cities requirements. These include:

- At least four of the nine middle housing building types must be allowed subject to review by the city attorney (six housing building types required without city attorney review)
- Minimum two units per lot in all zones predominately for residential use

If the Tier 3 Cities Middle Housing Model Ordinance takes effect, in addition to the two bullet points above, the following development standards would supersede the City zoning standards when a middle housing building type was proposed:

- New parking standards, which the City has already implemented in the Zoning Code
- Maximum building height of 35 feet, which is consistent with the current Zoning Code
- Setbacks from property lines are as follows:
  - Street property line: 20 feet, which current zoning is 10 feet
  - Street property line for garage doors: 20 feet, which is the same in current zoning
  - Side street property lines (corner lots): 5 feet, which current zoning is 10 feet
  - Interior property lines for detached units: 5 feet, which in the R-1 zone is 10 feet and other R zones are 5 feet
  - Interior property lines for attached units: 0, which current zoning has a similar allowance for zero lot line developments
  - Rear property lines: 20 feet, the R-1 zone equivalent to rear property line setback is 10 feet and other R zones are 5 feet
- Allowed setback intrusions:
  - Covered porches: 5 feet in street and rear setbacks (current zoning is the same for street)
  - Balconies and bay windows: 3 feet in the street and rear setbacks (current zoning is 2½ feet for street setbacks and 2 feet for other zoning setbacks)
  - Other setback intrusions remain in effect
- Building coverage: minimum allowance is 40 percent, which is higher than the current R-1 and R-4 zones, but the other residential zones comply with this standard by having higher allowances
- New design standards apply that are unclear as to whether they conflict with current zoning residential design standards

Note: The red text represents substantive changes. The strikethrough is deleted code language while the underline is new language being added.

**Section 21.11A General Definitions:**

Staff Comment. One of the major proposed changes is replacing the use of single-*family*, multi-*family* in describing housing types with more generic terms like one-unit housing, two-unit housing, etc. In support of this proposed change, the definitions of family and housekeeping unit are replaced with “household” for better consistency with limits on regulations affecting living arrangements.

~~“Family” means one or more persons living together as a single housekeeping unit in a dwelling and may include family guests. The owner of the single family dwelling may provide lodging to persons who are not guests and who are not part of a family provided the total number of persons, including nonfamily persons living in the dwelling, does not exceed four, excluding children with familial status within the meaning of 42 U.S.C. § 3602(k). The limitation on the number of nonfamily persons living in the dwelling shall not apply to adult family homes, family day care providers’ home facilities as prescribed by RCW 35A.63.215, and other living arrangements which would violate 42 U.S.C. Section 3604.~~

~~“Housekeeping unit” means one or more persons living together sharing household responsibilities and activities, which may include sharing expenses, chores, eating evening meals together, and participating in recreational activities and having close social, economic and psychological commitments to each other. A “housekeeping unit” does not include larger institutional group living situations such as dormitories, fraternities, sororities, and similar groups where the common living arrangement or basis for the establishment of the housekeeping unit is temporary.~~

“Household” means one or more people living together sharing household responsibilities and activities, such as sharing expenses, chores, eating together, etc., and having close social, economic and psychological commitments to each other.

1. A household may include other people such as lodgers, provided the total number of these people in the housing unit does not exceed four, excluding children with familial status within the meaning of 42 U.S.C. § 3602(k). The limitation on four does not apply to adult family homes, family day-care providers’ home facilities as prescribed by RCW 35A.63.215, and other living arrangements where the limitation would violate 42 U.S.C. Section 3604.
2. “Household” does not include larger institutional group living situations such as dormitories, fraternities, sororities, and similar groups where the common living arrangement or basis for the establishment of the household unit is temporary.

Staff Comment. The definitions for dwelling and manufacture home are updated for internal consistency and a new definition for “middle house” added for consistency with GMA.

“Dwelling or dwelling unit” means one or more rooms or structures providing complete, independent living facilities for ~~((one family))~~ a household, including permanent provisions for living, sleeping, cooking and sanitation.

“Manufactured home” means a ~~((single family dwelling))~~ a mostly prefabricated housing that is largely assembled in factories and built in accordance with regulations adopted under the National

Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Section 5401 et seq.). Manufactured homes may be single- or multi-section and are transported to the site and installed. The term “manufactured home” does not include a recreational vehicle.

“Middle housing” means buildings that are compatible in scale, form, and design with one-unit dwellings but contains two or more attached, stacked, or clustered homes.

**Section 21.11B: Land Use Definitions**

Staff Comment. To reflect the new terms used in the comprehensive plan for integrating middle housing requirements, the land use definitions involving dwellings are replaced with new land use descriptions based on housing types and their use for living.

~~“Dwelling unit, accessory” means a separate dwelling unit attached internally or by addition or detached to a single detached dwelling unit designed for independent living and satisfying the dimensional and design requirements for an accessory dwelling unit.~~

~~“Dwelling unit, attached (townhome)” means attached dwelling units designed for occupancy by three or more families living independently of each other and containing three or more dwelling units. Each dwelling unit occupies space from the ground to the roof.~~

~~“Dwelling unit, duplex” means attached dwelling units designed for occupancy by two families living independently of each other and containing two dwelling units. Excludes accessory dwelling units.~~

~~“Dwelling unit, multiple” means attached dwelling units that are also stacked on other dwelling units or nonresidential uses designed for occupancy by families living independently of each other or in a cooperative arrangement. Such buildings shall provide for separate independent living units but may share common areas for cooking and recreation.~~

~~“Dwelling unit, single detached” means a detached, single dwelling unit design exclusively for occupancy by one family.~~

Staff Comment. The definition of Accessory Dwelling Unit is revised to reflect similar language in the GMA. Section 21.41.020 contains new criteria for accessory dwelling units, which are discussed later in this staff report.

“Dwelling Unit, Accessory” means a dwelling either attached internally, attached by addition, or detached, which is designed exclusively for occupancy by a single household and satisfying the criteria for an accessory dwelling unit in WMC 21.41.020.

1. Attached accessory dwelling units are located within or affixed to a single-unit dwelling, duplex, multiplex, townhome, or other housing unit developments.
2. Detached accessory dwelling units consist partly or entirely of a building that is separate and detached from other dwelling units.

“One-Unit Dwelling” means a detached, single dwelling, which is designed exclusively for occupancy by a single household.

“Duplex, Two-Unit Dwelling” means two dwellings where the units are horizontally attached or vertically stacked to each other and where each unit is designed for occupancy by a single household living independently of the other.

“Townhouse Development” means a layout of three or more dwellings where the units are horizontally attached, so that each dwelling occupies space from the foundation to the roof and where each unit is designed for occupancy by a single household living independently of the other.

Staff Comment. The terms cottage housing development, courtyard housing development, stacked flat housing development, and multiplex housing development are new and are included to demonstrate compliance with HB 1110. However, it is also recognized that these terms have overlap with other definitions relating to dwellings including the one-unit, duplex, townhouse and multiple dwelling unit development definitions.

“Cottage Housing Development” means a layout of housing where a group of smaller detached or attached dwelling units (can include accessory dwelling units) are horizontally arranged on a lot having a designated amount of open space owned in common by the owners of the dwelling units.

“Courtyard Housing Development” means a layout of attached dwelling units arranged on two or three sides of a yard or court.

“Stacked Flat Housing Development” means a residential building in which entire floors may be separately rented or owned. To qualify as stacked flat housing development the housing units must be vertically stacked and cannot be horizontally attached to each other.

“Multiplex Housing Development” means a layout of housing containing four or more dwellings where the units are horizontally attached and where each unit is designed for occupancy by a single household living independently of the other.

“Multiple Dwelling Unit Development” means a building containing dwelling units attached horizontally and that are also stacked vertically on other dwellings or nonresidential uses, where each unit is designed for occupancy by a single household living independently of the other or in a cooperative arrangement. Such buildings must provide separate independent living units but may share common areas for cooking and recreation.

**21.20.010 Comprehensive plan and zoning.**

Staff Comment. Sections 21.20.010 through 21.20.030 are updated to reflect the new zoning descriptions in the 2024 Comprehensive Plan. Although the development regulations implementing the Eastrail Mixed-Use (EMU) will be added at a future date, these sections are updated to include the EMU because these only set the framework already included in the 2024 Comprehensive Plan.

- (1) The comprehensive plan establishes a community vision of a safe, welcoming, family-friendly, and diverse community that supports a successful balance of neighborhoods, parks and recreation, businesses, and tourism, while preserving a northwest woodland character, open space, and clean environment along with the coordinating goals and policies that support this vision. Development regulations implement the comprehensive plan by specifying how and for what purpose each parcel of land may be used.
- (2) Table 21.20.010 prescribes the relationship between the comprehensive plan and zoning district designations set forth in WMC 21.20.020 by identifying the comprehensive plan land use designation and the corresponding implementing zoning designations.

**Table 21.20.010  
Comprehensive Plan Designation & Zoning**

<b>Comprehensive Plan Designation</b>	<b>Implementing Zone Designation</b>
Woodland Residential	Urban Residential-1
Low Density Residential	Urban Residential-4
Moderate Density Residential	Urban Residential-6 Urban Residential-8
Medium Density Residential	Urban Residential-12 Urban Residential-18
High Density Residential	Urban Residential-24 Urban Residential-48
Neighborhood Business	Neighborhood Business
Tourist Business	Tourist Business
Central Business District	Central Business District
<u>Eastrail Mixed Use</u>	<u>Eastrail Mixed Use</u>
General Commercial	General Business
Office	Office
Industrial	Industrial Tourist Industrial
Public/ Institutional	All non-residential zones
Public Parks	All
Open Space	

**21.20.020 Adoption of official zoning map.**

- (1) The zoning map adopted by Ordinance No. 738, and amendments thereto, shall serve as the city of Woodinville official zoning map. Said map and all notations, references, data, and other information shown on the official zoning map are adopted and made part of the Unified Development Code.
- (2) The City is divided into the following zoning districts with the map symbols shown in Table 21.20.020, and which are shown on the official zoning map:

**Table 21.20.020 Zoning District Map Symbols**

<b>Zone District</b>	<b>Map Symbol</b>
Urban Residential-1	R-1
Urban Residential-4	R-4
Urban Residential-6	R-6
Urban Residential-8	R-8
Urban Residential-12	R-12
Urban Residential-18	R-18
Urban Residential-24	R-24
Urban Residential-48	R-48
Neighborhood Business	NB
Tourist Business	TB
Central Business District	CBD

<b>Zone District</b>	<b>Map Symbol</b>
<u>Eastrail Mixed Use</u>	<u>EMU</u>
General Business	GB
Office	O
Industrial	I
Tourist Industrial	T/I
Public/ Institutional	P/I
Parks	P
Highway (SR 522)	HWY

**21.20.030 Purpose of zoning districts.**

Staff Comment. These descriptions of the zoning districts are based on the 2024 Comprehensive Plan. These replace the purpose descriptions in Section 21.20.030 of the current Zoning Code.

- (1) The purpose of the R-1 zone is to establish large-lot residential neighborhoods in the northeastern forested portion of the city inappropriate for more intensive urban development due to significant environmental constraints from critical areas and a high cost and difficulty of extending public facilities into this area.
- (2) The purpose of the R-4 zone is to provide for traditional suburban lot-size residential neighborhoods in areas unsuitable for more intensive urban development due to substantial environmental constraints, the high cost of extending public facilities into these areas, and/or the presence of natural features Woodinville seeks to retain.
- (3) The purpose of the R-6 and R-8 zones is to provide for more common urban lot-size residential neighborhoods in areas suitable for more intensive urban development.
- (4) The purpose of the R-12 and R-18 zones is to provide for a range of moderately compact, low-rise residential neighborhoods where public transit is nearby, and / or the neighborhood provides a transition between less intensive residential neighborhoods and more intensive commercial and urban mixed-use areas.
- (5) The purpose of the R-24 and R-48 zones is to provide an urban mixture of compact low-rise and mid-rise multifamily and office developments near public transit, employment areas, public parks, and community centers. These zones serve as a transition between less intensive residential neighborhoods and more intensive commercial and urban mixed-use areas.
- (6) The purpose of the NB zone is to provide small-scale commercial, and office uses that minimize impacting nearby residential properties.
- (7) The purpose of the TB zone is to provide commercial uses, and mixed-use developments, that foster tourism including wineries, breweries, distilleries, restaurants, lodging, and other complementary uses.
- (8) The purpose of the CBD zone is to provide a range of development shapes and arrangements that serve as the commercial and business center of the City and include compact pedestrian-oriented mixed-use residential and commercial neighborhoods. This zone applies to the downtown and old town areas of the City.
- (9) The purpose of the EMU zone is to provide a range of compact low-rise and mid-rise commercial and residential developments along the Eastrail Corridor that integrates affordable and market-rate employment and housing elements.
- (10) The purpose of the GB zone is to provide for a wide variety of general service commercial uses, professional office, and regional-oriented retail uses. This zone applies to old industrial areas along the SR 522 highway.

- (11) The purpose of the O zone is to provide for professional services and related employment activities.
- (12) The purpose of the I zone is to provide for industrial and business parks involving manufacturing, assembly, fabrication, storage, research facilities, warehousing, and heavy trucking.
- (13) The purpose of the T/I zone is to provide for industrial and business parks including complimentary tourist-oriented retail and commercial uses.
- (14) The purpose of the P/I zone is to provide for a range of government and public institution facilities.
- (15) The purpose of the P zone is to apply a zoning designation to existing and planned publicly owned parks and trails, semi-public parks, and memorial parks; and sensitive environmental areas and natural features set aside as part of agreements with the City.
- (16) The purpose of HWY zone is to apply a zoning designation to the state right-of-way for State Route (SR) 522 to support highway purposes. See Chapter 21.46 WMC for essential public facilities allowances that include SR 522.

**21.21.030 Interpreting the use tables.**

- (1) The use tables in this chapter set forth whether a specific use is allowed in a zone and if specific circumstances apply. The zone is located on the vertical column and the specific use is located on the horizontal row of the use tables. The definitions that describe each use are found in Chapter 21.11B WMC.
- (2) Uses listed in the tables in this chapter shall be interpreted as follows:
  - (a) Uses listed with a “P” are permitted outright in the zone the “P” is listed, subject to applicable development regulations;
  - (b) Uses listed with an “L” are categorized as “limited uses” and are permitted in the zone the “L” is listed subject to specific conditions applicable to the use set forth in Chapter 21.42 WMC, Limited Uses, and other applicable development regulations;
  - (c) Uses listed with a “CU” are categorized as “conditional uses” and are permitted in the zone the “CU” is listed subject to obtaining a conditional use permit, and where specified, the conditions applicable to the use set forth in Chapter 21.43 WMC, Conditional Uses, as well as other applicable development regulations;
  - (d) Uses listed with a “SU” are categorized as “special uses” and are permitted in the zone the “SU” is listed subject to obtaining a special use permit and, where specified, the conditions applicable to the use set forth in Chapter 21.46 WMC, Essential Public Facilities, as well as other applicable development regulations;
  - (e) Uses listed with an “A” are permitted in the zone only as accessory to a primary use and where a note specifies, the conditions applicable to the accessory use set forth in Chapter 21.41 WMC, as well as other applicable development regulations;
  - (f) Uses listed in a table, but shown as blank in the column under a specific zone are prohibited in that zone;
  - (g) Uses not listed in the table are prohibited, except as may be allowed under WMC 21.21.040;
  - (h) If a number appears, see the note at the bottom of the table for a reference to additional requirements.

Staff Comment. HB 1337, adopted by the state legislature in 2023, made significant changes to the state’s accessory dwelling unit (ADU) requirements. These changes include two ADUs per residential lot and that they may be attached, detached, or a combination of both. The law also defines accessory dwelling units to be on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit. To what extent this means regulations must allow things like a three-unit townhouse with two attached ADUs to create a five-unit multiplex when a five-unit multiplex might otherwise be prohibited in the zone is unclear. Furthermore, there is ambiguity in how the minimum two ADUs might fit with the middle housing allowance that one of the ADUs may count as one of the housing units per lot.

In sorting through this, the state law says the ADUs *may* [emphases] be:

- Two attached ADUs such as a unit in a basement, attic, or garage
- One attached ADU and one detached ADU; or
- Two detached ADUs, which may be comprised of either one or two detached structures.

This suggests some local discretion can be exercised. Because the City is electing to include one of the ADUs in the residential unit per lot count logically this should be included in the determination of duplex, triplex, townhome building, etc. However, to create incentives to promote the production of more affordable housing units that ADUs represent, it is recommended that if a property owner elects to build two ADUs in lieu of a primary unit, the second ADU is not counted in the determination of building type. This is also consistent with the fact the second ADU is not included in the unit per lot count.

(3) When interpreting the application of one-unit dwelling, two-unit dwellings (duplexes), townhouse development, stacked flat housing development, and multiplex housing development in Table 21.21.050, if two accessory dwelling units are proposed with each meeting the requirements in WMC 21.41.020, only one of the accessory dwelling units is included in determining the type of residential use. For example, a residential building containing one primary dwelling unit and two qualifying attached accessory dwelling units, the residential use should be interpreted as a two-unit dwelling for purposes of Table 21.21.050.

(4) When a lot is divided by two or more zones, uses on each portion of the lot shall only be those allowed in each zone as set forth in the use tables.

~~((4))~~ (5) The review procedures for deciding project permit applications are found in Chapters 21.80 through 21.84 WMC.

**21.21.050 Residential use table.**

Staff Comment. The residential use table is updated to reflect the new land use definitions and to reflect the requirements of HB 1110

**Table 21.21.050 Residential Use Table**

Land Use	Residential Zones								Commercial Zones					Industrial Zones		Other Zones	
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48	NB	TB	CBD	GB	O	T/I	I	P/I	P
<del>((Dwelling Unit, Single Detached))</del> <b>One-Unit Dwelling</b>	P	P	P	P	P	P											
Adult Family Home	P	P	P	P	P	P											
<del>((Dwelling Unit,))</del> Duplex, <b>Two-Unit Dwelling</b>	<del>((L))</del> P	<del>((L))</del> P	<del>((L))</del> P	<del>((L))</del> P	P	P				L							
<del>((Dwelling Unit, Attached (Townhome)))</del> <b>Townhouse Development</b>	L	((CU <sup>4</sup> )) L	((CU <sup>4</sup> )) P	<del>((L))</del> P	P	P	P	P		L	L						
<b>Cottage Housing Development</b>	P	P	P	P	P	P	P	P									
<b>Courtyard Housing Development</b>	P	P	P	P	P	P	P	P		L	L						
<b>Stacked Flat Housing Development</b>	P	P	P	P	P	P	P	P		L	L						
<b>Multiplex Housing Development</b>			P	P	P	P	P	P		L	L						
Multiple Dwelling Unit Development( <del>(, Multiple))</del>				<del>((L))</del>	P	P	P	P		L	L						
Dwelling Unit, Accessory <sup>((2))1</sup>	<del>((A))</del>	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del>	<del>((A))</del>			<del>((A))</del>						
Manufacture/ mobile home park			L	L	L												
Group Residential Quarters					P	P	P	P		L	L						
Home Business Level 1 <sup>((3))2</sup>	A	A	A	A	A	A	A	A		A	A						
Home Business Level 2 <sup>((4))3</sup>	CU	CU	CU	CU	CU	CU											
Residential Accessory Uses	A	A	A	A	A	A	A	A		L	L						
Notes: 1. <del>((See WMC 21.42.240 for special development conditions applicable to townhome/multiple dwelling developments in the R4 through R-8 zones.))</del> ((2-)) See WMC 21.41.020 for special development conditions applicable to accessory dwelling units. ((3-))2. See WMC 21.41.030 for special development conditions applicable to home business level 1 ((4-))3. See WMC 21.43.020 for special development conditions applicable to a home business level 2.  *See Chapter 21.42 WMC for conditions applicable to “limited uses”																	
See WMC 21.21.030 for the complete meaning of symbols.																	

- “P” means the use is permitted outright in the zone;
- “L” means the use is categorized as “Limited Uses” in the zone and subject to specific conditions;
- “CU” means the use is categorized as “Conditional Uses” in the zone and subject to obtaining a conditional use permit;
- “SU” means the use is categorized as “Special Uses” in the zone and subject to obtaining a special use permit;
- “A” means the use is categorized as an “Accessory Use” in the zone and allowed only as an accessory to a primary use;
- If no symbol appears in the column under a specific zone, it means the use is prohibited in that zone.

**21.31.030 Lot development standards.**

Staff Comment. The new middle housing requirements mean changes are necessary to the zoning dimensional standards. Sections 21.31.030 and 21.31.040 (residential and nonresidential lot development standards) are repealed and replaced. The red text highlights substantive change from the current Zoning Code. Please note that the minimum and maximum residential density standards are deleted due to the new unit per lot standards.

- (1) The pertinent development standards applicable to lots in each of the corresponding residential zones are set forth in Table 21.31.030.

**Table 21.31.030 Residential Lot Development Standards**

Staff Comment. This table is updated to reflect the minimum lot sizes in the 2024 Comprehensive Plan and the maximum Lot Width to Lot Depth Standard is moved from the chapter on land divisions. The R-1 zone 75-foot minimum lot width reflects the lower standard in the current code.

Development Standards	Low Density		Moderate Density		Medium Density		High Density	
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48
Minimum Lot Area (square feet)	35,000	9,000	6,000	5,000	3,600	2,400	1,700	900
Minimum Street Lot Width (feet)	75	60	50	30	30	30	30	30
Minimum Lot Width (feet)	75	60	50	30	25	25	25	25
Maximum Lot Width to Lot Depth	1:4	1:4	1:4	1:4	None	None	None	None

Notes:

- 1. This table excludes "Unit Lot" Subdivisions.
- 2. See definitions for Lot Area, Street Lot Width and Lot Width in WMC 21.11A.130.

Staff Comment. The table containing nonresidential lot development standards is deleted. In the CBD and TB zones, these minimum lot sizes are a barrier to creating fee-simple housing ownership opportunities. In the non-residential zones they are not needed. The minimum lot width standard is retained to promote some consistency in lot layouts. Note: the 24 du/ac in the TB zone is replaced with a Floor Area Ratio (see below).

**Table 21.31.040: Nonresidential Lot and Residential Density Standards**

Standards	Commercial Zones					Industrial Zones		Other Zones	
	NB	TB	CBD	GB	O	T/I	I	P/I	P
Minimum Lot Area (Square-Feet)	2,500	1,500	1,500	2,500	None				
Maximum Residential Density	Not applicable	24 du/ac	See Note 1	Not applicable					
Minimum Street Lot Width*	None								
Minimum Lot Width*	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft	25 ft

Notes:

- 1. Densities are based on residential floor area ratio standards. See WMC 21.32.050.
- \*See definitions for "lot area," "lot width, street" and "lot width" in WMC 21.11A.130.

- (2) Within all other zones not listed in Table 21.31.030, minimum lot area, minimum street lot width, and maximum lot width to lot depth standards do not apply. The minimum lot width in these zones is 25 feet.
- (3) In lieu of the lot development standards set forth in WMC 21.31.030(1) and (2), unit lots created by a unit lot subdivision process may follow the development standards prescribed in WMC 21.91.180.

**21.31.040 Residential unit density.**

Staff Comment. This section is new and replaces the maximum and minimum residential density standards. The lot sizes and the allowances for additional dwelling units are based on the 2024 Comprehensive Plan.

Where Table 21.21.050 allows residential use in a zone, the requirements in this section apply.

- (1) Dwelling units per lot. The maximum number of dwelling units allowed on a parent lot (see definition of “parent lot” in WMC 21.11A.170) is according to the following:
  - (a) R-1 zone: Two dwelling units per lot plus one additional dwelling unit for each full 43,560 square feet of lot area over 35,000 square feet of lot area (e.g., a R-1 lot having up to 78,559 square feet is allowed two dwelling units; a lot having 78,560 square feet and over is allowed three dwelling units; a lot having 122,120 square feet and over is allowed four units; etc.).
  - (b) R-4 zone: Two dwelling units per lot plus one additional dwelling unit for each full 10,890 square feet of lot area over 9,000 square feet of lot area (e.g., a R-4 lot having up to 19,889 square feet is allowed two dwelling units; a lot having 19,890 square feet and over is allowed three dwelling units; a lot having 30,780 square feet and over is allowed four units; etc.).
  - (c) R-6 zone: Three dwelling units per lot plus one additional dwelling unit for each full 7,260 square feet of lot area over 6,000 square feet of lot area (e.g., a R-6 lot having up to 13,259 square feet is allowed two dwelling units; a lot having 13,260 square feet and over is allowed four dwelling units; a lot having 20,520 square feet and over is allowed five units; etc.).
  - (d) R-8 zone: Three dwelling units per lot plus one additional dwelling unit for each full 5,445 square feet of lot area over 5,000 square feet of lot area (e.g., a R-8 lot having up to 10,444 square feet is allowed three dwelling units; a lot having 10,445 square feet and over is allowed three dwelling units; a lot having 30,780 square feet and over is allowed four units; etc.).
  - (e) R-12 zone: Three dwelling units per lot plus one additional dwelling unit for each full 3,630 square feet of lot area over 3,600 square feet of lot area (e.g., a R-12 lot having up to 7,229 square feet is allowed three dwelling units; a lot having 7,230 square feet and over is allowed four dwelling units; a lot having 10,860 square feet and over is allowed five units; etc.).
  - (f) R-18 zone: Three dwelling units per lot plus one additional dwelling unit for each full 2,420 square feet of lot area over 2,400 square feet of lot area (e.g., a R-18 lot having up to 4,819 square feet is allowed three dwelling units; a lot having 4,820 square feet and over is allowed four dwelling units; a lot having 7,240 square feet and over is allowed five units; etc.).
  - (g) R-24 zone: Three dwelling units per lot plus one additional dwelling unit for each full 1,815 square feet of lot area over 1,700 square feet of lot area (e.g., a R-24 lot having up to 3,514 square feet is allowed three dwelling units; a lot having 3,515 square feet and over is allowed four dwelling units; a lot having 5,330 square feet and over is allowed five units; etc.).

- (h) R-48 zone: Three dwelling units per lot plus one additional dwelling unit for each full 907 square feet of lot area over 900 square feet of lot area (e.g., a R-48 lot having up to 1,806 square feet is allowed three dwelling units; a lot having 1,807 square feet and over is allowed four dwelling units; a lot having 2,714 square feet and over is allowed five units; etc.).
- (i) Other zones where dwelling units are allowed shall have the number of dwelling units based on compliance with residential floor area ratios prescribed in WMC 21.32.050.

Staff Comment. Subsection 2 is intended to be informational in explaining how the Residential Use Table in 21.21.050 and the dwelling units per lot standards in WMC 21.31.040(1) interact in their application.

Subsection 2b explains how cottage housing developments, courtyard housing developments, and stacked flat housing developments are intended to integrate with the dwelling type allowances.

- (2) Mix of residential units.
  - (a) The dwelling units per lot standards in WMC 21.31.040(1), the accessory dwelling unit standards in WMC 21.41.020, and the allowances for different dwelling type uses by zone in Table 21.21.050 are harmonized in their application to determine the composition of housing permissible in each zone. For example:
    - In the R-1 zone, a one-acre parent lot can have two dwelling units that may be composed of two detached one-unit dwellings, or one building containing two dwelling units attached or stacked. A 78,560-square foot parent lot can have three dwelling units, but these units still must be composed of buildings containing one-dwelling unit or two dwelling units. A building containing three or more dwellings is prohibited in this zone pursuant to Table 21.31.040(1).
    - In the R-4 zone, a 9,000-square foot lot can have two dwelling units that may be composed of two detached one-unit dwellings, or one building containing two dwelling units attached or stacked. A 19,890 square foot parent lot can have three dwelling units, but these still must be composed of buildings containing one- and/or two-unit dwellings. One primary dwelling unit on a parent lot can be replaced with two accessory dwelling units each satisfying the requirements in WMC 21.41.020. However, a building containing three or more dwelling units is prohibited in this zone pursuant to Table 21.31.040(1).
    - In the R-6 through R-18 zones, all parent lots can have at least three dwelling units that may be composed of detached one-unit dwellings, buildings containing two dwelling units attached or stacked, or buildings containing three dwelling units attached or stacked. If the parent lot is large enough, buildings can contain four or more dwellings attached to each other, or if the zone height is sufficient, four or more dwellings stacked on each other. In the R-12 and R-18 zones, buildings containing four or more dwellings may be both stacked and attached to each other. One primary dwelling unit on a parent lot can be replaced with two accessory dwelling units each satisfying the requirements in WMC 21.41.020.
    - In the R-24 and R-48 zones, all parent lots can have at least three dwelling units and if large enough, four or more dwelling units. Buildings must have a minimum of three dwelling units that can be attached, stacked, or attached and stacked. Buildings containing one or two dwelling units are prohibited.
  - (b) The allowance for cottage housing developments, courtyard housing developments, and stacked flat housing developments should not be interpreted to mean:

- (i) Limiting the arrangements on the placement of buildings on a property; or
- (ii) Allowing more dwelling units than prescribed in WMC 21.31.040(1) and WMC 21.41.020.

**21.31.050 Modifications to lot development standards.** (This section is revised – red text highlights the more substantive changes)

Staff Comment. This section is revised to delete the residential density standards provisions and to update the lot size averaging provisions to incorporate unit lot subdivision allowances.

The following modifications may be allowed to the standards in Table 21.31.030 by a land division or boundary line adjustment process prescribed in Chapter 21.90 WMC.

- (1) For properties containing critical areas, see allowed reduced dimension standards in WMC 21.51.080 or 21.77.050(6) as applicable.
- (2) Minimum street lot width. The minimum street lot width shall not apply to flag lots satisfying the requirements in WMC 21.92.030(e).
- (3) Lot size averaging. Lot size averaging may be applied to the creation or reconfiguration of **parent lots (see definition of “parent lot” in WMC 21.11A.170)** in the R-1, R-4, R=6 and R-8 zones in lieu of the lot area requirements in Table 21.31.030 provided the following conditions are satisfied:
  - (a) The lot size averaging involves a minimum of three **parent lots** (this does not include tracts as defined in WMC 21.11A.210);
  - (b) The lot area of individual lots may be modified as follows:
    - (i) The average lot area of all **parent** lots, excluding tracts reserved exclusively for special purposes such as open space, roads, or native growth protection areas, shall not be less than the minimum lot area of the zone; and
    - (ii) No lot area shall be more than 1.15 times the minimum lot area of the zone, and no lot area shall be less than 0.85 times the minimum lot area of the zone;
  - (c) The total number of lots shall not exceed the number of lots allowed without the lot size averaging;
  - (d) Except for lot area, all other requirements for the zone shall apply **including the application of WMC 21.31.040 to individual lots;**
  - (e) **Unit lots created by a unit lot subdivision process are ineligible and excluded from lot size averaging;** and
  - (f) Lot size averaging shall not be applied in combination with other Woodinville Municipal Code provisions allowing modifications to lot area requirements.

**21.32.050 Building coverage/ floor area ratio standards.**

This section establishes building coverage, landscaping coverage, and floor area ratios standards.

- (1) Residential zone standards. Table 21.32.050(1) establishes the maximum building coverage and minimum landscaping coverage for buildings and lots in residential zones.

Staff Comment: Table 21.32.050(1) is revised to ensure the minimum 40 percent building coverage standard prescribed in Commerce’s guidance is implemented. On these smaller lots, 40 percent was determined as the minimum building coverage necessary to enable middle housing types of construction. Additionally, a new building coverage standard for lots larger than one acre was added with lower building coverage allowances to incentives creating more fee-simple ownership opportunities by making it advantages to subdivide larger lots.

**Table 21.32.050(1) Residential Zones Coverage Standards**

Standard	Low Density		Moderate Density		Medium Density		High Density		
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48	
Maximum building coverage:									
Lot area less than <del>((15,000))</del> 5,000 sf	<del>((35%))</del> 40%	40%	50%	55%	65%	65%	70%	70%	
Lot area 5,000 to 9,999 sf	35%	35%			60%	60%			70%
Lot area 10,000 to 14,999 sf	28%								
Lot area 15,000 to 24,999 sf	22%								
Lot area 25,000 to 34,999 sf	<del>((15%))</del> 20%								
Lot area 35,000 sf <del>((and ever))</del> to 43,559 sf	15%	28%	40%	45%			50%	50%	
Lot area 43,560 sf and over									
Minimum landscaping coverage:									
Lot area less than 15,000 sf	50%	50%	25%	20%	10%	10%	10%	10%	
Lot area 15,000 to 24,999 sf	58%								
Lot area 25,000 to 34,999 sf	67%								
Lot area 35,000 sf and over	75%								
Notes: See definitions for building coverage in WMC 21.11A.030 and landscape coverage in WMC 21.11A.130.									

- (2) Non-residential zone standards. Table 21.32.050(2) establishes the maximum building coverage, minimum landscaping coverage, and maximum floor area ratio for buildings and lots in non-residential zones.

Staff Comment. Table 21.32.050(2) is amended to add a new floor area ratio standard for the Tourist Business zone. Currently, this zone has a maximum of 24 dwelling units per acre. However, the maximum 25 percent building coverage is retained to continue this zone’s principle that residential uses should be secondary to commercial and tourist-related uses. The 1:1 floor area ratio standard should support enabling the same amount of residential as the current zoning. The main difference is that with floor area ratios, the property owner can option to have more smaller dwelling units, rather than encouraging larger more expensive units.

**Table 21.32.050(2) Non-residential Zones Coverage and FAR Standards**

Standards	Commercial Zones					Industrial Zones		Other Zones	
	NB	TB	CBD	GB	O	T/I	I	P/I	P
Maximum Building Coverage									
Base	25%	25% <sup>1</sup>	None						25%
Eligible for Bonus?	No	Yes <sup>4</sup>							No
Minimum landscaping coverage	20%	15%	10%	10%	20%	15%	10%	10%	10%
Maximum non-residential floor area ratio (floor/lot area square feet)	None	1/1	2.5/1	2/1 <sup>2</sup>	4/1	3/1	3/1	4/1	None
Maximum residential floor area ratio (floor/lot area square feet)									
Base	None	<u>1/1</u>	1.25/1	None					
Eligible for Bonus?		<u>No</u>	Yes <sup>3</sup>						
Notes:									
<ol style="list-style-type: none"> <li>1. The building coverage applies only to the residential development covering the lot. When adjoining lots are grouped under an approved binding site plan, the maximum building coverage for residential development may be calculated using the net lot area of the entire binding site plan.</li> <li>2. Maximum floor area ratio is 4/1 if at least 75 percent of the “usable floor area” as defined in WMC 21.11A.070 in the development is designed and reserved for occupancy by professional office uses.</li> <li>3. See WMC 21.32.050(3) for bonus residential floor area ratios.</li> <li>4. See WMC 21.32.050(4) for bonus building coverage.</li> </ol>									
See definitions for building coverage in WMC 21.11A.030 and landscape coverage in WMC 21.11A.130; and the definitions of Floor Area Ratio and Usable Floor Area in WMC 21.11A.070.									

- (3) Bonus residential floor area ratio. Within the Central Business District zone:
  - (a) A development may qualify for a maximum residential floor area ratio of 2/1 (floor/lot area square feet) if:
    - (i) Two or more public benefits from Category I of Table 21.32.050(3) are provided having a total cost of at least one percent of the building permit valuation of the buildings in the development; and
    - (ii) The public benefits being provided must be beyond those required for the project to satisfy other requirements of the Woodinville Municipal Code without the residential floor area bonus; and
    - (iii) The public benefits must be in a form and configuration accepted by the director; or
  - (b) A development may qualify for a maximum residential floor area ratio of 2.5/1 (floor/lot area square feet) if:
    - (i) The residential floor area ratio is authorized by a development agreement approved pursuant to Chapter 21.85 WMC;
    - (ii) The conditions set forth in WMC 21.32.050(3)(a) are satisfied; and
    - (iii) At least one of the public benefits in WMC 21.32.050(3)(a)(i) is provided from Category II of Table 21.32.050(3) in a form and configuration accepted by the City.
- (4) The maximum building coverage in Table 21.32.050(2) for residential development may be exceeded if the following are satisfied:

- (a) The increase in building coverage is authorized by a development agreement;
- (b) Public benefits are provided beyond those prescribed in WMC 21.42.030(5) and (6); and
- (c) The City Council finds the merits of the public benefits provided in WMC 21.32.050(4)(b) are comparative to the additional development enabled by the increase in building coverage.

**Table 21.32.050(3) Public Benefits for Bonus Residential FAR**

Category I	Category II
Water features such as fountains, ponds, waterfalls, play areas, etc.	10 percent affordable dwelling units of the total market-rate dwelling units at 80 percent King County median household income as specified in WMC 3.43.050(7) for a minimum of 50 years
Pedestrian, bicycle, and similar facility improvements	
Street furniture;	
Affordable dwelling units not included under Category II	
Public art such as sculptures, paintings, murals, mosaics, special lighting features, etc.	5 percent affordable dwelling units of the total market-rate dwelling units at 50 percent King County median household income as specified in WMC 3.43.050(7) for a minimum of 50 years
Public courtyards and plazas with amenities	
Enhanced road crossing treatments	
Enhanced public green open space/park	
Off-site environmental enhancements inside the City boundaries	Transportation Improvements, which are set forth in the Six-Year Capital Improvement Plan for which transportation impact fee credits or other forms of City reimbursement are not received, nor which said improvements are required to mitigate for project traffic impacts
Gold or above LEED® rating certification, or other green development equivalent	
Transit Facilities for loading and unloading transit passengers	Other public benefits/incentives as agreed to in the development agreement
Motorized and nonmotorized transportation improvements including those that promote walkability which are acceptable to the City for which impact fee credits or other forms of City reimbursement are not received, nor which said improvements are required to mitigate for project impact	

**21.41.020 Accessory dwelling unit.** (Repeal and replace)

Staff Comment. As noted previously, HB 1337, adopted by the state legislature in 2023, made substantive changes to the state’s accessory dwelling unit (ADU) requirements. No longer can a GMA jurisdiction require the property owner to live on the property with an ADU. ADUs also must be allowed to be sold separately. A minimum of two ADUs per lot are required. However, these requirements do not have to apply to properties/ zones where sanitary sewers are not available. In the City’s case, the lack of sanitary sewers is the R-1 zone, where the City Council gave directions during the 2024 Comprehensive Plan update to no longer allow ADUs in this zone because of the two units per lot minimum.

This section applies to accessory dwelling units.

- (1) Where Table 21.21.050 allows accessory dwelling units, a maximum of two accessory dwelling units per parent lot (see definition of “parent lot” in WMC 21.11A.170) may be allowed.
- (2) Accessory dwelling units are included in the determination of dwelling units per lot prescribed under WMC 21.31.040(1), except if a property owner elects to build two accessory dwelling units complying with this section, the second accessory dwelling unit is excluded from the determination of dwelling units per lot.
- (4) Development standards. Accessory dwelling units must comply with the development standards of the underlying zone where the accessory dwelling unit is located, except as modified by the following:
  - (a) An accessory dwelling unit may be fully contained within a primary dwelling unit, attached to a primary or accessory dwelling unit, attached or stacked on a building containing an accessory residential use, or may be a standalone detached dwelling unit.
  - (b) An accessory dwelling unit must have a habitable floor area of at least 300 square feet and cannot exceed a habitable floor area of 1,200 square feet. Habitable floor area means the gross floor area of a building reduced by subtracting floor areas for vehicle parking, covered and uncovered outdoor open-air floors, and floor areas having less than five-foot-high ceilings.
  - (c) A detached accessory dwelling unit may have the zoning setback reduced to zero from any property line abutting a dedicated public alley.
  - (d) Accessory dwelling units must have similar outside architectural appearances to the primary dwelling.
  - (e) The director may authorize and condition reasonable deviations from zoning development standards to install features that facilitate accessibility for people with disabilities.
- (5) Other provisions applicable to accessory dwelling units.
  - (a) Existing enclosed structures such as detached garages can be converted to accessory dwelling units complying with this section including legally established nonconforming enclosed structures provided the accessory dwelling unit is allowed by the underlying zone.
  - (b) The requirements for frontage improvements do not apply pursuant to WMC 21.63.020 unless such frontage improvements are required without the accessory dwelling unit.
  - (c) Accessory dwelling units may include prefabricated units placed on permanent foundations provided the outside architectural appearance of the prefabricated unit is similar to the primary dwelling.
  - (d) Accessory dwelling units are prohibited from being rented for periods of fewer than 30 consecutive nights (See RCW 36.70A.696 definition of short-term rental).

**21.42.220 Townhouses in the R-1 and R-4 zones.**

Staff Comment. The definition of “Townhouse” includes a minimum of three dwelling units attached to each other. However, in the R-1 and R-4 zones, three-unit attachments are not allowed. To ensure, the City still authorizes the minimum number of housing types, townhouses are allowed in the R-1 and R-4 zones, only they are limited to two dwelling units.

Townhouse developments in the R-1 and R-4 zones shall not exceed two dwelling units per building.

**21.36.030 Exempt from this chapter. (landscaping)**

Staff Comment. This provision in the landscaping chapter was revised to reflect the middle housing requirements where the standards are supposed to be consistent with those requirements applied to detached one-unit housing. However, an exemption threshold is added to reflect when a project becomes large enough to warrant these standards being applied. As the design standards are updated, the landscaping provisions may be further refined for the middle housing and detached one-unit developments.

~~((This chapter shall not apply to detached single family dwellings and accessory dwelling units in the R-1 through R-18 residential zones, or duplex dwellings in the R-1 through R-8 residential zones; except all undeveloped areas of such properties shall be landscaped, or have existing landscaping retained, which shall be continually maintained.))~~

This chapter shall not apply in the R-1 through R-18 zone, except for duplex, townhouse, multiplex or multiple dwelling developments having five or more dwellings, provided all undeveloped areas of such properties shall be landscaped, or have existing landscaping retained, which shall be continually maintained.

Staff Comment. The remaining sections are updated for consistency with the language being used for middle housing.

**21.37.060 Off-street parking requirements.**

...

(5) Parking spaces on public and private streets shall not be used to meet minimum parking requirements. No development plans shall assume that excess vehicles can be parked on the streets.

**Table 21.37.060: Minimum Parking Required**

Use		Minimum Parking Required
<b>Residential Land Uses</b>		
<del>((Single-family))</del> Detached <u>one-unit dwellings</u>		2 stalls per dwelling
Duplex, <del>((and))</del> townhouse, <u>stacked flat housing, and multiplex housing developments</u>	Lot area less than 6,000 square feet	1 stall per dwelling
	Lot area 6,000 square feet and larger and having 2 bedrooms or less	1.33 stalls per dwelling

**Table 21.37.060: Minimum Parking Required**

Use		Minimum Parking Required
	Lot area 6,000 square feet and larger and having more than 2 bedrooms	2 stalls per dwelling
	Guest parking for duplexes and townhomes (minimum 4 dwellings on a lot)	1 stall per 4 dwellings, which may be satisfied with on-street parking adjoining the site
<del>((Multifamily))</del> Multiple dwelling <u>unit development</u>	Senior (55+) – all	1 stall per dwelling
	Lot area less than 6,000 square feet	1 stall per dwelling
	Lot area 6,000 square feet and larger and having 2 bedrooms or less	1.33 stalls per dwelling
	Lot area 6,000 square feet and larger and having more than 2 bedrooms	1.5 stalls per dwelling
Affordable housing designated at 80% area median income or less and consistent with the other provisions in WMC 3.43.050(7)		Per the standards in this table, except required parking may be reduced by 1 stall for each on-street parking space adjoining the site
Accessory dwelling unit		1 stall per dwelling
<b>Recreational/Entertainment</b>		
Arts and cultural uses not listed		1 stall per 500 square feet
Theater and entertainment facilities with fixed seating		0.2 stall per each fixed seat
Theater and entertainment facilities without fixed seating		1 stall per 200 square feet
Athletic facilities – racquet sports		1 stall per court; plus 1 stall per 300 square feet of clubhouse facility
Athletic facilities – fitness/health club		1 stall per 200 square feet
Indoor recreational facilities not listed		1 stall per 300 square feet
Outdoor recreational facilities/parks/playfields		Per parking study
<b>General Sales, Office and Services Uses</b>		
Retail, wholesale to the public, and personal service establishments	2,000 square feet or less	1 stall per 750 square feet
	Over 2,000 square feet and less than 30,000 square feet	1 stall per 350 square feet
	30,000 square feet and over	1 stall per 500 square feet

**Table 21.37.060: Minimum Parking Required**

Use		Minimum Parking Required
Professional office		1 stall per 300 square feet
Food and grocery stores		1 stall per 275 square feet
Eating and drinking places	No indoor seating	1 stall per 200 square feet
	With indoor seating	1 stall per 125 square feet
Trade contractors (excluding areas counted under outdoor storage areas)		1 stall per 550 square feet
Tasting rooms*	750 square feet or less	1 stall per 200 square feet
	Over 750 square feet	1 stall per 100 square feet
*Unless separated from other uses by a permanent barrier that is at least 60 percent of the vertical room height, the entire floor area shall be designated as tasting room. Doors and windows may be included in the barrier, provided they do not open up the floor area of the other uses to tasting or event activities.		
General sales and services not listed		1 stall per 350 square feet
<b>Education, Public Administration, Healthcare, and Other Institutional Uses</b>		
Public administration		1 stall per 300 square feet
Public safety facilities (e.g., police and fire)		Per parking study
Essential public facilities – Uses with occupancy		Per parking study
Education	Day care/preschool	1 stall per 440 square feet
	Elementary school (includes all associated enclosed spaces)	1 stall per 990 square feet
	Jr. high/middle school (includes all associated enclosed spaces)	1 stall per 1,500 square feet
	High school (includes all spaces)	1 stall per 625 square feet
	Post secondary school (includes all associated enclosed spaces excluding athletic facilities)	1 stall per 270 square feet
	Specialized instruction schools	1 stall per classroom; plus 1 stall per 2 students
Health care	Hospital	1 stall per 450 square feet
	Medical/dental clinics/offices	1 stall per 300 square feet
	Long-term care facilities	0.4 stall per unit/bed

**Table 21.37.060: Minimum Parking Required**

Use		Minimum Parking Required
Veterinary		1 stall per 300 square feet
<b>Transportation Uses</b>		
Auto and vessel service centers		1 stall per 600 square feet
Dealership sales of vehicles, trucks, vessels, and RVs		1 stall per 320 square feet of indoor area
Heavy equipment service centers		1 stall per 1,250 square feet
Fuel service stations	As a primary use with service bays and/or convenience store	1 stall per 350 square feet of store; plus 1 stall per bay; plus 3 stalls per facility
	As an accessory use (no service bays or convenience store)	1 stall per facility
<b>Industrial/Warehouse Uses</b>		
Light industrial		1 stall per 1,500 square feet
Manufacturing/production, excluding light industrial		1 stall per 1,000 square feet
Research and development		1 stall per 400 square feet
Warehousing, excluding accessory sales areas, which shall count under general sales and services		1 stall per 2,500 square feet
Wholesale trade, excluding accessory sales area, which shall count under general sales and services		1 stall per 1,250 square feet
Uncovered storage areas		1 stall per 3,500 square feet (areas used for overnight storage shall not count toward the required number of parking stalls)
Self-service storage		1 stall per 3,500 square feet of storage area (includes indoor and outdoor storage areas); plus 1 stall per 300 square feet of office
<b>Other Uses</b>		
Temporary lodging		1 stall per room
Bed and breakfast		1.1 stalls per room
Religious facilities, excluding areas for schools, which shall count under education uses		1 stall per 100 square feet
Emergency shelters		Per parking study
Public areas of assembly not listed		1 stall per 50 square feet
Funeral services		1 stall per 75 square feet

**Table 21.37.060: Minimum Parking Required**

Use	Minimum Parking Required
Cemetery	Per parking study
Utility facilities	Per parking study
Level 3 staffed wireless communication and information facilities (other wireless facilities do not require off-street parking)	Per parking study
Uses not identified in the table	See WMC <a href="#">21.37.060(3)</a>

**21.37.070 Parking design standards.**

(1) Maximum Distance. Where off-street parking facilities are not abutting the use they serve, the maximum distance of parking facilities as measured from the center of the nearest building entrance shall be as follows:

- (a) For commercial, industrial, and public uses, at least 25 percent of the required parking spaces shall be located within 500 feet;
- (b) For detached ~~((single-family))~~one-unit dwellings, parking spaces shall be located on the same lot as the dwelling they service;
- (c) For dwellings that are not detached ~~((single-family))~~one-unit dwellings, at least 25 percent of the required parking spaces shall be located within 100 feet; and
- (d) For nonresidential uses permitted in a residential zone, parking spaces shall be located on the same lot as the use they serve and at least 25 percent of the required parking spaces shall be located within 150 feet.

...

(7) Driveways. Within residential developments, driveways passing through required zoning setback areas may be used for parking when serving detached ~~((single-family))~~one-unit dwellings but shall not be included for purposes of calculating the number of parking spaces.

...

(8) Parking Construction Standards.

...

- (g) Limits on Alley Access. Any alley that dead-ends may provide access to no more than eight off-street parking spaces, except for ~~((single-family))~~one-unit and duplex developments, where access is to no more than a total of eight dwelling units, excluding accessory dwelling units.

**21.37.090 Bicycle parking.**

...

(3) Table 21.37.090(3) sets forth the minimum requirements for bicycle parking spaces.

**Table 21.37.090(3): Minimum Bicycle Parking Required**

Use	Short-Term	Long-Term
<b>Residential Uses</b>		

**Table 21.37.090(3): Minimum Bicycle Parking Required**

Use	Short-Term	Long-Term
Detached (( <del>single-family</del> )) <u>one-unit</u> / duplexes	None	None
(( <del>Multifamily</del> )) <u>Multiple dwelling unit development</u>	1 stall per 20 units	1 stall per 2 units
Townhouse/ <u>multiplex development</u>	1 stall per 20 units	1 stall per 2 units, excluding each unit having an individual garage
<b>Commercial</b>		
General sales and service	1 stall per 2,000 gross square feet indoor floor area	1 stall per 4,000 gross square feet indoor floor area
Eating and drinking establishments	1 stall per 2,000 gross square feet indoor floor area	1 stall per 4,000 gross square feet indoor floor area
Tasting rooms	1 stall per 2,000 gross square feet indoor floor area	1 stall per 4,000 gross square feet indoor floor area
Professional office	1 stall per 5,000 gross square feet indoor floor area	1 stall per 10,000 gross square feet indoor floor area
All automotive, heavy equipment and transportation	1 stall per 5,000 gross square feet indoor floor area	1 stall per 10,000 gross square feet indoor floor area
<b>Industrial/Manufacturing</b>		
All industrial	1 stall per 20,000 gross square feet indoor floor area	1 stall per 40,000 gross square feet indoor floor area
<b>Education, Public Administration, Healthcare and Other Institutional Use</b>		
Educational facilities	1 per classroom	None
Religious facilities	1 per 2,000 gross square feet indoor floor area	1 stall per 4,000 gross square feet indoor floor area
Public administration, healthcare, and other institutional uses not listed	1 stall per 5,000 gross square feet indoor floor area	1 stall per 10,000 gross square feet indoor floor area
<b>Other Uses</b>		
All other uses not listed	1 stall per 20,000 gross square feet in-door floor area	1 stall per 40,000 gross square feet indoor floor area

...

**21.37.130 Pedestrian circulation and access.**

(1) All uses, except detached ~~((single-family))~~one-unit dwellings, shall provide pedestrian access and internal circulation within the development consistent with this section.

...

**21.63.020 Applicability.**

(1) The installation of street frontage improvements in accordance with adopted Transportation Infrastructure Standards and Specifications prescribed in Chapter 12.09 WMC is required prior to issuance of development and building permits for all new development and redevelopment for all land use types, except for the following:

- (a) Reconstruction, remodels, alterations, or expansion to existing detached ~~((single-family))~~one-unit and ~~((two-family))~~two-unit (duplex) dwellings, except as prescribed in WMC 21.63.050;

...

**21.63.050 Frontage improvements for existing dwellings.**

(1) Reconstruction, remodels, alteration or expansion of existing detached ~~((single-family))~~one-unit and ~~((two-family))~~two-unit (duplex) dwellings that involves removing more than 50 percent of the lineal footprint of the exterior wall framing, including attached garages, or that involves expanding the gross floor area of the building, excluding the garage area, by more than 1,500 square feet using a baseline of the dwelling as it existed on February 1, 2021, shall be required to install frontage improvements pursuant to subsection (2) of this section. This section does not apply to existing dwellings that are subject to the frontage improvements applied as conditions for approving a short subdivision, subdivision or binding site plan.

...

**21.43.020 Level 2 home business.**

(1) This section applies to uses meeting the definition of “home business level 2” as defined in WMC 21.11B.090. A home business level 2 requires the obtaining of a home business permit pursuant to WMC 21.82.060 and an administrative conditional use permit pursuant to WMC 21.83.010.

(2) Dwelling units that are combined as an approved work-living unit are not subject to this section.

(3) The following conditions must be satisfied and maintained for approval of a home business level 2:

- (a) The home business must be an accessory use of a primary dwelling unit~~((single-family, duplex, townhome, multifamily,))~~ or accessory dwelling unit;

...

**21.83.040 Site plan review Type 2.**

...

(3) Applicability. Site plan review Type 2 is required for all new development, expansion of existing structures, or other exterior site improvements that will modify the physical conditions of a site involving at least one of the following:

- (a) Nonresidential construction of 5,000 square feet or more of new gross floor area;
- (b) ~~((Multifamily))~~Multiple dwelling development, multiplex development, duplex, and/or townhome residential construction of 10 or more dwelling units;
- (c) ~~((Single-family))~~Detached one-unit dwelling residential construction of 15 or more dwelling units;

- (d) Construction of any surface or structured parking facility on vacant land or expanding the surface area of existing parking with 20 or more new parking spaces; or
- (e) Any phased development where the total construction during any eight-consecutive-year period after the first construction permit is issued that meets the development thresholds set forth in subsections (3)(a) through (d) of this section.

...

**21.93.010 On-site recreation space and trail corridor required.**

- (1) Excluding detached ~~((single-family))~~one-unit dwelling permits, new developments located in an area with a designated trail as identified in the Woodinville Parks, Recreation, and Open Space Plan, or in the Nonmotorized Transportation Plan, provisions shall be made for the reservation of right-of-way or easements for public trail purposes including the construction of the trail.
- (2) For new land divisions involving five or more new lots, provisions shall be made for on-site public or private recreation space, which may be satisfied by subsection (1) of this section.

# Middle Housing Code Amendments

Planning Commission Discussion

April 23, 2025





# Housing Legislation

- HB 1110 – Requires middle housing in predominately single-family zones
- As a Tier 3 City:
  - Minimum two-unit development per lot
  - A minimum of four housing building types
  - Model ordinance developed by Commerce supersedes City zoning if City fails to adopt these provisions



# Housing Legislation

- HB 1337 – Requires a minimum of two accessory dwelling units on a lot where single-family houses are permitted
  - Areas without sanitary sewers may be excluded
  - Property owner does not have to live on the property
  - The maximum size in code cannot be less than 1,000 square feet
  - Allow conversion of existing nonconforming buildings

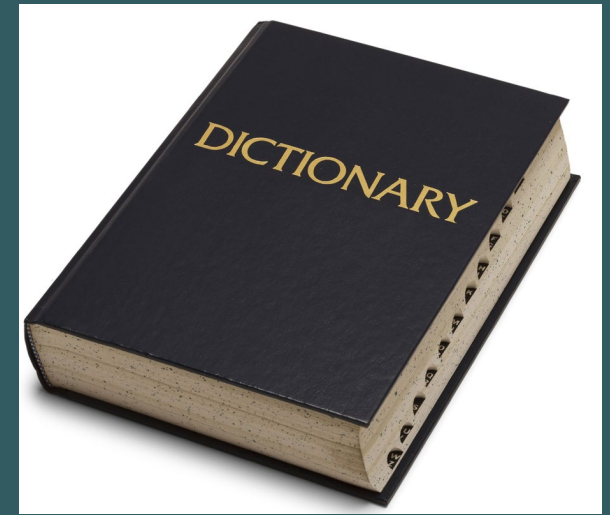


# Middle Housing Model Ordinance

- Two units per lot
  - Unclear about the integration of Accessory Dwelling Units
- Allow 4 of 9 building types
- New parking standards – already implemented
- 35-foot height – consistent with current zoning
- Setbacks are different
- Intrusions into setbacks slightly different
- 40% building coverage, which is higher than R-1 and R-4



## General Definitions



- Replace definitions of “Family” and “Housekeeping Unit” with “Household” to reflect that zoning laws cannot be crafted to prohibit non-biological related and non-traditional families
  - The change supports the residential land use descriptions
- Updated definitions of “Dwelling” and “Manufactured Home” for consistency with other updates
- New definition for “Middle Housing” added per GMA



## Land Use Definitions



- Replace current definitions for Accessory, Attached (townhome), Duplex, Multiple, & Single Detached “Dwelling Units” with:
  - “Accessory Dwelling Unit” based on definition in GMA
  - “One-Unit Dwelling” – detached single house
  - “Two-Unit Dwelling or Duplex” – two attached or stacked houses
  - “Townhouse Development” – three or more attached houses
  - “Multiplex Housing Development” – four or more attached houses
  - “Multiple Dwelling Unit Development” – four or more attached & stacked houses

# Land Use Definitions



- Add new “Use” definitions to implement specific state middle housing provisions:
  - “Cottage Housing Development” – layout of smaller attached or detached houses with open space
  - “Courtyard Housing Development” – layout of attached houses on two or three sides of a yard or plaza
  - “Stacked Flat Housing Development” – houses stacked on top of each other

# Update Chapter 21.20 – Establishment of Zoning

- Add reference to Eastrail Mixed Use (EMU) – development regulations for this zone will be considered in the future
- Revised the purpose descriptions in Section 21.20.030 to mirror the same from the 2024 Comprehensive Plan



Revised EMU Future  
Land Use Map

# 21.21.050 Residential Use Table

Land Use	Residential Zones								Commercial Zones					Industrial Zones		Other Zones	
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48	NB	TB	CBD	GB	O	T/I	I	P/I	P
<del>((Dwelling Unit, Single Detached))</del> <u>One-Unit Dwelling</u>	P	P	P	P	P	P											
Adult Family Home	P	P	P	P	P	P											
<del>((Dwelling Unit,)) Duplex,</del> <u>Two-Unit Dwelling</u>	<del>((L))</del> P	<del>((L))</del> P	<del>((L))</del> P	<del>((L))</del> P	P	P				L							
<del>((Dwelling Unit, Attached (Townhome)))</del> <u>Townhouse Development</u>	<u>L</u>	<del>((CU<sup>(2)</sup>))</del> <u>L</u>	<del>((CU<sup>(2)</sup>))</del> <u>P</u>	<del>((L))</del> <u>P</u>	P	P	P	P		L	L						
<u>Cottage Housing Development</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>									
<u>Courtyard Housing Development</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>L</u>	<u>L</u>						
<u>Stacked Flat Housing Development</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>L</u>	<u>L</u>						
<u>Multiplex Housing Development</u>			<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>		<u>L</u>	<u>L</u>						
Multiple Dwelling Unit Development <del>(, Multiple)</del>				<del>((L))</del>	P	P	P	P		L	L						
Dwelling Unit, Accessory <sup>((2))1</sup>	<del>((A))</del>	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del> P	<del>((A))</del>	<del>((A))</del>									
Manufacture/ mobile home park			L	L	L												
Group Residential Quarters					P	P	P	P		L	L						
Home Business Level 1 <sup>((3))2</sup>	A	A	A	A	A	A	A	A		A	A						
Home Business Level 2 <sup>((4))3</sup>	CU	CU	CU	CU	CU	CU											
Residential Accessory Uses	A	A	A	A	A	A	A	A		L	L						

New Use Terms

Notes:

- ~~((See WMC 21.42.210 for special development conditions applicable to townhome/multiple dwelling developments in the R4 through R-8 zones.))~~
- ~~((2-))~~ See WMC 21.41.020 for special development conditions applicable to accessory dwelling units.
- ~~((3-))~~ See WMC 21.41.030 for special development conditions applicable to home business level 1
- ~~((4-))~~ See WMC 21.43.020 for special development conditions applicable to a home business level 2.

\*See Chapter 21.42 WMC for conditions applicable to "limited uses"

# Development Standards

Development Standards	Low Density		Moderate Density		Medium Density		High Density	
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48
Minimum Lot Area (square feet)	35,000	9,000	6,000	5,000	3,600	2,400	1,700	900
Minimum Street Lot Width (feet)	75	60	50	30	30	30	30	30
Minimum Lot Width (feet)	75	60	50	30	25	25	25	25
Maximum Lot Width to Lot Depth	1:4	1:4	1:4	1:4	None	None	None	None

Notes:  
 1. This table excludes "Unit Lot" Subdivisions.  
 2. See definitions for Lot Area, Street Lot Width and Lot Width in WMC 21.11A.130.

- Table 21.31.030 – Residential Lot Development Standards is updated
- Table 21.31.040 – Nonresidential Lot Development Standards is deleted and replaced with below

- Within all other zones not listed in Table 21.31.030, minimum lot area, minimum street lot width, and maximum lot width to lot depth standards do not apply. **The minimum lot width in these zones is 25 feet.**
- In lieu of the lot development standards set forth in WMC 21.31.030(1) and (2), unit lots created by a unit lot subdivision process may follow the development standards prescribed in WMC 21.91.180.

# Residential Units per Lot

**Replaces Density  
dwellings per acre  
standard**

Zone	Units per lot to Minimum Lot Size	Minimum Lot Size	Additional Units Above Minimum Lot Size	Forms of Housing Allowed
R-1	Two Units per Lot	35,000 sq. ft.	One unit per full acre	1-Unit, Duplex, 2-Unit Townhomes, 2-unit Stacked Flat
R-4	Two Units per Lot	9,000 sq. ft.	One unit per 10,890 sq. ft.	1-Unit, Duplex, 2-Unit Townhomes, 2-unit Stacked Flat, ADU
R-6	Three Units per Lot	6,000 sq. ft.	One unit per 7,260 sq. ft.	1-Unit, Duplex, Townhomes, Stacked Flat, Multiplex, ADU
R-8	Three Units per Lot	5,000 sq. ft.	One unit per 5,445 sq. ft.	1-Unit, Duplex, Townhomes, Stacked Flat, Multiplex, ADU
R-12	Three Units per Lot	3,600 sq. ft.	One unit per 3,630 sq. ft.	1-Unit, Duplex, Townhomes, Stacked Flat, Multiplex, Multiple Unit, ADU
R-18	Three Units per Lot	2,400 sq. ft.	One unit per 2,420 sq. ft.	1-Unit, Duplex, Townhomes, Stacked Flat, Multiplex, Multiple Unit, ADU
R-24	Three Units per Lot	1,700 sq. ft.	One unit per 1,815 sq. ft.	Townhomes, Stacked Flat, Multiplex, Multiple Unit
R-48	Three Units per Lot	900 sq. ft.	One unit per 907 sq. ft.	Townhomes, Stacked Flat, Multiplex, Multiple Unit

# Accessory Dwelling Units – Chapter 21.42

Allowed in the R-4 through R-18 zones

Attached, detached and/or combination

Maximum size is 1,200 square feet of habitable floor area – excludes parking

Property owner does not have to live on property

Two per lot allowed

Prohibited as a short-term rental

Can be sold separately as a condominium or as a unit lot



Nonconforming buildings can be converted

# How this Fits Together

- The list of residential uses in Table 21.21.050, the Residential Units Per Lot standard in Section 21.31.040, and the Accessory Dwelling Unit provisions in Section 21.41.020 work in combination to determine what can be built on a lot
  - If one ADU is proposed, it is included in the Residential Units per Lot count
  - If two ADUs are proposed, one ADU is counted in the Residential Units per Lot, and the second one is not
- When determining how to categorize a residential use in Table 21.21.050, the first ADU is included in deciding if a residential use is a one-unit, duplex, townhouse, stacked flat, or multiplex but the second ADU is not

# How this Fits Together

- How it fits together is explained in Section 21.31.040(2):

## Example:

In the R-4 zone, a 9,000-square foot lot can have two dwelling units that may be composed of two detached one-unit dwellings, or one building containing two dwelling units attached or stacked. A 19,890 square foot parent lot can have three dwelling units, but these still must be composed of buildings containing one- and/or two-unit dwellings. One primary dwelling unit on a parent lot can be replaced with two accessory dwelling units each satisfying the requirements in WMC 21.41.020. However, a building containing three or more dwelling units is prohibited in this zone pursuant to Table 21.31.040(1).

# How this Fits Together - Examples

R-1



2 One-Units



Duplex

R-4



2 One-Units



Duplex



Duplex or 2 One-Units

R-6 through R-18



3 One-Units



1 One-Unit & Duplex



1 One-Unit & Duplex

# How this Fits Together - Examples

R-6 through R-18



1 townhouse (3 units)

ADU



1 Townhouse (3 units)

ADU



1 Townhouse (3 units)

R-6 through R-18 (if additional units allowed)

ADU



1 One-Unit & 1 Townhouse (3 units)

ADU



1 Four-Unit Multiplex

ADU



1 Four-Unit Multiplex

R-24 & R-48



1 townhouse (3 units)



1 Four-Unit Multiplex

Note: One-Units, Duplexes and ADUs are prohibited in R-24 & R-48

# Development Standards

- The residential building coverage standards are updated to support middle housing and to incentivize dividing larger lots into smaller more affordable lots

Example: An undivided R-4 two-acre lot is allowed 24,393 sq. ft. of building coverage. However, divide the property into nine lots, and 30,492 sq. ft of building coverage could be allowed to support middle housing

Table 21.32.050(1) Residential Zones Coverage Standards

Standard	Low Density		Moderate Density		Medium Density		High Density	
	R-1	R-4	R-6	R-8	R-12	R-18	R-24	R-48
Maximum building coverage:								
Lot area less than <del>((15,000))</del> 5,000 sf	<del>((35%))</del> 40%	40%			65%	65%		
Lot area 5,000 to 9,999 sf	35%	35%	50%	55%	60%	60%	70%	70%
Lot area 10,000 to 14,999 sf	35%							
Lot area 15,000 to 24,999 sf	28%							
Lot area 25,000 to 34,999 sf	22%							
Lot area 35,000 sf <del>((and over))</del> to 43,559 sf	<del>((15%))</del> 20%							
Lot area 43,560 sf and over	15%	28%	40%	45%	50%	50%	65%	
Minimum landscaping coverage:								
Lot area less than 15,000 sf	50%	50%	25%	20%	10%	10%	10%	10%
Lot area 15,000 to 24,999 sf	58%							
Lot area 25,000 to 34,999 sf	67%							
Lot area 35,000 sf and over	75%							

# Development Standards

- The 24 dwellings per acre maximum in the TB zone is replaced with a floor area ratio standard of 1:1 consistent with the elimination of dwellings per acre standards in the other zones

Table 21.32.050(2) Non-residential Zones Coverage and FAR Standards

Standards	Commercial Zones					Industrial Zones		Other Zones	
	NB	TB	CBD	GB	O	T/I	I	P/I	P
Maximum Building Coverage									
Base	25%	25% <sup>1</sup>	None						25%
Eligible for Bonus?	No	Yes <sup>4</sup>							No
Minimum landscaping coverage	20%	15%	10%	10%	20%	15%	10%	10%	10%
Maximum non-residential floor area ratio (floor/lot area square feet)	None	1/1	2.5/1	2/1 <sup>2</sup>	4/1	3/1	3/1	4/1	None
Maximum residential floor area ratio (floor/lot area square feet)									
Base	None	1/1	1.25/1	None					
Eligible for Bonus?		No	Yes <sup>3</sup>						
Notes:									
<ol style="list-style-type: none"> <li>The building coverage applies only to the residential development covering the lot. When adjoining lots are grouped under an approved binding site plan, the maximum building coverage for residential development may be calculated using the net lot area of the entire binding site plan.</li> <li>Maximum floor area ratio is 4/1 if at least 75 percent of the "usable floor area" as defined in WMC 21.11A.070 in the development is designed and reserved for occupancy by professional office uses.</li> <li>See WMC 21.32.050(3) for bonus residential floor area ratios.</li> <li>See WMC 21.32.050(4) for bonus building coverage.</li> </ol>									
See definitions for building coverage in WMC 21.11A.030 and landscape coverage in WMC 21.11A.130; and the definitions of Floor Area Ratio and Usable Floor Area in WMC 21.11A.070.									

# Other Changes:

- Unit lot subdivision related language is incorporated
- Lot size averaging provisions are updated for consistency
- New Section 21.42.220 is added to limit townhouse buildings to two units in the R-1 and R-4 zones
- Provisions in the landscaping chapter and parking chapter were updated for consistency with the middle housing requirements
  - Parking provisions are non-substantive; the landscaping change adds a threshold of five dwelling units for application of the chapter in single-family zones
- Other changes are for consistency with the new middle housing terms



Questions?

2025 PLANNING COMMISSION PROPOSED AGENDA *Subject to Change*													
Work Plan Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Critical Area Regulation Update	PH	PH	Cancelled										
Design Review Standards Update						SS	SS	SS	SS	SS			
2024-2030 Northshore CFP													
2026 Annual Docket of Comp Plan Amendments													
6 Year-CIP Amendments								SS	SS	SS	SS	SS	SS
Project Permit Procedures	SS	PH											
Permit Checklist Update						SS	SS						
Middle Housing Standards					SS	SS	SS	SS	SS	SS			
Unit Lot Subdivision					SS	SS	SS						
Eastrail Mixed Use Standards						SS	SS	SS	SS	SS	SS	SS	SS
Commute Trip Reduction Update					PH	SS	SS						
Tree Management Code Update											SS	SS	SS
*Development Agreements	*	*		*	*	*	*	*	*	*	*	*	*
*Design Review (PC Committee)	*	*	*	*	*	*	*	*	*	*	*	*	

\*Denotes items dependent on an application being submitted and are presented to the Planning Commission when ready.



## *New Permits Submitted in the Week Ending: 2/21/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	02/17/2025	ROW25013 Project involves new hydrants, meters, and services in support of school property renovations including a new building. Proposed work impacts two streets. NE 195th Street has a cut in tee for a hydrant as well as a proposed irrigation service. 168th Ave NE has three cut in tees with up to 4" service connections and a hydrant to the new building, expected to occur within one excavation area, as well as an abandonment of one service back to the main, one 6" DI main back to the valve, and another cut in tee for a hydrant in separate excavations. All work is to be performed to Woodinville Water District standards. Total length below reflects the estimated total of all excavation lengths.	Right of Way Permit	Leota Middle School Water Service	19301 168TH AVE	P/I	Andi Thompson
Fire	02/17/2025	FIR25023 Existing fire alarm panel is old and will be upgraded to moder equivalent. All existing devices will be reconnected to new fire panel. Existing communicator will be reconnected to new fire panel.	Fire Alarm System	VCA SnoWood Vet Clinic fire panel replacement	17954 WOODINVILLE SN	CBD	Nicholas Hage
Administration	02/18/2025	DEV25004 Redevelop the pick-up parking area to upgrade the existing twelve pickup parking stalls and install a team member loading area.	Development	Target Drive Up Expansion	13950 NE 178TH PL	CBD	Makena Bohannon

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Administration	02/18/2025	DEV25005 Proposed DA for Midtown Woodinville, a contiguous 19.14 acre CBD-zoned site in downtown Woodinville. Proposed Zoning Code Amendment for ground floor use to reflect proposed plan.	Development	Midtown Woodinville	13625 NE 175TH ST	CBD	Jason Henderson
Building	02/18/2025	SIG25003 Target proposes to expand their Drive up program within the existing Target parking lot. This will include parking lot restriping, installation of stall parking signage and wayfinding drive up beacons.	Commercial Sign	Target Drive Up Expansion	13950 NE 178TH PL	CBD	Makena Bohannon
Building	02/18/2025	MEC25040 Zip Mechanical Just provide and install the Ductwork Only for the Air handler and ERV for this Project. Owner of the Building have their own contractor to install the Air handler, ERV, Line set and Outdoor unit.	Commercial Mechanical	Lake Washington Physical Therapy	17500 133rd AVE A	CBD	Hoa Dzip
Planning	02/18/2025	HOP25013 Provide comprehensive landscape design, installation and gardening services. No clients will come to home.	Home Based Business	Elegant Solutions LLC	12418 NE 157TH ST		John Cisney
Planning	02/18/2025	DRA25001 Redevelop the pick-up parking area to upgrade the existing twelve pickup parking stalls and install a team member loading area.	Design Review	Target Drive Up Expansion	13950 NE 178TH PL	CBD	Makena Bohannon
Planning	02/18/2025	DEC25002 Proposed DA for Midtown Woodinville, a contiguous 19.14 acre CBD-zoned site in downtown Woodinville. Proposed Zoning Code Amendment for ground floor use to reflect proposed plan.	Development Agreement	Midtown Woodinville	13625 NE 175TH ST	CBD	Jason Henderson

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	02/18/2025	SEP25001 Proposed DA for Midtown Woodinville, a contiguous 19.14 acre CBD-zoned site in downtown Woodinville. Proposed Zoning Code Amendment for ground floor use to reflect proposed plan.	SEPA Application	Midtown Woodinville	13625 NE 175TH ST	CBD	Jason Henderson
Planning	02/18/2025	CPA25001 Proposed DA for Midtown Woodinville, a contiguous 19.14 acre CBD-zoned site in downtown Woodinville. Proposed Zoning Code Amendment for ground floor use to reflect proposed plan.	Plan Amendment	Midtown Woodinville	13625 NE 175TH ST	CBD	Jason Henderson
Planning	02/18/2025	TRE25004 Remove 2 trees from the property, retain all others. New trees will be planted but landscape design has not been completed yet.	Tree Removal	Wellington	14918 NE 204TH ST	R-1	Ryan Bekins
Administration	02/19/2025	DEV25006 BLA project and remodel work	Development	NOBLE RESIDENCE	20202 156TH AVE	R-1	
Administration	02/19/2025	PRE25005 TENANT IMPROVEMENT OF MAIN FLOOR OF WINERY AND WAREHOUSE	Pre-Application Meeting	COLUMBIA WINERY	14030 NE 145TH ST	I	Sandy Wolf
Building	02/19/2025	PLM25010 Updated plumbing fixtures and add new per plan  Plumbing Contractor: J Alden Plumbing - WA Lic #JALDEAP762DG	Residential Plumbing	18843 Update Plumbing	18843 168TH AVE	R-1	Per Pettersson

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	02/19/2025	ROW25014 CITY OF WOODINVILLE IS INSTALLING A ROUND-A-BOUT NEAR DOWNTOWN WOODINVILLE AND WILL NEED PSE TO RELOCATE (2) POLES. CREW WILL BE RELOCATING UG CABLE TO ACCOMMODATE FOR THE RELOCATE. (2) HARD SURFACE CUTS ANTICIPATED: 1'X101' & 1'X314'. PLEASE SEE ATTACHED SITE PLAN & TCP.	Right of Way Permit	PSE/POTELCO 17590 WOODINVILLE SNOHOMISH RD 101181819	17590 WOODINVILLE SN	CBD	Nicole Stadler
Fire	02/19/2025	FIR25024 INSTALL UNDERGROUND WATER SERVICE FOR FIRE SPRINKLER AND FDC AT BUILDING 3.	Fire Underground	ALEXAN WOODINVILLE	14801 NE 144th ST		Zachary Korsgaard
Planning	02/19/2025	RWV25001 Vacate a portion of NE 190th Street ROW. See narrative.	ROW Vacation	Zahnow Properties ROW Vacation	14615 NE NORTH WOOD O		Michael Dedonker
Building	02/20/2025	MEC25041 Replace gas furnace	Residential Mechanical	Moran	15614 NE 193RD PL	R-1	Jaimie How
Building	02/20/2025	COB25004 A two story, two car garage single family residence with 2 car detached garage	Residential New - Combo	Hann Residence w/ detached garage	18804 170TH PL	R-1	Mark A Hann

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Fire	02/20/2025	FIR25025 Leota Middle School Replacement Phase 1. The proposed project is the first phase of a site wide modernization and master plan at Leota Middle School. The proposed phase 1 construction scope includes the construction of a 3-story classroom addition adjacent to the existing school that will provide 28 new teaching stations. To accommodate construction of the classroom addition, 7 existing portable classroom buildings will be removed (5 in phase 1A and 2 in phase 1B upon completion of the classroom building) and the bus drop off area will be relocated to the west parking lot and service area between the fields and existing school. The placement of two temporary double portable classrooms to the south of the site will allow students to remain on site while the new, 70,000 SF classroom addition is constructed. Upon completion of the classroom addition, temporary portable classrooms will be removed and the existing administration building (BLDG 100) will be demolished to allow for completion of the remaining site improvements in phase 1B. All portions of the site not related to the phase 1 classroom addition will remain in-place until a future measure supports completion of the master plan.	Fire Underground	Leota Middle School Replacement Phase 1	19301 168TH AVE	P/I	Gerard Boulanger
Administration	02/21/2025	DEV25007 Repair to fire and water damaged apartment units in like kind.	Development	Campbell Run Apartments Fire Loss- Building L	13305 NE 171ST ST Buil	R-18	aaa aaa

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	02/21/2025	MEC25042 Replace (2) rooftop HVAC units like for like. Unit swap out only- we will not be replacing any ductwork or line; new unit will tie into the existing.	Commercial Mechanical	Woodinville Tenor Wine	15500 WOODINVILLE RE I		Sophie Mahlum
Building	02/21/2025	MEC25043 GAS PIPE TO RANGE AND WATER HEATER.	Residential Mechanical	16008 NE 175TH ST	16008 NE 175TH ST	R-1	zach a thomas
Building	02/21/2025	MEC25044 Install new heat pump & air handler	Residential Mechanical	Schultz	16206 NE 200TH CT	R-1	Lindsey Perdomo
Building	02/21/2025	PLM25011 Install toilets, install 3 dishwashers, sinks, and R&R showers	Multi-Family Plumbing	Cambell Run Apt	13305 NE 171ST ST Buil	R-18	Andres Villa velez
Planning	02/21/2025	TRE25005 Remove 4 trees from residence	Tree Removal	Scodeller Tree Removal	15411 NE 176TH PL	R-1	Kathleen Scodeller
Planning	02/21/2025	DRA25002 Remove existing vestibule and sloped roof. Build new parapet to height of former sloped roof along plane of main storefront. Modiry facade with mixture of EIFS, fiber cement, stone, and new storefront. One tenant will occupy 100' of frontage and a smaller tenant will occupy 25' of frontage. Tenants TBD. All new storefront glass will have 6' flat metal canopies installed above it. Sidewalks in front of store will be modified to allow for at-grade entrance for smaller tenant.	Design Review	Shell Modifications for former Rite Aid	14039 NE WOODINVILLE CBD		Tony Halsey
Engineering	02/20/2025	SDL24021.R01 Revision per conversation with Dan Fleming and Kurt Belanger (CGC). Highlighted storm system is required to be installed prior to re-opening the staff parking lot.	Field Change - Engineering	Leota Middle School Replacement Phase 1	19301 168TH AVE	P/I	Tim Hanlon

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	02/17/2025	PLM25009 A: Install two shower valves in the upstairs bathrooms B: Rough in tub in main bathroom C: Move Kitchen sink in exterior building	Residential Plumbing	Rough In	14844 NE 195TH ST	R-1	Steve Egner

## *New Permits Submitted in the Week Ending: 2/28/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	02/24/2025	MEC25045 FURNACE CHANGE OUT X2	Residential Mechanical	WOODRUFF 362562907	14808 NE 192ND ST	r-1	Home Comfort Allia
Building	02/24/2025	MEC25046 2.5 TON CONDNSER CHANGEOUT IN BACKYARD INCLUDING INDOOR COIL AND 80K BTUS FURNACE CHANGEOUT IN GARAGE.	Residential Mechanical	XIE	20221 130TH CT	R-6	Jai Walker
Building	02/24/2025	MEC25047 Gas Piping for Future Generator	Residential Mechanical	Farnung	15508 128TH CT	R-4	Bekah Swanson
Building	02/25/2025	BLD25014 Redevelop the pick-up parking area to upgrade the existing twelve pickup parking stalls and install a team member loading area.	Commercial Miscellaneous	Target Drive Up Expansion	13950 NE 178TH PL	CBD	Makena Bohannon
Building	02/25/2025	MEC25048 Bakalov - HP & AH Install	Residential Mechanical	Bakalov - HP & AH Install	15320 128TH AVE	R-6	
Building	02/25/2025	MEC25049 Moses - Furnace Replacement	Residential Mechanical	Moses - Furnace Replacement	15403 NE 195TH ST	R-1	
Building	02/25/2025	BLD25015 remove existing comp and replace with new comp	Residential Roof	Paul	13210 NE 202ND CT	R-6	Kristy Hoff
Planning	02/25/2025	HOP25015 Real Estate Broker for online activities	Home Based Business	WZ Real Estate	13505 LITTLE BEAR CRE	R-6	Qing Wang

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	02/26/2025	BLD25016 TOWER SCOPE OF WORK: REMOVE (6) ANDREW - TMZXX-6516-A2M ANTENNAS REMOVE (3) NOKIA - FRIG RADIOS REMOVE (1) NOKIA - FRIE RADIO REMOVE (1) NOKIA - FXFB RADIO REMOVE (2) RAYCAP - RNSNDC-7771-PF-48 JUNCTION BOXS REMOVE (1) NSN MID CAP HCS HYBRID CABLE REMOVE (1) NSN LOW CAP HCS HYBRID CABLE REMOVE (12) 7/8" COAX CABLES INSTALL (3) NOKIA - AEHC ANTENNAS INSTALL (3) NOKIA - AHFII RADIOS INSTALL (2) 1-5/8" RFS/CELWAVE - HB158-21U6S24-XXM HYBRID CABLES  GROUND SCOPE OF WORK: REMOVE (2) LARGE COVP JUNCTION BOXS REMOVE (1) PURCELL POWER RACK REMOVE (1) CSR 7210 SAS-MXP TRANSPORT SYSTEM REMOVE (2) AMOB, (1) ASIK, (1) ESMB, (1) FSME MODULES REMOVE (1) GPS ANTENNA RELOCATE (1) EQUIPMENT RACK RELOCATE (1) CIENA ROUTER INSTALL (1) DELTA - INDOOR POWER RACK ELITEX 700A ENCLOSURE W/ (4) BATTERIES STRINGS INSTALL (1) 19" TRIPP LITE RACK	Commercial Addition	826244_685426 - T-Mobile Anchor	15600 NE 203RD PL	P/I	Sarah Baird

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
		INSTALL (2) AMIA, (2) ASIL, (1) FSMF, (1) ABIA, (4) ABIL, (1) ABIO MODULES INSTALL (1) CSR IXRE V2 (GEN2) TRANSPORT SYSTEM INSTALL (1) HVAC UNIT INSTALL CABLE LADDER (± 21'-0" LENGTH) INSTALL (1) GPS ANTENNA					
Building	02/26/2025	COB25005 2 car detached garage	Residential TI - Combo	Hann detached garage	18804 170TH PL	R-1	Mark A Hann
Engineering	02/26/2025	SDL25003 Phase 6 Site Development	Site Development	Woodin Creek Phase 6 - SDL	17311 135TH AVE	CBD	
Engineering	02/26/2025	SDL25004 A single family residence with 2 car garage and a detached 2 car garage.	Site Development	Hann Residence w/ detached garage	18804 170TH PL	R-1	Mark A Hann
Engineering	02/26/2025	ROW24050.R02 Revised TCP	Field Change - Engineering	ASTOUND - 57167 - 13400 175TH ST	13424 NE 175TH ST	CBD	MGC Permits
Engineering	02/26/2025	SDL24003.R01 Revised Drainage Design	Field Change - Engineering	Steere Residence	18136 154TH AVE	R-1	
Fire	02/26/2025	FIR24002.R01 Plans Adding dry sprinkler system to enclosed rooftop canopy	Field Change - Fire	SOMM Hotel	14800 NE 144th ST	TBD	James Stewart
Building	02/28/2025	MEC25050 like for like gas hot water tank replacement	Residential Mechanical	Putnam	17941 151ST WAY	R-6	Lucinda Honeycutt
Building	02/28/2025	BLD25017 Build new SFR	Residential New	New SFR - Holden Development	16108 NE 179TH ST	R-1	Jocie White
Engineering	02/28/2025	SDL22008.R09	Field Change - Engineering	Woodgate	17500 133rd AVE	CBD	

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Fire	02/28/2025	FIR25027 Tenant improvement is on the first floor and adding (1) new booster power supply (3) horn strobes ceiling mount devices and (4) strobe ceiling mount devices. tie-into existing system. All existing devices to remain.	Fire Alarm System	78047-1 UW Woodlinville	17638 140TH AVE	CBD	Steven Mascorro
Fire	02/28/2025	FIR25028 Install underground fire service.	Fire Underground	SOMM HOTEL UNDERGROUND FIRE	14485 WOODINVILLE RE	TB	Derek McKee
Administration	02/26/2025	DEV25008 A two story, two car garage single family residence with 2 car detached garage	Development	Hann Residence w/ detached garage	18804 170TH PL	R-1	Mark A Hann
Planning	02/24/2025	HOP25014 Making wall art and selling it online. No on-site business.	Home Based Business	Unfinished By Design	17140 135TH AVE E511	CBD	Magdalena Siemins
Fire	02/24/2025	FIR25026 New fire sprinkler system for the Leota Middle School in accordance with construction being built on the new addition.	Fire Sprinkler System	Leota Middle School	19301 168TH AVE	P/I	Chandler Streuli
Engineering	02/24/2025	SDL25002 Demolition of existing buildings	Site Development	Woodin Creek Village - Early Works Demolition	17311 135TH AVE	CBD	
Engineering	02/24/2025	ROW25015 ACCESS POLE ON N/W CORNER OF NE 187TH PL AND 132ND AVE NE TO REATTACH AERIAL FACILITIES AND REPAIR DAMAGE	Right of Way Permit	6012187	13185 NE 186TH PL	R-6	Traci West

## *New Permits Submitted in the Week Ending: 3/7/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/02/2025	BLD25018 Backyard elevated deck next to house. See plans for more details	Residential Deck	Backyard elevated deck	12708 NE 156TH ST	R-6	Risto Fermin Range
Building	03/03/2025	MEC25051 Misc Duct and GRD mods per plans	Commercial Mechanical	UW Woodinville Clinic	17638 140TH AVE	CBD	Taylor Kenney
Building	03/03/2025	PLM25012 relocation of laundry sink and replaced washer box	Residential Plumbing	Final Touch	19214 152ND AVE	R-1	Gamaliel Sosa
Building	03/04/2025	MEC25052 Remove/Replace gas water heater	Residential Mechanical	Wallace	18056 160TH PL	R-1	JASON HANLEYBR
Building	03/04/2025	MEC25053 Remove/Replace gas water heater	Residential Mechanical	Kowalchuk	18224 157TH AVE	R-1	JASON HANLEYBR
Building	03/04/2025	PLM25013 Remove/Replace electric water heater	Residential Plumbing	Stead	13229 NE 192ND ST	R-6	JASON HANLEYBR
Building	03/04/2025	MEC25054 Remove/Replace gas water heater	Residential Mechanical	Schmitz	16413 125TH CT	R-6	JASON HANLEYBR
Building	03/04/2025	BLD25019 Creating new pit for new vehicle alignment lift in southern most vehicle bay of shop and installing new alignment lift.	Commercial TI	Alignment Rack	13910 NE NORTH WOOD GB		Hunter Sylvester
Building	03/04/2025	COB25006 Tenant Improvement, change of use. (Not change of occupancy.) Interior alterations for a B-cafe. Adding equipment and finishes per plan. Adding commercial kitchen sinks, plumbing system and grease interceptor per plan.	Commercial TI - Combo	Top Crepe Cafe	14215 NE WOODINVILLE	CBD	Nos Narin

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/04/2025	BLD25020 Temporary shoring design for construction of a new mixed use apartment building with below grade parking.	Mixed Use New	Woodin Creek Village - Phase VI	17311 135TH AVE	CBD	Alan Thesenvitz
Engineering	03/04/2025	SDL22001.R02 updated civil plan (C3.02) and illumination plans and calculations for the revised turnaround	Field Change - Engineering	The Somm. Hotel & Spa	14800 NE 144th ST	TBD	
Fire	03/04/2025	FIR25029 Install of 13D Fire Sprinkler System	Fire Sprinkler System	Legacy Farms Lot 11	13251 NE 143rd CT	R-4	Ben Wood
Fire	03/04/2025	FIR25030 Install of 13D Fire Sprinkler System	Fire Sprinkler System	Legacy Farms Lot 12	13247 NE 143rd CT	R-4	Ben Wood
Fire	03/04/2025	FIR25031 Add 2 and relocate 1 fire sprinkler heads for a tenant improvement	Fire Sprinkler System	Schmidt Ocean Institute	20250 144TH AVE 310	I	Cristie Ogland
Administration	03/05/2025	PRE25006 Adaptive reuse of existing metal building to create small business incubator space.	Pre-Application Meeting	Cascade Warehouse Feasibility	13605 NE 175TH ST	CBD	Kate Cudney
Administration	03/05/2025	DEV25011 Subdivision of 1.5 acres into 7 lots	Development	SUMMER PLACE	13422 NE 186TH ST	R-6	None None
Building	03/05/2025	BLD25021 Remove existing comp and replace with new comp. No structural work.	Residential Roof	King	18427 146TH AVE	R-6	Kristy Hoff
Building	03/05/2025	MEC25055 GAS PIPING TO RANGE, FRYER , AND GRIDDLE	Commercial Mechanical	BENTO BOX	13550 NE Village Square	CBD	Frank SOURISH
Fire	03/05/2025	FIR25032 NEW UL 300 FIRE SYSTEM TO HOOD	Fire Suppression System	BENTO BOX	13550 NE Village Square	CBD	Frank SOURISH
Planning	03/05/2025	TRE25007 133RD ROUNDABOUT TREE REMOVAL	Tree Removal	133RD ROUNDABOUT	13236 LITTLE BEAR CRE	GB	Tristan Armstrong

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Administration	03/06/2025	DEV25012 GAS PIPING TO RANGE, FRYER , AND GRIDDLE	Development	BENTO BOX	13550 NE Village Square	CBD	Frank SOURISH
Building	03/06/2025	PLM25014 Demo existing fixtures as shown in plumbing plans. Installation of new fixtures at existing location, alteration of plumbing may be required. New plumbing for sinks in rooms 152 & 153. Connection of new plumbing to existing systems as shown.	Commercial Plumbing	UW Woodinville Clinic	17638 140TH AVE	CBD	
Building	03/06/2025	BLD25022 NEW TENANT IMPROVEMNET FOR A 4523 SF BAKERY, NEW ELECTRICAL, NEW FINISHES, NEW CASEWORK, NEW MECHANICAL. MECHANICAL AND PLUMBING TO BE SUBMITTED SEPERATE.	Commercial TI	FARINE BAKERY	14311 Woodinville-Redmo		keith smith
Engineering	03/06/2025	ROW25017 @ 2" PE IP MAIN, CREW TO CUT & CAP EXISTING 5/8" SERVICE & REMOVE METER. IN SAME WORK PIT @ MAIN, INSTALL 45' OF 1 1/8" PE SCAT STUB & 180' OF 1 1/8" PE SCAT EXT. WORK AREA LOCATED @ APPROX. 47' SCL OF NE 167TH ST. & 14' WCL & 30' ECL OF 155TH PL NE. (2): 3'X5' HARD SURFACE CUTS ANTICIPATED. PLEASE SEE ATTACHED SITE PLAN & TCP.	Right of Way Permit	PSE/INFRASOURCE 17524 155TH PL NE 109159515	17524 155TH PL	R-1	Nicole Stadler
Engineering	03/06/2025	ROW25018 Tree trimming. One lane closure for traffic control.	Right of Way Permit	Tree Trimming - 15029 Redmond-Woodinville Rd NE	14300 NE 145TH ST	I	Shawn Pettibone

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	03/06/2025	ROW23153.R01 Developer altered the planned building elevations requiring adjustment to the water main. ROW impacts appear to be minimal but the plan is submitted for your review nonetheless.	Field Change - Engineering	Floor and Decor Water D2225	19545 WOODINVILLE SN	GB	Andi Thompson
Engineering	03/06/2025	ROW23154.R01 Developer altered the planned building elevations requiring adjustment to the sewer. ROW impacts appear to be minimal but the plan is submitted for your review nonetheless.	Field Change - Engineering	Floor and Decor Sewer D2226	19545 WOODINVILLE SN	GB	Andi Thompson
Planning	03/06/2025	TRE25008 Need to remove a tree due to a large crack at the base of the tree. The crack presented after the wind storm at the end of February. The tree is within the city right-of-way. There is a second tree near the cracked tree that is also dead and should be removed. Zero trees planned to be planted at this time, however we have planted 2 spruces, 2 cherry, 1 magnolia, and 10+ Leyland trees in the last year.	Tree Removal	Removal of tree	18920 164TH AVE		Michelle Rasmusse
Planning	03/06/2025	FIP25001 WSDOT flood improvement permit for the SR 202 MP 0.14 Little Bear Creek Adaptive Management Project	Flood Improvement Permit	SR 202 WSDOT LBC Adaptive Management			Kerry Julvezan
Building	03/07/2025	COB25007 Completion of addition.	Residential Addition - Combo	Bryant Addition	14819 127TH AVE	R-6	Elizabeth Bryant
Engineering	03/07/2025	SDL22008.R10 Eastrail Flats - Compliance Monitoring Plan	Field Change - Engineering	Woodgate	17500 133rd AVE	CBD	

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	03/07/2025	ROW24113.R01 REVISING PLANS TO SHOW BORE INSTEAD OF PROOF AND PULL 60 FEET.	Field Change - Engineering	COMCAST - 12900 NE 175TH ST - JB0001886123	12900 NE 175TH ST	I	Leah Ihlenfeldt
Fire	03/07/2025	FIR25033 Installing 12 fire alarm devices to an existing fire alarm system.	Fire Alarm System	Lake Washington Physical Therapy	17500 133rd AVE A	CBD	Jared Markewicz
Planning	03/07/2025	HOP25016 Premium mobile bartending service that specialize in crafting fusion Indian and Bollywood inspired cocktails, providing high-quality bartending services for private events, weddings, corporate gatherings, and celebrations. Will keep items like disposable cups/mugs/napkins, bartending equipment, foldable table and other supplies/event items in a small portion of my garage (likely in 2-3 big plastic boxes). Administrative work done at home only, no clients come to home.	Home Based Business	Pourfect Ventures LLC	12519 NE 150TH ST	R-6	Paresh Ramchandr
Planning	03/07/2025	EVE25004 The Woodinville Farmers Market is an open-air market offering fresh fruit, vegetables, flowers, boutique baked goods, sauces, cider, artisans and much more.	Special Event Permit	Woodinville Farmers Market	13205 NE 175TH ST	CBD	
Administration	03/04/2025	DEV25010 Phase 6 Site Development	Development	Woodin Creek Phase 6 - SDL	17311 135TH AVE	CBD	
Administration	03/04/2025	DEV25009 Change of Use and TI: Interior non-structural alteration to existing office suite for Schmidt Ocean Institute (existing tenant). Construction of (3) new private offices and doors.	Development	Schmidt Ocean Institute	20250 144TH AVE 310	I	Amy Colby

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/03/2025	TRE25006 REMOVE REMAINING HAZARD TREES	Tree Removal	ZHANG CHUNXIAO & HUI ZHIFAN TREE REMOVALS	20309 131ST CT	R-6	Andrew Raines
Engineering	03/03/2025	ROW25016 We will be installing a projecting blade sign using both a crane truck and an articulating lift and will be on 175th to complete this work blocking a lane of traffic. (Associated with permit SIG24039)	Right of Way Permit	EASTRAIL FLATS SIGNAGE	13400 NE 175TH ST	CBD	Gracia Mueller

## ***New Permits Submitted in the Week Ending: 3/14/2025***

<b>Type</b>	<b>Date</b>	<b>Permit and Desc</b>	<b>Sub Type</b>	<b>Project</b>	<b>Location</b>	<b>Zone</b>	<b>Applicant</b>
Planning	03/13/2025	EVE25005 Bicylce Ride for charity, starting/finishing in Kirkland and briefly passing through Woodinville	Special Event Permit	7 Hills of Kirkland Charity Bicycle Ride			Jim Hutchinson
Engineering	03/14/2025	ROW25020 Placing Zipl Fiber using buried method.	Right of Way Permit	6003117-H6136	12404 NE 162ND ST	R-6	Brandon Wilson
Fire	03/14/2025	FIR25036 Install an NFPA 13D Fire Sprinkler System	Fire Alarm System	Vine Valley Lot 2	13175 NE 151st CT	R-4	Mike Balsley
Fire	03/14/2025	FIR25037 Install a NFPA 13D fire sprinkler system	Fire Sprinkler System	Vine Valley Lot 2	13175 NE 151st CT	R-4	Mike Balsley
Administration	03/12/2025	DEV25013 Build new SFR	Development	New SFR - Holden Development	16108 NE 179TH ST	R-1	Jocie White
Engineering	03/11/2025	ROW25019 INTERCEPT AND OVERSET (N) HH AND CUT IN NEW TAP. TIE IN FOR COAX DROP BORE	Right of Way Permit	JB-2046023 Jack in the Box - Northwest Food Management Group Inc. - 17445 131ST AVE NE WOODINVILLE WA 98072	17445 131ST AVE	CBD	
Engineering	03/11/2025	SDL25005 Construction of frontage improvements on NE 173rd Street and 133rd Ave NE.	Site Development	Woodin Creek Phase 6 - Frontage Improvements	17311 135TH AVE	CBD	
Building	03/11/2025	COB25008 Expansion of the kitchen and dining room. Additions of a rec room, bath, and deck.	Residential Addition - Combo	Mykytyn/Tanaka Addition	15809 NE 195TH ST	R-1	Marcus Bruce Jenk

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/11/2025	BLD25024 Prepare mounting surfaces on building and concrete pad. Assemble louvered structure on the raise dolly's. Perform initial sealing of structure seams. Raise structure into place and secure to building and install the 5 pillars designed to support structure and secure to the concrete pad and to the louvered structure. Complete sealing additional seams. Install louvers and motor assembly. Test Clean job site and remove all trash.	Commercial TI	Delille Cellars Patio Cover	14300 NE 145TH ST	I	James A Schroeder
Building	03/11/2025	BLD24092.R01 Updated plans showing before and after including the updates are are making in the primary bathroom, adding laundry room, and opening up the kitchen (removing non-load bearing walls only).	Field Change	Room Addition Over Garage	19538 158TH PL	R-1	Larry Steward
Building	03/11/2025	MEC25058 replace gas furnace	Residential Mechanical	Harada Residence	14423 NE 173RD ST	R-4	GREENWOOD HE
Engineering	03/10/2025	ROW24084.R02 Post revision #2 after pre con - due to neighbor redoing driveway route has to be redone. Route will now cross under cul de sac, avoiding neighbors driveway, and add another 2' X 5' saw cut for water lines.	Field Change - Engineering	COMCAST-101994	14525 132ND CT	R-4	Caitlin Ovenell
Building	03/10/2025	BLD25023 Remove existing comp and replace with new comp.	Residential Roof	Conniff	18831 144TH AVE	R-8	Kristy Hoff
Building	03/13/2025	BLD24038.R02 Beams clarifications and change.	Field Change	SURGIU / EVERGREEN GENTLE SENIOR CARE	12516 NE 147TH PL	R-6	kent vicary
Administration	03/13/2025	DEC25003 Review of TIA only for Midtown project	Decision or Deviation	Midtown Woodinville- TIA	13625 NE 175TH ST	CBD	Jason Henderson

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	03/12/2025	SDL25006 Build New Single Family Residential Home	Site Development	New SFR - Holden Development	16108 NE 179TH ST	R-1	Jocie White
Building	03/12/2025	SIG25004 installation of internally lit, push thru letter sign	Commercial Sign	European Restoration	15610 NE WOODINVILLE NB		Chris Brady
Building	03/12/2025	MEC25059 Replace (1) 5-ton outdoor condensing unit and (1) indoor furnace. These are like for like unit change outs only, there will be no replacing or adding of ductwork, new units will tie into existing.	Commercial Mechanical	Woodinville 17669	17669 128TH PL	I	Sophie Mahlum
Building	03/12/2025	PLM25015 Replace bathtub. Install valve & trim. Install toilet & sink	Residential Plumbing	Dudsic bath	14815 137TH LN	R-4	Nara Luna
Building	03/12/2025	BLD25025 Installation of rooftop Solar Photovoltaic System Consisting of 9.24kW - (22) REC REC420AA Pure 2. (22) Enphase IQ8+.	Residential TI	Paul - PV	13210 NE 202ND CT	R-6	Nazifullah Nazif
Building	03/14/2025	MEC25060 like for like furnace replacement	Residential Mechanical	Yang	12509 NE 167TH PL	R-6	Lucinda Honeycutt
Administration	03/14/2025	DEV25014 Addition of existing home.	Development	Bryant Addition	14819 127TH AVE	R-6	JOSH SNODGRAS
Building	03/09/2025	MEC25056 Install 5-head mini split system in existing home  Mechanical Contractor: A+ MECHANICAL LLC - Lic #AMECHL*807NK	Residential Mechanical	18843 Mini-Splits	18843 168TH AVE	R-1	Per Pettersson
Building	03/10/2025	DEM25002 Demolition of existing buildings	Commercial Demolition	Woodin Creek Village - Early Works Demolition	17311 135TH AVE	CBD	Jeff Morgan
Building	03/10/2025	MEC25057 Replace gas water heater	Residential Mechanical	Kees	15524 134TH PL	r-4	Lindsey Perdomo

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Fire	03/12/2025	FIR25035 INSTALL FIRE SPRINKLER SYSTEM IN NEW SFR WITH 49 HEADS, 1 RISER AND 1 BACKFLOW ASSEMBLY PER NFPA 13D.	Fire Sprinkler System	FIRE SPRINKLERS FOR WHITEHORSE SFR	15246 NE 195th ST		Ken Robinson-Elms
Fire	03/12/2025	FIR25034 INSTALLATION OF A UL LISTED WIRELESS FIRE ALARM COMMUNICATOR. THE NEW COMMUNICATOR WILL BE TIED INTO THE EXISTING FACP.	Fire Alarm System	BEDFORD/BROOKHAVE N GROUP HOME	17235 126TH PL	CBD	david mow

## *New Permits Submitted in the Week Ending: 3/21/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/20/2025	BLD25030 NEW PERGOLA OVER EXISTING PORCH, no energy	Residential Roof	12733 NE 150TH ST, WOODINVILLE, WA 98072	12733 NE 150TH ST	R-4	Raymond Yusufov
Building	03/20/2025	MEC25062 Install and vent 3 bathroom fans and 2 heat registers to new additions. Reroute and relocate 4 heat registers, install dryer vent, redo furnace exhaust.	Residential Mechanical	Residential mechanical work for addition.	19538 158TH PL	R-1	VIKTOR NAZARCH
Building	03/20/2025	BLD25031 Building 334 sf dormer addition to the existing house. The addition is entered from the existing 2nd floor hall. A portion of existing roof where dormer will be to be demolished. Adjoining existing roof will have a new truss & framing as required. There will be new posts and foundation work in the existing house to support the addition.	Residential Addition	Jenkins Dormer Addition	20314 166TH AVE	R-1	Holly Jenkins
Building	03/20/2025	BLD23038.R01 At Unit 11A ONLY (Building 11), the buyer has requested that the side-by-side washer/dryer at the third-floor be stacked and a laundry sink added within the closet space. Please see attached Sheet B-A06 "2ND & 3RD FLOOR PLANS", revision clouded with delta 9. Please advise if additional information needed.	Field Change	River Run Townhomes - building 11	14313 147th CT	TB	Travis McDanold
Building	03/20/2025	MEC25063 Relocate 5 existing diffusers and 2 existing return air grilles. One new ceiling diffuser and associated ductwork. Two new perforated transfer air grille sets.	Commercial Mechanical	Schmidt Ocean Institue T.I.	20250 144TH AVE 310	I	Peter Crelley

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/20/2025	MEC25064 furnace change out	Residential Mechanical	Vartak 363865873	12820 NE 154TH ST	R-6	Home Comfort Allia
Engineering	03/20/2025	ROW25022 Ziplay to make permanent attachment of existing facilities to 2 newly replaced poles. P1-227698-167701 P2-227697-167724	Right of Way Permit	WO1052515-1	17110 143RD PL	R-4	Amy Yoder
Engineering	03/20/2025	ROW25023 Ziplay to permanently attach existing facilities to two newly replaced poles P3-22753-167825 P4-22740-167871	Right of Way Permit	WO1052515-2	14836 NE 173RD ST	R-1	Amy Yoder
Engineering	03/20/2025	ROW25024 EMERGENCY WORK COMPLETED 2/12/25. CREW EXCAVATED TO REPLACE B/O POLE. OLD POLE TOPPED. COMMS STILL ATTACHED. PERMIT NEEDED FOR WORK ALREADY COMPLETED & SO THAT CREW CAN RETURN TO REMOVE OLD POLE ONCE COMMS HAVE BEEN TRANSFERRED. PLEASE SEE ATTACHED SITE PLAN & TCP.	Right of Way Permit	PSE/POTELCO 16780 NE 190TH ST 101185261	16780 NE 190TH ST	R-1	Nicole Stadler
Building	03/21/2025	MEC25065 like for like furnace replacement	Residential Mechanical	Chin	15507 132ND PL	r-4	Lucinda Honeycutt
Fire	03/21/2025	FIR25040 Fire Line Underground Permit	Fire Underground	Floor & Decor Woodinville - Fire Line Underground	19501 WOODINVILLE SN GB		Tom Shields
Planning	03/19/2025	EVE25008 Recreational bicycle ride that passes through Woodinville on NE 175th St	Special Event Permit	Ride From Seattle to Vancouver, BC and Party (RSVP)			Liz Lunderman
Planning	03/19/2025	EVE25007 A 5K Walk/Run benefitting the animals of Homeward Pet Adoption Center	Special Event Permit	There's No Place Like Homeward Pet 5K Walk/Run	17301 131ST AVE	P	Natasha Shepherd

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/19/2025	EVE25006 A vibrant community event celebrating the spirit of Vaisakhi! An opportunity to come together promote health and wellness for a 5K run/walk	Special Event Permit	Vaisakhi 5K Run Walk			Harshvir Singh Sidh
Planning	03/17/2025	HOP25017 Sales of scientific instruments	Home Based Business	Biofocity, LLC	13305 NE 143rd LN	R-4	Craig Bury
Administration	03/20/2025	DEV25015 Add room over existing garage, no plumbing/mechanical work at this time.	Development	Room Addition Over Garage	19538 158TH PL	R-1	Larry Steward
Engineering	03/19/2025	ROW25021 This work is in support of Capitol Improvement city project: CITY OF WOODINVILLE 133RD AVE NE ROADWAY EXTENSION INTERSECTIONS Project No. PW23-007.From existing Zayo vault east of the bridge at 131st Ave NE, move 36ct fiber storage 498' east to new 444LA vault to be overset on Zayo conduit. Trench 24' to bore pit on Little Bear Creek Pkwy, then directional bore 578' east to borepit. Install (3) 1-1/4" conduits and pull (1) 144ct fiber through. From borepit trench 154' to new 444LA vault to be overset on Zayo conduit.Install (3) 1-1/4" conduits and pull (1) 144ct fiber through. Splice fiber.Install (2) 1-1/4' conduit from existing 24x36 vault 136' to existing 24x36 vault then 5' to riser on PSE pole. Pull (1) 48ct fiber through. Splice fiber on pole. Remove all abandon aerial and underground fiber.	Right of Way Permit	ZAYOID 525 - Woodinville 133rd St Extension	13132 NE 177TH PL	CBD	Stephen Neumann

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/19/2025	BLD25029 Change of occupancy application for a portion of the existing Modern Hydrogen Suite B tenant space form Group F-1 factory industrial to Group B business office.	Change of Use	Modern Hydrogen Suite B Partial Change of Occupancy	20300 WOODINVILLE SN I		Mark Evans
Building	03/18/2025	MEC25061 FURNACE CHANGE OUT	Residential Mechanical	BURGE 363744584	13285 NE 182ND ST	R-8	Home Comfort Allia
Building	03/18/2025	PLM25016 Residential hot water heater replacement, like for like.	Residential Plumbing	Hot water heater replacement	14116 NE 181st PL B104	R-24	James Goldsmith
Building	03/18/2025	BLD25028 Anchorage of a Pallet rack. Height of top shelf to be <8' hight. Anchorage per engineering is 1x 1/2" x 4" Simpson Strong Tie Titen mechanical anchor per foot (4 feet) for pallet rack.	Commercial TI	Pallet Rack Anchoring	18800 142ND AVE 5B	I	John Bigelow
Building	03/18/2025	BLD25027 Anchor 5 tanks to concrete slab using 2x 5/8" x 4" Simpson Strong Tie Titen Mechanical anchors per foot plate (8 anchors per tank).	Commercial TI	Tank Anchoring	18800 142ND AVE 5B	I	John Bigelow
Building	03/17/2025	COB25009 2-STORY w/DAYLIGHT BASEMENT SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE. INCLUDING ALL SITE WORK, PLUMBING AND MECHANICAL.	Residential New - Combo	LOT 15, VINE VALLEY VISTAS	13174 NE 151st CT	R-4	Dave Stave
Building	03/17/2025	BLD25026 16' x 24' garage addition detached from house. Plans in paper format. Not able to attach	Residential Addition	Garage addition	15629 NE 198TH ST	R-1	Martin Hunt
Fire	03/19/2025	FIR25039 Replace existing fire system, equipment and cabling	Fire Alarm System	Vons 1000 Spirit	15029 WOODINVILLE RE I		Rick O'Brien

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Fire	03/19/2025	FIR25038 Install new automatic fire sprinkler system, and hose valves throughout new building.	Fire Sprinkler System	Floor & Decor	19545 WOODINVILLE SN	GB	Daniel Price-Ortiz

## *New Permits Submitted in the Week Ending: 3/28/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/25/2025	CAA25001 Critical areas alteration to seek a landslide hazard area buffer reduction per WMC 21.51.260	Critical Area Alteration	Bella Vita	14836 NE 173RD ST	R-1	Jake Drake
Planning	03/25/2025	TRE25009 Remove one tree at back of house, behind garage.	Tree Removal	Mykytyn & Tanaka Tree Removal	15809 NE 195TH ST	R-1	Marcus Bruce Jenk
Building	03/26/2025	BLD25034 Install pre manufactured fiberglass pool in back yard.	Residential Addition	Jaffke Pool	18715 160th AVE		Jake Carter
Building	03/26/2025	SIG25006 install 2 signs for Birch Tree Academy	Commercial Sign	Birch Tree Academy	13400 NE 175TH ST	CBD	Shawn Bowen
Building	03/27/2025	BLD25035 PROVIDE NEW STRUCTURAL SUPPORT UNDER EXISTING ROOF FOR INSTALLATION OF REVISED SPRINKLER SYSTEM TO BE SUBMITTED UNDER SEPARATE PERMIT.	Commercial TI	TITAN II STRUCTURAL SUPPORT	14101 NE 186TH ST A	I	Dale Prior
Building	03/27/2025	MEC25066 Installation of Trane Furnace & Mitsubishi Heat Pump	Residential Mechanical	Harrington, Eric	13336 NE 147TH PL	R-4	
Building	03/28/2025	MEC25067 REPLACE 50 GALLON HOT WATER HEATER	Residential Mechanical	Schultz	16206 NE 200TH CT	R-1	Lindsey Perdomo

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	03/28/2025	COB25010 Kitchen remodel: Demolition of ceiling, cabinets, counters and remove appliances. Install drywall on ceiling (tape, texture and paint). Install new cabinets, microwave to hood conversion. Install make-up air. Install counters and tile backsplash. Reinstall appliances. Plumbing work includes new sink and faucet, disposer (reinstall).	Residential TI - Combo	Cate Residence	20006 163RD AVE	R-1	Erik Hansen
Fire	03/28/2025	FIR25041 Install new 6" fire line with 6" FDC.	Fire Underground	Harvest Phase 2	14482 147th PL 810	TBD	Derek McKee
Fire	03/24/2025	FIR25024.R01 Exterior (outside the building footprint) DCDA and vault serving building 3. Double check assembly originally planned to be inside the building, in the basement. This field change shows the double check outside the building in a vault near the sidewalk.	Field Change - Fire	ALEXAN WOODINVILLE	14801 NE 144th ST		Zachary Korsgaard
Administration	03/24/2025	ZVL25001 ZVL for 14102 NE 189th St	Zoning Verification Letter	PZR ZVL Request	14102 NE 189TH ST	I	Kristen Shelton
Building	03/25/2025	SIG25005 Installing one internally illuminated (led) wall sign	Commercial Sign	Bento Box	13550 NE VILLAGE SQU	CBD	Gregory Kim
Building	03/25/2025	PLM25018 Like for like electric water heater replacement	Residential Plumbing	Water Heater replacement	14002 NE 181ST PLA20	R-24	Frederick Brindle
Building	03/25/2025	BLD25033 NEW PERGOLA OVER EXISTING PORCH	Residential TI	12733 NE 150TH ST, WOODINVILLE, WA 98072	12733 NE 150TH ST	R-4	Raymond Yusufov
Building	03/24/2025	BLD25032 Installation of a suite entrance wall with door to separate office space in the building.	Commercial TI	Nelson Geotech Wall and Door Addition	19900 144TH AVE	I	DIANA YECK

<b>Type</b>	<b>Date</b>	<b>Permit and Desc</b>	<b>Sub Type</b>	<b>Project</b>	<b>Location</b>	<b>Zone</b>	<b>Applicant</b>
Building	03/24/2025	PLM25017 Open up concrete slab and move toilet drain over for new cabinets and shower. Move water lines to new location	Residential Plumbing	Bathroom remodel	12636 NE 157TH ST	R-6	Matthew PETERME

## *New Permits Submitted in the Week Ending: 4/4/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/02/2025	COB22010.R10 Field change request for gas line	Field Change	The Somm. Hotel & Spa	14800 NE 144th ST	TBD	
Building	04/02/2025	COB22010.R09 Field Change Request for addition of rooftop restroom and occupancy load change to level 1 Wine Blending.	Field Change	The Somm. Hotel & Spa	14800 NE 144th ST	TBD	
Engineering	04/01/2025	ROW25025 CREW TO REPLACE 2" STW COMMERCIAL SERVICE WITH 1-1/4" PE. WORK AREA LOCATED @ APPROX. 120' ECL OF 132ND AVE NE & FROM 12' SCL TO 12' NCL OF NE 175TH ST. (2) HARD SURFACE CUTS ANTICIPATED: 4'X5' & 3'X15'. PLEASE SEE ATTACHED SITE PLAN & TCP.	Right of Way Permit	PSE/INFRA SOURCE 13210 NE 175TH ST 109160710	13210 NE 175TH ST	CBD	Nicole Stadler
Building	04/01/2025	COB25012 Tenant Improvement. Initial building out. Establishing use and occupancy as a A2 restaurant. Interior alternations including plumbing system. Existing restrooms and grease interceptor.	Commercial TI - Combo	Garlic Crush	17500 133rd AVE Suite D	CBD	Nos Narin
Building	04/01/2025	BLD25037 Tenant Improvement. Initial building out. Establishing use and occupancy as a A2 restaurant. Interior alternations including plumbing system. Existing restrooms and grease interceptor.	Commercial TI	Garlic Crush	17500 133rd AVE Suite D	CBD	
Building	04/01/2025	BLD25036 Installation of 10 piles to stabilize SFR after settling	Multi-Family Addition	Hanson Foundation Repair	14701 125TH AVE	R-6	Alesha Stickles
Planning	03/31/2025	HOP25018 Biotechnology consulting	Home Based Business	JTM Biopharma Consulting LLC	19237 160TH AVE	R-1	Jeffrey McGrew

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/31/2025	TRE25011 Removing a diseased tree from front yard as its just next to our bedroom and can fall anytime.	Tree Removal	Tree Removal from Front Yard	14612 NE 174TH ST	R-6	BIKRAM MOHANT
Planning	03/31/2025	TRE25010 Removal of two healthy trees, one in the front near the paved driveway, and one in the back which is healthy but leaning significantly	Tree Removal	Reilly Tree Removal	15305 NE 198TH ST	R-1	Brittainy Reilly

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/31/2025	<p>EVE25010</p> <p>Woodinville End of Summer Family Day  Date: Saturday, August 30th  Location: DeYoung Park,  Woodinville, WA  Time: 12:00pm – 6PM (setup/clean up 8am-8pm)</p> <p>Join us for Woodinville End of Summer Family Day at DeYoung Park! Celebrate the season with a day full of fun, laughter, and community spirit. This free, family-friendly event offers something for everyone:</p> <ul style="list-style-type: none"> <li>-Kids' Activities – Face painting, arts &amp; crafts, balloon twisting, read alongs, giveaways, etc?</li> <li>-Music &amp; Entertainment – Ambient Music and Speaking under 30' of audible amplified sound</li> <li>-Food &amp; Refreshments – Foods, Snacks and Beverages (non alcoholic) free of charge</li> <li>-Community Engagement-Tables and Talks bringing our community together?</li> </ul> <p>Gathering of family, friends, neighbors and community to round out summer in Woodinville!</p>	Special Event Permit	Woodinville End of Summer Family Day	13680 NE 175TH ST	cbd	

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	03/31/2025	<p>EVE25009</p> <p>Woodinville Summer Family Day Date: Saturday, June 28 and August 30th Location: DeYoung Park, Woodinville, WA Time: 12:00pm – 6PM (setup/clean up 8am-8pm)</p> <p>Join us for Woodinville Summer Family Day at DeYoung Park! Celebrate the season with a day full of fun, laughter, and community spirit. This free, family-friendly event offers something for everyone:</p> <p>-Kids' Activities – Face painting, arts &amp; crafts, balloon twisting, read alongs, giveaways, etc?</p> <p>-Music &amp; Entertainment – Ambient Music and Speaking under 30' of audible amplified sound</p> <p>-Food &amp; Refreshments – Foods, Snacks and Beverages (non alcoholic) free of charge</p> <p>-Community Engagement-Tables and Talks bringing our community together?</p> <p>Gathering of family, friends, neighbors and community to kick off summer in Woodinville!</p>	Special Event Permit	Woodinville Summer Family Day-DeYoung Park	13680 NE 175TH ST	cbd	Ricky Ramos
Building	04/03/2025	<p>BLD25038</p> <p>Installation of a rockery retaining wall measuring approx. 268 lineal feet, varying in height from 1' to 8' tall.</p>	Residential Wall	Hodgson Short Plat Retaining Wall	14838 NE 185TH ST	R-8	Jake Drake

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	04/03/2025	SPA25002 Short plat of a 1.96-acre property into two residential lots. Existing residence will be retained as a part of lot 1. A new residence is proposed on lot 2.	Short Plat	Hagelin Property Short Plat	20221 170TH AVE	R-1	Roger Cecil
Engineering	04/04/2025	SDL22008.R11 This Field Change is for the egress pathway for the neighboring daycare center playground area. This door has a crash bar on the interior (west side) of the door and no hardware on the exterior (east side/street side). The public and daycare employees will not be able to access the daycare from 133rd as this door functions as egress only.	Field Change - Engineering	Woodgate	17500 133rd AVE	CBD	
Engineering	04/04/2025	ROW24024.R01 Additional facilities that we are accessing near the same area of this permit.	Field Change - Engineering	Atco 6002204	13330 NE 175TH ST	CBD	
Engineering	04/04/2025	USE25001 City right-of-way. Starting at Lat/Long 47.761512, -122.110797, within city right-of-way head east on NE Woodinville Duvall Rd. ending at Lat/Long 47.76184011183439, -122.13405550704827. Work will be performed is approximately 5,279 feet of bore, install BM60(2x2" +1x7WAY)D FuturePath conduit, 5-36x60x36 hand holes, and pull 432 CT fiber.	Right of Way Use Authorization	25-157 Intermountain Infrastructure Group Lake Loop	15520 NE WOODINVILLE NB		Kirk Samuels
Building	04/04/2025	BLD25039 The Permitting and installation of pallet flow racking for Valve Software in Woodinville, WA.	Commercial TI	Valve Software Racks	14101 NE 186TH ST A	I	Arnoldo Olmos

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/04/2025	DEM25003 THIS PROJECT CONSISTS OF INTERIOR (NON-STRUCTURAL) DEMOLITION OF EXISTING MERCANTILE SPACE OF 22,014 S.F.  SCOPE OF WORK ALSO INCLUDES REQUIRED REMOVAL ASBESTOS CONTAINING MATERIAL (ACM) BY A LICENSED ASBESTOS ABATEMENT CONTRACTOR. GC IS RESPONSIBLE FOR CONTRACTING WITH ABATEMENT CONTRACTOR UNDER THIS SCOPE OF WORK.  NO OCCUPANCY INTENDED UPON COMPLETION OF SCOPE OF WORK.	Commercial Demolition	LANDLORD WORK - WOODINVILLE PLAZA	14035 NE WOODINVILLE	CBD	Dan Pardoe
Fire	04/02/2025	FIR25042 Tenant improvement for new storage racks. Existing overhead sprinkler system to be upgraded to support demand. New in rack piping and sprinklers added for racking. Existing 6" backflow to be upgraded per city's request.	Fire Sprinkler System	Titan II Racking	14101 NE 186TH ST A	I	Shaina Morgan
Planning	04/01/2025	TRE25012 Remove 34 trees at Greenbrier Heights Apartment Complex	Tree Removal	Greenbrier Heights Tree Removal	14300 NE 185TH CT	R-8	ralph dobson
Administration	03/31/2025	TSP25003 Tree of Health Integrative Medicine  Portable (A-Frame) sign to put outside ofg the building for better visibility.	Temporary Sign	Tree of Health - Temp A Frame	17924 140TH AVE 100	CBD	Eleonora Naydis
Building	04/02/2025	MEC25069 like for like furnace replacement, like for like hot water tank replacement and add a heat pump to hvac system	Residential Mechanical	Vaught	17720 154TH CT	R-1	Lucinda Honeycutt

<b>Type</b>	<b>Date</b>	<b>Permit and Desc</b>	<b>Sub Type</b>	<b>Project</b>	<b>Location</b>	<b>Zone</b>	<b>Applicant</b>
Building	04/02/2025	MEC25070 FURNACE AND HEAT PUMP	Residential Mechanical	BLANCHETT 385049661	14720 134TH CT	R-4	Home Comfort Allia

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Engineering	04/02/2025	ROW25026 NEW 12 PORT MDU TERMINAL DIFTP FT-1332902 2422.201 (325')500' IN:DIFTP H3008,97-104+ XD,9-12 SERVING ADDRESS 14300 (APT A-D),14301 (APT A-D), 14302 (APT A-D),14303 (APT A-D), 14304 (APT A-D),14305 (APT A-D), 14306 (APT A-D),14308 (APT A-D) NE 185TH CT  EXISTING HUB DIFTP H3008 FDH CABINET 24/144 IN:BOTHWAXB FC1009,613-614+ XD,64-156+ BOTHWAXB FC1009,615-617 OUT:BOTHWAXB H3008,1-144 EXISTING SPLITTERS IN: BOTHWAXB FC1009,613 OUT: H3008A,1-32 IN: BOTHWAXB FC1009,614 OUT: H3008B,33-64 NEW 1X32 SPLITTERS IN: BOTHWAXB FC1009,497 OUT: H3008D,97-128  EXISTING 144 FIBER H3008 FC-151478 2422.201 618' BOTHWAXB H3008,1-72+ (XD,73-118) BOTHWAXB H3008,73-77+ XD,78-144  NEW 12 PORT MDU TERMINAL DIFTP FT-1332902 2422.201 (325')500' IN:DIFTP H3008,97-104+ XD,9-12 SERVING ADDRESS	Right of Way Permit	5513708	14306 NE 185TH CT	R-8	Traci West

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
		14300 (APT A-D),14301 (APT A-D), 14302 (APT A-D),14303 (APT A-D), 14304 (APT A-D),14305 (APT A-D), 14306 (APT A-D),14308 (APT A-D) NE 185TH CT					
		EXISTING 144 FIBER H3008 FC-151478 2422.201 618' BOTHWAXB H3008,1-72+ (XD,73-118) BOTHWAXB H3008,73-77+ XD,78-144					
Planning	04/02/2025	HOP25019 Bookkeeping & Accounting Services	Home Based Business	E2i Accounting LLC	14305 NE 185TH CT A	R-8	Shawn McVay
Planning	04/02/2025	HOP25020 Craft, botanical art maker	Home Based Business	Inspired X Chey	13203 NE 190TH PL	R-6	Cheyenne Schultz
Planning	04/02/2025	CAA25002 CAA for new single family residence	Critical Area Alteration	HOLDEN NEW SFR	16108 NE 179TH ST	R-1	Jocie White
Planning	04/02/2025	TRE25013 Arborist Tom Quigley assessed the trees. All five of the Flowering Plum Trees are in Poor condition. His findings are: structural defects, lack of adequate sunlight due to towering Douglas Fir trees around them, and trees that are well over 40 years old. The risk of limbs or entire trees falling on people and vehicles is high. Limbs break off routinely, some of them large enough to block a driving lane in the parking lot.  Our plan is to plant 5 new trees in the same location Please see the Tree Planting Plan attachment for details.	Tree Removal	Remove 5 Prunus Flowering Plum Trees	18900 168TH AVE	R-1	Ruth Kading

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/03/2025	MEC24157.R01 Updated plans with screening requirements	Field Change	Redapt Test Lab 2024	14051 NE 200TH ST	I	Lisa Cassaday
Building	04/03/2025	MEC25071 Installing new ductless mini split system with one indoor unit and outdoor heat pump. Heat pump to be installed next to existing AC Unit.	Residential Mechanical	Rain City Mini Split	19538 158TH PL	R-1	Viktor Nazarchuh
Building	04/01/2025	MEC25068 EXTENDING THE GAS LINE TO INSTALL A BBQ CONNECTION.	Residential Mechanical	MUGHAL RES.	12713 NE 150TH ST	R-6	RANDY REYNOLD
Building	03/31/2025	COB25011 Replacement of the hot water tank and the heat pump/AC unit. Guardrail replacement on back deck.	Residential TI - Combo	Wellington	14918 NE 204TH ST	R-1	Ryan Bekins
Building	03/31/2025	BLD23023.R04 Revised mechanical outside air supply and added shaft (to house O/A duct) in building 2 stack X17	Field Change	Alexan Woodinville Harvest Lots 12-16 - BLDG 2	14311 Woodinville-Redmo		

## *New Permits Submitted in the Week Ending: 4/11/2025*

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/10/2025	BLD25043 Construction of a new stormwater vault associated to the Hodgson short plat under permit number SDL24013. Vault measures approx. 8'4" x 18'4" x 9'.	Residential New	Hodgson Short Plat Stormwater Vault	14838 NE 185TH ST	R-8	Jake Drake
Building	04/10/2025	COB25013 THIS PROJECT CONSISTS OF THE RENOVATION OF EXISTING MERCANTILE SPACE OF 22,014 SF INTO TWO (2) FUTURE OCCUPIED TENANT SPACES AND ONE (1) LANDLORD STORAGE ROOM. SCOPE OF WORK INCLUDES SEPARATION OF EXISTING UTILITIES, NEW UTILITIES, MECHANICAL ROOFTOP EQUIPMENT FOR FUTURE TENANTS & LANDLORD ROOM, REPLACEMENT OF ROOF INSULATION & MEMBRANE, AND DEMOLITION/RECONSTRUCTION OF FRONT FACADE. SEE REMAINDER OF CONSTRUCTION DOCUMENTS FOR FURTHER DETAILS.  NO OCCUPANCY INTENDED UPON COMPLETION OF SCOPE OF WORK FOR TENANT SPACE 'A' OR TENANT SPACE 'B'.  OCCUPANCY IS BEING REQUESTED FOR LANDLORD STORAGE ROOM, IF REQUIRED.	Commercial TI - Combo	LANDLORD WORK - WOODINVILLE PLAZA	14035 NE 175TH ST	CBD	Dan Pardoe

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/10/2025	COB24003.R02 Possibly rotate and reorganize north set of storm chambers to ensure it fits within the shown area. Also potentially add a catch bason in between the sets of chambers to ensure the pipe going out of the North set and into the South set of chambers is straight.	Field Change	Whitehorse	15246 NE 195th ST		Nathan Chapman
Building	04/10/2025	MEC25073 A gas fireplace insert is installed into a pre-existing gas fireplace.	Residential Mechanical	Gas Fireplace Insert Installation	12800 NE 149TH ST	R-6	Spencer Lin
Building	04/10/2025	COB25014 Turn a den into a bathroom. All work is within existing house. No additional square feet.	Residential TI - Combo	Smith Bathroom	19090 162ND AVE	R1	Mike Pernack
Planning	04/10/2025	TRE25015 Remove 3 tree's and plant one.	Tree Removal	Tree Removal Woodinville 13422	13422 NE 186TH ST	R-6	Brandon Fowlkes
Building	04/11/2025	BLD25044 Our clinic has moved to this space and now we need a business license. We are a primary care integrative clinic and provide naturopathic, acupuncture, massage and similar services. Our rooms are used to see patients and also for administrative work.	Change of Use	Woodinville Business License	17924 140TH AVE 100	CBD	Eleonora Naydis
Engineering	04/11/2025	ROW25027 Potholing to verify existing utilities and clearance to proposed design for new water and sewer mains on 135h Ave.	Right of Way Permit	Woodin Creek Village - Phase VI	17311 135TH AVE	CBD	Alan Theservitz
Engineering	04/11/2025	ROW24026.R01	Field Change - Engineering	BOTHWAXB-6002938-S6115	12400 NE 155TH PL	R-6	
Planning	04/07/2025	LUA25001 Construct new mixed-use building and associated site work	Site Plan Review	Meraki Apartments	12639 NE 172nd PL		

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Planning	04/07/2025	DRA25003 Construct new mixed-use building and associated site work	Design Review	Meraki Apartments	12639 NE 172nd PL		
Planning	04/07/2025	SEP25002 Construct new mixed-use building and associated site work	SEPA Application	Meraki Apartments	12639 NE 172nd PL		
Planning	04/07/2025	CAA25003 Construct new mixed-use building and associated site work	Critical Area Alteration	Meraki Apartments	12639 NE 172nd PL		
Administration	04/10/2025	DEV25018 Remove existing vestibule and sloped roof. Build new parapet to height of former sloped roof along plane of main storefront. Modify facade with mixture of EIFS, fiber cement, stone, and new storefront. One tenant will occupy 100' of frontage and a smaller tenant will occupy 25' of frontage. Tenants TBD. All new storefront glass will have 6' flat metal canopies installed above it. Sidewalks in front of store will be modified to allow for at-grade entrance for smaller tenant.	Development	Shell Modifications for former Rite Aid	14039 NE WOODINVILLE	CBD	Tony Halsey
Planning	04/09/2025	TRE25014 Removal and cleanup of overgrowth.	Tree Removal	Lot 2 Cleanup	15201 WOODINVILLE RE		jason amador
Administration	04/09/2025	DEV25017 Unpermitted tree removal	Development	Unpermitted tree removal	15029 WOODINVILLE RE I		a a
Planning	04/08/2025	HOP25021 Sell crochet Kits	Home Based Business	Purple Peonies Partners LLC	14928 NE 177TH DR	R-1	Christina Isaacs
Administration	04/07/2025	DEV25016 Construct new mixed-use building and associated site work	Development	Meraki Apartments (Current)	12639 NE 172nd PL		Nishant Padhye
Fire	04/08/2025	FIR25043 Replace existing fire alarm system at Leota Middle School	Fire Alarm System	D&S Leota MS ESS FA 01	19301 168TH AVE	P/I	Katie Smith

Type	Date	Permit and Desc	Sub Type	Project	Location	Zone	Applicant
Building	04/08/2025	BLD25042 Upgrade and replacement of antennas and radios on existing telecom tower. No change to tower height and ground space.	Commercial Addition	WOODINVILLE WELLINGTON - WSWOR0047669	15600 NE 203RD PL	P/I	Haley Baker
Building	04/08/2025	BLD25041 Upgrade and replacement of antennas and radios on existing telecom tower. No change to tower height and ground space.	Commercial Addition	EAST WOODINVILLE - WSWOR0048979	18530 156TH AVE	NB	Haley Baker
Building	04/08/2025	PLM25020 Replacement of a 100 Gallon Electric ASME rated AO Smith water heater	Commercial Plumbing	100 Gallon Water Heater Replacement	17301 133RD AVE		Frederick Brindle
Building	04/07/2025	MEC25072 Replace the current broken Spa Pump with a new PENTAIR variable speed pump	Commercial Mechanical	Le Chardonay Condominiums	14007 NE 181ST ST	O	Karen M Hanson
Building	04/07/2025	BLD25040 Crew will install 4 piles to stabilize the foundation after settling has occurred.	Residential Addition	Dotloe Project	18535 148TH AVE	R-6	Alesha Stickles
Building	04/07/2025	PLM25019 Bathtub to shower conversion. Install shower valve & trim	Residential Plumbing	Yerramilli shower	18527 148TH AVE	R-6	Nara Luna





**To:** Honorable City Council  
**By:** Development Services Department  
**Subject:** February 2025 Monthly Development Services Report

**Date:** March 18, 2025

**ISSUE:** This report provides a summary of the permitting activity and department highlights for the month of February 2025 and a comparison with totals for the month of February 2024.

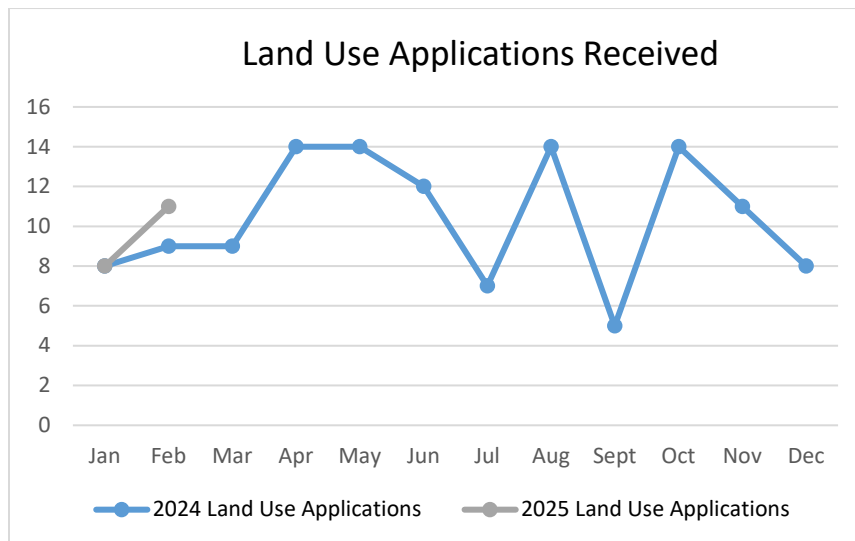
**PERMITTING ACTIVITY:**

**Applications received February 1 through February 28:**

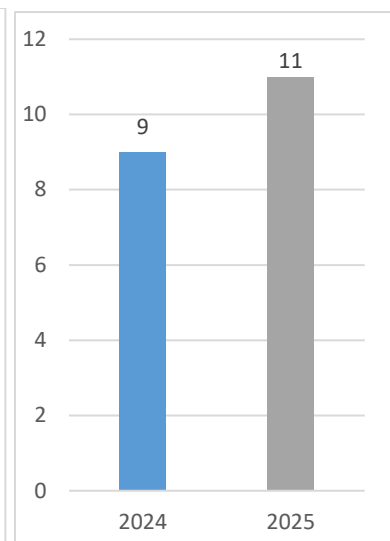
LAND USE APPLICATIONS RECEIVED:

Permit Type	Total
Conditional Use/ Special Use/ Temp Use Permits	1
Land Use Approval/ Design Review	2
Shoreline Permits	0
Subdivision/ Short Subdivision/ Boundary Line Adjustments	0
Variance	0
Critical Areas	0
SEPA	0
Home Business	8
Wireless	0
<b>Total</b>	<b>11</b>

MONTHLY COMPARISON TRENDS:



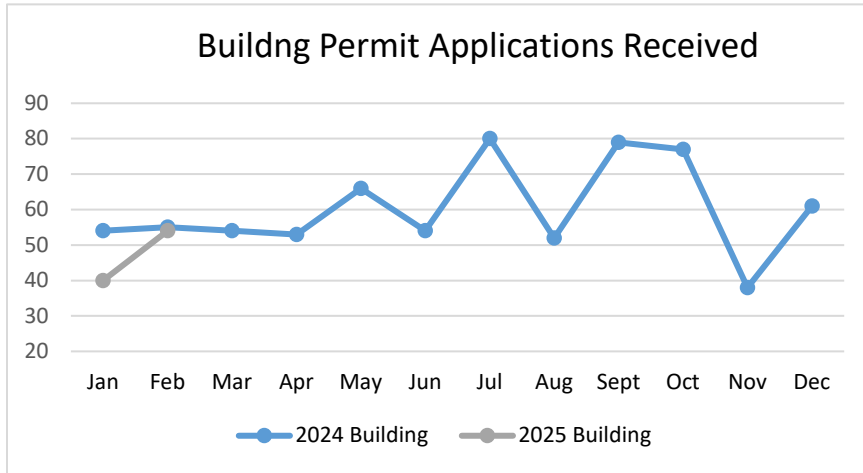
Total (February)



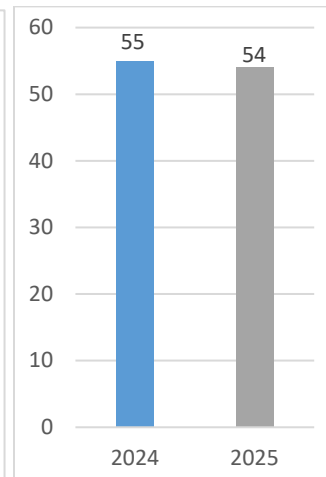
**BUILDING PERMIT APPLICATIONS RECEIVED:**

Permit Type	Total
Building/ Combination	11
Mechanical/ Plumbing/ Fire/ Demo	40
Signs	3
<b>Total</b>	<b>54</b>

**MONTHLY COMPARISON TRENDS:**



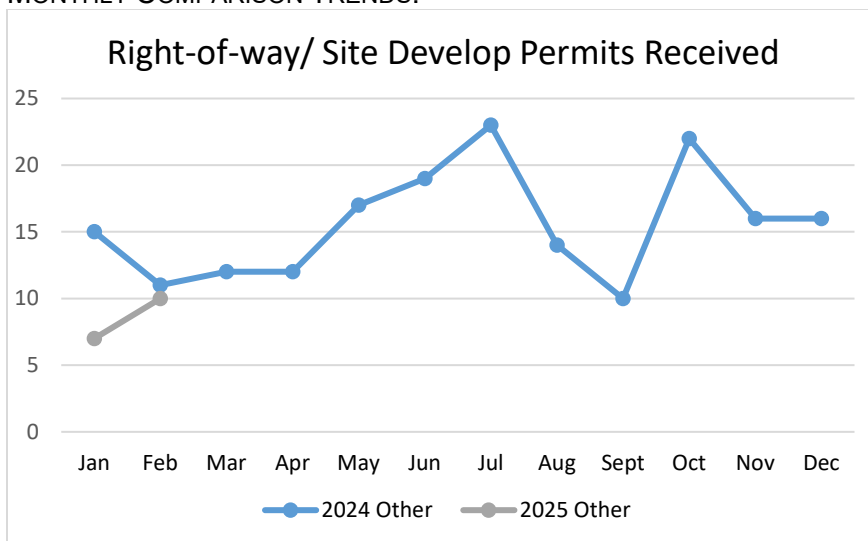
**Total (February)**



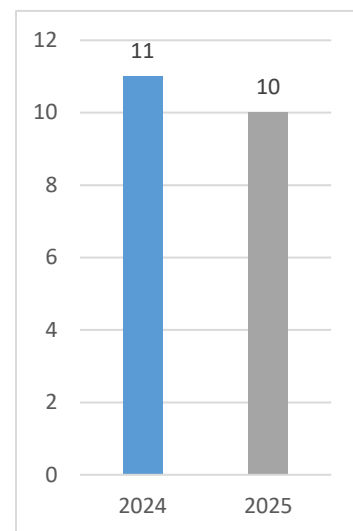
**OTHER CONSTRUCTION PERMITS RECEIVED:**

Permit Type	Total
Site Development/ Grading	8
Right-of-way permits	2
<b>Total</b>	<b>10</b>

**MONTHLY COMPARISON TRENDS:**



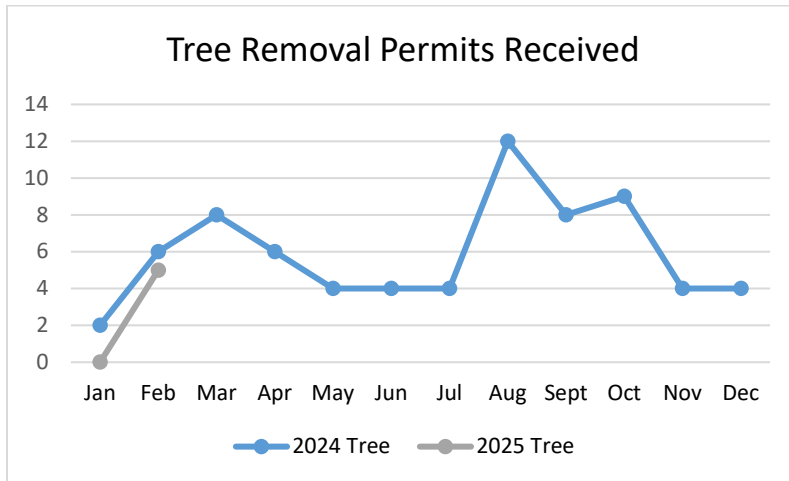
**Total (February)**



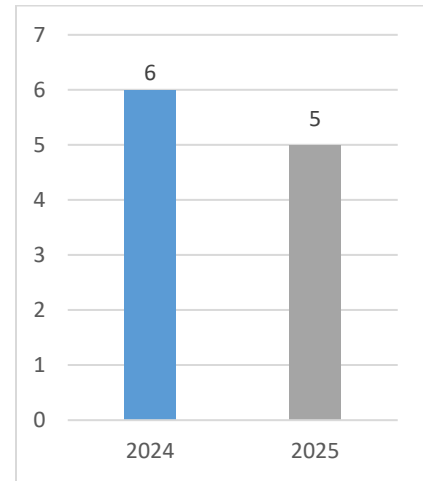
TREE PERMIT APPLICATIONS RECEIVED:

Permit Type	Total
Tree Removal	5
<b>Total</b>	<b>5</b>

MONTHLY COMPARISON TRENDS:



Total (February)



**Decisions/ Permits Issued (February 1 through February 28)**

LAND USE DECISIONS ISSUED:

Permit Type	Total
Conditional Use/ Special Use Permits	0
Land Use Approval/ Design Review	1
Shoreline Permits	0
Preliminary Subdivision/ Short Subdivision/ Boundary Line Adjustments	0
Variance	0
Critical Areas	0
SEPA determination	1
Home Business	11
Wireless	0
<b>Total</b>	<b>13</b>

BUILDING PERMITS ISSUED:

Permit Type	Total
Building/ Combination	20
Mechanical/ Plumbing/ Fire/ Demo	44
Signs	2
<b>Total</b>	<b>66</b>

OTHER CONSTRUCTION PERMITS ISSUED:

Permit Type	Total
Site Development/ Grading	0
Right-of-way permits	7
<b>Total</b>	<b>7</b>

TREE REMOVAL PERMITS ISSUED:

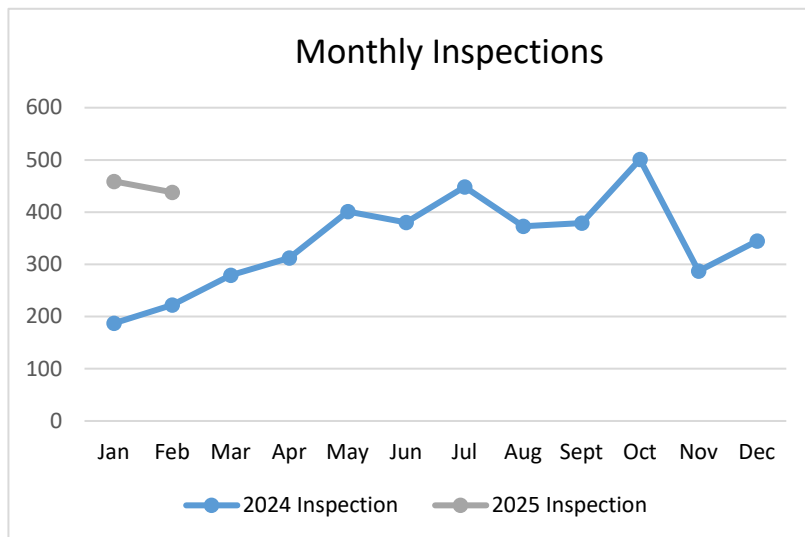
Permit Type	Total
Tree Removal	6
<b>Total</b>	<b>6</b>

OTHER INDICATORS: (February 1 through February 28)

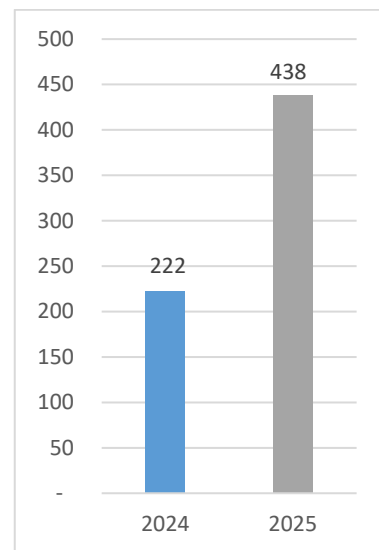
Indicators	Total
Building Inspections	356
Other Inspections	82
Total Inspections	438
Building Permit Valuation	\$2,067,534
Temporary Sign Enforcement	0

MONTHLY COMPARISON TRENDS:

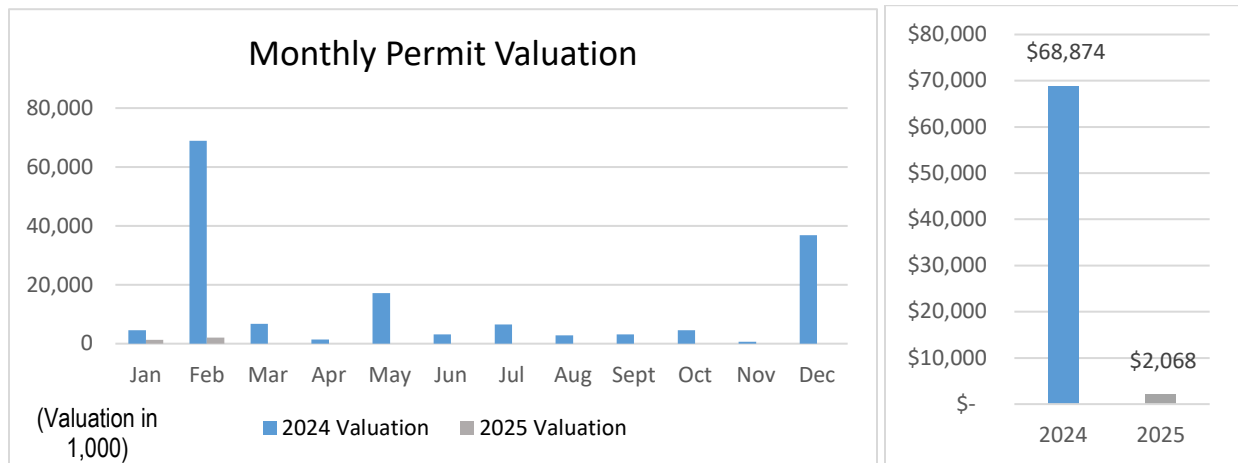
TOTAL INSPECTIONS:



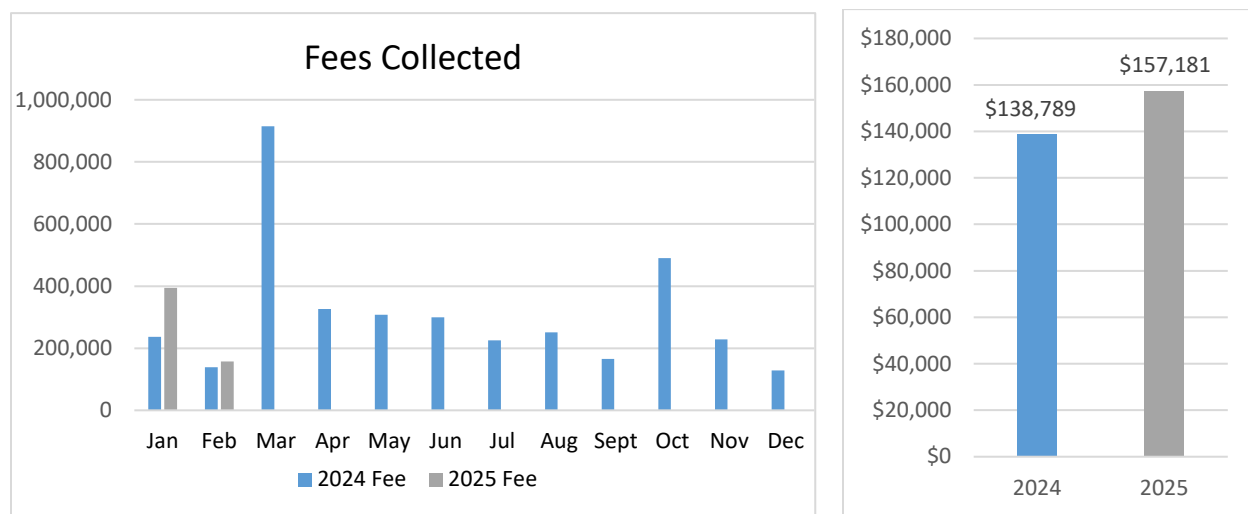
Total (February)



**BUILDING PERMIT VALUATION:**



**FEE COLLECTION:**



**OTHER ITEMS OF INTEREST:**

- A. Periodic Review of the Comprehensive Plan. The Washington State Department of Commerce notified Woodinville that the City’s periodic review is listed as “overdue” on the Growth Management Progress Report. This is due to the state deadline of December 31, 2024, and the City missing this deadline to complete all aspects of the periodic review. In communicating with Commerce about Woodinville’s schedule for completing the periodic review, Commerce indicated that overdue is a common theme for most local governments as few have completed everything by the deadline.
- B. Project Status. The following is a short summary of the status of some of the larger projects currently moving through the permitting and construction process. Additionally, visit the interactive map with major projects online:

<https://www.ci.woodinville.wa.us/480/Development-Projects-Happening-in-Woodin>

1. **Woodin Creek Village (17300 135<sup>th</sup> Avenue NE):** This is an up-to-date status on construction of the development:

Phase 4: The building permit for Phase 4 has been issued. However, the site development permit for the onsite work is still under review as the City is awaiting security bonds from the applicant. The Applicant has indicated that they do not plan to start construction work on Phase 4 until they have their Phase 6 construction permits as they plan to combine having the contractors work on Phase 4 and Phase 6 at the same time.

Phase 6: Site Plan Review, Design Review, SEPA, and building permit applications have been submitted for Phase 6, which is located at the northeast corner of 135<sup>th</sup> Avenue NE and NE 173<sup>rd</sup> Street. A site development permit has not been submitted at this time. The project proposes to construct a mixed-use building consisting of 231 residential units and 10,500 square feet of commercial space with an associated structure parking garage. Noticing for the project was issued in March 2024 and the Applicant has been working with Public Works to address ingress/egress issues with the site. Progress on reviewing the permit applications continues to move forward.

2. **Legacy Farms (fka Woodinville Townhomes (14312 132<sup>nd</sup> Avenue NE):** The project includes constructing 87 townhome style dwelling units and seven detached single-family dwelling units. The sitework improvements are nearing completion and all building permits for the townhomes have been approved. Public road improvements are nearly completed for NE 143<sup>rd</sup> Street and for the internal public roads. However, the intersection of 143<sup>rd</sup> and 132<sup>nd</sup> has been realigned and is being considered for additional minor alterations. Currently, approximately half of the townhome units are completed and obtained Certificates of Occupancy. The developer is currently selling homes, and some residents have moved in.



3. **Harvest (fka Woodinville Wine Village) 14450 Woodinville-Redmond Rd NE:** The following is a summary of the status of the various projects on the site:

LOT 2: The hotel structure is built, and the developer is currently finishing the exterior and interior portions of the building. The developer has targeted having the hotel open in July 2025.

See pictures below and this link to a construction webcam:

<https://app.oxblue.com/cameras/67d288dd39c0f6342589635fdf3b55b0?openlink=Sierra/somm>.



LOT 3: Construction on the retail core buildings appears to still be halted by the developer and the timeline to restart construction is currently unknown. The city continues to review applications for tenant improvements that have been submitted. Below are pictures of construction on the garage and first level and this link to a construction webcam:

<https://app.oxblue.com/?openlink=Sierra/Harvest>.



Building permits for six retail buildings that sit on top of the first-floor platform have all been issued and the buildings are in various stages of construction. Building 5 is the furthest along in construction. See architectural drawing below of what Building 5 looks like:

The following permits have been submitted and are in review for tenant spaces in the retail core of the Harvest project:

- First & Main (real estate)
- Lachini Tasting Room
- Bar Dojo (Restaurant and Bar)
- Vaunt Gallery & Wine Tasting
- Gorgiste (wine tasting room)
- Rustic Cork (wine bar)



- MarKet (Restaurant)
- How to Cook a Wolf (Restaurant)
- Avennia (tasting room)
- JP Trodden (bourbon tasting room)
- Youth Clothing (youth clothing and retail store)
- Gard Vintners Tasting Room
- Cascade Cliffs (tasting room)
- Bong Bong Bar
- Graypants Grosgrain (tasting room)
- Elm Candle Bar

LOT 5: Site plan review for 15,000 square foot public park near the Sammamish River and proposed connection to the Sammamish River Trail has been approved. A site development permit has been submitted for the property that will authorize construction once approved. Landscaping and minor park improvements are proposed.

LOT 6: Site plan review and design review for a four-story mixed-use building with 64-dwelling units, 10,000 square feet of commercial space and structured parking adjacent to the existing Villa townhome development has been approved. The site development permit has been issued, and the shoring permit is expected to be issued soon. The building permit is submitted and under review.

LOT 8: All permits for 31 units of townhomes have been approved for River Run and issued with construction well underway. The roadways are under construction and some of the buildings are getting close to finals and waiting on elevators to be approved by L&I. No certificates of occupancy have been issued.



LOT 9: All building permits for the 45-unit Vinyard Creek Townhomes project have been issued and most of the buildings are nearing completion. Eight certificates of occupancy have been issued.



LOTS 10-11: Construction on Alexan's three mixed-use buildings is underway. Building permits have been issued for both the parking garages and framing. The concrete has been poured for the parking garages and buildings have been framed. Interior and exterior improvements are ongoing. See picture to the right.



4. **522 Innovation Center (18501 139th Avenue NE):** This project involves the construction of a two-story 168,000 square foot shell building with surface parking on approximately 14 acres of vacant land in the GB zone. The site plan review, design review, critical areas alteration and shoreline permits have been approved for this project. The building permit is mostly approved waiting on corrections to the civil plans in the site development permit.
5. **Aegis Living (16816 & 16818 140<sup>th</sup> Avenue NE):** The Site Plan Review for Aegis Living has been reviewed, and the City expects the design review decision to be completed soon. The Applicant had to make some additional revisions to their project due to the 2022 changes to the Unified Development Code. They recently resubmitted these changes for staff to review. Site Development and building permits are under review.
6. **Eastrail Flats (fka Schoolhouse District Phase II & III) (13400 NE 175<sup>th</sup> Street):** Construction of the first phase of this project, the mixed-use building, is well underway. See pictures below. MainStreet sold the 63-townhouse phase of the project to Toll Brothers. The permits for the townhomes have been issued. Work is starting on foundations. A sales trailer for potential buyers to visit has had its building permit issued as well.





7. **Floor and Decor (19545 Woodinville Snohomish Road):** This project involves the construction of a new 74,332 square foot big-box store with associated surface parking, frontage and drainage improvements, and other improvements. Two site development permits have been approved and issued for this project. The building permit is approved and issued. The applicant has submitted field changes to the SDL and BLD permits, which are currently being reviewed by the city. These changes are varied and mostly seem to affect building/structural components. Construction has restarted and the applicant team is targeting opening the store in late 2025.
8. **Jacksons Food Store (13106 NE 175<sup>th</sup> Street):** The applicant submitted land use permits to relocate the gasoline service station to the north end of the property and the convenience store to the intersection and to allow a remote car wash structure along the east line. The existing Goodwill drop-off location will be removed as part of this approval. The project is currently under review.
9. **Woodinville Estates (15724 124<sup>th</sup> Avenue NE):** This is a 13-lot subdivision which combines two existing lots located in the R-6 zone off 124<sup>th</sup> Avenue NE. The preliminary plat has been approved with conditions. The site work is essentially completed. The Final Plat has been submitted and is in review. Building permits have been submitted for two of the homes.
10. **Shasta Ridge (20028 130<sup>th</sup> Avenue NE):** This project proposes subdividing a 3-acre, R-6 zoned residential property into 14 single-family lots. The preliminary plat has been approved, and the site development permit has been issued and is under construction. Building permits are all issued for this site. The model home on lot 14 has received a certificate of occupancy.
11. **Leota Middle School Replacement, Phase 1 (19301 168<sup>th</sup> Avenue NE):** Phase 1 will remove all existing portable classrooms and construct a three-story building, approximately 70,000 square feet, on the northeast portion of the property. This phase of the replacement will also relocate ingress and egress to the site, surface parking locations, and the bus drop-off location. Future phases of the replacement are unfunded to date. A site plan review permit was approved on December 6, 2024. On December 19, 2024, the City issued a site development permit to allow for the clearing and grading of the site. The applicant team has started clearing and grading work including demolition of the old portable classrooms. The full site development permit to reconfigure onsite circulation and parking is still under review. Building permits for a stormwater detention vault, retaining wall, and the three-story addition are also still under review.



12. **Chateau Ste Michelle (14111 NE 145<sup>th</sup> Street):** The City has received a critical areas determination application for the site. The current proposal is to construct a commercial development including a new concert venue on the east side of the site. A residential development is proposed on the west side of the site.

CSM East: Commercial redevelopment for five parcels located to the east of Chateau Ste Michelle. Project includes a new concert venue, 120 room hotel, and multiple retail options. The Site Plan Review, SEPA, Critical Areas Determination and a short subdivision application have been submitted for review.

CSM West: The proposal is to subdivide about 65 acres to accommodate 90 residential lots with associated infrastructure. The Preliminary Plat, SEPA, and Critical areas permits have been submitted for the site and have been deemed complete applications. Additionally, the project has requested a deviation from the Transportation Infrastructure Standards and Specifications to reduce the road width. All permits associated with the subdivision are under review.

13. **Teufel Subdivision (13102 NE 146<sup>th</sup> Street):** A single-family residential cluster development proposing to subdivide 5.2 acres into 21 lots in the R-4 zone. Permits submitted and currently under review include a Preliminary Plat, Critical Areas Alteration, and SEPA application. Additionally, the project has requested a deviation from the Transportation Infrastructure Standards and Specifications for reduced width road sections that are under review. The proposal includes removing the existing structure onsite and building associated access and infrastructure improvements. The notice of application for the project was issued on January 14<sup>th</sup>, and the comment period closed on January 28<sup>th</sup>.
14. **Midtown Woodinville (13625 NE 175<sup>th</sup> Street):** This project proposes a five-phase mixed-use development between NE 175<sup>th</sup> Street and NE 171<sup>st</sup> Street in the Central Business District. The current proposal is to develop two commercial buildings, four mixed-use buildings, and approximately 34 townhome structures. The applicant has applied for a Development Agreement, a Zoning Code Amendment, and a SEPA permit.

FEBRUARY PLANNING COMMISSION RECAP: The Planning Commission held their regular meeting on February 26, 2025.

- *Critical Areas Regulations Update – Public Hearing Continued*

After staff provided additional notice, the Planning Commission continued the public hearing on the Critical Areas Regulations update. Staff provided an overview of the changes presented at the January 2025 meeting and answered questions. Public comments/ testimony was received during the hearing. After questions and discussion, the Planning Commission voted to forward a recommendation for approval to the City Council.

- *Project Permit Procedures – Public Hearing*

A public hearing was held on proposed revisions to permit procedures consistent with SB 5290 and the City's operational improvement program for permit review. No public comments were received and the Planning Commission voted to forward a recommendation for approval to the City Council.

- *Creative Arts District – Discussion*

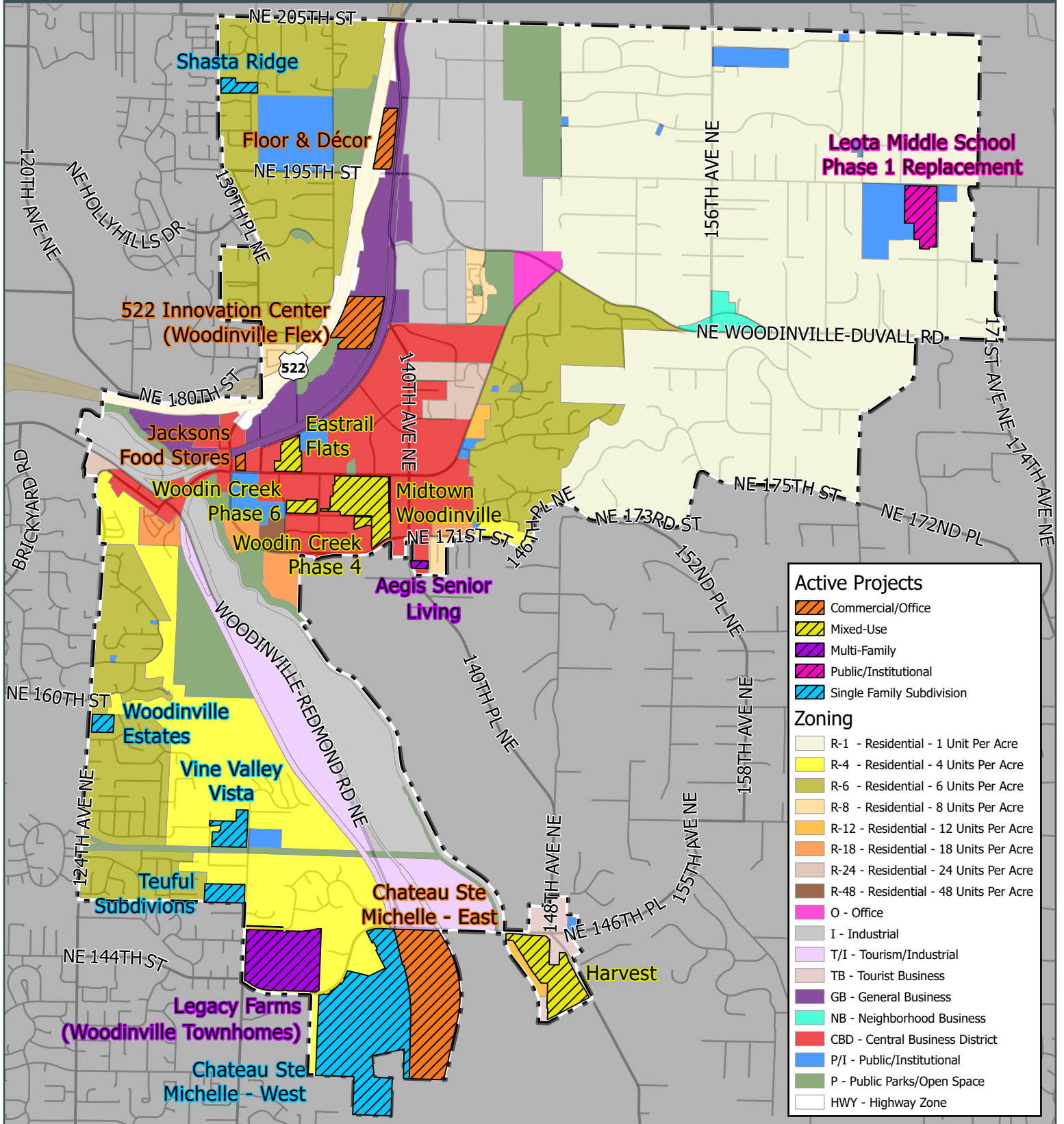
Staff provided an overview of the proposed creative arts district, including what it is and the proposed boundaries in Woodinville. Key project initiatives were also presented, which include supporting local and small businesses, enhancing downtown Woodinville, strengthening the tourism industry, aligning land use designation with desired future development patterns and investing in infrastructure to support a thriving economy. Staff noted that this is an opportunity to support the arts in Woodinville in a way that can benefit the community. Staff also discussed the Creative Arts District report prepared by the City's consultant. It was noted that this report as well as other information on the creative arts district will need to be considered as the Planning Commission moves forward with zoning changes including the implementation of the new Eastrail Mixed-Use zone.

- *Planning Commission 2025 Workplan – Discussion*

Staff presented the Planning Commission 2025 workplan as approved by City Council and provide an opportunity for commissioners to ask questions.

Item No.	Reporting Item	YTD	From 02/01/2025 to 02/28/2025
<b>1.0</b>	<b><u>Land Use Permits</u></b>		
<b>1.10</b>	<b><u>Land Use Permit Application</u></b>	11	
1.11	Conditional, Special, and Temporary Use	1	
1.13	Home Businesses	8	
1.14	Land Use Approvals and Design Reviews	2	
<b>1.20</b>	<b><u>Land Use Permit Approvals</u></b>	13	
1.23	Home Businesses	11	
1.24	Land Use Approvals and Design Reviews	1	
1.25	SEPA Determinations	1	
<b>2.0</b>	<b><u>Construction Permits</u></b>		
<b>2.10</b>	<b><u>Construction Permit Applications</u></b>	69	
2.11	Building, Combination	11	
2.12	Fire, Mechanical, Plumbing, Demolition, Tanks	40	
2.13	Right-of-Way	8	
2.14	Permanent Signs	3	
2.16	Site Development/Grading	2	
2.17	Tree Removal	5	
<b>2.20</b>	<b><u>Construction Permits Issued</u></b>	79	
2.21	Building, Combination	20	
2.22	Fire, Mechanical, Plumbing, Demolition, Tanks	44	
2.23	Right-of-Way	7	
2.24	Permanent Signs	2	
2.27	Tree Removal	6	
<b>2.30</b>	<b><u>Construction Permits Finaled</u></b>	28	
2.31	Building, Combination	8	
2.32	Fire, Mechanical, Plumbing, Demolition, Tanks	19	
2.33	Right-of-Way	1	
<b>3.0</b>	<b><u>Inspections</u></b>		
3.10	<u>Building Inspections</u> (NOT SIGN PERMITS)	356	
3.11	Fire Operational	66	
3.12	Right-of-Way	16	
3.13	Sign (SIGN PERMITS)	0	
3.14	Site Development/Grading	0	
3.15	Tree Removal	0	
	<b>TOTALS</b>	<b>438</b>	
<b>4.0</b>	<b><u>Fees</u></b>		
4.10	Total Fees Collected	\$255,972.86	
4.10.	<i>Impact Fees SubTotal</i>	<i>\$98,792.36</i>	
4.10.	<i>Permit Fees SubTotal</i>	<i>\$157,180.50</i>	
4.13	Building Permit Valuation - All Projects	\$2,067,533.50	
<b>5.0</b>	<b><u>Other Permitting Indicators</u></b>		
5.10	Pre-Application Meetings	5	
5.14	New Commercial Buildings Issued	2	
5.15	Tenant Improvements Issued	5	
5.16	New Single-Family Residential Units	1	
<b>6.0</b>	<b><u>Code Enforcement</u></b>		
6.10	Cases Opened	2	
6.11	Cases Closed	1	
6.12	Code Violations Resolved	1	
<b>7.0</b>	<b><u>Long Range Planning</u></b>		
7.10	Major Plan Updates	0	
7.11	Comp Plan Amendments	2	
7.12	Development Reg Amendments	0	

# Active Projects in the City of Woodinville

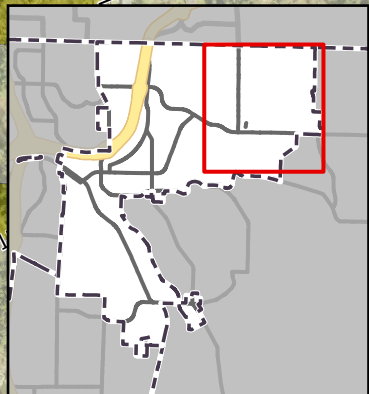
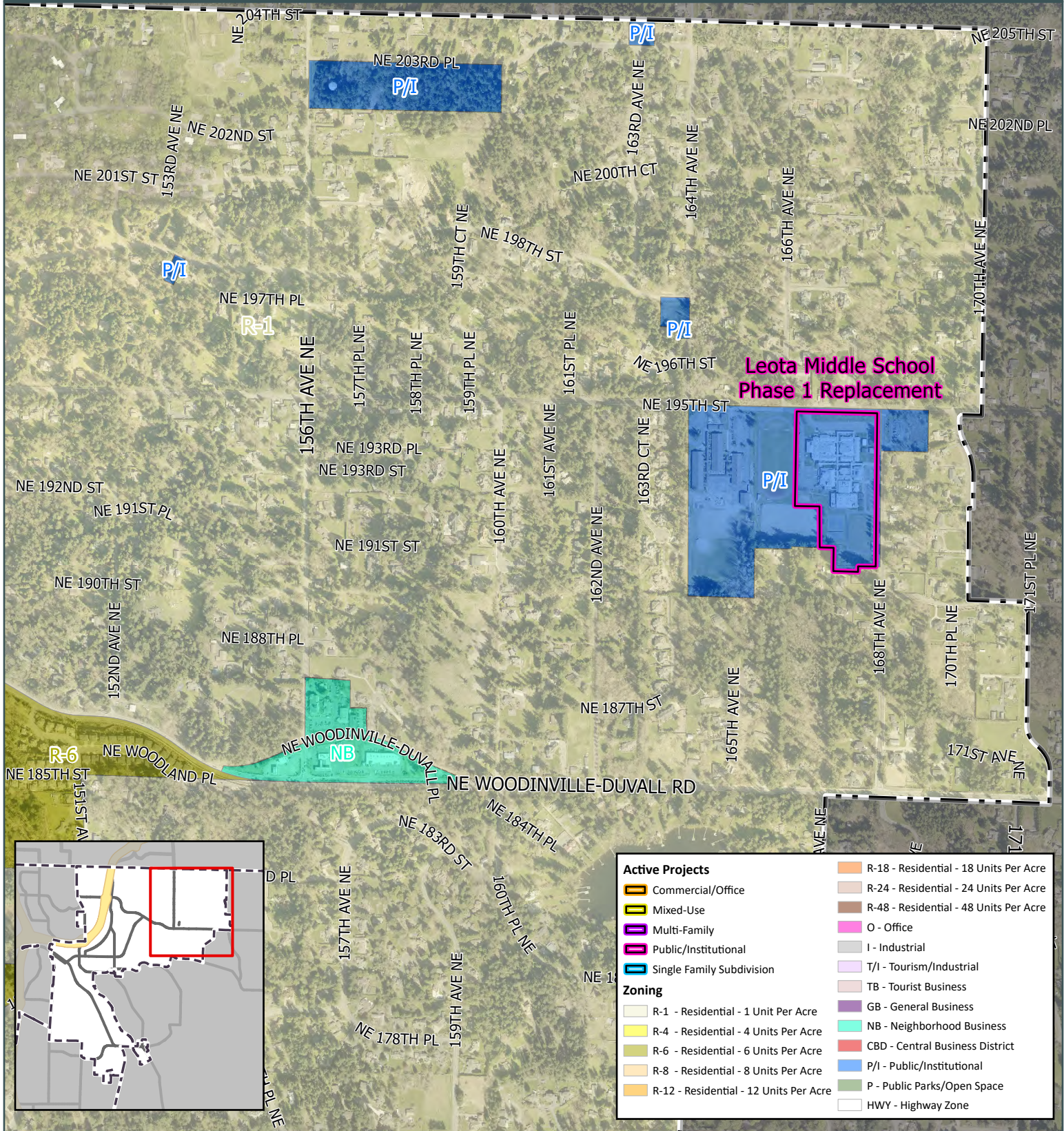


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# City of Woodinville - Northeast Active Projects



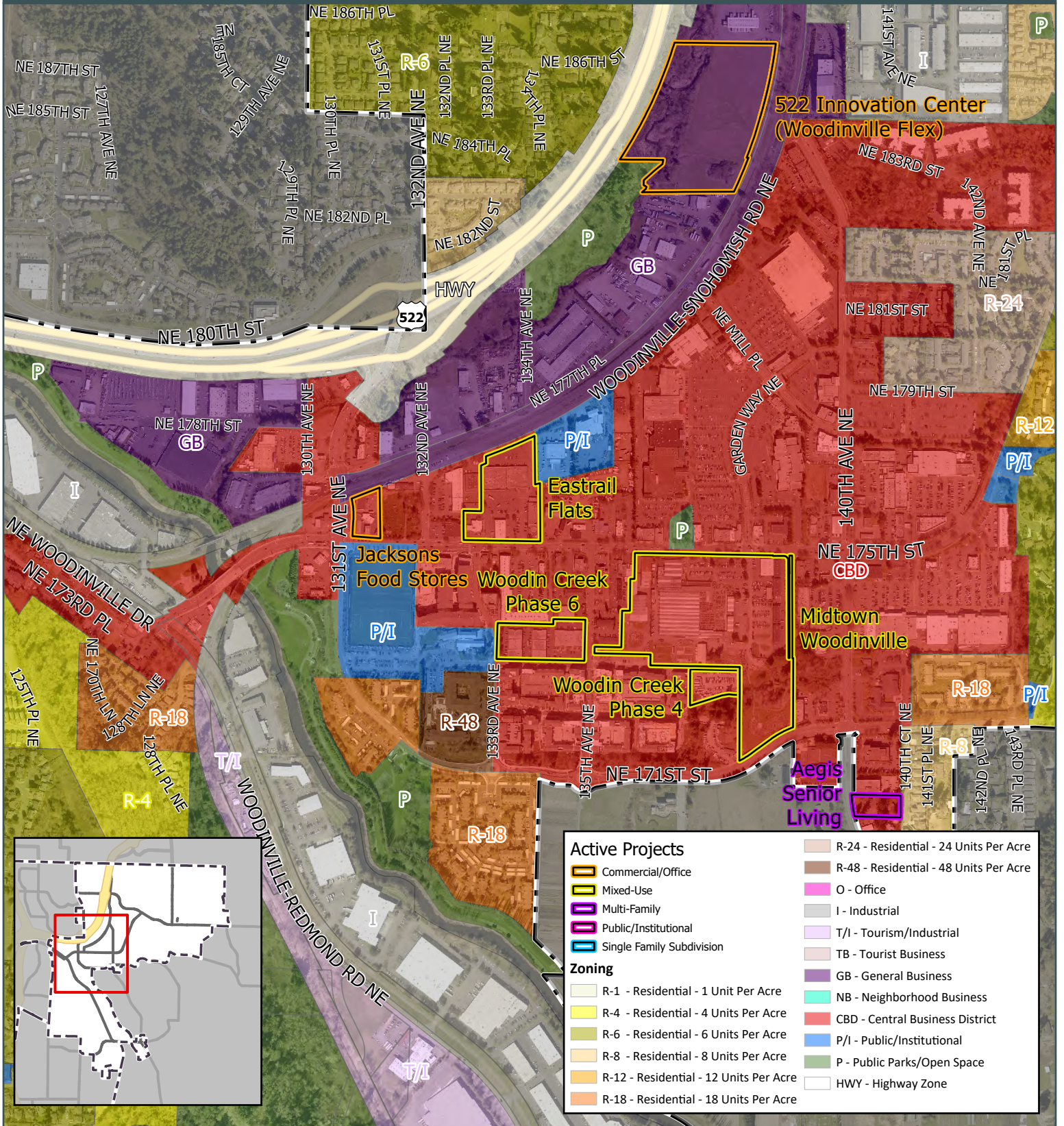
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# City of Woodinville - Central Active Projects

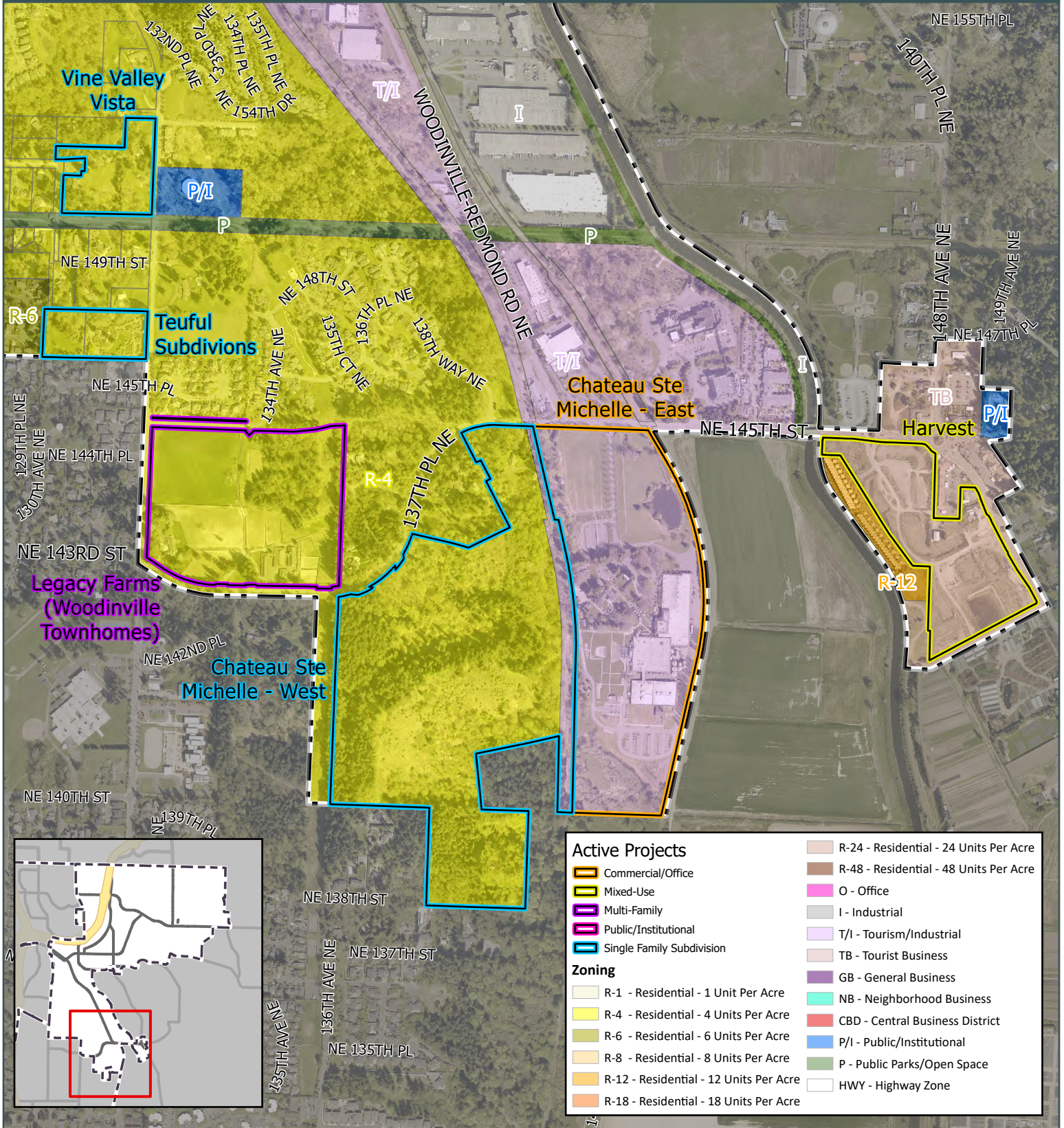


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# City of Woodinville - Southeast Active Projects

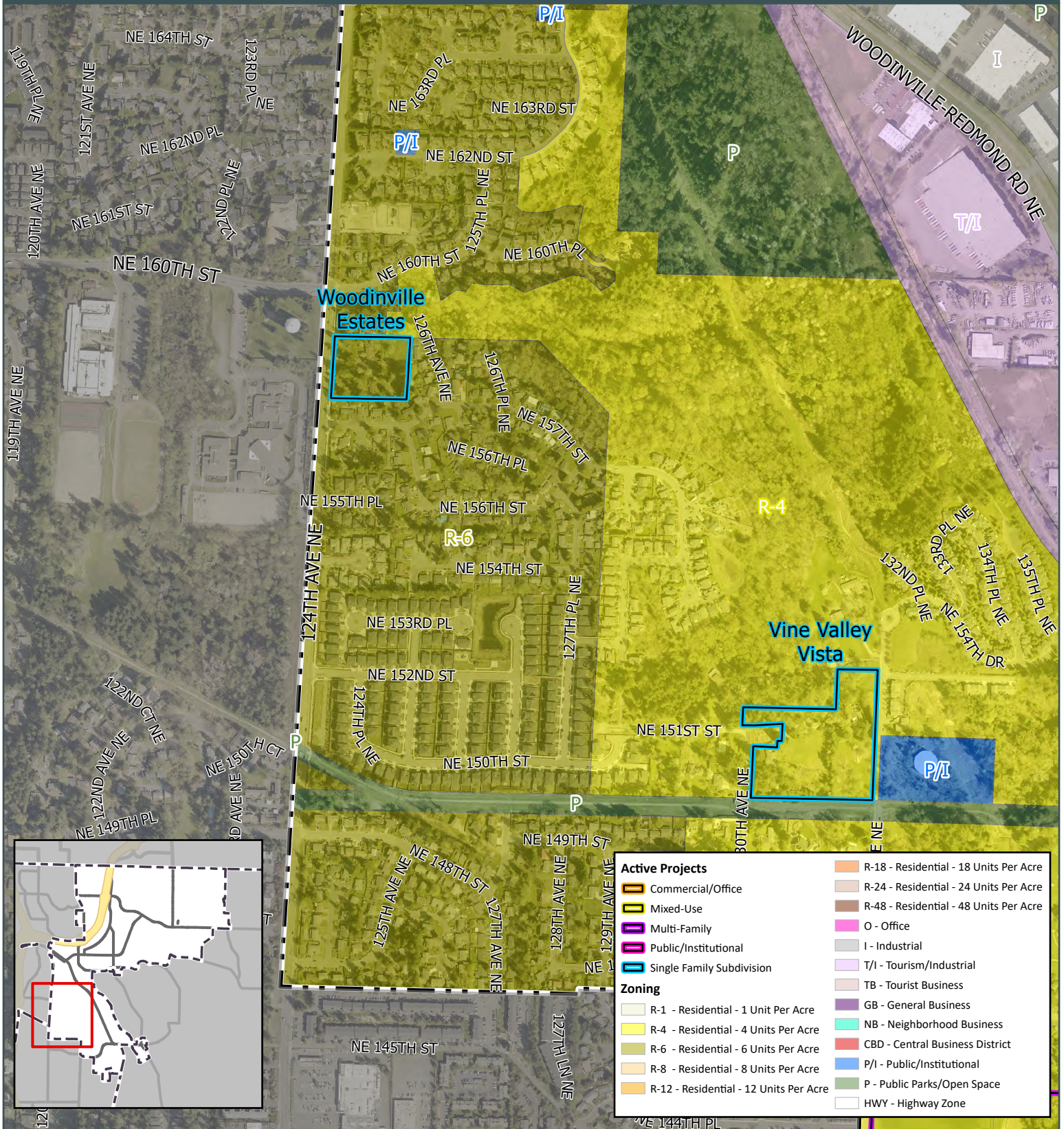


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# City of Woodinville - Southwest Active Projects



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**To:** Honorable City Council  
**By:** Development Services Department  
**Subject:** March 2025 Monthly Development Services Report

**Date:** April 15, 2025

**ISSUE:** This report provides a summary of the permitting activity and department highlights for the month of March 2025 and a comparison with totals for the month of March 2024.

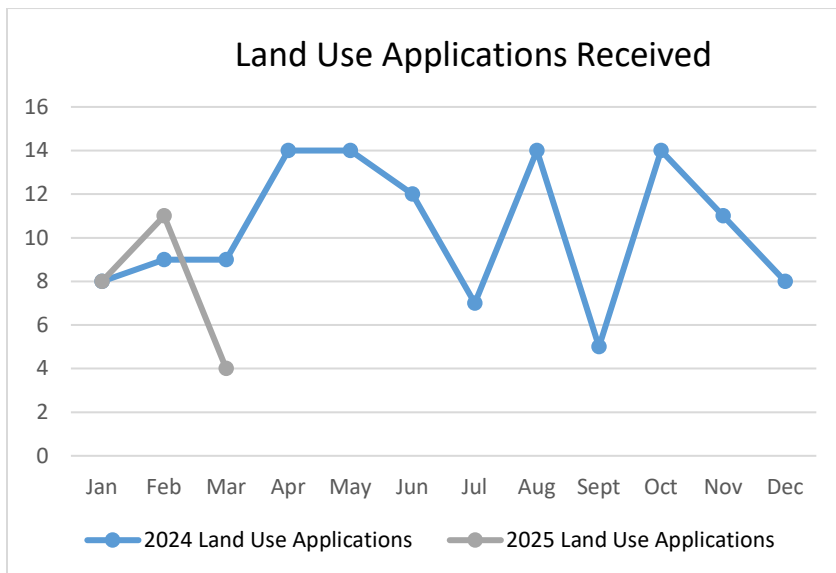
**PERMITTING ACTIVITY:**

**Applications received March 1 through March 31:**

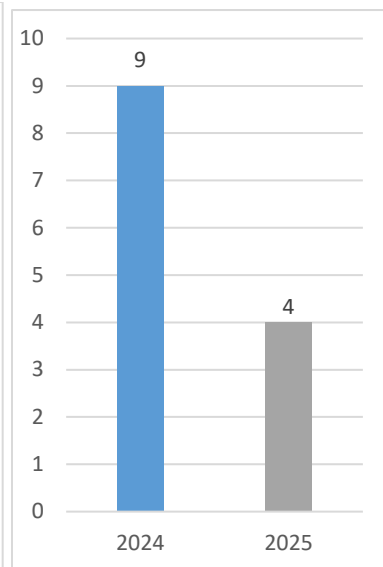
LAND USE APPLICATIONS RECEIVED:

Permit Type	Total
Conditional Use/ Special Use/ Temp Use Permits	0
Land Use Approval/ Design Review	0
Shoreline Permits	0
Subdivision/ Short Subdivision/ Boundary Line Adjustments	0
Variance	0
Critical Areas	0
SEPA	1
Home Business	3
Wireless	0
<b>Total</b>	<b>4</b>

MONTHLY COMPARISON TRENDS:



Total (March)

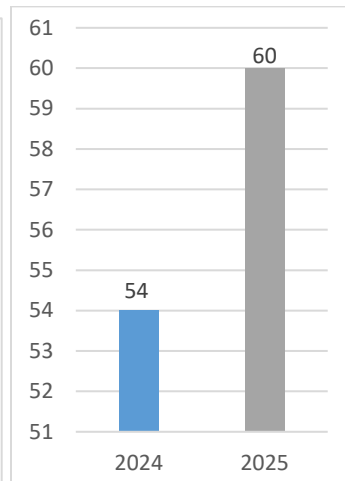
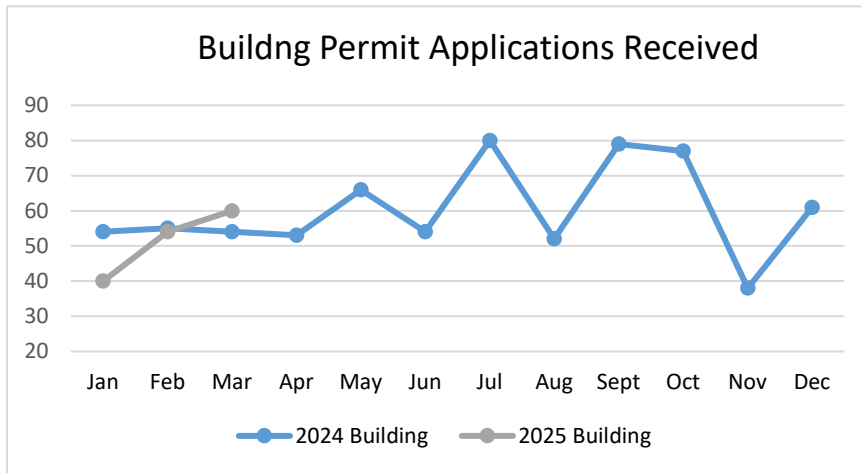


**BUILDING PERMIT APPLICATIONS RECEIVED:**

Permit Type	Total
Building/ Combination	17
Mechanical/ Plumbing/ Fire/ Demo	40
Signs	3
<b>Total</b>	<b>60</b>

**MONTHLY COMPARISON TRENDS:**

**Total (March)**

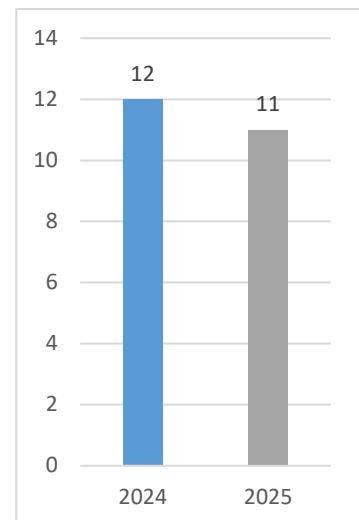
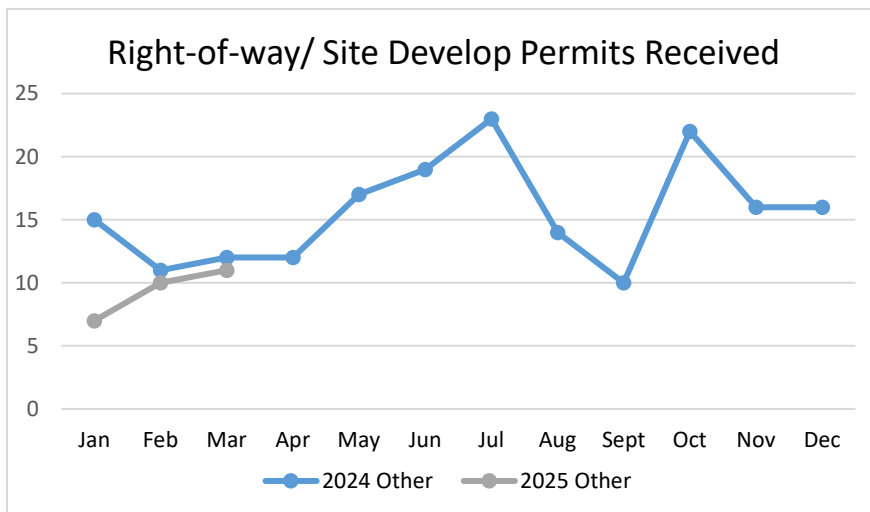


**OTHER CONSTRUCTION PERMITS RECEIVED:**

Permit Type	Total
Site Development/ Grading	2
Right-of-way permits	9
<b>Total</b>	<b>11</b>

**MONTHLY COMPARISON TRENDS:**

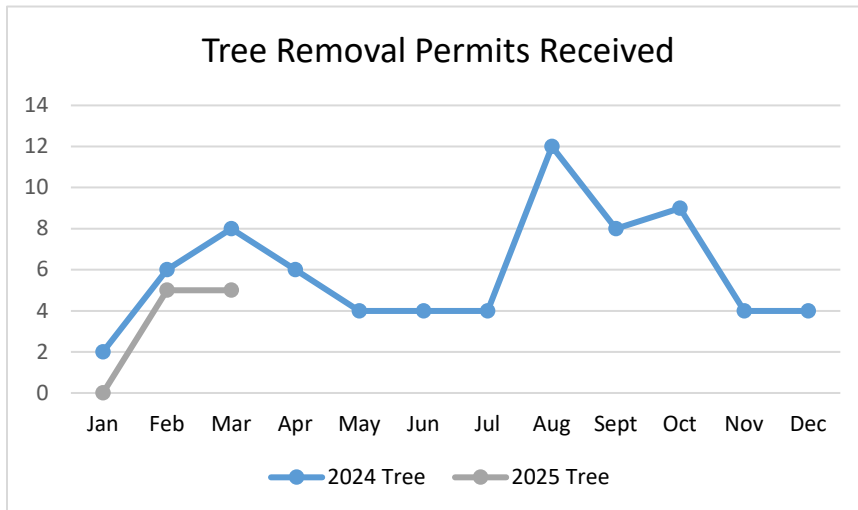
**Total (March)**



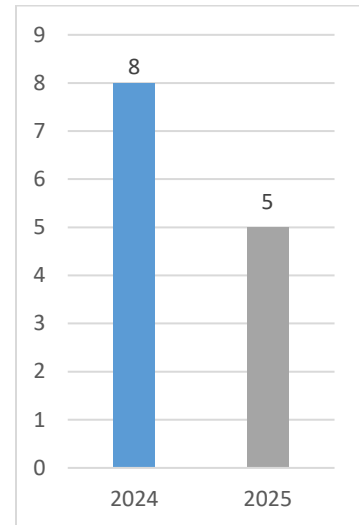
TREE PERMIT APPLICATIONS RECEIVED:

Permit Type	Total
Tree Removal	5
<b>Total</b>	<b>5</b>

MONTHLY COMPARISON TRENDS:



Total (March)



**Decisions/ Permits Issued (March 1 through March 31)**

LAND USE DECISIONS ISSUED:

Permit Type	Total
Conditional Use/ Special Use Permits	1
Land Use Approval/ Design Review	0
Shoreline Permits	0
Preliminary Subdivision/ Short Subdivision/ Boundary Line Adjustments	0
Variance	0
Critical Areas	1
SEPA determination	0
Home Business	2
Wireless	0
<b>Total</b>	<b>4</b>

BUILDING PERMITS ISSUED:

Permit Type	Total
Building/ Combination	10
Mechanical/ Plumbing/ Fire/ Demo	40
Signs	4
<b>Total</b>	<b>54</b>

OTHER CONSTRUCTION PERMITS ISSUED:

Permit Type	Total
Site Development/ Grading	1
Right-of-way permits	7
<b>Total</b>	<b>8</b>

TREE REMOVAL PERMITS ISSUED:

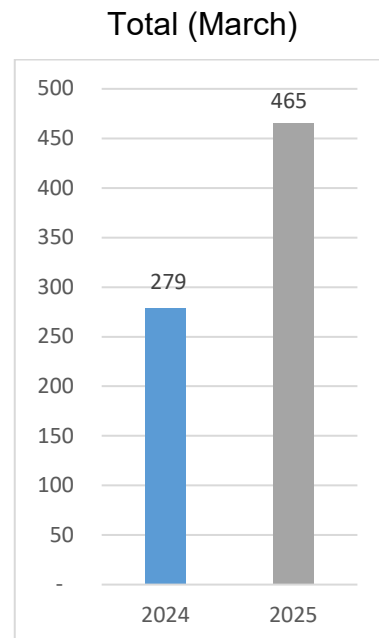
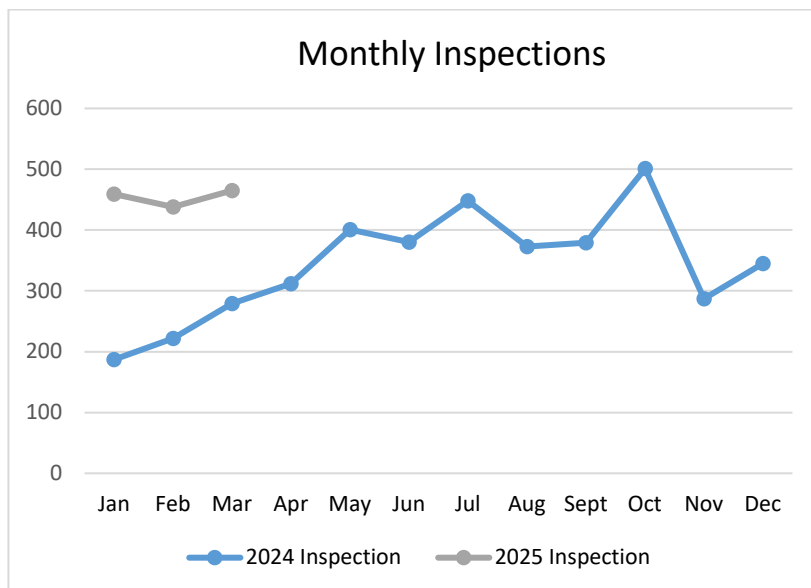
Permit Type	Total
Tree Removal	1
<b>Total</b>	<b>1</b>

OTHER INDICATORS: (March 1 through March 31)

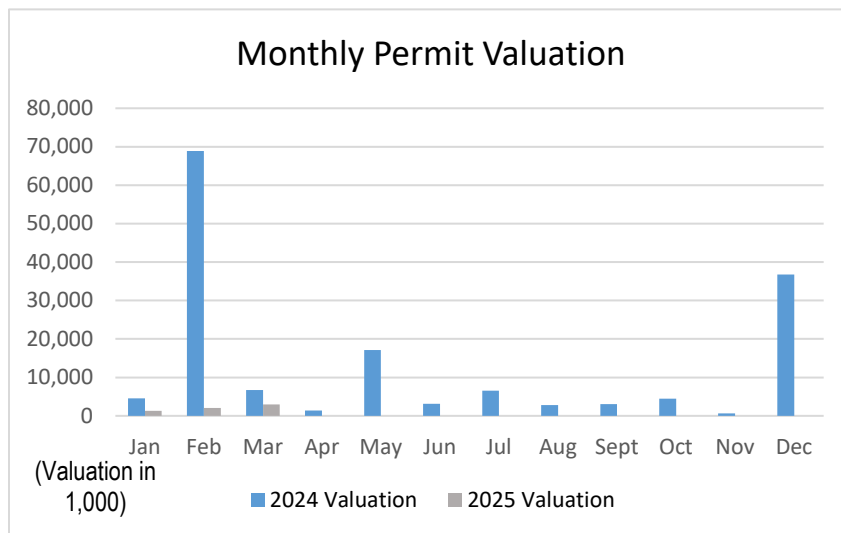
Indicators	Total
Building Inspections	369
Other Inspections	96
Total Inspections	465
Building Permit Valuation	\$2,933,283
Temporary Sign Enforcement	52

MONTHLY COMPARISON TRENDS:

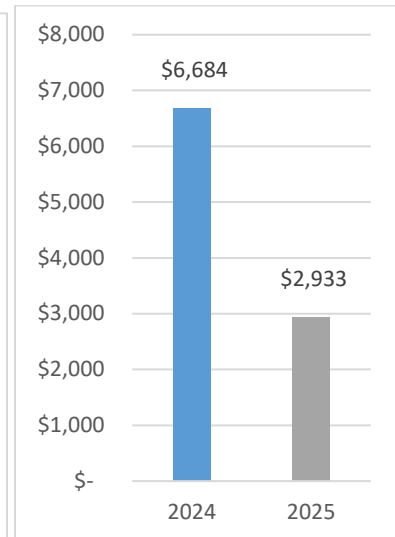
TOTAL INSPECTIONS:



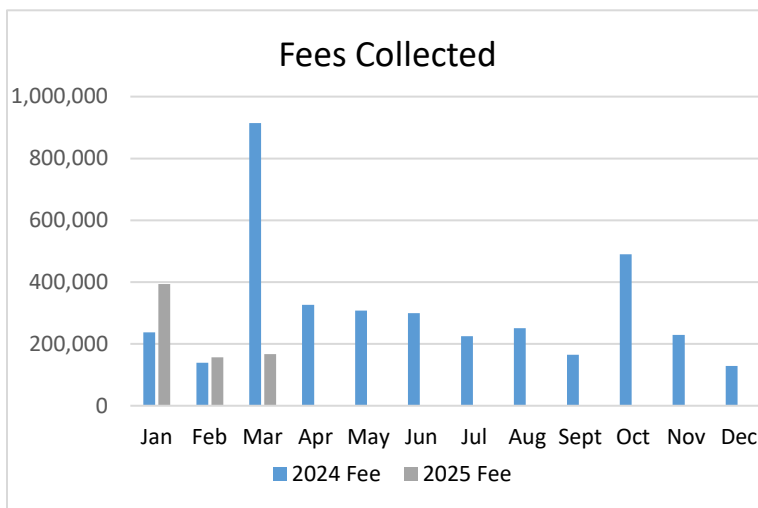
**BUILDING PERMIT VALUATION:**



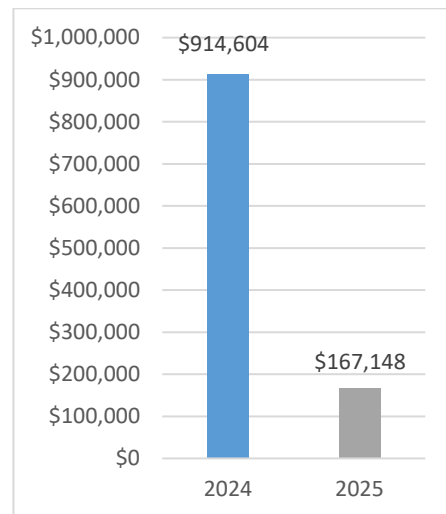
**Total (March)**



**FEE COLLECTION:**



**Total (March)**



**OTHER ITEMS OF INTEREST:**

A. Project Status. The following is a short summary of the status of some of the larger projects currently moving through the permitting and construction process. Additionally, visit the interactive map with major projects online:

<https://www.ci.woodinville.wa.us/480/Development-Projects-Happening-in-Woodin>

1. **Woodin Creek Village (17300 135<sup>th</sup> Avenue NE)**: This is an up-to-date status on construction of the development:

Phase 4: The building permit for Phase 4 has been issued. However, the site development permit for the onsite work is still under review as the City is awaiting security bonds from the applicant. The Applicant has indicated that they do not plan to start construction work on Phase 4 until they have their Phase 6 construction permits as they plan to combine having the contractors work on Phase 4 and Phase 6 at the same time.

Phase 6: Site Plan Review, Design Review, SEPA, and building permit applications have been submitted for Phase 6, which is located at the northeast corner of 135<sup>th</sup> Avenue NE and NE 173<sup>rd</sup> Street. A site development permit has not been submitted at this time. The project proposes to construct a mixed-use building consisting of 231 residential units and 10,500 square feet of commercial space with an associated structure parking garage. Noticing for the project was issued in March 2024 and the Applicant has been working with Public Works to address ingress/egress issues with the site. Progress on reviewing the permit applications continues to move forward.

2. **Legacy Farms (fka Woodinville Townhomes (14312 132<sup>nd</sup> Avenue NE))**: The project includes constructing 87 townhome style dwelling units and seven detached single-family dwelling units. The sitework improvements are nearing completion and all building permits for the townhomes have been approved. Public road improvements are nearly completed for NE 143<sup>rd</sup> Street and for the internal public roads. However, the intersection of 143<sup>rd</sup> and 132<sup>nd</sup> has been realigned and is being considered for additional minor alterations. Currently, approximately half of the townhome units are completed and obtained Certificates of Occupancy. The developer is currently selling homes, and some residents have moved in.



3. **Harvest (fka Woodinville Wine Village) 14450 Woodinville-Redmond Rd NE**: The following is a summary of the status of the various projects on the site:

LOT 2: The hotel structure is built, and the developer is currently finishing the exterior and interior portions of the building. The developer has targeted having the hotel open in July 2025.

See pictures below and this link to a construction webcam:

<https://app.oxblue.com/cameras/67d288dd39c0f6342589635fdf3b55b0?openlink=Sierra/somm>.



LOT 3: Construction on the retail core buildings appears to still be halted by the developer and the timeline to restart construction is currently unknown. The city continues to review applications for tenant improvements that have been submitted. Below are pictures of construction on the garage and first level and this link to a construction webcam:

<https://app.oxblue.com/?openlink=Sierra/Harvest>.



Building permits for six retail buildings that sit on top of the first-floor platform have all been issued and the buildings are in various stages of construction. Building 5, in the northeast corner of Lot 3, is the furthest along in construction.

The following permits have been submitted and are in review for tenant spaces in the retail core of the Harvest project:

- First & Main (real estate)
- Lachini Tasting Room
- Bar Dojo (Restaurant and Bar)
- Vaunt Gallery & Wine Tasting
- Gorgiste (wine tasting room)
- Rustic Cork (wine bar)



- MarKet (Restaurant)
- How to Cook a Wolf (Restaurant)
- Avennia (tasting room)
- JP Trodden (bourbon tasting room)
- Youth Clothing (youth clothing and retail store)
- Gard Vintners Tasting Room
- Cascade Cliffs (tasting room)
- Bong Bong Bar
- Graypants Grosgrain (tasting room)
- Elm Candle Bar

LOT 5: Site plan review for 15,000 square foot public park near the Sammamish River and proposed connection to the Sammamish River Trail has been approved. A site development permit has been submitted for the property that will authorize construction once approved. Landscaping and minor park improvements are proposed.

LOT 6: Site plan review and design review for a four-story mixed-use building with 64-dwelling units, 10,000 square feet of commercial space and structured parking adjacent to the existing Villa townhome development has been approved. The site development permit has been issued, and the approval of the shoring permit is pending execution of a shoring agreement with the City for having tiebacks in the right of way. expected to be issued soon. The building permit is submitted and under review.

LOT 8: All permits for 31 units of townhomes have been approved for River Run and issued with construction well underway. The internal roadways are under construction and some of the buildings are getting close to finals and waiting on elevators to be approved by L&I. Perimeter landscaping is completed but interior landscaping work is ongoing. No certificates of occupancy have been issued.



LOT 9: All building permits for the 45-unit Vinyard Creek Townhomes project have been issued and most of the buildings are nearing completion. Twelve certificates of occupancy have been issued.



LOTS 10-11: Construction on Alexan's three mixed-use buildings is underway. Building permits have been issued for both the parking garages and framing. The concrete has been poured for the parking garages and buildings have been framed. Interior and exterior improvements are ongoing. See picture to the right.



4. **522 Innovation Center (18501 139th Avenue NE):** This project involves the construction of a two-story 168,000 square foot shell building with surface parking on approximately 14 acres of vacant land in the GB zone. The site plan review, design review, critical areas alteration and shoreline permits have been approved for this project. The building permit is mostly approved waiting on corrections to the civil plans in the site development permit.
5. **Aegis Living (16816 & 16818 140<sup>th</sup> Avenue NE):** The Site Plan Review for Aegis Living has been reviewed, and the City expects the design review decision to be completed soon. The Applicant had to make some additional revisions to their project due to the 2022 changes to the Unified Development Code. They recently resubmitted these changes for staff to review. Site Development and building permits are under review.
6. **Eastrail Flats (fka Schoolhouse District Phase II & III) (13400 NE 175<sup>th</sup> Street):** Construction of the first phase of this project, the mixed-use building, is well underway. See pictures below. MainStreet sold the 63-townhouse phase of the project to Toll Brothers. The permits for the townhomes have been issued. Work is starting on foundations. A sales trailer for potential buyers to visit has had its building permit issued as well.



7. **Floor and Decor (19545 Woodinville Snohomish Road):** This project involves the construction of a new 74,332 square foot big-box store with associated surface parking, frontage and drainage improvements, and other improvements. Two site development permits have been approved and issued for this project. The building permit is approved and issued. The applicant has submitted field changes to the SDL and BLD permits, which are currently being reviewed by the city. These changes are varied and mostly seem to affect building/structural components. Construction has restarted and the applicant team is targeting opening the store in late 2025.
8. **Jacksons Food Store (13106 NE 175<sup>th</sup> Street):** The applicant submitted land use permits to relocate the gasoline service station to the north end of the property and the convenience store to the intersection and to allow a remote car wash structure along the east line. The existing Goodwill drop-off location will be removed as part of this approval. The project is currently under review.
9. **Woodinville Estates (15724 124<sup>th</sup> Avenue NE):** This is a 13-lot subdivision which combines two existing lots located in the R-6 zone off 124<sup>th</sup> Avenue NE. The preliminary plat has been approved with conditions. The site work is essentially completed. The Final Plat has been submitted and is in review. Building permits have been submitted for two of the homes.
10. **Shasta Ridge (20028 130<sup>th</sup> Avenue NE):** This project proposes subdividing a 3-acre, R-6 zoned residential property into 14 single-family lots. The preliminary plat has been approved, and the site development permit has been issued and is under construction. Building permits are all issued for this site. Three of the houses have received certificates of occupancy.
11. **Leota Middle School Replacement, Phase 1 (19301 168<sup>th</sup> Avenue NE):** Phase 1 will remove all existing portable classrooms and construct a three-story building, approximately 70,000 square feet, on the northeast portion of the property. This phase of the replacement will also relocate ingress and egress to the site, surface parking locations, and the bus drop-off location. Future phases of the replacement are unfunded to date. A site plan review permit was approved on December 6, 2024. On December 19, 2024, the City issued a site development permit to allow for the clearing and grading of the site. The applicant team has started clearing and grading work including demolition of the old portable classrooms. The full site development permit to reconfigure onsite circulation and parking is still under review. Building permits for a stormwater detention vault, retaining wall, and the three-story addition are also still under review.



12. **Chateau Ste Michelle (14111 NE 145<sup>th</sup> Street):** The City has received a critical areas determination application for the site. The current proposal is to construct a commercial development including a new concert venue on the east side of the site. A residential development is proposed on the west side of the site.

CSM East: Commercial redevelopment for five parcels located to the east of Chateau Ste Michelle. Project includes a new concert venue, 120 room hotel, and multiple retail options. The Site Plan Review, SEPA, Critical Areas Determination and a short subdivision application have been submitted for review. A notice of application was issued for this project on March 25, 2025. The comment period is open through April 22, 2025.

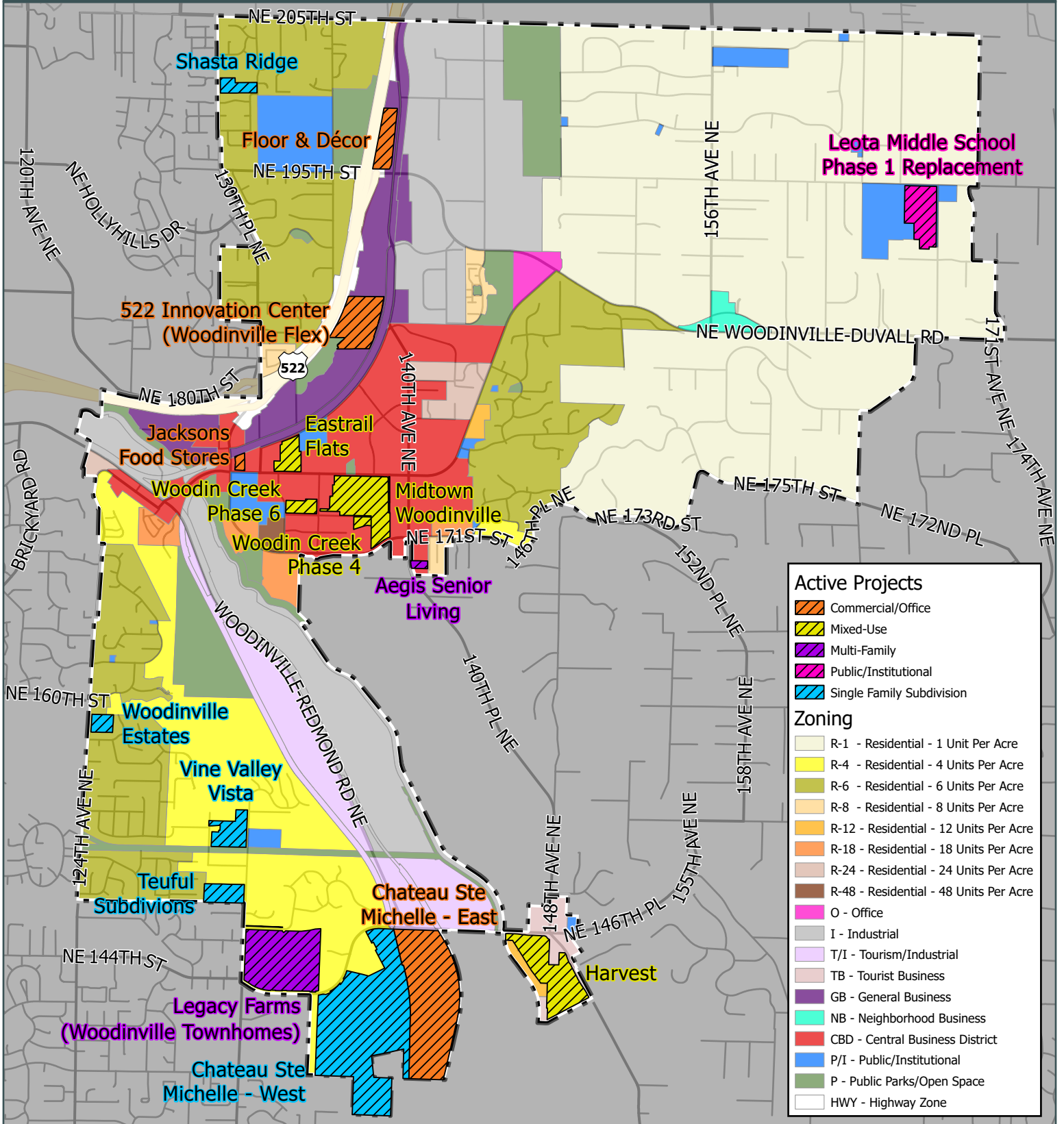
CSM West: The proposal is to subdivide about 65 acres to accommodate 90 residential lots with associated infrastructure. The Preliminary Plat, SEPA, and Critical areas permits have been submitted for the site and have been deemed complete applications. Additionally, the project has requested a deviation from the Transportation Infrastructure Standards and Specifications to reduce the road width. All permits associated with the subdivision are under review. Public notice of the project is on hold pending further evaluation of the onsite critical areas.

13. **Teufel Subdivision (13102 NE 146<sup>th</sup> Street):** A single-family residential cluster development proposing to subdivide 5.2 acres into 21 lots in the R-4 zone. Permits submitted and currently under review include a Preliminary Plat, Critical Areas Alteration, and SEPA application. Additionally, the project has requested a deviation from the Transportation Infrastructure Standards and Specifications for reduced road width sections that are under review. The proposal includes removing the existing structure onsite and building associated access and infrastructure improvements. The notice of application for the project was issued on January 14<sup>th</sup>, and the comment period closed on January 28<sup>th</sup>.
14. **Midtown Woodinville (13625 NE 175<sup>th</sup> Street):** This project proposes a five-phase mixed-use development between NE 175<sup>th</sup> Street and NE 171<sup>st</sup> Street in the Central Business District. The current proposal is to develop two commercial buildings, four mixed-use buildings, and approximately 34 townhome structures. The applicant has applied for a Development Agreement, a Zoning Code Amendment, and a SEPA permit.

**MARCH PLANNING COMMISSION RECAP:** The regular Planning Commission meeting was cancelled due to weather concerns.

Item No.	Reporting Item	YTD	From 03/01/2025 to 03/31/2025
<b>1.0</b>	<b><u>Land Use Permits</u></b>		
1.10	<b><u>Land Use Permit Application</u></b>	4	
1.13	Home Businesses	3	
1.15	SEPA Determinations	1	
1.20	<b><u>Land Use Permit Approvals</u></b>	4	
1.21	Conditional, Special, and Temporary Use	1	
1.22	Critical Area Permits	1	
1.23	Home Businesses	2	
<b>2.0</b>	<b><u>Construction Permits</u></b>		
2.10	<b><u>Construction Permit Applications</u></b>	77	
2.11	Building, Combination	17	
2.12	Fire, Mechanical, Plumbing, Demolition, Tanks	40	
2.13	Right-of-Way	9	
2.14	Permanent Signs	3	
2.15	Temporary Signs	1	
2.16	Site Development/Grading	2	
2.17	Tree Removal	5	
2.20	<b><u>Construction Permits Issued</u></b>	64	
2.21	Building, Combination	10	
2.22	Fire, Mechanical, Plumbing, Demolition, Tanks	40	
2.23	Right-of-Way	7	
2.24	Permanent Signs	4	
2.25	Temporary Signs	1	
2.26	Site Development/Grading	1	
2.27	Tree Removal	1	
2.30	<b><u>Construction Permits Finaled</u></b>	31	
2.31	Building, Combination	14	
2.32	Fire, Mechanical, Plumbing, Demolition, Tanks	12	
2.34	Permanent Signs	4	
2.35	Temporary Signs	1	
<b>3.0</b>	<b><u>Inspections</u></b>		
3.10	<u>Building Inspections</u> (NOT SIGN PERMITS)	369	
3.11	Fire Operational	70	
3.12	Right-of-Way	16	
3.13	Sign (SIGN PERMITS)	8	
3.14	Site Development/Grading	2	
3.15	Tree Removal	0	
	<b>TOTALS</b>	<b>465</b>	
<b>4.0</b>	<b><u>Fees</u></b>		
4.10	Total Fees Collected	\$305,728.88	
4.10.	<i>Impact Fees SubTotal</i>	<i>\$138,580.73</i>	
4.10.	<i>Permit Fees SubTotal</i>	<i>\$167,148.15</i>	
4.13	Building Permit Valuation - All Projects	\$2,933,282.78	
<b>5.0</b>	<b><u>Other Permitting Indicators</u></b>		
5.10	Pre-Application Meetings	1	
5.14	New Commercial Buildings Issued	1	
5.15	Tenant Improvements Issued	4	
<b>6.0</b>	<b><u>Code Enforcement</u></b>		
6.10	Cases Opened	2	
6.11	Cases Closed	1	
6.12	Code Violations Resolved	1	
<b>7.0</b>	<b><u>Long Range Planning</u></b>		
7.10	Major Plan Updates	0	
7.11	Comp Plan Amendments	1	
7.12	Development Reg Amendments	1	

# Active Projects in the City of Woodinville

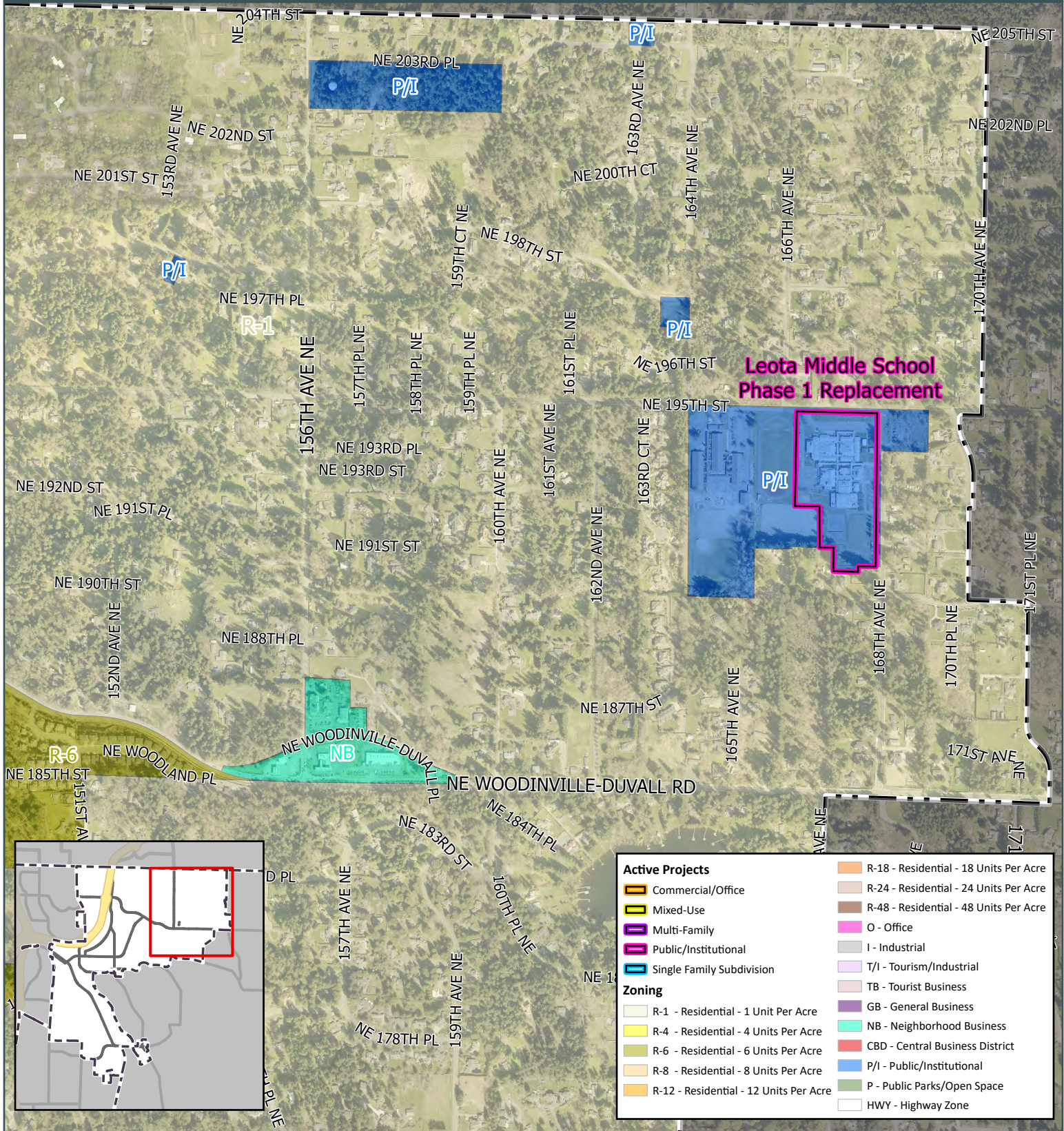


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# City of Woodinville - Northeast Active Projects



Active Projects	
	R-18 - Residential - 18 Units Per Acre
	Commercial/Office
	Mixed-Use
	Multi-Family
	Public/Institutional
	Single Family Subdivision
	R-24 - Residential - 24 Units Per Acre
	R-48 - Residential - 48 Units Per Acre
	O - Office
	I - Industrial
	T/I - Tourism/Industrial
	TB - Tourist Business
	GB - General Business
	NB - Neighborhood Business
	CBD - Central Business District
	P/I - Public/Institutional
	P - Public Parks/Open Space
	HWY - Highway Zone

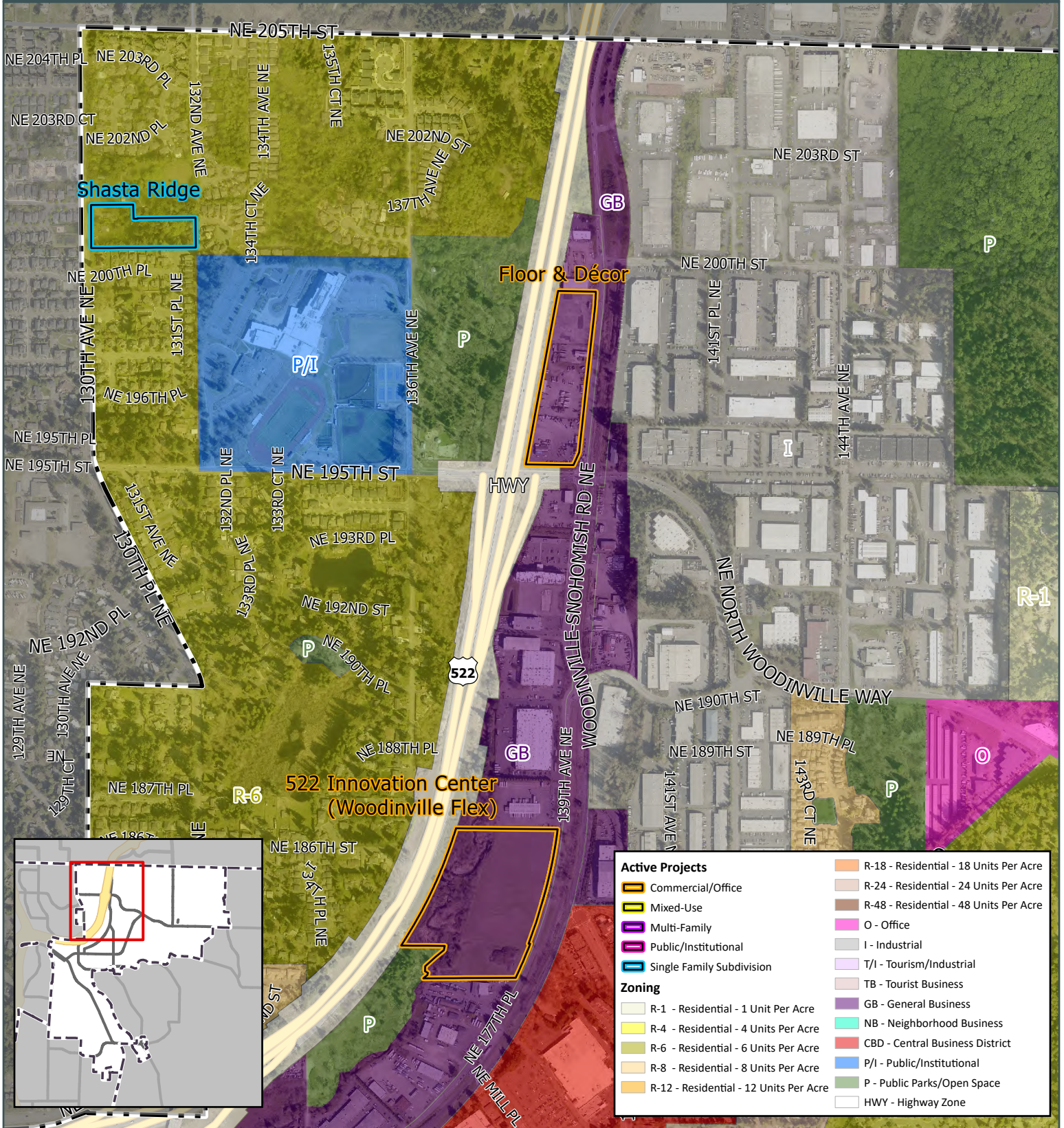


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# City of Woodinville - Northwest Active Projects



Active Projects	
	Commercial/Office
	Mixed-Use
	Multi-Family
	Public/Institutional
	Single Family Subdivision
Zoning	
	R-1 - Residential - 1 Unit Per Acre
	R-4 - Residential - 4 Units Per Acre
	R-6 - Residential - 6 Units Per Acre
	R-8 - Residential - 8 Units Per Acre
	R-12 - Residential - 12 Units Per Acre
	R-18 - Residential - 18 Units Per Acre
	R-24 - Residential - 24 Units Per Acre
	R-48 - Residential - 48 Units Per Acre
	O - Office
	I - Industrial
	T/I - Tourism/Industrial
	TB - Tourist Business
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	CBD - Central Business District
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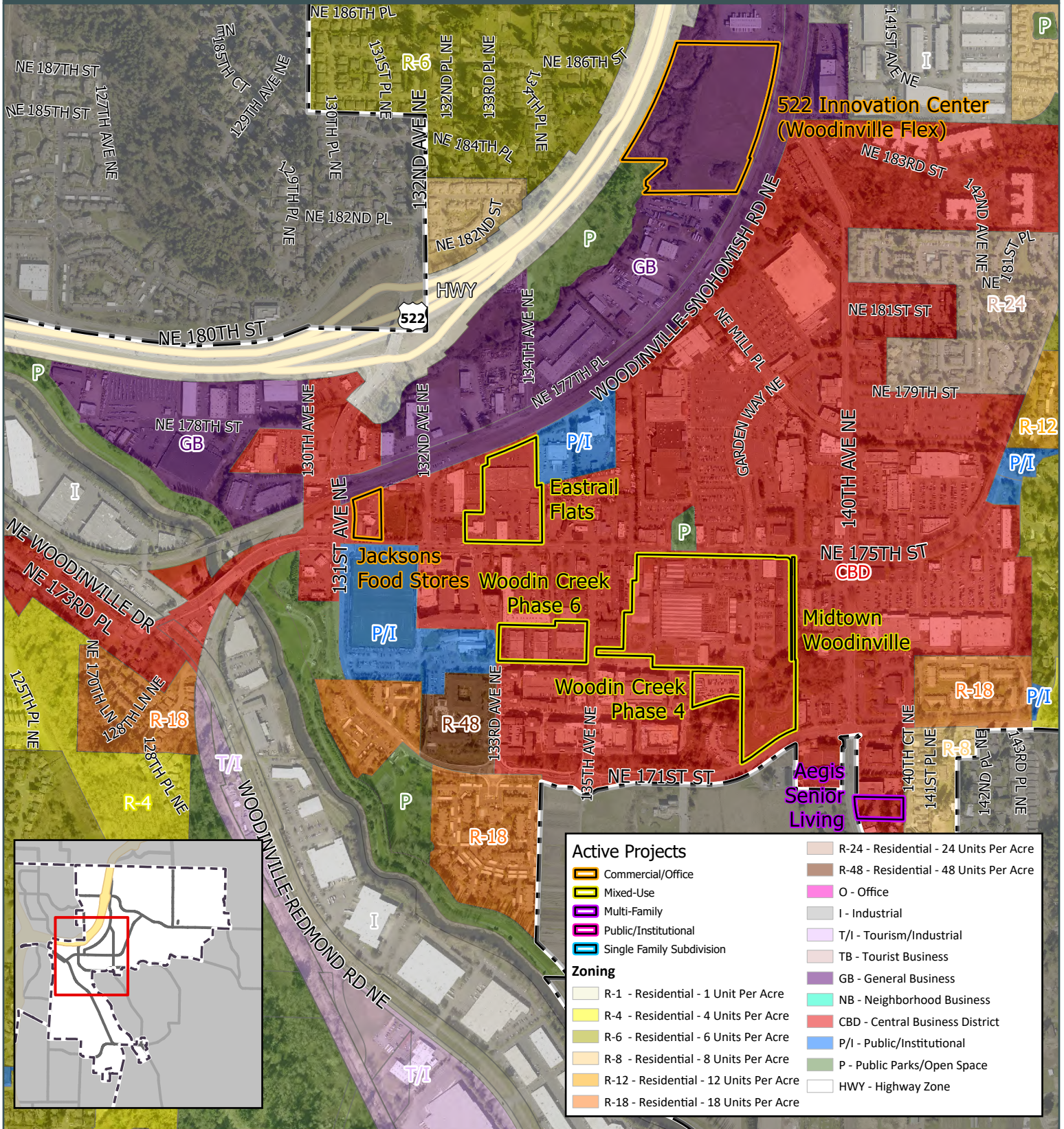


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# City of Woodinville - Central Active Projects



Active Projects	
	Commercial/Office
	Mixed-Use
	Multi-Family
	Public/Institutional
	Single Family Subdivision
Zoning	
	R-1 - Residential - 1 Unit Per Acre
	R-4 - Residential - 4 Units Per Acre
	R-6 - Residential - 6 Units Per Acre
	R-8 - Residential - 8 Units Per Acre
	R-12 - Residential - 12 Units Per Acre
	R-18 - Residential - 18 Units Per Acre
	R-24 - Residential - 24 Units Per Acre
	R-48 - Residential - 48 Units Per Acre
	O - Office
	I - Industrial
	T/I - Tourism/Industrial
	TB - Tourist Business
	GB - General Business
	NB - Neighborhood Business
	CBD - Central Business District
	P/I - Public/Institutional
	P - Public Parks/Open Space
	HWY - Highway Zone

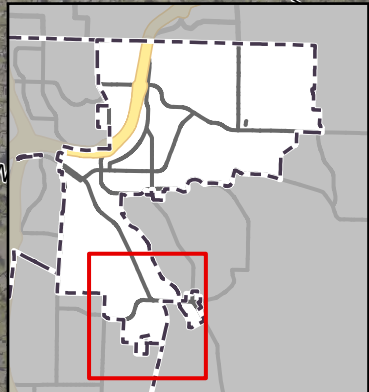
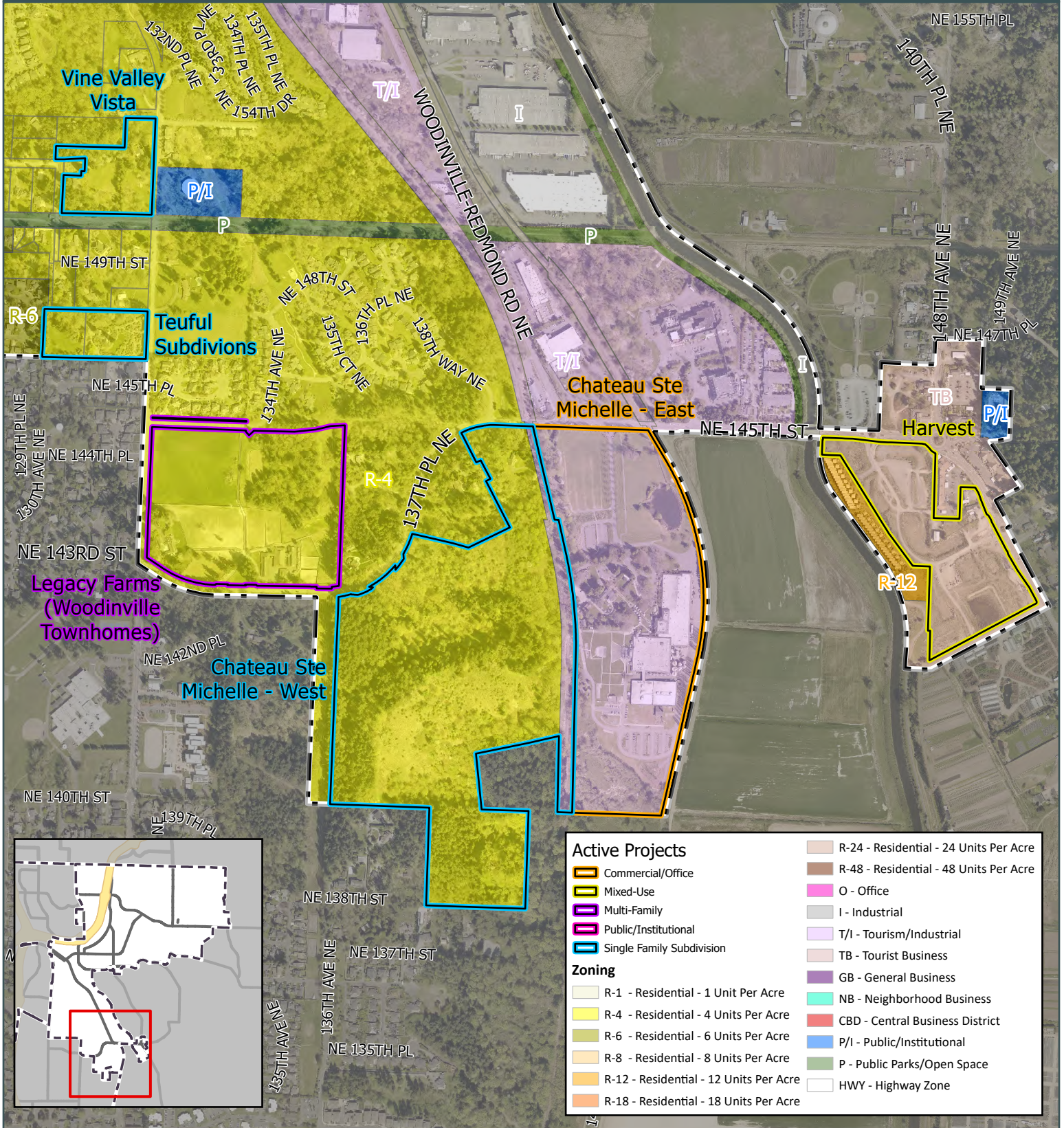


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# City of Woodinville - Southeast Active Projects

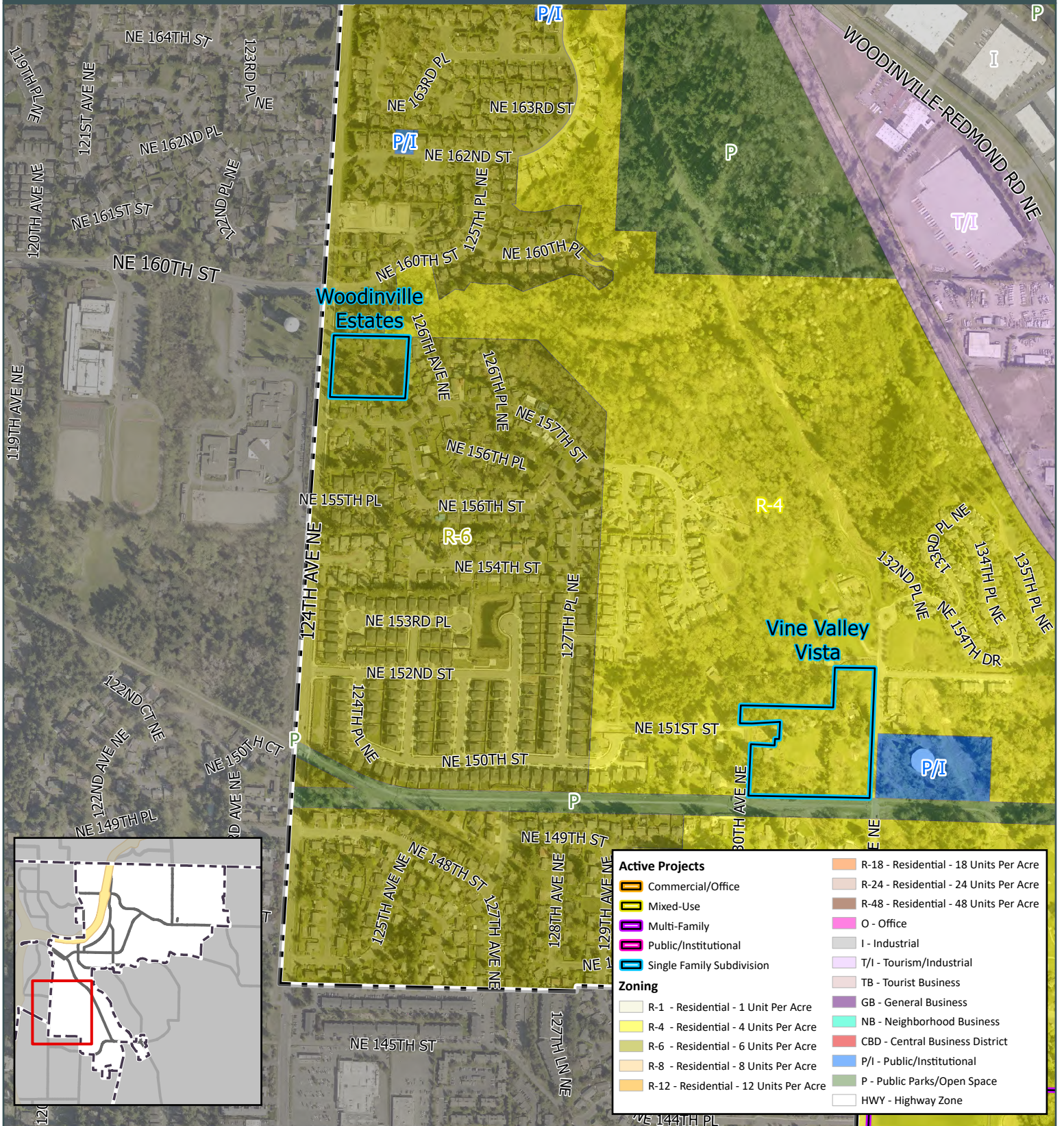


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# City of Woodinville - Southwest Active Projects



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