

## **Attachment 1: DRAFT SCOPE OF WORK**

### **Land Use Code Amendments: Accessory Dwelling Unit**

### **ENVIRONMENTAL IMPACT STATEMENT**

#### **PURPOSE / OVERVIEW**

In May 2016, Councilmember Mike O'Brien released a draft proposal<sup>1</sup> for removing barriers to building detached accessory dwelling units and attached accessory dwelling units (DADUs & AADUs, collectively ADUs). At the same time, the City published the environmental review decision, issuing a Determination of Non-Significance (DNS). Following this, an appeal of the DNS was submitted. The hearing on this appeal began in August 2016 and concluded in December 2016. The Hearing Examiner reversed the DNS and directed the City to prepare an Environmental Impact Statement (EIS) to analyze further how the proposal could potentially negatively affect the environment. The complete Findings and Decision document is available on the Hearing Examiner website.<sup>2</sup>

As the city faces an affordable housing crisis, Councilmember O'Brien developed the proposal to increase the housing supply by encouraging ADUs in single-family neighborhoods. The proposal would make a series of changes to the existing land use code requirements for ADUs applicable in single-family zones, including:

- Allowing both a DADU and an AADU on the same property
- Increasing the height limit for DADUs by 1-2 feet, depending on lot width
- Removing the requirement for owners to include an off-street parking space for ADUs
- Increasing the maximum rear yard coverage from 40% to 60% if a DADU is only one-story
- Modifying the requirement that the property owner live on-site
- Allowing DADUs on lots 3,200 square feet or larger (currently 4,000 square feet)
- Increasing the maximum gross floor area of a DADU to 1,000 square feet
- Excluding the area in a garage used for parking or storage from the maximum floor area calculation for a DADU

This EIS will evaluate the environmental impact of the proposed land use code changes to encourage DADUs and AADUs. The analysis is for areas zoned single-family in Seattle. The EIS will review the impact of the proposed changes to ADU requirements in these areas.

#### **CONSULTANT TEAM**

It is expected that a consultant team of one or more firms with expertise in the following areas will perform the work.

- 1. Environmental Impact Statement (EIS) Preparation and Strategic Consulting:** Expertise and experience preparing EIS documents, and managing and overseeing EIS processes. This includes expertise in technical analysis of impacts to elements of the environment, as well as expertise in State Environmental Policy Act (SEPA) regulations.

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<sup>1</sup> <http://www.seattle.gov/Documents/Departments/Council/Members/O'Brien/OPCD-ADU-DADU-ORD-v6.pdf>

<sup>2</sup> <https://web6.seattle.gov/Examiner/case/document/6828>

2. **Housing & Socioeconomics:** Expertise and experience in the areas of residential development and the housing market to evaluate potential impacts of removing or modifying requirements for the owner to live on-site and how that could alter the economic environment for development in single-family zones and the potential for indirectly impacting housing costs and cause displacement.
3. **Transportation Analysis:** Expertise and experience in transportation analysis, with a specific focus on the potential impacts of removing off-street parking requirements.
4. **Urban Design Modelling / Renderings:** Expertise and experience in the areas of urban design and modeling to illustrate the potential environmental impacts to the built environment, including height, bulk, and scale.

## TASKS & DELIVERABLES

1. **Project Initiation, data collection and background information.** The Consultant will participate in up to two kick-off meetings with City staff to confirm project priorities, roles, public engagement strategy, and other remaining project needs. A detailed review of schedules, approaches and assignments will be with City staff members who are members of the immediate project management team. As part of project initiation, Consultant will review the [Hearing Examiner’s Decision](#), available data, assumptions and methodologies used in previous ADU studies, reports and other related ADU materials, and the Seattle 2035 Comprehensive Plan EIS to determine applicability for the analysis in the ADU EIS.
2. **Project Coordination, data collection and background information.** The Consultant will be available for general project coordination with members of the immediate City project management team. General coordination meetings may include a combination of in-person meetings or telephone calls. The frequency of general coordination will be determined based on need for the phase of the project.

Data collection and background information is expected to rely heavily on recently completed studies and analyses. This task includes organizing and collecting the data and information on various elements of the environment for the study area. It also includes establishing baseline assumptions about the existing condition or no action alternative. As needed, Consultant will identify updated data needs and methodologies, including baseline assumptions about the existing condition and no action alternative, for consideration and approval by the City.

*Previous ADU studies and reports include the following:*

- Draft Proposal (May 2016):
  - [DRAFT Ordinance](#)
  - [Removing Barriers to DADUs & Accessory Dwelling Units: Director’s Report](#)
  - [Determination of Non-Significance](#)
  - [SEPA Checklist](#)
- [Removing Barriers to DADUs & Accessory Dwelling Units: Summary of Public Input](#) (March 2016)
- [Map of DADUs in Seattle Built by Year](#)
- [Map of Potential DADU Locations in Seattle](#)
- [ADU Production from 2011-2014](#) (June 2016)
- [Background on DADUs – Preliminary Survey Findings from Owners](#)
- [Removing Barriers to DADUs: DPD Report and Analysis](#) (October 2015)

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- [DADUs Annual Report](#) (December 2014)
  - [DADUs Annual Report](#) (April 2011)
3. **Identify Alternatives.** Consultant will work with the project team to finalize the no-action and up to two action alternatives. As part of developing the alternatives, Consultant will work with City staff to further define project goals, identify options for the action alternatives, and consider key assumptions for each alternative, including growth estimates, economic implications, and land use relationships and relationship to other ongoing project and analyses (such as implementation of Mandatory Housing Affordability citywide).
  4. **Support Formal EIS Outreach.** Consultant will work in collaboration with the City to provide a public scoping meeting and a public comment meeting following Draft EIS issuance. Consultant will prepare meeting materials and summaries, including a scoping summary. Consultant budget will not be responsible for logistic costs, such as meeting notices or room reservations.
  5. **Environmental Scoping.** Consultant will prepare a Draft Determination of Significance (DS) and scoping notice that describes project goals, potential alternatives, and EIS scope, and initiates the public scoping process. As described in Task 4, Consultant will support facilitation of a public scoping meeting conducted during the scoping period.
  6. **Preliminary Draft EIS.** Consultant will prepare a preliminary Draft EIS (PDEIS) for City review and comment. The preliminary document will include all components of the Draft EIS, including a description of alternatives, affected environment, impacts, mitigating measures, and significant unavoidable adverse impacts for all scoped elements of the environment and alternatives.

WAC 197-11 establishes that EISs shall provide a level of detail commensurate with the importance of the impact, with less important material summarized, consolidated, or referenced. For the ADU EIS, the City has identified land use, aesthetics, housing and socioeconomics, transportation, public services and utilities and as the key environmental issues. For other environmental topics in this EIS, material may be summarized and findings discussed in comparison with findings of the Comprehensive Plan EIS. A description of the approach for each environmental topic is provided below. If, through the scoping process, significant analysis of elements of the environment that were not expected is added, the City and Consultant will jointly determine the approach for incorporating these elements.

- a. **Land Use.** The land use analysis will include a review of compatibility of the proposal and alternatives within single-family zones and will identify potential conflicts. The land use analysis will include a review of the potential impacts on existing housing, including the housing type impacted, the potential for the elimination or demolition of existing housing, and whether the action alternatives will result in a fundamental change to the land use form. The land use analysis will also include a review of the potential impacts of the proposal on vegetation, tree canopy and environmentally critical areas.
- b. **Aesthetics, Height/Bulk/Scale.** Major topic areas to be addressed in this section include potential impacts of allowing both a DADU and an AADU on the same lot and potential impacts of shadowing, privacy, scale, and compatibility with single-family zones. The Consultant will prepare graphics modeling the proposed changes to illustrate any potential impacts. At minimum, the modeling will include scenarios where multiple, larger DADUs (both taller and more floor area and one-story DADUs with increased rear yard

coverage) are constructed on multiple blocks with different configurations (i.e. alley access versus no alley access; larger lots versus smaller lots; topographical differences).

- c. *Housing and Socioeconomics.*** The housing analysis will evaluate the potential effects of the no action and action alternatives on future housing development in single-family zones, including consideration of potential impacts that could alter the economic environment for development in single-family zones and indirectly could impact housing costs and cause displacement of current populations, with a focus on marginalized populations and/or people of color. Consultant will estimate housing units with potential to be demolished and replaced by redevelopment in order to characterize the potential loss of existing units. Consultant will also estimate the production of ADUs under the no action and action alternatives and estimate the income levels for whom ADUs could provide housing. Consultant will leverage and build upon the City’s Growth and Equity analysis to examine neighborhood socio-economic characteristics within the study area, current housing affordability, and the relative potential for displacement.
- d. *Transportation.*** The transportation analysis will evaluate the potential impacts of removing off-street parking requirements and of allowing for both a DADU & AADU on the same lot. The analysis will include, but is not limited to, additional demand for on-street parking due, and potential impacts on circulation, transit, parking, and greenhouse gas emissions. Existing information and recently completed studies will establish the foundation for the transportation analysis to a large extent – particularly transportation analysis completed for the Seattle 2035 Comprehensive Plan, as well as other city modal transportation plans including the City’s Bicycle Master Plan, Pedestrian Master Plan, and Transit Master Plan. Consultant assumes a 2035 planning horizon, consistent with the transportation model that evaluated impacts for the Comprehensive Plan EIS.
- e. *Public Services and Utilities.*** The Consultant will use the analysis and data gathered for the Comprehensive Plan EIS to disclose the potential for the proposal and alternatives to affect demand for public services utilities overall (fire, police, transit, schools, water, sewer, etc.). The public services and utilities analysis will focus primarily on differences, if any, from the analysis and findings in the Comprehensive Plan EIS. Material may be summarized and Comprehensive Plan EIS findings referenced.
- 7. *Identification of Mitigating Measures.*** The Consultant will work with the City to identify recommended mitigating measures as needed in each area of environmental analysis. Mitigating measures may include alternative urban design standards or development regulations. The consultant will recommend additional potential mitigating measures based on independent analysis and evaluation. This task includes clear narrative documentation of the range of mitigating measure that could be considered.
- 8. *City review and comment.*** To facilitate review of the PDEIS, the Consultant will lead an internal project workshop to highlight key findings and conclusions and outstanding issues. Following receipt of City comments, Consultant will incorporate revisions to the Draft EIS. Consultant assumes that changes requested by the City will not require substantive new analysis.
- 9. *Public Draft EIS.*** Consultant will provide the City a print-check copy of the Draft EIS to (1) confirm that all requested changes have been made and (2) authorize publication of the document. Upon authorization by the City, Consultant will provide electronic files of the document for City issuance. Consultant will also provide compressed electronic files for posting on the City’s website. As described in task 4, Consultant will support facilitation of a public comment meeting following Draft EIS issuance

**10. Final EIS.** Following the close of the Draft EIS public comment period, Consultant will:

- Receive from the City and review all Draft EIS written and verbal comments. Consultant assumes that comments posted to social media platforms, such as Facebook, Twitter, or blogs, will not be included as part of the formal record of comments.
- Review and mark-up comments received during the comment period.
- In partnership with City staff, prepare responses to all Draft EIS comments.
- Assemble responses to comments and summaries of any additional analysis in the format of a preliminary Final EIS for review and comment by the City. If required, it is assumed that any additional analysis would entail minor modifications to existing data and not involve substantive new analysis.
- Revise the preliminary Final EIS based on City comments.
- Prepare a final print-check copy of the document for confirmation that all requested changes have been made.
- Upon authorization for publication, Consultant will produce electronic files of the Final EIS for publication by the City. Consultant will also provide the City compressed electronic files for posting on the City's website.

## **BUDGET**

Total budget for Consultant Services is \$200,000. Consultant shall reserve funds for printed documents and any presentation materials from the identified budget. City of Seattle will produce and print the majority of final documents for distribution including the draft and Final EIS documents. There will be no reimbursable items in addition to payment for services.

## **TIMELINE**

The timeline for completion is between execution of contract documents and June 2018. The formal term of the contract, however, will extend to August 2018 to accommodate unforeseen circumstances or changes of schedule.