



AGENDA

SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

Monday, December 8, 2008
6:00 p.m.

Shoreline Conference Center
Highlander Room

TOPICS/GUESTS: *DINNER MEETING CANCELLED*

SHORELINE CITY COUNCIL BUSINESS MEETING

Monday, December 8, 2008
7:30 p.m.

Shoreline Conference Center
Mt. Rainier Room

- | | <u>Page</u> | <u>Est. Time</u> |
|--|-------------|------------------|
| 1. CALL TO ORDER | | 7:30 |
| 2. FLAG SALUTE/ROLL CALL | | |
| 3. REPORT OF THE CITY MANAGER | | |
| 4. REPORTS OF BOARDS AND COMMISSIONS | | |
| 5. GENERAL PUBLIC COMMENT | | 7:40 |
| <p><i>This is an opportunity for the public to address the Council on topics other than those listed on the agenda and which are not of a quasi-judicial nature. Speakers may address Council for up to three minutes, depending on the number of people wishing to speak. If more than 15 people are signed up to speak each speaker will be allocated 2 minutes. When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation. The total public comment period under Agenda Item 5 will be no more than 30 minutes. Individuals will be required to sign up prior to the start of the Public Comment period and will be called upon to speak generally in the order in which they have signed. If time is available, the Presiding Officer may call for additional unsigned speakers.</i></p> | | |
| 6. APPROVAL OF THE AGENDA | | 8:00 |
| 7. CONSENT CALENDAR | | 8:00 |
| (a) Minutes of Business Meeting of October 13, 2008 | <u>1</u> | |
| (b) Approval of expenses and payroll as of November 25, 2008
in the amount of \$3,910,532.70 | <u>11</u> | |
| (c) Motion to Approve a Mini-Grant for the Richmond Highlands
Neighborhood Association | <u>13</u> | |

8. ACTION ITEM: PUBLIC HEARING

Public hearings are held to receive public comment on important matters before the Council. Persons wishing to speak should sign in on the form provided. After being recognized by the Mayor, speakers should approach the lectern and provide their name and city of residence. Individuals may speak for three minutes, or five minutes when presenting the official position of a State registered non-profit organization, agency, or City-recognized organization. Public hearings should commence at approximately 8:00 p.m.

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|---|----------------|
| (a) Public hearing to receive citizens' comments on Ordinance No. 507, which is based on the May 15, 2008 recommendation from the Planning Commission with <i>New and Additional</i> language proposed by the City Council. Ordinance 507 amends the Comprehensive Plan to rename the Single Family Land Use designation as Campus; Establishes that a designation of a new Campus Land Use and the addition of new uses to an existing Campus require an amendment to the Comprehensive Plan; and Amends the Development Code by creating a Campus zoning designation and adopting a Master Development Permit process; and | <u>17</u> 8:00 |
|---|----------------|

Council action on Ordinance No. 507

9. NEW BUSINESS

- | | |
|---------------------------|----------------|
| (a) Transit Issues Update | <u>73</u> 9:00 |
|---------------------------|----------------|

10. ADJOURNMENT	9:30
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The Council meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2231 in advance for more information. For TTY service, call 546-0457. For up-to-date information on future agendas, call 801-2236 or see the City Web site at www.shorelinewa.gov. Council meetings are shown on Comcast Cable Services Channel 21 Tuesdays at 8 p.m. and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m. Council meetings can also be viewed on the City's Web site at <http://www.shorelinewa.gov>.

CITY OF SHORELINE

SHORELINE CITY COUNCIL SUMMARY MINUTES OF SPECIAL MEETING

Monday, October 13, 2008 - 7:30 p.m.
Shoreline Conference Center
Mt. Rainier Room

PRESENT: Mayor Ryu, Deputy Mayor Scott, Councilmember Eggen, Councilmember Hansen, Councilmember McConnell, Councilmember McGlashan, and Councilmember Way

ABSENT: None

1. CALL TO ORDER

At 7:30 p.m., the meeting was called to order by Mayor Ryu, who presided.

2. FLAG SALUTE/ROLL CALL

Mayor Ryu led the flag salute. Upon roll call by the City Clerk, all Councilmembers were present.

a) Proclamation of "Breast Cancer Awareness Day"

Mayor Ryu read the proclamation declaring October 13, 2008 as "Breast Cancer Awareness Day" in the City of Shoreline. Terry Dillis, Shoreline, accepted the proclamation and thanked the City for bringing awareness to this disease.

3. CITY MANAGER'S REPORT

Bob Olander, City Manager, provided reports and updates on various City projects, meetings, and events, including the upcoming schedule for the Community Conversations Vision Workshop series.

4. REPORTS OF BOARDS AND COMMISSIONS

Councilmember Eggen stated that he attended the Municipal Solid Waste Advisory Committee meeting, noting they are developing a solid waste comprehensive plan.

Councilmember Way commented that she has been nominated for the Evergreen Communities Partnership Task Force under the Washington State Department of Community, Trade and Economic Development (CTED). She added that she will be serving as the Western Washington

City Council representative and creating model cities ordinances for preserving trees and canopy levels for the state.

Mayor Ryu stated that she attended the North End Mayor's meeting and the top item was the King County budget. She said the Council will send a letter of concern to King County about this. She announced that she would be absent at the next Council meeting because she is leading a small delegation of representatives to Shoreline's sister city, Boryeong, Korea.

5. GENERAL PUBLIC COMMENT

a) Charlotte Haines, Shoreline, presented a petition against an off-leash dog park in North City because the proposed park is adjacent to and across from single family residences. She said the petition is signed by neighbors and employees of the group homes in the area. The neighbors, she stated, were assured that the park would remain passive. However, she believed this proposal will increase traffic on the narrow neighborhood street that oftentimes has children walking on it, recreational walkers, and bicyclists. She urged the Council to keep this park as undisturbed green space.

b) Wayne Cottingham, Shoreline, said his property adjoins Boeing Creek and Shoreview Park and has reviewed the resource material. He stated that the City has an agreement with the college to convert the parking lot to a park by 2010. He felt this is a false and it is wrong for the off-leash dog committee to use false data.

c) LaNita Wacker, Shoreline, discussed the rezone of the Northwest Christian Church property, noting that zoning doesn't regulate the environment. That property could have been rezoned for 15 stories, she stated, and the Council could have put in some conditions or required the developer to completely restore the stream. She said there could be structured parking since it is within walking distance to public transportation, and it could be sound proofed because of its proximity to I-5. She said the Council has the power to control the type and capacity of the land. These conditions, she said, can allow the Council to accomplish their Council goals.

d) Jake Labier, Lake Forest Park, on behalf of the Coalition for the Preservation of Cedarbrook, asked the Council to preserve or restore the Cedarbrook property. He said the school board has surplused the property and wants to sell it. He requested the Council include funds for acquisition of this property as a park/open space in the 2009 budget and to fund a special study process for this property. He also urged the Council to adopt the neighborhood plan and amend the Comprehensive Plan (CP) to address the property zoning.

e) Les Nelson, Shoreline, addressed the current visioning process. He said the existing Comprehensive Plan identifies a lot and it is a good plan. He noted that the Growth Management Act plans for what, why, where, and how the cities meet growth goals. Developers, he explained, don't know best how to meet growth targets. He urged citizens to get involved because they don't have to accept density if it isn't appropriate. He stated that the residents can decide what they want the next plan to look like.

f) Dwight Gibb, Shoreline, wanted to know if Planning Commission (PC) meetings will be listed on the front page of the City's website. He said he had heard about a PC meeting and searched various website pages. He said some PC meetings are more important than Council meetings and asked that the PC always be noted on the home page. He also pointed out that tonight's Council meeting did not mention a public hearing on the front page.

Mr. Olander replied to public comment and stated that the Parks Board is not making the final decision on the dog park. He added that the City doesn't have an agreement with Shoreline Community College to convert the property into a dog park. He said the City initiated the property exchange idea and it will come back to Council for finalization if and when the exchange is done. He said there is a lot of good content on the website but the information isn't easy to find. He commented that City staff will be working on updating the website for the next several months and the new site will be launched soon.

Councilmember Way asked the City Attorney about whether it is City policy to put conditions on a rezone. Mr. Sievers replied that the City doesn't advise the Council or the Commission to attach conditions to quasi-judicial rezones. Councilmember Way asked that the context of placing conditions on rezones be explained to the Council soon. Mr. Olander replied that they can find some time to talk about it at a study session.

6. APPROVAL OF THE AGENDA

There was Council consensus to pull item 7(g) from the Consent Calendar. Councilmember Way pulled 7(f), making it 8(c). Councilmember Hansen moved approval of the agenda as amended. Deputy Mayor Scott seconded the motion, which carried 7-0 and the agenda was approved.

7. CONSENT CALENDAR

Deputy Mayor Scott moved approval of the Consent Calendar. Councilmember Hansen seconded the motion, which carried 7-0 and the following items were approved:

- (a) **Minutes of Study Session of August 18, 2008
Minutes of Business Meeting of August 25, 2008
Minutes of Workshop Dinner Meeting of September 22, 2008**
- (b) **Approval of expenses and payroll as of September 30, 2008 in the amount of \$2,092,698.06**
- (c) **Adoption of Ordinance 525, amending the 2008 Budget for Operating Funds and Capital Projects**
- (d) **Motion to Accept King Conservation District Grant of \$194,460 for the City Hall Project**
- (e) **Motion to Authorize the City Manager to Execute an Agreement on the**

Transfer of the Richmond Beach Sewer System to the Ronald Wastewater District

(h) Motion to Authorize the City Manager to Execute Intergovernmental Cooperative Purchasing Agreements with the Entities of US Communities, National Joint Powers Alliance, and the State of New York

8. ACTION ITEM: PUBLIC HEARINGS

- (a) Public hearing to consider citizen's comments on Ordinance No. 523, extending a Moratorium for Six Months on the filing or acceptance of any applications for Residential Development of land within the Regional Business (RB) Land Use District which exceed a Density of 110 Dwelling Units per acre; and Motion to adopt Ordinance No. 523

Steve Cohn, Long-Range Planner, provided background on this item and urged the Council to extend the current moratorium in RB zones in order to allow sufficient time to refine the Development Code. This extension would allow the PC to review the regulations and review the vision process.

Mayor Ryu opened the public hearing.

a) LaNita Wacker, Shoreline, said the City is scaring away investment, which is contrary to economic goals. She said it takes 1-2 years to process a commercial development and if this is extended another six months it will take until 2011 before any projects can move forward. She felt that a 110-unit cap downzones the entire commercial area of the City. This will take millions in potential value away and it is worse than any tax increase. She said that 1,400 square foot units are neither affordable nor marketable as rental units, and that 3-bedroom houses are 1,400 square feet and this will deny any investor from building a feasible development. She urged the Council to move towards form-based zoning rather than prescriptive zoning.

b) Les Nelson, Shoreline, commented that the fallacy of the 110-unit development is that we still have height limits. He said the City should go back to R-48. He said the moratorium on the GMA allows the Council to fix code that violates the GMA. He said this isn't complying with the Comprehensive plan and allows developers to build at a density they are comfortable with. He commented that the City's current non-planning allows the development market to rule the outcomes. He supported concentrating on GMA growth in one 60-foot building.

Councilmember Hansen moves to close the public hearing. Councilmember Eggen seconded the motion, which carried 7-0.

Councilmember Way moved to adopt Ordinance No. 523, extending a Moratorium for Six Months on the filing or acceptance of any applications for Residential Development of land within the Regional Business (RB) Land Use District which exceed a Density of 110 Dwelling Units per acre. Deputy Mayor Scott seconded the motion.

Councilmember Hansen said he has mixed feelings on this, but moratoriums contemplate emergencies. However, he doesn't think there is an emergency. He said he knows current

economics aren't good, but he doesn't believe anyone would propose any development within the next few months. The Council is dragging its feet and has stretched this out, he stated, and he doesn't support continuing the moratorium.

Councilmember McGlashan concurred. He said he doesn't know what we expect to come out of the visioning process with except for transitions. He said he has mixed emotions on this item. He said this Council has economic development goals and housing goals, but the Council continues to ignore these objectives.

Councilmember McConnell commented that she has the same feeling that the previous two Councilmembers have expressed. She said this isn't an emergency and economic development is not happening. She said she is frustrated that the Council doesn't take action and is tired of extending the moratorium. She hoped that the Council encourages economic development in the future.

Councilmember Eggen said in spirit he agreed that the moratorium is not something he wants to continue, but it gives time to address some issues. The City staff is busy, but we've configured visioning process to get community consensus on how the program will develop. The City cannot allow development to move forward unfettered, and he urged the Council to achieve consensus as quickly as possible to remove the moratorium.

Deputy Mayor Scott supported the item and said the City staff has brought forth a reasonable recommendation and said the visioning process is a part of it.

Mayor Ryu expressed support for the ordinance. She said the Council should take the time to do a good job rather than letting development happen without directing it.

Councilmember Hansen agreed with Councilmember Eggen's suggestions, but he felt that this isn't protecting the neighborhoods; on the contrary, it is forcing construction into neighborhoods rather than into high density areas.

Councilmember McGlashan questioned if the moratorium has stopped any applications. Mr. Cohn responded that there haven't been any new permits since May 12 and there haven't been any new developments of this size in the City in a long time. Mr. Olander commented that there could be a number of reasons for any permit not going forward.

Mayor Ryu asked if there have been any rezone requests for regional business. Mr. Cohn replied that there haven't been since May 12.

Councilmember Way said this was a situation where citizens found a discrepancy between the Comprehensive Plan and the Development Code, which led to confusion about the density allowed in the Regional Business zone. She said the Director and staff concluded there was a problem. There are many residential areas adjacent to these zones in the City which may become denser. She highlighted that the City is trying to grapple with this and other issues and this has led to growing pains in Shoreline. She felt the moratorium should be continued.

A vote was taken on the motion to adopt Ordinance No. 523, extending a moratorium for six (6) months on the filing or acceptance of any applications for residential development of land within the Regional Business (RB) land use district which exceed a density of 110 dwelling units per acre, which carried 4-3, with Councilmember Hansen, Councilmember McGlashan, and Councilmember McConnell dissenting.

(b) Public hearing to receive citizens' comments on Ordinance No. 522, Granting a Franchise to Verizon Northwest, Inc. to Operate a Cable System in the Public Rights-Of-Way to provide Cable Services in the City Shoreline for a Twelve Year Term

Mr. Olander commented that this item asks the Council to hold public hearing and have discussion on this item with final adoption scheduled for October 27.

Mayor Ryu asked if they could leave the public hearing open until a later date. Mr. Olander responded that it can be but it needs to be held several days before the 27.

John Norris, Management Analyst, provided background on the proposal. He introduced Larry Manion and Milt DeMitt from Verizon Northwest, Inc. He noted that Shoreline, Bothell, Edmonds, Kenmore, Mukilteo, Mountlake Terrace, Woodway, Woodinville, and unincorporated Snohomish County negotiated together to obtain favorable service rates from Verizon.

Councilmember Hansen inquired if this franchise agreement allows Verizon to undercut another franchise. Mr. Norris responded that it does not.

Mayor Ryu questioned if there is any possibility that this will add a tax to the service. Mr. Norris replied that this franchise agreement doesn't involve a utility tax; that it is a separate issue.

Councilmember Way discussed free cable in public buildings and noted that the Shoreline Conference Center and Spartan Gym aren't going to receive free cable because they are outside the service area. She asked about the Richmond Beach Library.

Mr. Norris stated that the Richmond Beach Library should be included, and he would report back to the Council on this item. He stated that the franchise agreement adds public benefit in Shoreline.

Councilmember Way highlighted page 116, section F, which outlines parental control options that are upon request of the customer. She asked if it can be included as an option under G. Mr. Norris stated that the Consortium negotiated that collectively.

Mr. Manion stated that under this agreement everyone will get parental control capability and that this is standard language in all of their contracts.

Councilmember Hansen commented that they advertising the lockout feature a lot and don't hide it at all.

Councilmember Way discussed page 113, section H and asked about an online payment option.

Mr. Manion replied that they have to find out if it is available.

Councilmember McGlashan noted that these are questions the Council should be asking after the public hearing.

Mr. Norris continued with his presentation and concluded that the franchise company conforms to the thresholds listed in the Shoreline Municipal Code.

Mayor Ryu opened the public hearing.

a) H. Pat Murray, Shoreline, felt that the contract length is way too long because of fast-changing technology and said it should only be for five years. He added that he didn't see any reason to expand the City's service base. He said he informed the City to let him know when the franchise agreement was up for renewal and it didn't happen. He noted that the cities do not have the ability to support residents in choosing programming. If residents have to pay more, he felt they should have more say. He said he isn't happy with the channel makeup and the City doesn't seem to have control over it. He urged the Council to defer granting the franchise agreement until Verizon offers a viable change.

b) Bill Meyers, Shoreline, said he is glad to see the competition among cable providers and the public benefits from competition. He commented that calling this a franchise fee is "splitting hairs" because it taxes the tax. He noted that on page 80-81, section 1.1.6 lists everything included and there is a charge of 5% on that revenue. Residents, he explained, are paying a 5% franchise fee on the 5% franchise fee, which he finds repulsive and deceptive. He asked the Council to eliminate subparagraph T on page 81 and it will stop the deceptive practice of taxing the tax.

There was Council consensus to leave the public hearing open for written comments until October 22, 2008.

Councilmember Hansen said Mr. Meyers raises a valid point and if the 5% is being imposed to pay the City then it should be stricken.

Mr. Manion replied that it is standard language because a number of years ago there was court case at the federal level in the City of Dallas, Texas. The City contended they should get franchise fees on franchise fees, so most cities prefer it. He noted that Verizon was attempting to be competitively neutral, and competitors are doing same.

Mr. Olander asked if there were any legal reasons why the City can't eliminate item T. Mr. Manion said he would have to check for legality issues. Mr. Norris added that the Consortium basically took what was negotiated.

Councilmember Eggen felt item T is confusing. He commented that the tax is revenue, and then it gets taxed again. He said the Council should verify that it indeed means a tax on a tax before

the Council eliminates it. He added that the City may need to investigate the Comcast franchise. He asked if Comcast has a similar fee. Mr. Norris replied that they did.

Mr. Olander commented that a franchise fee is, in principle, a rental/use of the right-of-way and the utility tax is just a tax.

Councilmember Way said a lot of people would like online billing. She said there is existing service in this area and is curious how it will get switched over.

Mayor Ryu noted the reliability of hard-wired telephone service and asked if residents can still make calls when the digital system is down.

Mr. Manion replied that when a resident subscribes, Verizon will install a fiber optic connection to their home and the device converts light to electric. He noted that his firm provides phone service as a safety measure when power goes down; a battery pack provides 15 hours of service time. When the franchise is granted, Verizon can begin to offer service when the network is upgraded to fiber optic. He stated that the customers will be notified or they can call or go online to determine when the conduit is laid so they can start fiber optic services.

Councilmember Eggen discussed the digital converter boxes and said it seems televisions are able to convert digital signals with it. Mr. Manion responded that he is correct.

Councilmember McGlashan inquired if Verizon is ever going to expand their service beyond the initial service area. Mr. Norris replied that there is a very small chance that they would expand beyond it.

Councilmember McGlashan noted that competition is good and Comcast will respond with adjustments.

Mr. Olander commented that the Federal Communications & Cable Act (FCC) governs a lot of this and they took away the authority of cities to set rates.

RECESS

At 9:25 p.m. Mayor Ryu called a five minute recess. Mayor Ryu reconvened the meeting at 9:32 p.m.

- (c) Motion to Authorize the City Manager to Execute a Contract Amendment for the Shoreline Civic Center Project Management Services in the amount of \$40,000

Councilmember Eggen moved to authorize the City Manager to execute a contract amendment for the Shoreline Civic Center Project Management Services in the amount of \$40,000. Councilmember McGlashan seconded the motion.

Councilmember Way stated that the Council already authorized an additional amount and expanding the scope of work and engineering expertise seem to be something that would normally be done. She asked why these things weren't anticipated in the original contract.

Mr. Olander read an e-mail he sent to Councilmember Way prior to the meeting that stated that the prior amendment raised the contract to \$210,000 and she is correct that the construction contract guarantees a maximum price, but the City must ensure it is receiving full value. He noted that most of the contract concerned the early project management services provided by Bill. He added that the City now utilizes the construction services of Jim Napolitano and the staff is making sure it is getting what the City contracted for. Mr. Napolitano handles day-to-day decisions and overseeing construction which is what this is for, to pay Mr. Napolitano as we move through construction. He said it was a conscious decision to break this into phases to see what the City needs as we go along. This brings the total contract to \$250,000, he said, which is a very good price. He said normally if the City would have chosen the other method of construction, construction management and oversight would have cost the City about \$2 million.

Councilmember Way said the public is rightfully skeptical when there are additional charges and that is why she wanted to ask. She said it sounds reasonable, but didn't know this was being done in phases.

Mayor Ryu called for public comment. There was no one wishing to provide public comment on this item.

Councilmember Hansen said taking second looks is a good idea because the City can realize savings and additional values in terms of hundreds of thousands of dollars.

Councilmember Eggen stated that it is obvious that when this was bid that it was going to be a significant contract.

Mr. Olander commented that this doesn't require an actual bid on qualifications and that it is a request for proposal (RFP) process. He noted that the initial amount of \$3,000 was an exploratory contract.

Mayor Ryu supported the motion and appreciated Councilmember Way for bringing it up because it provides oversight. She said it isn't a question of the merit of the contract, but it gives the Council good feedback.

Mr. Olander said this is a small investment to ensure the City is getting what it contracted for.

A vote was taken on the motion to authorize the City Manager to execute a contract amendment for the Shoreline Civic Center Project Management Services in the amount of \$40,000, which carried 7-0.

9. NEW BUSINESS

- (a) Transmittal of the 2009 Proposed Budget

Debbie Tarry, Finance Director, outlined the process and schedule for adopting the 2009 proposed budget. She added that tonight is the culmination of past discussions and decisions. She noted that there will be two public hearings on October 27 and November 17. She then reviewed the 2009 budget highlights, concluding that this is a sound and balanced budget.

Mr. Olander highlighted that the guiding principles utilized for developing the 2009 Budget are the Strategic Guidelines the Council adopted. He reviewed the key guidelines and all the 2009 budget highlights using a PowerPoint presentation.

Mayor Ryu questioned the 1% property tax limitation per year. She asked if the City as a whole has a valuation higher than the equivalent area in King County, and whether it is calculated citywide or countywide. Ms. Tarry replied that if it is calculated for the City then it is calculated citywide. She said that even though the City saw a large amount of growth in assessed valuation, the tax rate is lowered to stay within the 1% cap.

Mr. Olander added that the City's share of property tax is 11% and the remainder goes to other taxing districts.

Councilmember McGlashan asked if the King County tax includes all the taxes shown on the slide. Ms. Tarry responded that the slide represents all of the taxes that are a part of the levy. She then continued with her review of the remainder of the budget.

MEETING EXTENSION

At 10:00 p.m., Councilmember Way moved to extend the meeting until 10:15 p.m. Deputy Mayor Scott seconded the motion, which carried 7-0.

Mr. Olander highlighted that the 2009 Capital Improvement Projects equal \$65 million in 2009.

Ms. Tarry pointed out that the City has fiscal capacity restraints, and that there will be budget gaps in 2010.

Mayor Ryu inquired about slide #30 and asked if the City of Lynnwood fiscal capacity constraints were higher because of their sales tax base. Ms. Tarry responded that she was correct.

Mayor Ryu called for public comment. There was no one wishing to provide public comment on this item.


10. ADJOURNMENT

At 10:17 p.m., Mayor Ryu declared the meeting adjourned.

Scott Passey, City Clerk

CITY COUNCIL AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Expenses and Payroll as of November 25, 2008
DEPARTMENT:	Finance
PRESENTED BY:	Debra S. Tarry, Finance Director 

EXECUTIVE / COUNCIL SUMMARY

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

RECOMMENDATION

Motion: I move to approve Payroll and Claims in the amount of \$3,910,532.70 specified in the following detail:

***Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
10/19/08-11/1/08	11/7/2008	26512-26697	8235-8280	38328-38335	\$392,207.02
11/2/08-11/15/08	11/21/2008	26698-26880	8281-8326	38468-38479	\$518,019.67
					<u>\$910,226.69</u>

***Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
11/12/2008	38234	38272	\$120,139.41
11/12/2008	38273	38296	\$441,575.51
11/13/2008	38297	38309	\$1,772.35
11/13/2008	28132		(\$11.23)
11/13/2008	38310		\$11.23
11/13/2008	38311		\$2,282.95
11/17/2008	38312	38327	\$52,966.53
11/18/2008	38336	38366	\$1,084,608.84
11/18/2008	38093		(\$200.00)
11/18/2008	33338		(\$58.81)
11/21/2008	38367	38386	\$19,307.70
11/21/2008	38387		\$800.00
11/24/2008	38388	38408	\$254,227.27
11/25/2008	38409	38416	\$40,552.45
11/25/2008	38417	38465	\$975,596.75
11/25/2008	38466	38467	\$6,735.06
			<u>\$3,000,306.01</u>

Approved By: City Manager _____ City Attorney 11

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CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Approval of Richmond Highlands Neighborhood Association Neighborhood Mini-Grant
DEPARTMENT:	Community Services Division, City Manager's Office
PRESENTED BY:	Rob Beem, Community Services Division Manager Nora Smith, Neighborhood Coordinator

PROBLEM / ISSUE STATEMENT:

The Richmond Highlands Neighborhood Association is requesting \$5,000 in 2008 Neighborhood Mini-Grant funds. This project will to develop a long term plan for a public park at the now closed Sunset School. The project is entitled: Sunset Park: Securing a Community Vision for the Future

FINANCIAL IMPACT:

Sufficient funds are authorized in the 2008 budget to fund this proposal. This is the fourth 2008 Neighborhood Mini-Grant submitted for approval. The project budget is included in Attachment A.

RECOMMENDATION

Staff recommends Council approve \$5,000 in Neighborhood Mini-Grant funds for the Richmond Highlands Neighborhood Association implement the Sunset Park visioning process.

Approved By: City Manager  City Attorney _____

INTRODUCTION

The Richmond Highlands Neighborhood Association is requesting \$5,000 of a total \$30,000 budget to engage the community in a process that will develop a long term plan for the use of the Sunset School site as a public park.

BACKGROUND

Resolution No. 54 established the Neighborhood Mini-Grant program, with the process and administration of the funds to be handled by Neighborhoods staff. The allocation of the total funds available is determined from year to year by appropriation of the City Council. All such grants to individual neighborhood associations are governed by rules approved by the City Council on October 7, 1996 and amended on November 23, 1998. Grants must be approved by City Council prior to their implementation.

The Neighborhood Mini-Grant program provides grants of up to \$5,000 to each of the active organized, qualifying neighborhood associations in the City of Shoreline. Neighborhood associations are required to match Neighborhood Mini-Grant funds. A match may be generated from co-sponsoring groups, businesses, organizations, schools, media, in-kind donations and/or "sweat equity".

Neighborhood Mini-Grant project categories include the following:

- Projects that create or enhance a tangible improvement in the neighborhood;
- Projects that disseminate information and increase awareness of the goals and mission of the neighborhood association to the neighborhood community;
- Projects that directly benefit a public agency or organization and its immediate neighborhood, and that require the active involvement of both the public agency and members of the neighborhood in planning and carrying out the program.

Proposal

Though now closed, the grounds of Sunset School continue to be used as a community gathering place. The playfields host youth sports. The recently improved play equipment, funded by King County, is in active use. Neighbors enjoy the Puget Sound views from the site. The Richmond Highlands Neighborhood Association and community are interested in seeing that this site remains an asset to the community and not become an attractive nuisance. This proposal has met with acceptance in discussions with staff from the Shoreline Public Schools and the City of Shoreline.

Richmond Highlands Neighborhood Association has worked the Pomegranate Center and Jones-Stokes to develop the visioning process, preliminary design and budget. The process will begin shortly after the first of the year and be complete in the third quarter of 2009. They are requesting that the City support their efforts to convene a visioning process to develop a long term plan for the public park use of the now closed Sunset School. The requested \$5,000 in City funds will be matched by \$25,000 raised by the neighborhood association.

RECOMMENDATION

Staff recommends Council approve \$5,000 in Neighborhood Mini-Grant funds for the Richmond Highlands Neighborhood Association implement the Sunset Park visioning process.

ATTACHMENTS

A – Richmond Highlands Neighborhood Association 2008 Neighborhood Mini-Grant Budget

Attachment A

**Richmond Highlands Neighborhood Association
2008 Mini-Grant Project Budget**

Project Costs

<u>Item</u>	<u>Source</u>	<u>Estimated Cost</u>
Professional Services	Pomegranate Center	\$ 28,900.00
Mailings	US Postal Service	\$ 600.00
Copies	Kinkos	\$ 300.00
Printing copies of final report	Kinkos	\$ 200.00
ESTIMATED TOTAL COST:		\$ 30,000.00

Funding Sources

Community Donations	
Secured	\$ 10,000
Pending	\$ 15,000
Mini Grant	\$ 5,000
Fundraising Total	\$ 30,000

Additional Community Match

<u>Item</u>	<u>Estimated Value</u>
Donated copying and printing of materials	\$ 500
Citizen participation on Sunset Park steering group (5 people/15 hrs. ea.)	\$ 1,125.
Citizen participation in visioning meetings (30 people/6 hrs. ea.)	\$ 2,700
Total Community Match	\$ 4,325

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Public Hearing and Adoption of the Council Subcommittee's Recommended Ordinance 507 regarding the 2008 Annual Comprehensive Plan and Associated Development Code Amendments
DEPARTMENT:	Planning and Development Services
PRESENTED BY:	Joseph W. Tovar, FAICP Director of Planning and Development Services; Rachael Markle, Project Manager Asst. Director of Planning and Development Services

PROBLEM ISSUE STATEMENT:

Council has been working on modifications to draft Ordinance 507 which would amend the Comprehensive Plan and the Development Code to solidify the process for Master Planning. On the October 27, 2008, Council appointed a Subcommittee to finalize edits to Ordinance 507. The Subcommittee met twice and has finalized its edits to Ordinance 507 (Attachment A). The Subcommittee will present its recommendation to the entire Council at the December 8, 2008 meeting. A Public Hearing will also be held on Ordinance 507 at the December 8, 2008 Council meeting.

RECOMMENDATION

Staff recommends adoption of Ordinance 507 as revised by the Council Subcommittee.

Approved By:

City Manager 

City Attorney 

BACKGROUND

Please refer to the following City Council staff reports for more detailed information regarding the proposed amendments:

- May 27, 2008
- June 2, 2008
- June 9, 2008
- July 14, 2008
- August 18, 2008
- September 2, 2008
- September 8, 2008
- October 6, 2008
- October 27, 2008

The Planning Commission discussed the proposed amendments, conducted a public hearing and drafted its recommendation to the Council during the following meetings:

- April 17, 2008
- May 1, 2008
- May 15, 2008

Staff reports and minutes for these meetings are available on the City's website www.shorelinewa.gov on the Council home page and the Planning Commission home page.

October 27, 2008 was the Council's last discussion on the proposed amendments. At the conclusion of this meeting, the Council decided to form a subcommittee to work on further refinements to the proposed Ordinance. The subcommittee members include Mayor Ryu, Councilmember McGlashan and Councilmember Eggen. A public notice was posted and the subcommittee met on November 7th and November 24, 2008.

The four sites (CRISTA, Fircrest, Shoreline Community College and the Washington State Department of Health Public Health Laboratory) that are the current subjects of this legislation were invited to review and comment on the draft Ordinance that the Subcommittee used in its discussions. Due to time constraints, the Subcommittee did not have an opportunity to review and consider the comments received during the Subcommittee meeting. The comments are included in Attachment B. Staff will make some recommendations in this report regarding these comments for the Council's consideration.

DISCUSSION

Mayor Ryu presented a revised version of draft Ordinance 507 Exhibit B (proposed amendments to the Comprehensive Plan) and Exhibit D (proposed

amendments to the Development Code). The Subcommittee discussed Mayor Ryu's proposed amendments (referred to as "Version 3") and provided direction to staff to: 1) further analyze and advise the Subcommittee on the viability of Version 3; and 2) determine if the proposal had changed enough since the original public hearing was held by the Planning Commission on May 1, 2008 to necessitate a new public hearing to be in accordance with State law.

Staff analyzed Version 3 and provided the Subcommittee with recommended edits. The Subcommittee reviewed the staff edits and met on November 24, 2008 to discuss the staff recommendations. At the conclusion of the November 24th meeting, the Subcommittee finalized Version 3 to be presented to the Council as a whole for action at the December 8, 2008 City Council meeting. A summary of the meeting and meeting minutes can be found in Attachment C. The Subcommittee approved the November 7, 2008 Minutes but has not had the opportunity to review and approve the November 24, 2008 **DRAFT** Minutes.

Staff also compared the original version of the proposed amendments that were the subject of the May 1, 2008 public hearing with the latest draft, Version 3 of the proposed amendments. Staff concluded that another public hearing is required to ensure adequate public review and comment is provided. The Council could choose to remand the public hearing to the Planning Commission or conduct the public hearing themselves. The Subcommittee recommended that the Council hold the public hearing at the Council's December 8th meeting.

Attachment A contains the Subcommittee recommended version of Ordinance 507.

Version 3 Highlights

Proposed Comprehensive Plan Amendments

1. **Master Development Permit:** The confusion caused by the term "Master Plan" or "Master Plan Area" is resolved by replacing it with the term Master Development Permit. This term more clearly represents the process described in the Comprehensive Plan. Master Planning as described in the Comprehensive Plan is a regulatory tool not a policy statement. A permit is a regulatory tool and plan is a policy tool. Therefore Master "Plan" is changed to Master Development Permit.
2. **New Uses:** Version 3 establishes a process for considering new uses on sites designated in the Comprehensive Plan as Campus (formerly known as Single Family Institution). New uses may be approved for a Campus as an amendment to the Comprehensive Plan and Development Code. This would be a legislative process. A Campus site can apply for a Master Development Permit that includes existing uses without amending the Comprehensive Plan.

Proposed Development Code Amendments:

1. Criteria SMC 20.30.353(B):

- a. Combine Criterion # 7 and #9 from the previous version of Ordinance 507. Delete Criterion #9. There is a lot of overlap between these criteria. The Subcommittee also enhanced the criteria by specifying that standards for building setbacks, insets, façade breaks and roofline variations be incorporated into Master Development Permits to create transitions between uses.

Old Criteria:

7. The Master Plan Area proposal contains architectural and site design, landscaping, parking/traffic management and multi modal transportation standards that minimize conflicts between the Master Plan Area and adjacent neighborhoods and between institutional uses and residential uses.
9. Master Plan Area applications shall demonstrate how compatibility with surrounding neighborhoods and adjacent uses will be enhanced through site and architectural design for pedestrian and vehicle access and circulation; recreational and open spaces; retention of significant trees; building pads; critical areas and buffers; parking; landscaped areas and setbacks etc.

New Criterion # 7:

The Master Development Permit proposal contains architectural design (including but not limited to building setbacks, insets, façade breaks, roofline variations) and site design standards, landscaping, provisions for open space and/or recreation areas, retention of significant trees, parking/traffic management and multi modal transportation standards that minimize conflicts and creates transitions between the proposal site and adjacent neighborhoods and between institutional uses and residential uses.

- b. The Subcommittee added a new Criterion #8:
The applicant shall demonstrate that proposed industrial, commercial, or laboratory uses will be safe for the surrounding neighborhood and for other uses on the Campus.

- 2. Amendments SMC 20.30.353 (C):** Added provision that minor amendments to a Master Development Permit may be approved by the Director if the amendment meets the criteria for approving a Master Development Permit. The Subcommittee also added that "A cumulative increase in impervious surface of 10% or less or a cumulative decrease

in tree cover of 10% or less" are considered minor amendments (conversely an increase in impervious surface or a decrease in tree cover over 10% would be a major amendment).

3. **New Section – Development Standards 20.30.353 (D):** Added specific development standards for properties zoned Campus. The standards address density, maximum height, setbacks and building step backs from single family zoned properties, landscaping and walkways. These standards are a baseline from which Master Development Permits will be created. These standards may also be altered as part of a Master Development Permit if the alteration is needed to mitigate an off site impact.
4. **New Section – New Uses or New Development Standards 20.30.353 (E):** The Subcommittee proposed a process for dealing with new uses on a Campus site. The proposal requires that a Comprehensive Plan and Development Code amendment be approved to allow new uses on a Campus property.
5. **New Section - Early Community Input 20.30.353(F):** The Subcommittee added a required public meeting that a Master Development Permit applicant would conduct in advance of the Neighborhood Meeting. The applicant would be required to invite stakeholders, community members and other interested parties to comment on their Master Development plan (a bubble diagram, conceptual site plan or diagrammatic site plan). The purpose of this meeting is to gather public input early in the planning stage, verses the permitting stage. This meeting is to be recorded (audio tape or court transcription) and all ideas and issues are to be responded to in a written report to the City.
6. **Master Development Permit Expiration SMC 20.30.353 (G):** Changes the proposed automatic expiration in 12 years unless the Council approves an extension of a Master Development Permit to a call for review by the Planning Commission and update if necessary after 10 years and then every five years thereafter with no expiration. It also now defines under what circumstances the Permit should be updated.
7. **Zones and map designations SMC 20.40.020 & 20.40.045:** Change the proposed Master Planned Area zone to Campus Zone with CRISTA Campus Zone (CCZ), Fircrest Campus Zone (FCZ), Public Health Lab Campus Zone (PHZ), and Shoreline Community College Campus Zone (SCZ) identified as specific subsets of the Campus Zone.
8. **Use Table devoted to Campus Uses 20.40.150.** This amendment creates a use table for the CCZ, FCZ, PHZ and SCZ Campus Zones.

The specific land uses found in the Use Tables for all other zones in the City are replicated in the new Campus Uses table. The Subcommittee: 1) identified the uses that currently exist on each campus; and 2) labeled those uses as Permitted with a Master Development Permit (P-m).

Staff Recommendations on Use Table 20.40.150

The Subcommittee did not have the opportunity to finalize the Campus Use Table and instructed staff to work on creating a final draft Use Table. Based on discussions and comments from the proposed Campus sites the following are uses that exist on the specified Campuses. Staff recommends adding the following uses to the Table:

<u>NAICS #</u>	<u>SPECIFIC LAND USE</u>	<u>CCZ</u>	<u>FCZ</u>	<u>PHZ</u>	<u>SCZ</u>
	<u>General Retail Trade/Services</u>	<u>P-m</u>			<u>P-m</u>
<u>31</u>	<u>Light Manufacturing</u>		<u>P-m</u>		<u>P-m</u>
	<u>Professional Office</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>
	<u>Shipping Containers</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>	
	<u>Performing Arts Companies/Theater (excludes Adult Use Facilities)</u>	<u>P-m</u>			<u>P-m</u>
<u>56192</u>	<u>Conference Center</u>	<u>P-m</u>		<u>P-m</u>	
	<u>Outdoor Performance Center</u>	<u>P-m</u>			<u>P-m</u>

P= Permitted Use -i= Indexed Supplemental Criteria

-m= Permitted Use with approved Master Development Permit

Staff Recommendations on Selected Comments from CRISTA, Fircrest (DSHS) and the Public Health Lab

Ordinance 507 Exhibit B – Comprehensive Plan Amendments

LU 43

Staff recommends that the Council consider amending the proposed description for the Public Health Laboratory in Ordinance 507 Exhibit B. Specifically the Public Health Laboratory asked for the following edits:

LU 43:

- Public Health Laboratory Campus:** ~~An approximately 7-acre site~~ A multi-acre site located on the south portion of the Fircrest Campus with existing uses that include the Washington State Department of Health, Public Health Laboratory and administrative offices that provides a wide range of diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington. An expansion of such existing laboratory, administrative, and support uses may be considered as part of a Master Development Permit, provided such uses

~~and services are limited to Bio Safety Level 3 (BSL 3) laboratory uses as currently defined. Under this Master Development Permit, laboratory expansion is limited to no greater than biosafety level 3 (BSL3) laboratories as defined by industry standards.~~

Staff recommends this language as an alternative:

3. Public Health Laboratory Campus: An approximately 7 acre site located on the south portion of the Fircrest Campus with existing uses that include the Washington State Department of Health, Public Health Laboratory and administrative offices that provides a wide range of diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington. An expansion of such existing laboratory, administrative and support uses may be considered as part of a Master Development Permit, provided such uses and services are limited to Bio Safety Level 3 (BSL 3) laboratory uses as currently defined.

The staff recommended language is intended to incorporate some of the details offered by the Public Health Lab while still retaining the intent discussed by the Subcommittee.

DSHS requests that the references in LU 43 to the Fircrest School Campus be changed to the Fircrest Campus. The reason given is the Campus currently and into the foreseeable future includes uses that are not related to the School. Staff recommends this change.

Ordinance 507 Exhibit D – Development Code amendments Master Development Permit Expiration

Both Fircrest and the Public Health Lab commented on Ordinance 507 Exhibit D 20.30.353 (G) the new permit expiration section. The proposed language is:

After ten (10) years, the Planning Commission shall review the Master Development Permit for an update every five (5) years. Revisions are required if it has become inconsistent with current City's Vision, Goals, Strategies (such as the Economic Development Strategy, Housing Strategy, Environmental Sustainability Strategy), Comprehensive Plan and other sections of the Development Code.

The Public Health Lab suggests that plans be updated every 6 years instead of the proposed 5 years as this would fit into the biennium budget process better. Fircrest preferred the original proposal which stated the permit would be good for 12 years. Fircrest questioned the staffing and financial expectations for the applicant during the proposed updates. Fircrest also suggested that subsequent reviews should be done concurrently with the City's major update of the

Comprehensive Plan amendment cycle. Finally, Fircrest suggests that the City develop criteria for the subsequent reviews of the Master Development Permit.

Staff is neutral on changing the update to every 6 years from 5 years. Staff does not believe the updates need to coincide with the update of the Comprehensive Plan because the updates are to a Development Permit, not the Comprehensive Plan. Finally, staff does agree that criteria for reviewing an update to a Master Development Permit would be useful. This could be done as amendment to the Development Code at a later date.

If Council would like to make any of the changes noted above or as described in the comments submitted by CRISTA, Fircrest and the Public Health Laboratory, Ordinance 507 will need to be amended to reflect these changes.

RECOMMENDATION

Staff recommends adoption of Ordinance 507 as revised by the Council Subcommittee.

Attachments

Attachment A

Attachment B

Attachment C

Ordinance 507

Comment Letters from CRISTA, DSHS (Fircrest) and
Washington State Department of Health Laboratory

Subcommittee Meeting Summary and Meeting Minutes

Attachment A: Ordinance 507

ORDINANCE NO. 507

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN TO RENAME THE SINGLE FAMILY LAND USE DESIGNATION AS CAMPUS; ESTABLISH THAT A DESIGNATION OF A NEW CAMPUS LAND USE AND THE ADDITION OF NEW USES TO AN EXISTING CAMPUS REQUIRE AN AMENDMENT TO THE COMPREHENSIVE PLAN; AND AMENDING DEVELOPMENT REGULATIONS BY CREATING A CAMPUS ZONING DESIGNATION AND ADOPTING A MASTER DEVELOPMENT PERMIT PROCESS.

WHEREAS, the Growth Management Act requires Cities to consider amendments to the Comprehensive Plan only once a year; and the City has considered amendments submitted during 2007

WHEREAS, The Planning Commission considered Comprehensive Plan amendments logged in during calendar year 2007 together with implementing regulations at a study session on April 17, 2008 and a Public Hearing held on May 1, 2008 with a continuation to May 15, 2008; and

WHEREAS, City's Responsible Official issued a DNS on the Comprehensive Plan and Development Code Amendments on May 1, 2008; and

WHEREAS, the proposed amendments were submitted to the State Department of Community Development for comment pursuant WAC 365-195-820; and

WHEREAS, the Council finds that the amendments adopted by this ordinance meet the criteria in Title 20.30.340 and .350 for adoption of amendments to the Comprehensive Plan and Development Code; now therefore

THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Comprehensive Plan Amendment. The Shoreline Comprehensive Plan is amended as follows:

- a. Figure LU-1 of the Comprehensive Plan is amended as set forth in Exhibit A attached hereto.
- b. New policies LU 43.1, 43.2, 43.3 and 43.4 are added to the Shoreline Comprehensive Plan as set forth in Exhibit B attached hereto.
- c. The Glossary and policies LU 40, LU 43, LU 74, LU 75, and H 10 of the Comprehensive Plan are amended as set forth in Exhibit B.

ATTACHMENT A

- d. Comprehensive Plan policies LU 76 and LU 77 are repealed as set forth in Exhibit B.

Section 3. Zoning Map Amendment. The Official Zoning Map is amended as set forth in Exhibit C.

Section 4. New Sections; Amendments. New sections 20.20.036, 20.30.353, 20.40.045, 20.40.150 and 20.100.010 are added to the Shoreline Municipal Code as set forth in Exhibit D attached hereto. Tables 20.30.060 and 20.40.020, and section 20.40.050 of the Municipal Code are amended as set forth in Exhibit D.

Section 5. Effective Date. A summary of this ordinance consisting of the title shall be published in the official newspaper and the ordinance shall take effect five days after publication.

ADOPTED BY THE CITY COUNCIL ON DECEMBER 8, 2008

Mayor Cindy Ryu

ATTEST:

APPROVED AS TO FORM:

Scott Passey
City Clerk

Ian Sievers
City Attorney

Publication Date: December , 2008
Effective Date: December , 2008

Exhibit A

Comprehensive Plan

Land Use Map

Legend

- Low Density Residential
- Medium Density Residential
- High Density Residential
- Mixed Use
- Community Business
- Regional Business
- Public Facilities
- Campus
- Special Study Area
- Ballinger Special Study Area
- Briarcrest Special Study Area
- North City Business District
- Paramount Special Study Area
- Private Open Space
- Public Open Space

0 5001,000 2,000 Feet

This map is NOT an official map. No warranty is made concerning the accuracy, currency, or completeness of data depicted on this map.

Exhibit A

DRAFT prepared for
Ordinance 507
Version 2

Comprehensive Plan
Land Use

Updated 11/24/2008

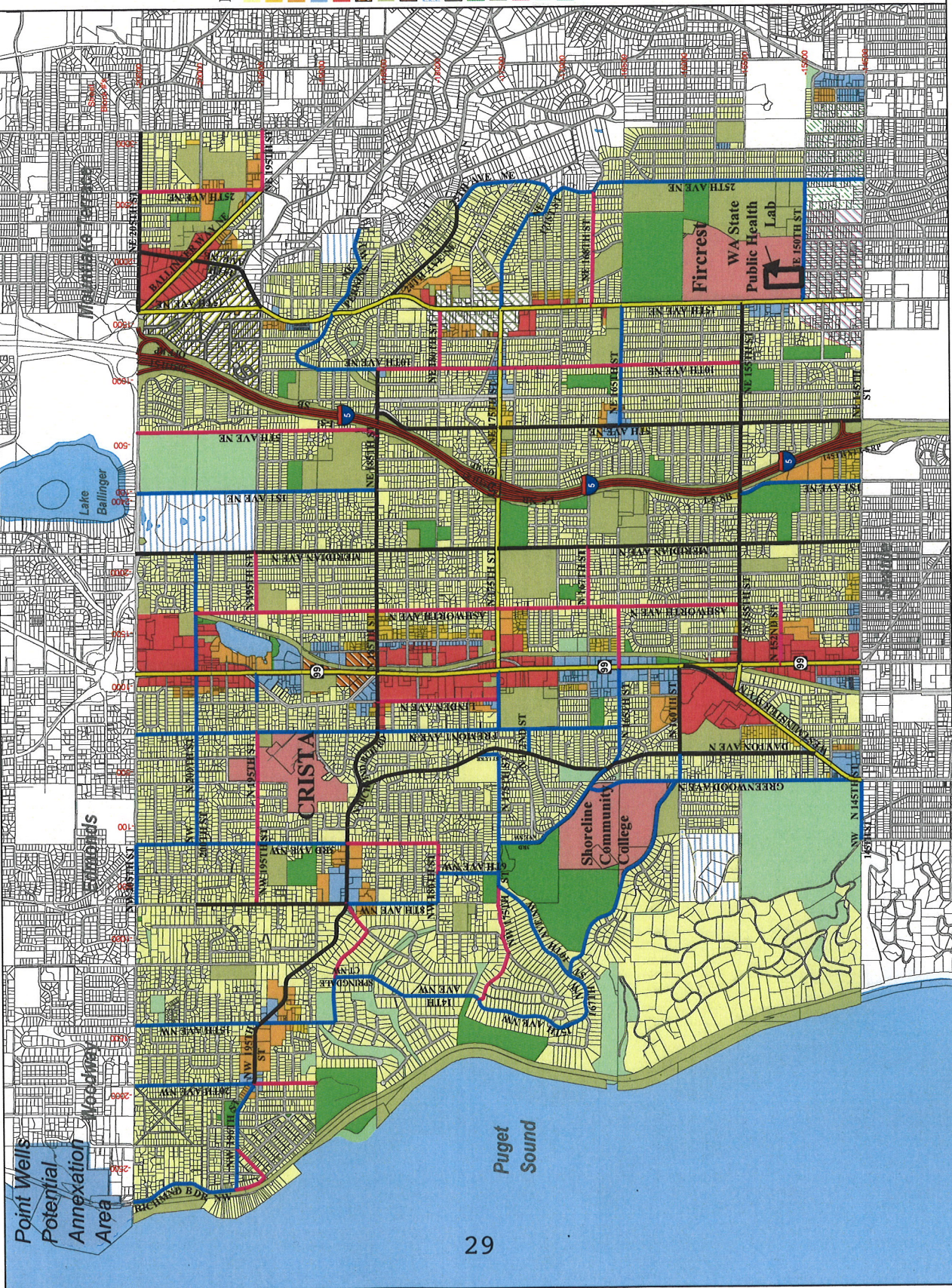


Exhibit B

Comprehensive Plan Amendments

GLOSSARY

Master Development Permit

A permit that establishes site specific development standards for an area designated Campus or Essential Public Facility as defined in the Comprehensive Plan. Master Development Permits incorporate proposed development, redevelopment and/or minor expansion of uses as authorized in the Development code.

LU40: Master Plan areas Create subarea plans for of the Aurora Corridor to include smaller city blocks, a park/plaza in the Seattle City Light Right-of-Way, a transit center, and large public areas for a mix of city activities.

LU43: The Single Family Institution/Campus land use designation applies to a number four of institutions within the community that serve a regional clientele on a large campus. Existing uses in these areas shall constitute allowed uses in the City's Development Code. If development of any new use or uses is proposed on a site that is designated Campus, an amendment to the Comprehensive Plan and Development Code will be required. It is anticipated that the underlying zoning for this designation shall remain the same unless a Master Plan Area is adopted as an amendment to the Comprehensive Plan creating a special district. All development within the Campus Land Use shall be governed by a Master Development Permit.

These areas include:

1. CRISTA Ministries Campus: CRISTA Ministries is a 55 acre campus that provides such services and uses as education, senior care and housing, broadcasting, headquarters for humanitarian missions, relief and aid to those in need and specialized camps. Although the services that are provided are not public, the campus provides housing for nearly 700 senior citizens, and education for 1,200 Pre-K to High School students.

2. Fircrest Campus: The Fircrest Campus is an approximately 83 acre site. Existing uses include the Fircrest School, a state operated Residential Habilitation Center with a physical capacity for 300 residents with supporting services that serves the needs of persons with developmental disabilities; gymnasium; indoor swimming pool; small scale manufacturing plant; food storage, repackaging, and distribution facility and two nonprofit tenants.

3. Public Health Laboratory Campus: An approximately 7 acre site with existing uses that include the Washington State Department of Health Laboratory that provides a wide range of diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington. An expansion of such existing uses may be considered as part

of a Master Development Permit, provided such uses and services are limited to Bio Safety Level 3 (BSL 3) laboratory uses as currently defined.

4. Shoreline Community College Campus: Shoreline Community College is an approximately 79 acre state operated community college. The College provides academic, professional, technical and workforce training programs, continuing education and community involvement programs to meet the lifelong learning needs of the community. The College also includes a mix of support uses and services for students and the community such as retail, restaurant, childcare, conference rooms, dental hygiene clinic, library, theater, bus stops and recreational facilities.

Existing uses in these areas as of Ordinance #507 Adoption Date (projected to be December 8, 2008) shall constitute allowed uses in the City's development code. If development of any new use or uses is proposed on a site that is designated Campus Land Use, an amendment to the Comprehensive Plan and the Development Code will be required.

LU74: All new Essential Public Facilities and substantial modifications to existing Essential Public Facilities shall be required to undergo a siting process by the City of Shoreline except that where site-specific standards are in place such as a Master Development Permit or Subarea Plan for the proposed Essential Public Facilities, those specific standards will apply to development. Facility siting shall consider:

- consistency with locations identified as appropriate for public purposes on the Land Use Element Map;
- compatibility with adjacent land uses;
- fair distribution of public facilities throughout the City;
- reduction of sprawl development;
- promotion of economic development and employment opportunities;
- protection of the environment;
- positive fiscal impact and on-going benefit to the host jurisdiction;
- consistency with City of Shoreline Comprehensive Plan (e.g. Capital Facilities, Utilities, Transportation, Housing, Economic Development, the Environment and Community Design);
- ability to meet zoning criteria for Special Permits as defined in the Shoreline Municipal Code;
- public health and safety;
- forecasted regional or state-wide need;
- ability of existing facilities to meet that need;
- compatibility with this Comprehensive Plan;
- evaluation in context of agency or district plan (and consistency with this agency or district plan); and
- analysis of alternative sites; and
- ~~provide a public review process that includes, at a minimum, public notice and a public comment period. Special permits and Master Plans may require public meetings and/or a public hearing process.~~

The siting process for Essential Public Facilities shall be coordinated with neighboring jurisdictions and with King and Snohomish counties by participating in the interjurisdictional process developed by the King County Growth Management Planning Council and the process adopted by Snohomish County (where appropriate). Specific siting processes will be established in Comprehensive Plan implementing regulations.

LU 75: All new Essential Public Facilities and redevelopment, expansion of a use and/or change of a use of an existing Essential Public Facility shall be required to undergo development review by the City of Shoreline. A Master Development Permit is encouraged for Essential Public Facilities. Development standards and review criteria shall consider:

- the types of facility uses and operations and their impacts;
- compatibility of the proposed development, expansion or change of use, with the development site, with neighboring properties and with the community as a whole;
- environmental review pursuant to State Environmental Policy Act (SEPA Rules WAC 197-11); and
- development standards to mitigate aesthetic and functional impacts to the development site and to neighboring properties.

~~LU 76: A Master Plan is encouraged for Essential Public Facilities. The purpose of the Master Plan is to incorporate all proposed new development, redevelopment and/or expansion of an existing development. A Master Plan is a comprehensive long-range plan for the use of the property. Its purpose is to guide the growth and development of the facility so that they serve their users and benefit the community.~~

~~A Master Plan shall include:~~

- ~~▪ a Statement of Justification for the proposed development;~~
- ~~▪ a narrative description and drawings of uses existing on the site (including historic sites and environmentally critical areas);~~
- ~~▪ uses to be developed on site;~~
- ~~▪ location of existing/proposed uses;~~
- ~~▪ bulk and scale of existing/proposed uses;~~
- ~~▪ conceptual architectural design of proposed structures/integration of new and existing uses OR a process by which the applicant will submit a specific architectural design at the time when a specific development is proposed;~~
- ~~▪ existing/conceptual proposed landscaping (native vegetation and decorative plantings) OR a process by which the applicant will submit a specific architectural design at the time when a specific development is proposed;~~
- ~~▪ existing/conceptual proposed access, parking plans;~~
- ~~▪ buffers, as appropriate, between on-site uses;~~
- ~~▪ buffers between the site and surrounding properties; and~~
- ~~▪ an environmental analysis including impacts and proposed mitigation for noise, light, glare, and any other environmental impacts to be expected from the use.~~

~~A Master Plan may be revised for proposed new development subject to Master Plan regulations. Master Plan amendments should occur concurrently with the City's process for amending the Comprehensive Plan, and should include a public participation process.~~

~~LU77: When a Master Plan is accepted by the City, an overlay designation will be placed upon the property, indicating that the Master Plan is the governing document for new development or redevelopment. Specific project applications under an approved conceptual Master Plan may require site plan review. This review would ensure that the specific projects are consistent with the Master Plan and conform to applicable implementation regulations. Building permits will be required for all new construction. Any proposed development that is not in the approved Master Plan will be considered under a Development Permit Application or a Special Use Permit and will be reviewed through the underlying Land Use Designation/Zoning regulations.~~

H10: Provide opportunities and incentives through the Planned Unit Development (PUD) or Master Development Permit process for a variety of housing types and site plan concepts that can achieve the maximum housing potential of a large site.

Exhibit C

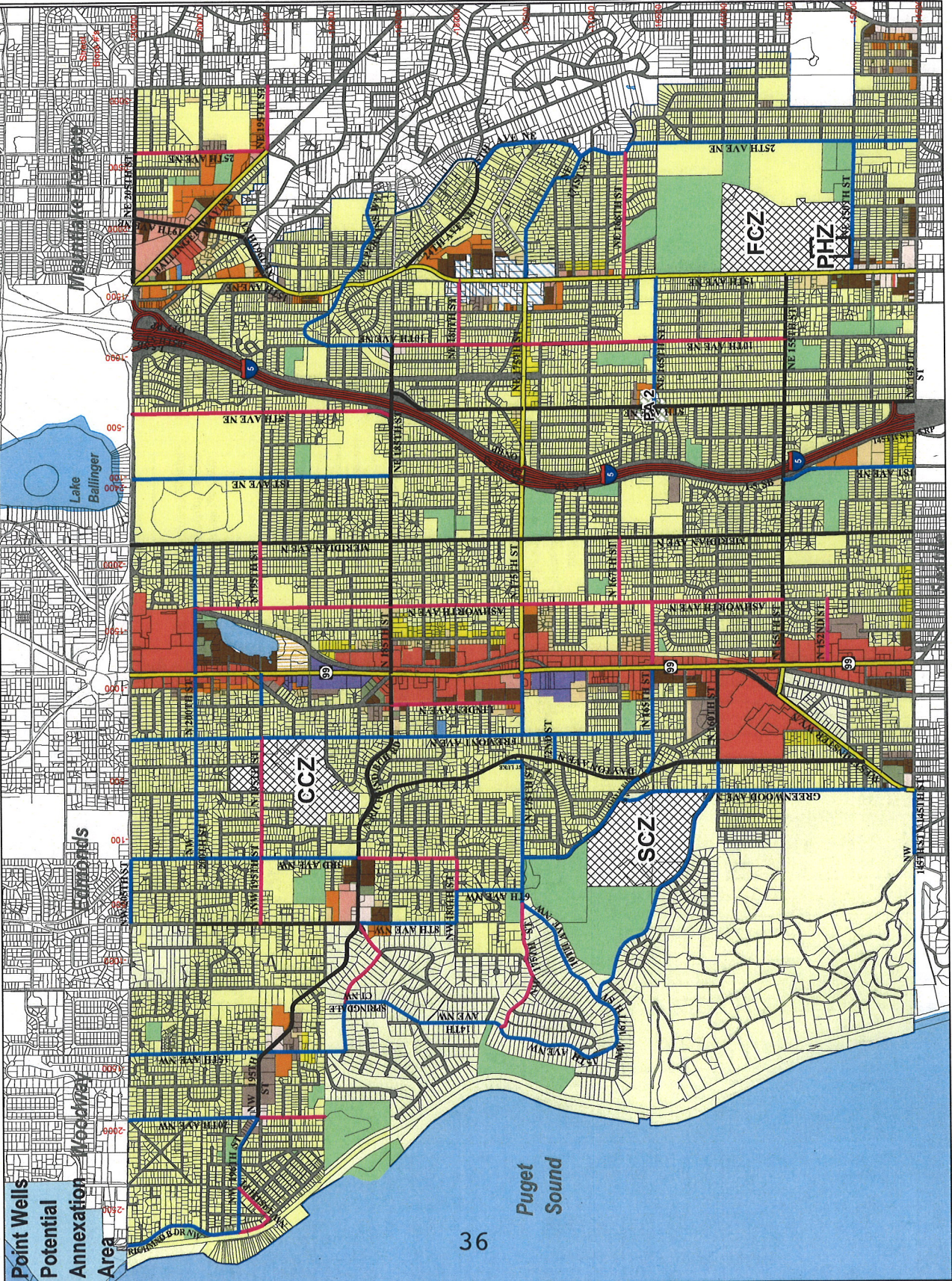
Zoning Map

Point Wells

Potential

Annexation - Woodway

Area



City of Shoreline ZONING

Representation of Official
Zoning Map Adopted By
City Ordinance No. 292.

Legend

- R-4, Residential, 4 units/acre
- R-6, Residential, 6 units/acre
- R-8, Residential, 8 units/acre
- R-12, Residential, 12 units/acre
- R-18, Residential, 18 units/acre
- R-24, Residential, 24 units/acre
- R-48, Residential, 48 units/acre
- PH, Planned Area
- C, Campus
- O, Office
- NB, Neighborhood Business
- CB, Community Business
- NCBD, North City Business District
- RB, Regional Business
- I, Industrial
- CZ, Contract Zone
- RB-CZ, Reg. Bus/Contract Zone
- City Park



This map is NOT an official map. No warranty
is made concerning the accuracy, currency,
or completeness of data depicted on this map.

Exhibit C

**DRAFT prepared for
Ordinance 507**

Zoning

Updated 11/24/2008

Exhibit D

Development Code Amendments

20.20 Definitions

20.20.036

Master Development Permit. A permit that establishes site specific development standards for an area designated Campus Zone or Essential Public Facility as defined in the Comprehensive Plan. Master Development Permits incorporate proposed development, redevelopment and/or expansion of uses as authorized in this Code.

Table 20.30.060 – Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions

Action	Notice Requirements for Application and Decision (5), (6)	Review Authority, Open Record Public Hearing (1)	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
Type C:					
1. Preliminary Formal Subdivision	Mail, Post Site, Newspaper	PC (3)	City Council	120 days	20.30.410
2. Rezone of Property(2) and Zoning Map Change	Mail, Post Site, Newspaper	PC (3)	City Council	120 days	20.30.320
3. Special Use Permit (SUP)	Mail, Post Site, Newspaper	PC (3)	City Council	120 days	20.30.330
4. Critical Areas Special Use Permit	Mail, Post Site, Newspaper	HE (4)		120 days	20.30.333
5. Critical Areas Reasonable Use Permit	Mail, Post Site, Newspaper	HE (4)		120 days	20.30.336
6. Final Formal Plat	None	Review by the Director – no hearing	City Council	30 days	20.30.450
7. SCTF – Special Use Permit	Mail, Post Site, Newspaper (7)	PC (3)	City Council	120 days	20.40.505
8. Street Vacation	PC (3)	PC (3)	City Council	120 days	Chapter 12.17 SMC
9. Master Development Permit (8)	Mail, Post Site, Newspaper (7)	PC (3)	City Council	120 days	20.30.337

(1) Including consolidated SEPA threshold determination appeal.

- (2) The rezone must be consistent with the adopted Comprehensive Plan.
- (3) PC = Planning Commission
- (4) HE = Hearing Examiner
- (5) Notice of application requirements are specified in SMC 20.30.120.
- (6) Notice of decision requirements are specified in SMC 20.30.150.
- (7) a. Notice of application shall be mailed to residents and property owners within 1000 feet the proposed site.
- b. Enlarged Notice of application signs (a minimum of 4 ft. X 4 ft.) as approved by the City of Shoreline shall be posted on all sides of the parcel(s) that front on a street. The Director may require additional signage on large or unusually shaped parcels.
- c. Applicants shall place a display (non legal) advertisement approved by the City of Shoreline in the Enterprise announcing the Notice of Application and Notice of Public Hearing.
- 8. Information regarding Master Development Permits will be posted on the City's website and cable access channel regarding the Notice of Application and Public Hearing.

20.30.353 Master Development Permit.

A. Purpose. The purpose of the Master Development Permit is to define the development of property zoned Campus or Essential Public Facilities in order to serve its users, promote compatibility with neighboring areas and benefit the community with flexibility and innovation. With the exception of those uses and standards contained in this section, all other aspects of development, redevelopment or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes in the underlying zones.

B. Decision Criteria. A Master Development Permit shall be granted by the City, only if the applicant demonstrates that:

- 1. The project is designated as either Campus or Essential Public Facility in the Comprehensive Plan and Development Code and is consistent with goals and polices of the Comprehensive Plan.
- 2. The Master Development Permit includes a general phasing timeline of development and associated mitigation.
- 3. The Master Development Permit meets or exceeds the current regulations for Critical Areas if critical areas are present.
- 4. The proposed development uses innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design (including

- Low Impact Development stormwater systems and substantial tree retention) to mitigate impacts to the surrounding neighborhoods.
5. There is either sufficient capacity and infrastructure (e.g. roads, sidewalks, bike lanes) in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity and infrastructure by the time each phase of development is completed. If capacity or infrastructure must be increased to support the proposed Master Development Permit, then the applicant must identify a plan for funding their proportionate share of the improvements.
 6. There is either sufficient capacity within public services such as water, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed. If capacity must be increased to support the proposed Master Development Permit, then the applicant must identify a plan for funding their proportionate share of the improvements.
 7. The Master Development Permit proposal contains architectural design (including but not limited to building setbacks, insets, façade breaks, roofline variations) and site design standards, landscaping, provisions for open space and/or recreation areas, retention of significant trees, parking/traffic management and multi modal transportation standards that minimize conflicts and creates transitions between the proposal site and adjacent neighborhoods and between institutional uses and residential uses.
 8. The applicant shall demonstrate that proposed industrial, commercial, or laboratory uses will be safe for the surrounding neighborhood and for other uses on the Campus.

C. Amendments.

Minor amendments to an approved Master Development Permit may be approved by the Director if the amendment meets the Development Standards and criteria applicable to the zoning and requirements set forth in this section. Minor amendments include any revision or modification of the previously approved Master Development Permit that would result in any one or more of the following:

1. An increase in the square footage of any proposed building or structure by 10 percent or less; or
2. A change of 15 percent or less in the number of new parking spaces, parking spaces created by re-striping existing parking areas and/or a combination of both except for an increase in parking spaces for bicycles or electric vehicles; or
3. A change in the original phasing timeline for mitigation of the Master Development Permit; or
4. Changes to building placement when located outside of the required setbacks and any required setbacks for critical areas; or
5. A cumulative increase in impervious surface of 10% or less or a cumulative decrease in tree cover of 10% or less; or

6. Other specific changes as noted in the Master Development Permit.

Major amendments are changes that exceed the thresholds for a minor amendment or were not analyzed as part an approved Master Development Permit. Major amendments to an approved Master Development Permit shall be processed as a new Master Development Permit.

D. Development Standards

Existing uses shall be subject to the following development standards:

- a. Density is limited to a maximum of 48 units per acre;
- b. Height is limited to a maximum of 65 feet;
- c. Buildings must be setback at least 20 feet from property lines at 35' building height abutting all R-4 and R-6 zones. Above 35 feet, buildings shall be set back at a ratio of 2:1;
- d. New building bulk shall be massed to have the least impact on neighboring single-family neighborhood(s) and development on Campus.
- e. At a minimum, landscaping along interior lot lines shall conform with the standards set forth in 20.50.490; and
- f. New construction of buildings and parking areas shall preserve existing significant trees to the maximum extent possible. Landscaping of parking areas shall at a minimum conform with the standards set forth in 20.50.500
- g. Development permits for parking shall include a lighting plan for review and approval by the Planning Director. The lighting shall be hooded and directed such that it does not negatively impact adjacent residential areas.
- h. The location, material, and design of any walkway within the campus shall be subject to the review and approval of the Planning Director.
- i. Where adjacent to existing single family residences, existing and new campus roadways and parking areas shall be landscaped as much as possible in the space available to provide a visual screen. The amount and type of plant materials shall be subject to the review and approval of the Planning Director.

These standards may be modified to mitigate significant off-site impacts of implementing the Master Development Permit in a manner equal to or greater than the code standards.

E. New Uses or New Development Standards

In order to allow a new use or new uses on a Campus zoned site an amendment to the Comprehensive Plan and Development Code is required.

F. Early Community Input

Applicants are encouraged to develop a community and stakeholders consensus-based Master Development plan. Community input is required to include soliciting input from stakeholders, community members and any other interested parties with bubble diagrams, diagrammatic site plans, or conceptual site plans. Tape recording, video recording, or a court reporter transcription of this meeting is required at the time of application. The applicant shall provide an explanation of the comments of these entities

to the City regarding the incorporation (or not) of these comments into the design and development of the proposal.

G. Master Development Permit Expiration.

After ten (10) years, the Planning Commission shall review the Master Development Permit for an update every five (5) years. Revisions are required if it has become inconsistent with current City's Vision, Goals, Strategies (such as the Economic Development Strategy, Housing Strategy, Environmental Sustainability Strategy), Comprehensive Plan and other sections of the Development Code.

20.40.020 Zones and map designations.

The following zoning and map symbols are established as shown in the following table:

ZONING	MAP SYMBOL
RESIDENTIAL	
(Low, Medium, and High Density)	R-4 through 48 (Numerical designator relating to base density in dwelling units per acre)
NONRESIDENTIAL	
Neighborhood Business	NB
Office	O
Community Business	CB
Regional Business	RB
Industrial	I
<u>Campus</u>	<u>CCZ, FCZ, PHZ, SCZ¹</u>
Special Overlay Districts	SO
North City Business District	NCBD
Planned Area	PLA

¹ CCZ refers to the CRISTA Campus; FCZ refers to the Fircrest Campus; PHZ refers to the Public Health Laboratory Campus ; and SCZ refers to Shoreline Community College Campus.

20.40.45 Campus Zones.

- A. The purpose of the Campus zone is to provide for the location of charitable, educational, health, habilitative or other institutions and ancillary or compatible uses to the primary institutions located on the same site.
- B. Specific areas have been established to implement the appropriate objective of each different Campus zone as follows:
 - 1. CRISTA Campus Zone (CCZ): CRISTA Ministries is a 55 acre campus that provides such services and uses as education, senior care and housing, broadcasting, headquarters for humanitarian missions, relief and aid to those in need and specialized camps.
 - 2. Fircrest Campus Zone (FCZ): the Fircrest Campus is an approximately 83 acre site with existing uses that include the Fircrest School, a state operated Residential Habilitation Center and two not-for-profit tenants.
 - 3. Public Health Laboratory Zone (PHZ): The Public Health Laboratory is an approximately 7 acre campus that provides diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington.
 - 4. Shoreline Community College Campus Zone (SCZ): Shoreline Community College is an approximately 79-acre state operated community college. The college provides academic, professional, technical and workforce training programs, continuing education and community involvement programs to meet the lifelong learning needs of the community.
- C. All development within Campus Zones shall be governed by a Master Development Permit reviewed pursuant to SMC 20.30.60 and SMC 20.30.353.

20.40.050 Special districts.

A. Special Overlay District. The purpose of the special overlay (SO) district is to apply supplemental regulations as specified in this Code to a development of any site, which is in whole or in part located in a special overlay district (Chapter 20.100 SMC, Special Districts). Any such development must comply with both the supplemental SO and the underlying zone regulations.

B. Subarea Plan District. The purpose of a Subarea Plan District is to implement an adopted subarea plan using regulations tailored to meet the specific goals and policies established in the Comprehensive Plan for the subarea.

B-1. North City Business District (NCBD). The purpose of the NCBD is to implement the vision contained in the North City Subarea Plan. Any development in the NCBD must comply with the standards specified in Chapter 20.90 SMC.

C. Planned Area (PA). The purpose of the PLA is to allow unique zones with regulations tailored to the specific circumstances, public priorities, or opportunities of a particular area that may not be appropriate in a city-wide land use district.

1. Planned Area 2: Ridgcrest (PLA 2). Any development in PLA 2 must comply with the standards specified in SMC Chapter 20.91.

20.40.150 Campus uses.

NAICS #	SPECIFIC LAND USE	CCZ	FCZ	PHZ	SCZ
<u>513</u>	<u>Broadcasting and Telecommunications</u>	<u>P-m</u>			
	<u>Child and Adult Care Services</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
	<u>Churches, Synagogue, Temple</u>	<u>P-m</u>	<u>P-m</u>		
<u>6113</u>	<u>College and University</u>				<u>P-m</u>
<u>6111</u>	<u>Elementary School, Middle/Junior, High School</u>	<u>P-m</u>			
	<u>Food Storage, Repackaging, Warehousing and Distribution</u>		<u>P-m</u>		
	<u>Fueling for on-site use only</u>		<u>P-m</u>		
	<u>Home Occupation</u>	<u>P-i</u>	<u>P-i</u>		
	<u>Housing for Disabled Persons</u>	<u>P-m</u>	<u>P-m</u>		
	<u>Library</u>	<u>P-m</u>		<u>P-m</u>	<u>P-m</u>
	<u>Maintenance Facilities for on-site maintenance</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
	<u>Medical-Related Office or Clinic (including personal care facility, training facilities, and outpatient clinic)</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>
	<u>State Owned/Operated Office or Laboratory</u>		<u>P-m</u>	<u>P-m</u>	<u>P-m</u>
<u>623</u>	<u>Nursing and Personal Care Facilities</u>	<u>P-m</u>	<u>P-m</u>		
	<u>Personal Services (including laundry, dry cleaning, barber and beauty shop, shoe repair, massage therapy/health spa)</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
	<u>Power Plant for site use power generation, only</u>		<u>P-m</u>		
	<u>Recreational Facility</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
	<u>Recreation Vehicle</u>	<u>P-i</u>			
	<u>Research, Development and Testing</u>		<u>P-m</u>	<u>P-m</u>	<u>P-m</u>
	<u>Residential Habilitation Center and Support Facilities</u>	<u>P-m</u>	<u>P-m</u>		
	<u>School Bus Base</u>	<u>P-m</u>			
<u>6111</u>	<u>Secondary or High School</u>	<u>P-m</u>			
	<u>Senior Housing (apartments, duplexes, attached & detached single family)</u>	<u>P-m</u>			
	<u>Social Service Providers</u>		<u>P-m</u>		
<u>6116</u>	<u>Specialized Instruction School</u>	<u>P-m</u>	<u>P-m</u>		<u>P-m</u>
	<u>Support Uses and Services for the Institution on site (including dental hygiene clinic, theater, restaurant, book & video stores and conference rooms)</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>	<u>P-m</u>
	<u>Tent City</u>	<u>P-i</u>			
	<u>Wireless Telecommunication Facility</u>	<u>P-i</u>			

**Chapter 20.100
Special Districts**

Sections

Subchapter 1. First Northeast Shoreline Recycling and Transfer Station Special District.

20.100.010

A. This chapter establishes the long range development plans for the Shoreline Recycling and Transfer Station formerly referred to as the First Northeast Transfer Station Special District.

B. The development standards that apply to this Special District were adopted by Ordinance 338 on September 9, 2003. A copy of the standards is filed in the City Clerk's office under Receiving Number 2346.

~~The First Northeast Transfer Station Master Plan, given Clerk's Receiving Number 2346, is adopted herein by reference.~~

Attachment B

Agency/Campus Comments

- CRISTA
- Fircrest
- Public Health Lab



CRISTA

A FAMILY OF MINISTRIES

ATTACHMENT B

November 21, 2008

City of Shoreline
Attn: Rachael Markle
17544 Midvale Ave. N.
Shoreline, WA 98133-4921

Re: Ordinance 507 Exhibit B & D

Dear Rachael,

CRISTA Ministries has reviewed the current draft of Ordinance 507 as distributed to us on Nov. 18, 2008 and offers the following comments or corrections:

1. Exhibit B Glossary - LU43

CRISTA Ministries requests that the third sentence of the current draft LU 43 policy be struck, and the following language inserted to clarify when a Comprehensive Plan amendment is required:

"If development of any new use or uses is proposed, and the use or uses are consistent with the applicable LU43 campus description, then an amendment to Development Code Section 20.40.150 Campus Uses is required. If a proposed new use or uses are not consistent with the applicable LU43 campus description, then an amendment to both Comprehensive Plan policy LU43 and Development Code Section 20.40.150 is required."

Discussion - If the new use is consistent with the LU43 campus description, then there is nothing else that an application to amend the Comp Plan can actually amend. Only if a designated campus user proposes a use outside the description made in the current draft LU 43 language is there a need for an actual Comp Plan amendment. Further, interested public and the Council will have a full opportunity to fully consider a Development Code amendment at a Council public hearing. Requiring a Comp Plan amendment in all instances of a new use simply delays the Council public hearing approval process.

2. Exhibit D Development Code Amendments – 20.30.353 A. Purpose

CRISTA Ministries requests that the word "define" in the first sentence be changed to "outline". We understand the city's desire to strengthen the language from "guide" but feels that the word "define" is inconsistent with the intent of the Amendment.

3. Exhibit D Development Code Amendments – 20.30.353 B. 7

CRISTA Ministries requests that the terms "façade breaks and roofline variations" be deleted from the first sentence. This requires Architectural design that will not be yet determined at the 15 year look ahead. These would require elevations to be developed rather than keeping the overall descriptions at a plan level.

4. Exhibit D Development Code Amendments – 20.30.353 B. 7 – 9

CRISTA Ministries supports the edits by Staff.

5. Exhibit D Development Code Amendments – 20.40.45 B. 1

Spelling correction in second line – change "car" to "care".



CRISTA

A FAMILY OF MINISTRIES

ATTACHMENT B

6. Exhibit D Development Code Amendments – 20.40.150

Modify the CCZ designation as follows: (rationale in the bracketed narrative)

- Affordable housing – P-m (a current designation within our independent living)
- Recreational Vehicle – P-m (approximately 4 months of the year CRISTA Ministries invites a mission organization to stay on site to provide volunteer labor for various projects)
- Daycare I Facilities – P-m (uncertain if this is necessary as we have Daycare II covered. Do we need this as well as we have significant daycare use on our site now?)
- Shipping Containers – P-m (we currently have a number of shipping containers around the site used for equipment storage for schools, facilities and temporary World Relief use)
- Wireless Telecommunication Facility – P-m (several wireless entities and the WA State Patrol use our radio antenna for their equipment)
- Conference Center – P-m (our Schirmer Auditorium and meeting rooms in the Administration areas are used for conferencing functions)
- Outdoor Performance Center – P-m (our Woolsey Stadium is used to hold a concert venue for schools)
- Performing Arts Companies/Theatre – P-m (Schirmer Auditorium accommodates the schools performing arts venues)
- Specialized Instruction School – P-m (unsure of the definition here but we do provide instruction to hearing impaired and other special needs groups)
- Medical Office/Outpatient Clinic – P-m (our Licensed Senior Living group has a Outpatient Therapy / Physical Therapy practice that supports our nursing center and assisted living needs)
- School Bus Base – P-m (Schools has a fleet of approximately 15 buses, including a maintenance facility, to support this transportation function)

The other uses that you noted with a question mark (Museum, Vocational School) are not current uses, nor do we have any plans for them on our campus.

Should you have any questions in this regard, please feel free to give me a call.

Sincerely,

Kyle Roquet
CRISTA Ministries
VP – Facilities and Construction Mgmt.

Rachael,

Thank you for sending us the draft of Ordinance 507 that will be reviewed at today's subcommittee meeting. Below are comments from the project team, including AHBL and Ed Valbert. We understand this draft still a work in progress, but there are several some things we're confused or concerned about. We hope you will share these concerns and suggestions with the subcommittee.

1. In Comprehensive Plan Policy LU43, where the campus is named, we request that you refer to the Fircrest Campus rather than the Fircrest School Campus. This is consistent with older versions of the draft amendments. The campus, both as it exists now and how it is envisioned for the future, includes more uses than just the school.
2. Code Section 20.30.353.B Decision Criteria, Criterion 7. Language regarding "architectural design standards (including but not limited to building setbacks, insets, façade breaks, roofline variations)" is too specific for decision criteria. Design standards can be composed in a variety of ways with a wide range of tools and some of the tools mentioned specifically may not apply. We suggest the following language (bolded language is new):

The Master Development Permit proposal contains architectural design **guidelines such as for mass, form, scale and site perimeter areas**, and site design, landscaping, provisions for open space...

3. We concur w/ staff's assessment of the remainder of criteria #7 and criteria #8 and #9.
4. Code Section 20.30.353.D Master Development Permit Expiration: We're concerned about review after 10 years and every 5 years thereafter. The goal of the Master Development Permit is to create certainty for the City and applicant. Earlier drafts showed the permit valid for an initial 12-year period, which would be our preference. Additionally, subsequent review raises the issue of staff time, and whether there would be work needed on the part of the applicant. The provision should clearly state that the City may review and revise the Master Plan at the chosen interval, but if it does not do this the Master Plan remains in effect. Finally, there is the timing of these subsequent reviews. We suggest that following a period of 10-12 years, subsequent reviews should be done concurrent with City's major comprehensive plan amendment cycle, to reduce the need for redundant work and to make sure the master plan is still consistent with the City's larger vision. Finally, the City should consider imposing some basic criteria for the subsequent review to provide guidance, similar to the criteria for a Comprehensive Plan Amendment or Development Code Amendment, to help protect property owners from the potential of arbitrary decision making.
5. Code Section 20.40.45: The words "ancillary or compatible uses" do not seem to leave room for some uses that might make sense due to the location of the campus but aren't related to the institution. It seems that too much hinges on the idea of "compatible" uses, when compatibility can be often achieved through appropriate transitions, and the intent of a the master plan is to integrate new uses in a compatible fashion. Also, once a

Comprehensive Plan amendment occurs to define appropriate uses, there will be less need for the words "ancillary or compatible."

6. We generally find Section 20.40.150 Campus Uses confusing. The table seems to muddle the issue of allowed uses in several ways.
- a) Some introductory text is needed to explain how the table is to be used.
 - b) The P-m category seems to account for existing uses as well as uses that in their common meaning (e.g. Apartments) may not be viewed as a current primary use on the Fircrest Campus and would appear to be excluded from inclusion currently in a Master Plan without a Comprehensive Plan amendment under the policy direction in proposed LU 43. The table could be reasonably interpreted to indicate the potential for a wide variety of new uses on the Fircrest Campus, including apartments, retail trade, etc. Does the table represent uses that the City is willing to consider as existing?
 - c) We agree with the decision to remove the P-i category, as you mentioned on the phone today. The allowed uses under existing zoning confuse matters and generally do not reflect the intention of master planning.
 - d) You indicated by phone that the next draft will not include the same level of specificity (NAICS categories) as the draft you sent last week. However, if the NAICS categories are to be used, we believe they provide too much specificity, which is likely to create confusion during Master Development Permit adoption. The intent of a Master Plan is often to break away from such specific definition of uses, and provide for more general use categories that meet performance-based goals. We envision that the use chart in the Fircrest Master Plan may be less specific. We intend to focus more on the performance and form of development than whether something falls into a 4-6 digit use code. We're also concerned about the precedent that the use of NAICS categories sets so far as the level of detail that would be regulated during master plan implementation.

Again, the project team thanks you for the opportunity to comment. Please let me know if you have any questions.

Betsy Geller
Planner



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WASHINGTON STATE HEALTH PUBLIC HEALTH LABORATORY REQUESTED EDITS

PROPOSED COMPREHENSIVE PLAN AMENDMENTS

Public Health Laboratory in Ordinance 507 Exhibit B. Specifically the Public Health Laboratory asked for the following edits:

LU 43:

3. **Public Health Laboratory Campus:** An approximately 7-acre site A multi-acre site located on the south portion of the Fircrest Campus with existing uses that include the Washington State Department of Health, Public Health Laboratory and administrative offices that provides a wide range of diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington. An expansion of such existing laboratory, administrative, and support uses may be considered as part of a Master Development Permit, provided such uses and services are limited to Bio Safety Level 3 (BSL-3) laboratory uses as currently defined. Under this Master Development Permit, laboratory expansion is limited to no greater than biosafety level 3 (BSL3) laboratories as defined by industry standards.

PROPOSED DEVELOPMENT CODE AMENDMENTS

o

10. Amendments.

Minor amendments to an approved Master Development Permit may be approved by the Director if the amendment meets the criteria and set forth in this section. Minor amendments include any revision or modification of the previously approved Master Development Permit that would result in any one or more of the following:

1. An increase in the square footage of any proposed building or structure by 10 percent or less; or
2. An increase of 15 percent or less in the number of new parking spaces, parking spaces created by re-striping existing parking areas and/or a combination of both; or
3. A change in the original phasing timeline for mitigation of the Master Development Permit; or
4. Changes to building placement when located outside of the required setbacks and any required setbacks for critical areas; or
5. Other specific changes as noted in the Master Development Permit.

Comment: PHL- Most plans have some room for minor changes without having to go through a formal process. This criteria is tighter than the community group that proposed it. PHL would like to see some type of modification ability without have to submit for a formal change.

Major amendments are changes that exceed the thresholds for a minor amendment or were not analyzed as part an approved Master Development Permit. Major amendments to an approved Master Development Permit shall be processed as a new Master Development Permit.

20.40.45 Campus Zones.

- A. The purpose of the Campus zone is to provide for the location of charitable, educational, health, habilitative or other institutions and ancillary or compatible uses to the primary institutions located on the same site.
- B. Specific areas have been established to implement the appropriate objective of each different Campus zone as follows:
1. CRISTA Campus Zone (CCZ): CRISTA Ministries is a 55 acre campus that provides such services and uses as education, senior care and housing, broadcasting, headquarters for humanitarian missions, relief and aid to those in need and specialized camps.
 2. Fircrest Campus Zone (FCZ): the Fircrest Campus is an approximately 83 acre site with existing uses that include the Fircrest School, a state operated Residential Habilitation Center and two not for profit tenants.
 3. Public Health Laboratory Zone (PCZ): The Public Health Laboratory is an approximately 9 acre campus that provides diagnostic and analytical services for the assessment and monitoring of infectious, communicable, genetic, chronic diseases and environmental health concerns for the State of Washington.
 4. Shoreline Community College Campus Zone (SCZ): Shoreline Community College is an approximately 79-acre state operated community college. The college provides academic, professional, technical and workforce training programs, continuing education and community involvement programs to meet the lifelong learning needs of the community.
- C. All development within Campus Zones shall be governed by a Master Development Permit reviewed pursuant to SMC 20.30.60 and SMC 20.30.353.

Comment: PHL would like to have the specific acreage change to a multi-acre site.

NEW SECTION 20.40.150 Campus uses.

NATCS	SPECIFIC LAND USE	CCZ	FCZ	PCZ	SCZ
	Shipping Containers		P-m	P-m	
56192	Conference Center			P-m	
514120	Library	P-m		P-m	P-m

Comment: PHL Change to P-m

P= Permitted Use -i= Indexed Supplemental Criteria

-m= Permitted Use with approved Master Development Permit

ATTACHMENT B

NAICS #	SPECIFIC USE	CCZ	FCZ	PCZ	SCZ
	Interim Recycling Facility	P-i	P-i	P-i	P-i
92212	Police Facility				
92	Public Agency or Utility Office		P-m	P-m	?
92	Public Agency or Utility Yard		P-m	P-m	?
221	Utility Facility				
622	Hospital				
6215	Medical Lab		?	P-m	
6211	Medical Office/Outpatient Clinic	?	P-m		
623	Nursing and Personal Care Facilities	P-m	P-m		
	School Bus Base	?			?
	Secure Community Transitional Facility				
	Transfer Station				
	Transit Bus Base				
	Transit Park and Ride Lot				
	Work Release Facility				

P= Permitted Use -i= Indexed Supplemental Criteria

-m= Permitted Use with approved Master Development Permit

(Ord. 309 § 4, 2002; Ord. 299 § 1, 2002; Ord. 281 § 6, 2001; Ord. 258 § 3, 2000; Ord. 238 Ch. IV § 2(B, Table 3), 2000).

**Chapter 20.100
Special Districts**

Sections

Subchapter 1. ~~Master Planned Area 1: First Northeast Shoreline Recycling and Transfer Station Special District Master Plan.~~

20.100.010

A. This chapter establishes the long range development plans for the Shoreline Recycling and Transfer Station formerly referred to as the First Northeast Transfer Station ~~Special District Master Plan.~~

B. The development standards that apply to this Special ~~District Master Planned Area~~ were adopted by Ordinance 338 on September 9, 2003. A copy of the standards is filed in the City Clerk's office under Receiving Number 2346.

Subchapter 2. ~~Master Planned Area 2: Shoreline Community College~~

20.100.100 Purpose and Scope

A. ~~The purpose of this chapter is to define the permitted and prohibited uses in Shoreline Community College Master Planned Area 2.~~

B. ~~With the exception of those uses and standards contained in this subchapter, all other aspects of development, redevelopment or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted in the R-4-R-6 zones.~~

20.100.240 Master Planned Area Zone and Permitted/Prohibited Uses

A. ~~All uses provided for under SMC Chapter 20.40 that are permitted in the R-4-R-6 zones shall be allowed in Shoreline Community College Master Planned Area 2 pursuant to compliance with all applicable codes and regulations.~~

B. ~~Any use listed in SMC Chapter 20.40 that is allowed through the conditional use or special use process in the R-4-R-6 zones may be allowed in Shoreline Community College Planned Area 2 upon obtaining the required use permit.~~

C. ~~Expansion of a nonconforming use is prohibited.~~

Attachment C

Subcommittee

Meeting summary and minutes

Master Plan Legislation Subcommittee

On October 29, 2008, Mayor Cindy Ryu convened a Master Plan Legislation Subcommittee composed of:

Cindy Ryu, Mayor - Chair
Chris Eggen, Councilmember
Keith McGlashan, Councilmember

The first meeting was held on Friday, November 7, 2008. This meeting was noticed as a public meeting and Meeting Minutes taken by Planning Department staff.

Legislation language versions 1, 2, and 3 were discussed; Version 3 was the basis of the balance of the discussion by the Subcommittee.

Conclusions of this meeting:

1. Joe Tovar to study version 3 closely and recommend public process needed. Joe Tovar email Mon 11/17/2008 5:08 PM Recommendation of two "cures":
"One, the Council can remand the entire matter back to the Planning Commission for further public hearings, after effective notice is given. Two, the Council can direct that notice be given of a public hearing before the Council at their December 8 meeting, with the notice making clear that what is up for review and public comment is the "3rd version" and that it is available for review on the City website, at City Hall, at the libraries, etc. If you choose this second path, you will need to let the City Clerk know by mid day on Monday Nov. 24 in order for him to have sufficient lead time to get sufficient legal notice out." Subsequently, all 3 Subcommittee members preferred Path Two.
2. Depending on answer to #1 including what language would trigger new public hearing process, work on language to recommend to full Council. As all 3 versions would have triggered a public hearing process, and as Path Two recommended by Joe Tovar would enable the City Council to pass an ordinance before the end of the year (December 8, 2008 Council Meeting), Mayor Cindy Ryu convened a Subcommittee meeting on Monday November 24, 2008 to finalize the language of Version 3.

The second meeting is being held on Monday, November 24, 2008 9 – 12 noon (was this meeting noticed as a public meeting?).

Master Plan Legislation Subcommittee Task:

Shape Legislative Proposals (2)

1. Ordinance for Comprehensive Plan Amendments (Land Use policies & Map)
2. Ordinance for Development Code Amendments (Zoning & Map)

Methodology:

1. Amend Comp Plan policies and Map to create a "Campus/Institution" Comprehensive Plan land use designations:

2. Amend Development Code policy and Map to add: Campus Institution Zone CRISTA; Campus Institution Zone Fircrest; Campus Institution Zone Public Health Lab; Campus Institution Zone SCC.

Existing uses on each campus will constitute allowed uses under new zoning. Existing # of residential units, physical capacity # of residents; # employees, etc. will be listed under new zoning

3. Amend Development Code Policy to require a Master Development Planning Process

4. Outline Master Development Planning Process through regulations to:

- A. Allow for expansion of existing uses and requirements;
- B. Allow for new uses with Comprehensive Plan amendments, rezones AND requirements
- C. Require a stakeholder process for development of Master Development Plan

CITY OF SHORELINE

Minutes Approved
11-24-08

SUMMARY NOTES

City Council Subcommittee: Ordinance 507 Master Plan Area Regulations

November 7, 2008
City Hall Room 305
12:00pm to 2:00pm

PRESENT:

Subcommittee Members: Mayor Cindy Ryu, Councilmember Keith McGlashan, and Councilmember Chris Eggen.

Staff: Joe Tovar, PADS Director, Rachael Markle, PADS Asst Director, and Vickie Metcalfe, PADS Admin Asst.

CALL TO ORDER:

At 12:03pm the meeting was called to order by Mayor Ryu, who presided.

- Ms. Markle handed out the agenda and copies of Ordinance 507 #1 (blue paper) and #2 (green paper). Mayor Ryu handed out a "third" version (on white paper), which will be referred to as "the 3rd version" or as "Mayor Ryu's version". She also passed out a one page document titled "Proposal for Master Development Planning Legislation" and a 10 page legal letter length matrix summarizing portions of the development codes.
- Mayor Ryu discussed briefly the differences between the three versions:
 - Ordinance 507 #1 (blue paper):** includes Master Planning for existing uses in all areas designated Campus/Institution.
 - Ordinance 507 #2 (green paper):** only includes Master Planning for existing uses at Shoreline Community College and CRISTA
~neither address new uses~
 - 3rd Version, or Mayor Ryu's version:**
proposing 2 steps: (a) Master Plans that contemplate new uses will first be required to obtain a Comprehensive Plan amendment addressing the new uses (legislative process); then they could apply for (b) a Master Development Permit that includes both new and existing uses (quasi judicial process). This version addresses how to deal with new uses.
- Councilmember Eggen comments on Ord 507 #1(blue) vs #3:
 - # 1 version reflects many of the Council's comments and amendments, but does not address how to deal with new uses.
 - #3 version is very similar to #1 version with the addition of resolving how to deal with new uses (via the Comprehensive Plan amendment process) and adds requirements for involving stakeholders, not just community (this is more extensive).
- Councilmember McGlashan expressed surprise that the Mayor had written so much new text in the 3rd Version. He expressed his opinion that this kind of work is the staff's job.

Mayor Ryu responded that the staff is part of the executive branch and not the legislative branch, and that it is therefore appropriate for Council members, as legislators, to draft amendatory language. She further commented that she had solicited help from members of the community in drafting this version, in particular, the attorney for the Friends of Fircrest.

Mr. Tovar comments/perspective:

he said that too many changes may have occurred since the original proposed amendments were noticed to the public, CTED and considered by the Planning Commission. He said that if the Mayor's proposal has changed too much from what Planning Commission had recommended, the City would need to give new notice about this draft of the amendments, send a copy to CTED; possibly do additional SEPA process, and return to the Planning Commission for a new public hearing and recommendation; and then return to the Council for a decision. This would take at least 3 months. **TO DO: Ms. Markle to email original notice out to subcommittee; Mr. Tovar to advise on proceeding to decision or renoticing subcommittee's final version.**

- Councilmember McGlashan commented on his concern with #3 needing to be reviewed and what that timeframe would be. He was concerned about holding Fircrest and Shoreline Community College up from moving forward.
- Discussion about how this used to be "big picture" Master Plan; now it is down "lower" as a quasi-judicial; Mayor Ryu would like it "back up as a big picture" Master Plan; Ms. Markle pointed out that staff had looked at the Kirkland model and fundamentally based Shoreline's process for Master Plan Areas Permits (or new name Master Development Permits) on Kirkland. However, when trying to replicate the way the uses are displayed in the Kirkland model, it did not fit with the land use table found in Shoreline's Development Code. Therefore, a different way to display the same type of information as found in the Kirkland example but that fit within the format of Shoreline's Development Code was used.
- Mayor Ryu: Main question for everyone – which direction do we want to go? Did everyone have a chance to review #3 version? Is #3 version too different from the original version? Do we need to restart the process? Will Mr. Tovar take a look at it asap?
- Councilmember Eggen likes the new uses feature of #3, but is concerned about enough time for public comment.
- Ms. Markle clarified with Mayor Ryu that #3 version allowed for campus/institution properties (Fircrest, CRISTA, SCC & DOH) to submit applications for Master Development Permits new term to address existing uses. This would be a Quasi Judicial process. If a Campus/Institution wants to add new uses a Comprehensive Plan amendment would be required first, which is a legislative process.

Mayor Ryu confirmed this to be the basic premise for #3 version.

- Councilmember McGlashan had a question: should the State (Fircrest, DOH, SCC) see #3 version to express their likes/concerns before recommending #3 version to the full Council; does or could this affect funding?
- Mayor Ryu wants the staff to draft two Ordinances: One to consider the Comprehensive Plan amendments and one to consider the Development Code amendments.
- Discussion with everyone about whether Community College and neighboring community has expressed any comments about #1 or #2
- Mayor Ryu: proposing her version #3 because she feels #1 and #2 aren't going anywhere. She would like to move things along faster AND design the process for considering both new and existing uses together.
- Councilmember McGlashan: again concerned about holding Fircrest and Community College up from moving forward.
- Mr. Tovar: regarding #1 and #2 timeframe – he is confident that either could be ready for action in December; #3 is going to require more work.
- Councilmember Eggen: not clear why #3 is farther away from action
- Councilmember McGlashan: wants to make sure there is enough time for public to comment on #3
- Mayor Ryu: suggested to have a “place holder” (i.e. blank sections) in the Development Code for new uses so that when they are done/ready they can be inserted into that “place holder” under a new section she drafted called 20.30.353 Master Development Plan.
- Councilmember Eggen likes that #3 Version has provisions for new uses.
- Mr. Tovar said that the staff did not have adequate time to review and the analyze #3 version as it was received the very morning of this meeting. He said that it will take some time to review the draft for content as well as format in the context of the existing lay out of the Comprehensive Plan and Development Code.
- Staff suggested a further clarification that the term Master Development Plan (replaces Master Plan Area Permit) be changed to Master Development Permit to further remove confusion about what process we are discussing.
- Mayor Ryu suggested that there should be quantitative #s to establish a baseline each Campus/Institution such as for density, # of jobs, # of trips in Comprehensive Plan .

Councilmember McGlashan asked what the intent of including this information would be? The Campus/Institution will be asking to expand from that quantitative number in the future so what purpose will it serve. Don't we just need to know what the existing uses include? And don't we

want to be specific where we can, but have also be inclusive? Ms. Markle gave an example of a laundry facility at Fircrest. We may not list laundry facility for residents as a specific use, but we would not want to preclude this existing use. Therefore, we would want to have inclusive language that allows for other existing uses that support the functions of the Fircrest School and Campus tenants.

Mr. Tovar and Ms. Markle explained that the City could require the applicants to submit a quantitative analysis of existing uses compared to the expansion of these uses as proposed in the Master Development Permit application. This requirement could be included in the criteria or on the application checklist. Staff suggests the checklist.

- Councilmember McGlashan: should there be a specific exclusion list of new uses?

Discussion ensued. The outcome reached was that it would be difficult to know if you captured all of the uses that you would want to exclude in the list. Would you also then be sending the message that if the use is not on the exclusion list then it is permitted?

- Mayor Ryu: directed Staff to add into #3 Version the limitation on the Public Health Lab to a Biosafety Level 3 or lower. {see public comment about this}

- The Council Subcommittee will review #3 version in detail and provide staff with the a final version to analyze during the week of November 10th.

- Staff will start preparing a Draft on November 17th, 2008

- Next Meeting: Monday, November 24th, 2008

- Ms. Markle questions about #3 version for her own clarification:

⇒ pg 7 #9: (#3 Version) "The applicant has met and conferred with the affected community, stakeholders, and parties of record. The applicant shall provide a written discussion of the comments of those entities to the City and shall also provide an explanation regarding the incorporation of comments into the design and development of the proposal. Considering the public nature of these properties, the input of these entities shall be given heavy weight by the City in its decision making."

Staff: Discussed that this is very similar to the Neighborhood Meeting process that would be required anyway for a Quasi Judicial action such as a Master Development Permit, with the exception that the applicant does not have to detail to the City or stakeholders why an idea is not incorporated to the plan. Staff cautioned against language that implies all ideas heard from the public have to be included in the plan.

⇒ pg 8 definitions: Mayor Ryu stated that definitions are needed for compatibility, thresholds, significant and Codes. Ms. Markle indicated that developing definitions for thresholds and significant is somewhat problematic, although it is possible to quantify

certain things; for example, a threshold of “significant” in the context of a future proposed change to an adopted Master Plan Permit might be something like “10%”. Trying to quantify “compatibility” is highly problematic. This term reserves discretion to the City Council to determine what is compatible based on what is submitted and reviewed.. Staff will look through the #3 Version for the use of the term significant and see if further definition is possible. Mayor Ryu clarified that the requested definition for Codes refers to adding the abbreviation key for proposed new section of the Land Use Table.

- ⇒ pg 6 # 7 significant trees, shoulders: Councilmember Eggen clarified the term “shoulders on tall buildings” found in proposed criterion #7 in #3 Version refers to setbacks for building facades – the “wedding cake” look. Look at standards for building in the RB zone adjacent to single family – transition regulations. Staff suggested changing the order of words from “significant tree retention” to “retention of significant trees”. Significant trees is a defined term.
- ⇒ pg 8 permit expiration, # of years, 10 vs 12 vs just review for update: Clarified that the draft should say – “After 10 years, a Master Development Permit shall be reviewed for an update every 5 years.

- Public Comment: at 1:52pm Mayor Ryu called for public comment.

1. Jim Walsh, lives in Mountlake Terrace and here for his son who lives in Shoreline Regarding the discussion of the Level of the Laboratory and saying they won’t be above a certain BSL level. Mr. Walsh wanted to point out that this could get slippery and explained that you are trying to describe something the Federal Government defines and changes the definition. Recommended the Staff/Council research the latest Federal definitions and always state what document/date you are using.

Mayor Ryu referred to #1 version, pg 187 last paragraph and agreed that lab definition research is warranted and a statement about the date of the BSL definition used will be included in document.

2. Saska Davis, Friends of Fircrest
Ms. Davis wished to comment that it was important to remember the City Council can decide what they will allow. Today, if you say “current”, it means by such and such document dated this timeframe.

3. Jim Walsh
He stated he understands this is a legislative process and there is public input, but he was wondering once the public has provided input, what can they expect? Do they get a second chance to object to some recommendations?

Ms. Markle: Public comment is considered in the staff review of the application and recommendation provided to the Planning Commission; the Planning

Commission is provided with all written public comments and holds a public hearing. The Planning Commission considers the comments as part of its review of the application in preparation for formulating a recommendation to the City Council. The City Council receives the written comments, written record & can listen to recordings of the public hearing and Planning Commission deliberations on the proposed application. The City Council uses this information to aid in making the final decision on an application.

Mr. Tovar: he clarified that the City only has to “consider” the public input and comments, but that it is impractical to expect to agree with all of the public comments because comments from one part of the public will frequently conflict with comments from some other part of the public. Through analysis and a certain amount of judgment staff, Planning Commission and finally Council consider and incorporate where appropriate public comments.

ADJOURNMENT:

At 2:05 p.m., Mayor Ryu declared the meeting adjourned.

DRAFT

CITY OF SHORELINE

MEETING MINUTES

City Council Subcommittee: Ordinance 507 Master Plan Regulations

November 24, 2008
City Hall Room 305
9:00 a.m. to 12:00 p.m.

PRESENT:

Subcommittee Members: Mayor Cindy Ryu, Councilmember Keith McGlashan, and Councilmember Chris Eggen

Staff: Joe Tovar, P&DS Director; Rachael Markle, P&DS Assistant Director; and Joanne Dillon, Management Analyst

CALL TO ORDER

At 9:06 a.m. the meeting was called to order by Mayor Ryu, who presided.

APPROVAL OF AGENDA

The agenda was approved as presented with an addition, that there should be a subcommittee full report back to Council.

APPROVAL OF MINUTES

- Councilmember McGlashan wanted to know whom May Ryu spoke to at Fircrest to get the language for the draft. He noted that the minutes of the subcommittee meeting held on November 7 (p.2) refers to the attorney of Friends of Fircrest and would like to have the name of the attorney and the participants included.
- Mayor Ryu responded that it was Friends of Fircrest, the minutes reflect the subject of what was talked about, and that it was the community–everyone who discussed this. She can tell Councilmember McGlashan the name of the attorney off the record.

The minutes of November 7, 2008 as amended were accepted. The amendment is to replace ‘Summary Notes’ with ‘Meeting Minutes’.

MEETING

- Mayor Ryu reviewed the handouts, the green sheet as a reprint of the handouts from the first meeting. Referencing the methodology section, she recommends that the committee drop either ‘Campus’ or ‘Institution’ in the document.

- Mr. Tovar said there are other considerations in the future and should remove ‘institution’ and keep ‘campus’. Councilmember Eggen agreed with Mr. Tovar.
- Mayor Ryu recommends keeping the benchmark uses on each campus description and hopefully the ordinance will be passed on December 8. She heard from others about no. 4.
- Councilmember McGlashan asked if the term ‘conditions’ work? Mr. Tovar said that conditions can be imposed on the Master Plan Permit.
- Mayor Ryu wants to keep the discussion at the planning process and can talk about the permit conditions or criteria later. She refers to the conditions as a way for the Council to mold an expansion. Discussed minor 10% vs. major expansion.
- Councilmember Eggen inquired if it was 10% on top of what the Master Plan Permit would allow.
- Mr. Tovar stated that a new hearing, etc. would be required for proposed changes that exceed 10%.
- Councilmember Eggen also asked if that is when a plan is submitted, the permit issued or the plan as approved?
- Mr. Tovar answered that it would be a quasi-judicial permit that is an approved master plan for the campus. It would show buffers, building heights, etc. If the property owner wanted to change it, they could propose up to 10% and if more, then a new process and SEPA have to be done again.
- Mayor Ryu stated that she bumped up draft to 15% in some places. If the ordinance doesn’t pass on December 8 then Crista and Shoreline Community College follow procedures as it is right now.
- Councilmember Eggen thought the amendments are intended to apply to deviations to the permit once it is established (p.4 Development Code handout).
- Mayor Ryu stated that the Comp Plan amendment defines where the campuses are now and wants to keep the numbers as benchmarks and struck out the long-term intent of the property owner. Felt that there wasn’t sufficient notice to the neighborhood. They can come to advocate what they want to add in; then, there is time for the stakeholders to speak to it.
- Mayor Ryu wants to discuss the difference between the plan and the permit. She said that the Council wants to be involved in the expansion of a campus such as Fircrest, and feels that the quasi-judicial permits are out of Council’s hands.
- Mr. Tovar responded that a quasi-judicial permit process is not “out of the Council’s hands.” The Council can approve, deny, or remand back to staff, if they want a more hands-on process. He asked for clarification on the colors used in the hand-out. Yellow highlights show the original language of Mayor Ryu; blue highlights show Ms. Markle’s edits; light blue text was used by Mayor Ryu.

- Councilmember Eggen wanted to go back to the baseline. He is a little confused about the approach, as he understands it. He wanted to confirm that the existing uses do not require a Comp Plan amendment, but any new uses would require a Comp Plan amendment.
- Councilmember McGlashan thought there was a consensus by Council for version 1 or 2.
- Mayor Ryu said they asked for version 3. Staff recommended keeping it simple, but neither version 1 nor 2 was satisfactory.
- Councilmember McGlashan asked if we have conditions on the plan?
- Mayor Ryu thought the word ‘conditions’ can be changed to ‘limits’.
- Councilmember McGlashan asked about current zoning and what limits are defined. Mayor Ryu said the limits are in the Development Code.
- Mr. Tovar wanted to clarify if one of these institutions applies under the Mayor’s concept of a master plan approval process, what does the institution need to show you and what do they need to submit for a master plan rather than the permit?
- Mayor Ryu (p. 5F) said that we hear repeatedly from people who were unhappy with the pre-application meeting. Some are good at documenting and others are not. We want to get upfront information to see if it can fly. The issue is that some developers don’t take it seriously, such as with the Overland Trailer Park site, and so that’s why the moratorium resulted. We know that some owners want public input (like Fircrest). We want an applicant to listen and tell why comments are not considered. It’s give and take. She said that we’re not addressing this at the quasi-judicial stage and the Council would have to remand it back if people’s comments aren’t given sufficient consideration. This will address it.
- Councilmember McGlashan agrees (with the above) but disagrees about comparing the trailer park situation—that was different.
- Mayor Ryu says document shows current uses and capacity levels. If campus wants a 15% increase Council doesn’t need to see it. Wants to prevent bulk and building height across from single-family homes. She said she wants the plan process to go through a dialogue and not the quasi-judicial process.
- Councilmember Eggen said that’s not the language as written. He’s sympathetic with huge expansions that need neighborhood involvement and it’s not something that the Council has consensus on. He said that a substantive re-write may be necessary.

- Mayor Ryu wants to show what the committee would like to see personally and give background on concerns she's heard, from Councilmember Way, for example.
- Councilmember McGlashan wanted clarification about noticing—some get notices, some don't.
- Mr. Tovar stated that the wording should say 'required', because it goes beyond 'encouraged'. Coming back to the plan vs. the permit, what happens if the stakeholder can't agree and there is no consensus? Joe recommends prior to master plan process that audio, visual, or transcription language be included as part of the record. This will encourage applicants to listen to stakeholders and respond to what was heard, even if the response is not positive.
- Mayor Ryu wanted to confirm that this happens before the submittal. Need to remove the parties of record language, because it doesn't exist yet.
- Councilmember McGlashan recommends removing the last sentence (p. 5F), because it sounds like we weren't doing it in the past.
- Ms. Markle stated that they still have to do a neighborhood meeting.
- Mr. Tovar asked if they are talking about a pre pre-neighborhood meeting? At the time of application for approval, applicant would have to submit a record of the meetings (audio, visual, or transcription) and it becomes part of the application process.
- Ms. Markle noted that it can be added to the submittal checklist.
- Mr. Tovar remarked that you can call it a stakeholders meeting, so as to get involvement at the first step.
- Mayor Ryu revised the wording (Development Code hand-out p. 5F) with help of committee members.
- A citizen attending (Saskia Davis) interjected that she wants all DSHS meeting minutes disclosed for Fircrest site.
- Mayor Ryu stated that we can't require that and the State has to do their legislative job. We have no input to their process, but we can require them to record one meeting, which would be a brand new step for the City.
- Councilmember McGlashan recommended removing 'and discussion' from the text.
- Mr. Tovar stated that we will have a written summary and explanation of responses.
- Mayor Ryu commented that we want the public to be heard at the Planning Commission stage.

- Councilmember McGlashan refined the wording about ‘incorporation or not of these comments’ and recommended striking the last sentence of (5F) since it’s leads people to believe that the City will get these things. It’s not code language, but behavioral language.
- Mayor Ryu then asked the subcommittee to go through the Comp Plan Amendments document.
- Ms. Markle said that the red wording on top of the draft can be removed and all agreed that the Campus zone is okay.
- Mayor Ryu noted that DSHS (Fircrest) gets early input and have multiple meetings to reach consensus for the plan when they come to us.
- Councilmember Eggen had a technical question about the plan.
- Mr. Tovar talked about the permit process and said he pictured the applicant submitting a site plan to scale, with proposed building footprints, new uses, parking access; et al, that would be the Master Plan Permit. He mentioned the examples of Northwest College and Evergreen Hospital in Kirkland.
- Mayor Ryu asked about how the sketch diagram or concept plan gets incorporated. Where do we want to go with it? They have optional plans with unspecified goals, not wedded to that site.
- Councilmember Eggen stated that he doesn’t think that’s what we’re doing.
- Mayor Ryu said that the property owner may have already put \$250,000 into a plan. We need a step between early community input and meeting with the City, like what we did with City Hall. How do we get them to do it?
- Mr. Tovar said it sounds like you’re looking for a description (more than words), like a diagrammatic site plan or bubble diagram. It would show the general location, not to scale, of proposed uses, existing or proposed natural features, like a stream, or proposed improvements, like roads and parking areas. This approach at a conceptual level might be appropriate, because the campuses are different in scale, many times larger than the City Hall or the Ridgecrest site.
- Mayor Ryu recommended setting aside the Fircrest example. Crista expansion has the rub with single-family neighborhood and Einstein School nearby. She asked would you re-do the description and how would it work?
- Ms. Markle stated that it would come in with the permit to see what they want to do. It would have to be compatible with the single-family neighborhood by using criteria to define it. They’d get feedback early.
- Councilmember Eggen asked if Ms. Markle was talking about the pre-application process?

- Ms. Markle stated that by the pre-application meeting there is a site plan and specifics and that we can add conceptual and diagrammatic site plans.
- There was a discussion by the subcommittee about the Crista site, if it can bypass the new step or if they have to do a neighborhood meeting again. Ms. Markle stated that we want to do what's required and may need Ian's help with this. Mr. Tovar said they currently need a conditional use permit and hopes that the Council will nail it down on December 8.
- Mayor Ryu included diagrammatic site plan language to (Development Code 5F). Mr. Tovar said the diagrammatic plan can be shown to the Council in the legislative process. If more detail is desired, and architectural site plan would be in the quasi-judicial permit process.
- There was a question posed about attending the community input meetings. Mr. Tovar said it's awkward to have any Councilmembers at these meetings and others who don't attend may be at a disadvantage.
- Councilmember Eggen said he's leery about the pre-application initial review of the process.
- Mr. Tovar clarified that there could be two different kinds of meetings: the stakeholder meeting with the diagrammatic site plan and the second is the neighborhood meeting that looks at specific details, to scale. The first describes the proposal in general and conceptual terms, the second is a more specific proposal, with more meat on the conceptual bones.
- Councilmember McGlashan commented that the early community comments at the time of receiving knowledge about the project. He doesn't understand how the legislative part isn't based on speculation. Does the Council want to provide input on a hybrid-type plan that will change? Should there be legislative action before it's refined?
- Mr. Tovar went to the white board to try and sequence the process as previously discussed: stakeholder meeting, neighborhood meeting, application for conceptual site plan (CSP); legislative hearing by Planning Commission on CSP; Council approves, denies, modifies, or remands.
- Councilmember Eggen stated that the City attorney will not sign-off on a legislative process at the preliminary legislative steps.
- Mayor Ryu said that if they want to build now, then they just need a permit.
- Ms. Markle inquired if this is just about Crista and that the more information we have, the easier it is to make a decision. A bubble diagram will show what's on the site.
- Councilmember McGlashan asked why adopt the bubble diagram if it doesn't tell much?

- Councilmember Eggen stated that it's broad-brush, broad information, so when does the City need to be involved? Should it be at the permit level, that the City reviews it?
- Councilmember McGlashan is concerned with expectations, that didn't show up in the hybrid plan of Fircrest. It excited the community. Crista had what it wanted to do and we have those steps.
- Councilmember Eggen stated that it probably wasn't at the detail level.
- Councilmember McGlashan said that the bubble doesn't show anything—only what-ifs. We have expectations that will be incorporated into the design.
- Mayor Ryu mentioned the Town Center Plan from 175th to 185th Street that showed parking, retail, but the Council didn't adopt it. The approximately knew the plan but not in detail. When there's a site plan there's contention.
- Councilmember Eggen said that it's a multi-stage plan. It's not clear from a legal standpoint or a legislative process. He agreed with Councilmember McGlashan that we don't want multiple steps—keep it simple. If you get the record from the stakeholder meeting, then Council can respond to the comments in the record.
- Mayor Ryu suggested that the committee review the Comprehensive Plan Amendments document and she updated the draft document on her laptop. The committee concurred that 'Master Development Plan' be changed to 'Master Development Permit' (change was made throughout the document).
- Councilmember McGlashan asked to remove 'School' from the Fircrest title (2.). Ms. Markle relayed that Fircrest will be expanding their sections and confirmed that (4.) is 7 acres. It was agreed by the committee to remove 'Institution' and keep 'Campus' for each master plan site. Can refer to campus land use.
- Mayor Ryu continued with the Proposed Development Code document and updated the document on the laptop.
- It was agreed by the committee to replace 'Master Development Plan' with 'Master Development Permit' (change was made throughout the document).
- On p.3 (B.5) there was a discussion about 'sufficient' and Ms. Markle said she would review it and make a recommendation.
- On p.3 (B.8) it was noted that this is the old #10 and 'MPA' should be struck out.
- Page 4 (C.) (line 3) replace 'conditions' with 'requirements'.
- Mayor Ryu suggested modifying 15% to 10% impervious surface item under p. 4 (C.5).

- Councilmember Eggen noted that there should be a decrease of parking spaces required with electric cars. Ms. Markle reminded the committee that if you remove required spaces it is considered a violation. More discussion followed to represent the best way to create incentives for appropriate parking requirements.
- Councilmember Eggen asked about the R-48 limit in p.4 D. Mayor Ryu said that it could be bumped up to whatever we want and to keep it in the open. In same section it was noted that ‘setbacks’ should be replaced with ‘stepbacks’. Also a discussion ensued about setting limits and including standards. Mr. Tovar brought examples that Kirkland has used for its institutional zones and the committee decided to include in the draft proposed code amendments those items from Kirkland that staff thinks will be applicable for Shoreline. Council and the public will be able to comment on the document.
- Another interchange included setbacks and stepbacks as related to the perimeter. Mr. Tovar stated that if a structure is closer than 100 feet then there could be a 35 foot height limitation. A need for a stepback is not as necessary with dense trees. A tree protection easement can be designated on a site. It was also relayed that a 2 to 1 setback of height to distance gives an applicant flexibility to respond.
- Councilmember McGlashan compared the difference between Crista and Fircrest. Part of the Crista Campus is situated at a lower elevation, whereas Fircrest is high. He asked if the R-48 limit restricts them.
- Mr. Tovar explained that the standards give us something to put in the draft. These are not commercial uses on the campus and they will have to list the use. Parking doesn’t need zone densities. As regards to student housing you can’t tell them the maximum number of units for student housing and probably don’t want to. Mr. Tovar will select the appropriate standards from the Kirkland list and staff will get them done tonight.
- Councilmember Eggen inquired if (p.4E) you don’t need an amendment to the Comp Plan and Development Code. Staff responded yes. Councilmember Eggen recommended deleting the last sentence in E. or move it to D. to replace the last sentence there.
- Ms. Markle recommended removing (p.5 G) ‘Land Use’ and ‘Development Code’ text. Mr. Tovar said that if strategies are included, it should reference the specific City Strategies document and to add ‘Environmental Sustainability Strategy’.
- Councilmember Eggen inquired if ‘20.40.050 D’ should stay. Ms. Markle will check.
- Mayor Ryu asked if the longer land use list is required to stay (p.8-11). Ms. Markle thought Mayor Ryu was mirroring the uses that already exist. You can replicate them for R-4 and R-6 uses, but don’t have to. Mayor Ryu recommends limiting it to current uses and if there are more the applicant can make the case for it.

- Mr. Tovar said we're trying to say less than more with the classification and asked if we missed any? Councilmember Eggen suggested retaining p-m designations and focus on them and eliminate p-i and those with nothing listed.
- Councilmember McGlashan clarified that we're not omitting the use, just what's on the list and to be careful. Ms. Markle will refine the list and also take care of the maps.
- Councilmember Eggen inquired about the process: can the hearing and the approval occur on December 8? Mr. Tovar confirmed that it can.

ADJOURNMENT

The meeting was adjourned at 12:02 p.m.

**CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON**

AGENDA TITLE:	Transit Issues Update
DEPARTMENT:	Public Works
PRESENTED BY:	Kirk McKinley, Aurora Project Manager Alicia McIntire, Aurora Corridor Planner

PROBLEM/ISSUE STATEMENT:

The purpose of this item is to update Council on transit issues in the City of Shoreline. Several activities and actions are underway by the three transit providers to the City – Metro, Community Transit and Sound Transit – which impact service to and through Shoreline. The major items for discussion on December 8 will be:

- The outcome of Proposition 1, the most recent Sound Transit Ballot initiative;
- The 2009 King County mid-biennial budget update and its impacts to the City of Shoreline;
- Bus Rapid Transit activity by Community Transit and Metro;
- Metro Comprehensive Plan and Strategic Plan updates;
- Potential Redevelopment of the North 192nd Street Park and Ride.

SOUND TRANSIT BALLOT INITIATIVE PROPOSITION 1

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Both Community Transit and Metro have Bus Rapid Transit (BRT) systems planned for Highway 99. Community Transit will operate BRT along Highway 99 for approximately 17 miles, from Everett to the Aurora Village Transit Center (AVTC). This BRT system will include stops one mile apart along the corridor, and underlying “shadow service” will continue to provide local service at all existing stops (more than 50 stops) along the corridor. The system is designed to be fast and frequent, making the system a convenient option for riders. Community Transit’s BRT service will provide ten-minute headways for most of the day. This service is scheduled to begin in late 2009.

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**CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON**

AGENDA TITLE:	Transit Issues Update
DEPARTMENT:	Public Works
PRESENTED BY:	Kirk McKinley, Aurora Project Manager Alicia McIntire, Aurora Corridor Planner

PROBLEM/ISSUE STATEMENT:

The purpose of this item is to update Council on transit issues in the City of Shoreline. Several activities and actions are underway by the three transit providers to the City – Metro, Community Transit and Sound Transit – which impact service to and through Shoreline. The major items for discussion on December 8 will be:

- The outcome of Proposition 1, the most recent Sound Transit Ballot initiative;
- The 2009 King County mid-biennial budget update and its impacts to the City of Shoreline;
- Bus Rapid Transit activity by Community Transit and Metro;
- Metro Comprehensive Plan and Strategic Plan updates;
- Potential Redevelopment of the North 192nd Street Park and Ride.

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Metro has five BRT routes programmed as part of the approved Transit Now program. These routes include Pacific Highway South, West Seattle, Ballard, Bellevue-Redmond and Aurora Avenue North. The routes have a staggered implementation schedule, with Aurora Avenue North being the last route scheduled for implementation in 2013. Metro anticipates a unified look for all five corridors, with all shelters and buses being the same for the routes. Metro is currently in the process of designing the shelters and buses, and has committed to retain all stops at signalized intersections that currently exist on Aurora Avenue in Shoreline. Other infrastructure improvements, such as transit signal priority and roadway improvements, are needed for operation of the system. Because Route 358, which serves Aurora Avenue North from the AVTC to downtown Seattle, currently has headways comparable to standard BRT levels (at least 15-minute headways all day), Metro has only programmed an additional 5,000 annual service hours to improve this service. Due to the budget constraints described above, it is unknown if Metro's budget will allow for implementation of the BRT system beyond 2011.

METRO TRANSIT PLANNING PROJECTS

Guidance for the delivery of Metro public transportation services is provided primarily by the Comprehensive Plan for Public Transportation and the Strategic Plan for Public Transportation 2007-2016. The Comprehensive Plan for Public Transportation sets the policy basis for King County Metro Transit. It identifies goals, objectives, and high-level policies to guide the management and development of public transportation services. The last update occurred in 2007 and involved the addition of new policies to address locally developed transit services and transit-oriented development, and to incorporate the Transit Now program.

King County Metro Transit's Strategic Plan for Public Transportation provides the framework for transit service and capital investments for the next 10 years. It sets forth strategies for transit, paratransit, and rideshare services and supporting capital facilities in King County, and guides annual operating and capital program decisions that define Metro services. It also incorporates the voter-approved Transit Now program and includes new strategies to address transit-oriented development and locally developed transit.

Both plans are currently in the process of being updated. Staff participates in an advisory group that meets monthly to discuss the content of the Metro staff proposed updates. The Metro policies which staff has been monitoring address distribution of new service hours, elimination of routes/service hours, cross-county service, coordination with other transit service providers (Community Transit), implementation of Transit Now programs and fare policies. Metro staff was originally scheduled to release their proposed updates in autumn 2008. However, the mid-biennial budget review and the financial shortfall discussions have delayed release of the proposed updates and the associated public review. Metro staff will not present the updates to the Regional Transit Committee until early 2009. Shoreline does not have direct representation on the Regional Transit Committee. Our representation is through the Suburban Cities Association, which has eight representatives and four alternates.

POTENTIAL REDEVELOPMENT OF THE NORTH 192nd STREET PARK AND RIDE

The Washington State Department of Transportation (WSDOT) and King County Metro have recently confirmed that Metro will be purchasing the Shoreline Park and Ride at North 192nd Street and Aurora Avenue North (SR 99) from WSDOT. Metro anticipates future redevelopment of the Shoreline Park and Ride as a Transit Oriented Development (TOD) site, with a Park and Ride, commercial/retail space and multi-family residential units.

As a City that borders Snohomish County, Shoreline sits at the terminus point for Community Transit and Metro routes. Therefore, residents wishing to travel from Shoreline to neighboring jurisdictions in Snohomish County must transfer between systems at the AVTC. This results in delays in service, as the AVTC is located off Aurora Avenue North and riders must wait for transfers between systems. These delays act as a deterrent to residents wishing to use transit to travel to Edmonds or Mountlake Terrace. Minimization or elimination of these delays could encourage residents to use transit for trips to Snohomish County.

Staff from the City's Economic Development Program and Public Works Department have begun discussions with Metro to ensure that redevelopment at this site meets the City's transit needs and includes appropriate uses and densities. Due to significant budget restrictions at Metro, it is unknown how aggressively this project may be pursued at this time.

SUMMARY:

There are a variety of transit issues affecting the City of Shoreline, and staff is working with multiple agencies to ensure that the transit needs of the City are met.

RECOMMENDATION

There is no official action required; however, input and comments from the Council will be helpful.

Approved By:


City Manager _____

City Attorney _____