



Shoreline Planning Commission

SPECIAL MEETING – Bullitt Center Tour and Retreat Planning for 2014 Friday, October 25, 2013 – 9:00 a.m.

AGENDA

- 1. Meet at Shoreline City Hall for transportation to the Bullitt Center in Seattle**
9:00 a.m.
- 2. Guided Tour of Bullitt Center**
10:00 a.m.
- 3. Return to Shoreline City Hall**
12:00 a.m.
- 4. Lunch Presentation on the Climate Action Plan Followed by Discussion**
Miranda Redinger
12:00 p.m.

Supporting Document: [Climate Action Plan](#) (follow link to review).

- 5. Spring Retreat Planning**
Steve Szafran, Paul Cohen
1:30 p.m.

Supporting Document: Memorandum and Attachments A-C

- 6. Adjournment**
2:30 p.m.



Memorandum

DATE: October 25, 2013

TO: Shoreline Planning Commission

FROM: Paul Cohen, Planning Manager
Steven Szafran, AICP, Senior Planner

RE: Planning Commission's Spring 2014 Retreat

This meeting is to discuss issues and ideas for the Planning Commission's retreat next spring. Staff would like input from the Planning Commission regarding dates, location, speakers, and retreat topics.

Discussion

Staff is in the process of developing the program for the Commissions' retreat next spring. Staff is looking for direction on when the retreat should be held, where the retreat should take place, and what topics should be discussed.

The Commission is losing one member to term limits and two other Commissioners are nearing the end of their first term. Staff recommends waiting until after new Commissioners are appointed before holding the next retreat. The recruitment process for the Commission is scheduled to end in March 2014. If the Commission agrees to wait until after the new Commissioner(s) are on board, the retreat will be held next April.

The locations for the past Planning Commission retreats have been held at either City Hall or at the Shoreline Fire Station. The Commission may want to discuss alternative locations such as Edmonds, Mukilteo, or elsewhere away from City Hall.

Retreat Topics

Bullitt Center – Before our meeting we will tour the Bullitt Center in Seattle - billed as the "Greenest Building on Earth". Aside from a project that combines all the latest green technologies and principles, the building had to get approval to remove some of the zoning regulations. There are other issues that have to do with cost of construction and transit availability that may not be applicable to Shoreline. It will be a good example of what we might be able to adopt and what Shoreline is not yet suited for.

Last Retreat - The Planning Commission typically holds a retreat every 1-2 years. The Planning Commission last held a retreat on May 19, 2011 (Attachment A). Retreat topics in the past have ranged from how to work better with the rest of the Commission, what the Commission expects from Staff, how Staff can serve the Commission better and more efficiently, training on procedure, and how to take public comment and respond to the public in a meeting setting. Some of these topics may still be relevant to revisit them at the spring retreat.

Work Plan - The work plan has been approved by Council. Staff would like to present and discuss the department's 2014 work plan (Attachment B).

Council Goals – The work plan aligns with the Council's goals (Attachment C). Staff will present Council goals with the Commission and discuss how the Council's goals shape the Department's work plan. The Commission may want to recommend new, 2015 Council goals by fall before the Council adopts new ones.

Jurassic Parliament Training - Some members of the Planning Commission have gone through with this training. New and old Commissioners may find this helpful, especially if this is their first time serving on a board.

Accomplishments – This is a good time to review the many accomplishments that the Planning Commission has been a part of.

Annual Letter to Council – The Commission last sent a letter to Council in April 2013 (Attachment D). The retreat may be a good time to talk about what to include in the letter to Council for 2014.

Michelle Wagner - The retreat will be a great opportunity to celebrate the work and dedication of Commissioner Wagner for her work on the Commission for the past eight years.

Attachments

- A. Agenda from 2011 Retreat
- B. City Council 2013-2015 Goals
- C. 2013 Letter to Council



Shoreline Planning Commission Retreat
Conference Room 301 (North), Shoreline City Hall
Thursday, May 19, 2011 – 7:00 p.m.

Agenda

Meeting Focus: How can the Planning Commission work better together?

Meeting Purpose: To develop a more functional Planning Commission by focusing on meeting process and interaction with each other, with public and staff.

- 7:00 Welcome and Introduction**
- 7:05 Icebreaker**
- 7:20 Meeting Process and Group Interaction (30 min)**
- Examples of hearings where discussion/deliberation moved along and went well
 - How formal should deliberations be - using motions, using consensus, or some other process when making amendments to proposal
 - Commissioners' roles during discussion/deliberations – ensuring that discussion stays on task, summarizing what is being discussed, listing conclusions before vote
 - Solving problems as a group
 - Being considerate of each other's time when you have the floor
- 7:50 Public Hearing Record (10 min)**
- What is in "the record", when does "the record" start?
 - What is "public comment" vs. "testimony"?
- 8:00 Public Interaction (25 min)**
- When should comment periods be scheduled on the agenda?
 - Exchanges between Commission and members of the public
 - Appropriateness of Q&A with people who offer public comment
- 8:25 Staff Support (15 min)**
- Are we doing things right?
 - What other support would you like to see/have?
- 8:40 Ten Minute Break**
- 8:50 Robert's Rules Refresher (15 min)**
- 9:05 Review Bylaws** *PC will only review & discuss at Retreat, actual action will occur at regular meeting*
- Talk about formalizing any retreat decisions into the Bylaws
 - Discuss any other changes needed
- 9:25 Closing Remarks**
- 9:30 Adjourn**

2013-2015 City Council Goals and Workplan

The Council is committed to fulfilling the community's long-term vision – Vision 2029 – and being a sustainable city in all respects:

- Sustainable neighborhoods—ensuring they are safe and attractive;
- Sustainable environment—preserving our environmental assets and enhancing our built environment so that it protects our natural resources; and
- Sustainable services—supporting quality services, facilities and infrastructure.

The City Council holds an annual strategic planning and goal setting retreat to monitor progress and determine priorities and action steps necessary to advance Vision 2029. This workplan, which is aimed at improving our ability to fulfill the community's vision, is then reflected in department workplans, the City's budget, capital improvement plan, and through special initiatives.

Goal 1: Strengthen Shoreline's economic base

Shoreline voters approved Proposition No. 1 in November 2010, which helped to maintain essential service levels through 2016. Whether or not Proposition No. 1 is renewed in 2016, it is vital to attract investment in Shoreline businesses and neighborhoods to enhance our economy and property values. Investment will strengthen our tax base while providing our residents with greater housing choices, local employment, retail opportunities, and lifestyle amenities.

ACTION STEPS:

1. Adopt and implement a Community Renewal Plan for Aurora Square
2. Implement efforts to make the permit process predictable, timely and competitive including the implementation of a new permit software system
3. Develop a 10-year Financial Sustainability Plan to achieve sufficient fiscal capacity to fund and maintain priority public services, facilities, and infrastructure
4. Develop and implement marketing strategies to promote Shoreline as a progressive and desirable community for new residents, investors, and businesses
5. Support local businesses through implementation of the business mini-grant program, promotion efforts such as grand openings, and by evaluating the competitiveness of regulations
6. Collaborate with the Shoreline Community College to launch the Shoreline Film Office

PROGRESS INDICATORS:	2011	2012	2013
a. Annual growth of assessed property value from new construction	0.17%	0.50%	
b. Ratio of commercial versus non-commercial valuation	.112	.115	
c. Retail sales tax per capita	\$113	\$130	
d. Number of licensed businesses	4,474	4,784	
e. Number of housing units	23,049	23,204	
f. Vacancy and rental rates of commercial and multi-family properties	C: 4-5%; \$15-30/sf R: 4%; \$1.18/sf	Retail: 4%; \$17.50/sf; Office: 4.5% ; \$23.63/sf Resid: 3.2%; \$1.24/sf	
g. Number of online permits submitted	N/A	N/A	
h. Number of business mini-grants awarded; number of grand openings supported	N/A	N/A	

Goal 2: Improve Shoreline’s utility, transportation, and environmental infrastructure

Shoreline inherited an aging infrastructure when it incorporated in 1995. The City has identified needed improvements through our 20-year planning documents including the Surface Water Master Plan, Transportation Master Plan and Parks and Open Space Master Plan. Improvements are not limited to infrastructure investments – The City is also interested in improving coordination, planning, and overall information sharing among all service providers. As capital improvements are made, it is important to include efforts that will enhance Shoreline’s natural environment, ultimately having a positive impact on the Puget Sound region.

ACTION STEPS:

1. Construct the Aurora Corridor improvements from N 192nd to N 205th Streets
2. Identify funding strategies to implement the City’s transportation master plan including construction of new non-motorized improvements
3. Execute the Shoreline/Seattle Public Utility’s water system Acquisition Agreement and develop a multi-year implementation plan for creating the City’s water utility (70% voter approval in 2012)
4. Develop a plan to merge the Ronald Wastewater District into City operations as outlined in the 2002 Interlocal Operating Agreement
5. Work with the City of Seattle, King County and Washington State Department of Transportation on a plan that will improve safety, efficiency and modes of transportation for all users of 145th Street
6. Review the City’s Environmental Sustainability Strategy and Climate Action Plan and develop an urban tree management strategy
7. Prepare for the consolidation of utilities by acquiring and developing the Brugger’s Bog Maintenance Facility and implementing a comprehensive asset management system

PROGRESS INDICATORS:	2011	2012	2013
a. Number of redevelopment projects improving the treatment of surface water	6	0	
b. Number of linear feet of non-motorized facilities constructed	16,000	7,384	
c. Number of trees planted in the public right-of-way and on City property (net)	470	145	
d. Volume of paper purchased for City operations (letter reams)	1,760	2,008	
e. Percent of community garden plots reserved	N/A	100%	
f. Water quality average index score for:			
· Boeing Creek Basin (Boeing Creek)	60	60	
· McAleer Creek Basin (McAleer Creek & Cedarbrook Creek)	50	60	
· Thornton Creek Basin (Thornton Creek)	31	19	
· Puget Sound Basin (Storm Creek)	24	24	

Goal 3: Prepare for two Shoreline light rail stations

In 2008 Shoreline voters supported the Sound Transit 2 funding package by 61%. Our community looks forward to increasing mobility options and reducing environmental impacts through light rail service. Sound Transit estimates the light rail extension from Northgate to Lynnwood to be \$1.4-1.6 billion, which includes investment in two stations in Shoreline, which are planned to open in 2023. Engaging our community on how this effort benefits Shoreline and the greater region needs to start now.

ACTION STEPS:

1. Adopt phase 1 of the subarea plans (boundary maps) for the two light rail station areas
2. Participate as a Cooperating Agency in Sound Transit’s environmental process by providing early and continuous input into the development of the environmental impact statement (EIS)

3. Work with Sound Transit to evaluate the redevelopment potential of large parcels in the light rail station areas
4. Engage the community in an education and outreach plan to help residents and businesses prepare for the addition of new light rail stations and service
5. Develop a multi-modal transportation strategy to deliver people to the future light rail stations, as an alternative to single occupancy vehicles

PROGRESS INDICATORS:	2011	2012	2013
a. Number and location of Shoreline light rail stations identified in the EIS process	N/A	3 - 145 th , 155 th & 185 th	
b. Number of City and Sound Transit opportunities provided for public input in the light rail planning process	4	21	
c. Estimated ridership at the Shoreline light rail stations	N/A	N/A	

Goal 4: Enhance openness and opportunities for community engagement

The Council values an open, transparent, and responsive government. And the City believes that the best decisions are informed by the perspectives and talents of our residents. Community involvement is vital, and finding effective ways to engage all segments of our community is key to shaping our future.

ACTION STEPS:

1. Communicate and provide opportunities for public input on key policies and initiatives, including light rail station planning, safe community initiatives, the Point Wells Transportation Corridor Study, and other City projects
2. Continue to support neighborhood associations and volunteer initiatives and to host community forums and workshops
3. Develop a workplan to make more documents available online and to improve the website's ease of use
4. Advance public engagement with implementation of the City's e311 system, online town hall forums, online service requests, survey tools and social media platforms
5. Enhance the City's crime prevention and safe community communication programs including implementation of an E-Alert system and expanding the City's Neighborhood Block Watch Program

PROGRESS INDICATORS:	2011	2012	2013
a. Percent of residents who believe the City is moving in the right direction ¹	71%	72%	
b. Percent of residents somewhat/very satisfied with the City's efforts to keep residents informed ¹	67%	67%	
c. Number of citizen volunteer hours	19,530	16,758	
d. Number of documents available on the City's website	9,576	12,512	
e. Number of annual website visits; number of Facebook "likes"	77,400/545	111,000/700	
f. Number of service requests responded to through the City's e311 app	3	179	
g. Number of neighborhood block watches supported	N/A	N/A	
h. Number of E-Alert subscribers	N/A	N/A	
i. Number of public record requests (excludes routine requests)	161	174	

¹Indicator taken from biennial citizen survey – most recent survey occurred in 2012

Goal 5: Promote and enhance the City's safe community and neighborhood programs and initiatives

Maintaining a safe community is the City's highest priority. The 2012 Citizen Survey reflected that 91% of respondents felt safe in their neighborhood during the day and 78% had an overall feeling of safety in Shoreline. Although these results are reflective of statistics from medium sized cities across the United States, it was a slight decrease from previous citizen surveys conducted by the City. As a result, in November 2012 the City held a public focus group on crime prevention efforts to receive citizen input. Based on this feedback, the City is pursuing a concentrated workplan to enhance our public safety communication and crime prevention efforts to ensure that our residents and businesses continue to find Shoreline a safe place to live, work, and play.

ACTION STEPS:

1. Initiate a City cross-department safe community team to resolve issues and develop proactive programs related to traffic, code enforcement, and crime prevention efforts
2. Initiate a joint Parks and Police effort to maintain safe parks by addressing resident concerns through crime prevention through environmental design (CPTED)
3. Continue to work with the Shoreline schools, Emergency Management Council, Shoreline Fire Department and other stakeholders to keep school safety policies up to date and consistent with best practices
4. Enhance safety and security for seniors by meeting directly with senior groups to discuss criminal activity and deceptive scams that target the senior population
5. Complete the police station feasibility study to determine if operational efficiencies can be gained between City and police operations, police neighborhood storefronts, and police volunteers
6. Continue the efforts of the Traffic Action Plans and the Neighborhood Traffic Safety Program to address neighborhood traffic safety concerns

PROGRESS INDICATORS:	2011	2012	2013
a. Percent of residents who have an overall feeling of safety in Shoreline ¹	83%	78%	
b. Percent of residents who feel safe in City parks and trails ¹	58%	56%	
c. Number of Shoreline schools provided with training on school lockdown procedures	N/A	N/A	
d. Number of parks with completed CPTED reviews or implemented directed safety emphasis	N/A	N/A	
e. Number of neighborhood traffic safety improvement efforts completed	N/A	N/A	

¹ Indicator taken from biennial citizen survey – most recent survey occurred in 2012



City of Shoreline
Planning
Commission

Donna Moss, Chair

Cynthia Esselman,
Vice Chair

Easton Craft

David Maul

William Montero

Keith Scully

Michelle Wagner

April 22, 2013

Dear Mayor McGlashan and Members of the City Council,

The purpose of this letter is to note the past year's Planning Commission highlights, report on the Commission's projects, share Commissioners' activities outside regular meetings, and provide input for future work items. Since our last annual report to the City Council, the Commission reviewed and advised the Council on several major legislative projects.

In March 2012, the City Council selected four new members for the Planning Commission: Easton Craft, David Maul, William Montero, and Keith Scully. Commissioner Craft was sworn in March 1 to fill the vacancy created when former Commissioner Kaje moved outside the city, and the remaining commissioners were sworn in April 5. Following a brief orientation from City staff, they attended parliamentary procedure training where they met existing commissioners who attended the parliamentary training as a refresher. From the day they were sworn in, each of them dove right in to work collaboratively with the rest of the Commission.

We began work on the Comprehensive Plan Major Update in January, 2012. The work plan for the update was ambitious, and over the next ten months we dedicated a total of thirteen study sessions to reviewing draft amendments and potential policy additions for each Element. The Commission reviewed a complete copy of the Draft Comprehensive Plan in September, and held public hearings on October 18 and November 15 before forwarding recommendations to City Council. The Commission is very proud of the final product and the entirety of the work that went into its creation. The Commission acknowledges the efforts of City staff, particularly Miranda Redinger, who kept the process on track and responded efficiently and effectively to all our questions and suggestions.

In November 2012, Economic Development Manager, Dan Eernisse, provided an overview on the Community Renewal Area for Aurora Square. The Commission asked questions and offered feedback on the proposed draft CRA Plan. The importance of transparency and engagement with various community and stakeholder groups that may be affected by the CRA was a key recommendation of the Commission. When Mr. Eernisse provided an update to us in March, we were pleased to see our feedback incorporated into the process.

Along with the aforementioned accomplishments, the Commission completed other items on our agenda which included sending the Shoreline Master Plan to Council for approval in 2012, and recommending several Development Code Amendments: regulating development in floodplains, consolidating Commercial Design Standards & Zoning, adopting revised rules for SEPA, adding new code language for green building, and updating the tree code.

The Commission formed committees for two significant future projects:

- Light Rail Station Area Planning: Commissioners Craft, Maul, and Scully volunteered to sit on this Committee. They hold monthly public meetings, generally on the third Friday of the month, with City staff to develop criteria for station area boundaries, identify opportunities, and coordinate efforts with Sound Transit, consultant, and citizen groups. When the Committee reports to the full Commission each month as a regular agenda item, public comment is encouraged.
- Point Wells: With BSRE moving forward with its vested Snohomish County permits, the Commission believed it was important to form a committee to monitor the permitting progress, and attend neighborhood meetings to keep abreast of community efforts. Vice-Chair Esselman and Commissioner Montero volunteered to sit on this Committee.

Commissioners attended several events this past year. In addition to Anne McFarlane's parliamentary procedure training, each of us attended one or more of the Speaker Series presentations hosted by the City. In October, Commissioner Maul and I attended a Growing Transit Communities (GTC) Implementation Strategies Workshop hosted by PSRC.

I also attended the American Planning Association Washington Chapter Conference, and joined Planning Manager, Paul Cohen, to accept the APA/PAW Physical Plans for Large Cities & Counties Award for Town Center. Governor Gregoire also awarded the Planning Commission a Smart Communities Award for work on Town Center.

As the Commission deliberates on items that come before us for a recommendation, often questions arise or issues are pointed out about aspects not directly related to the topic under review. Also, during public comment, questions and concerns are frequently raised that are outside the immediate scope of the meeting. In some cases we place the issue on the "parking lot", which is a list of items the Commission would like staff to study and bring back to us at a future date. When the item is significant enough, we need the Council's approval for it to be placed on our work plan. The following are parking lot items that we want to discuss with Council at our May 2 joint meeting:

Housing and Neighborhood Compatibility - Over the years, the Commission discussed various aspects of neighborhood compatibility as we reviewed amendments and updated the Comprehensive Plan. The Housing Element of the 2012 Comprehensive Plan includes updated goals and policies, and provides a foundation to create a housing-specific Development Code Amendment. Specific issues on this topic include:

- Lot-size to structure ratio
- Design review process and Director's discretion
- Exemptions for Affordable Housing that require more specific criteria to implement the concept yet remain sensitive to residential transition areas
- Does the City have the ability to impose a minimum density requirement for residential properties, and if so, what is the appropriate process to do so

Parking - During discussions for the Town Center Subarea, the Southeast Subarea, home based businesses, accessory dwelling units, affordable and special needs housing, various Development Code Amendments, and the Comprehensive Plan update, public comment often related to parking. Given the broad nature of the topic, the Commission did not address parking beyond the scope of the agenda. However, there appears to be interest by many community members in the Commission evaluating this as citywide issue.

We look forward to another productive year addressing the items on our work plan by working collaboratively with staff to develop recommendations for Council that are beneficial to all people who live, work, and play in the City of Shoreline.

Sincerely,

Donna Moss, 2012-13 Planning Commission Chair