

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

**AGENDA TITLE:** Southeast Neighborhoods Subarea Plan CAC  
**DEPARTMENT:** Planning and Development Services  
**PRESENTED BY:** Joseph W. Tovar, FAICP, Director of Planning and Development Services  
Steve Cohn, Project Manager  
Miranda Redinger, Project Manager

**PROBLEM / ISSUE STATEMENT:**

The purpose of this memorandum is twofold: 1) to review the objectives and outcomes of the proposed Southeast Neighborhoods Subarea Plan and 2) to discuss staff's proposals for public involvement during the process.

The purpose of this subarea plan is to rectify the lack of direction in the existing Comprehensive Plan Map, which designates portions of the Briarcrest and Ridgecrest neighborhoods as "Special Study Areas". Properties in the Special Study Areas have zoning, but do not have accompanying Comprehensive Plan designations; i.e., no long-range vision for these areas. These areas were designated as "study areas" during the last major Comprehensive Plan update process.

The Council directed staff to work with the community to address this situation in 2008 through the SE Neighborhoods Subarea Plan. This planning process, expected to last just under a year will make recommendations to the Commission and Council about the long-range vision (i.e., comprehensive plan map designation and associated policy direction) for the area, and appropriate zoning and accompanying regulations, if needed to implement specific Subarea policies. This process was begun on March 19 with a kick-off Open House meeting where the public was invited to apply for a Citizens Advisory Committee.

**FINANCIAL IMPACT:**

Most of this work will be handled by current staff and is assumed in this year's budget. There will be no impact on staffing levels. The consultant that was hired to facilitate the kick-off meeting was funded from this year's budget. Staff does not foresee a request for additional funds.

**ACTION REQUESTED**

Staff requests that the Council approve the SE Neighborhoods Subarea Plan process for creating the CAC and work plan.

Approved By: City Manager  City Attorney \_\_\_\_

## **BACKGROUND**

When the official City Comprehensive Zoning Map was adopted by Ordinance 292 on January 7, 2002, several segments were designated as "Special Study Areas". This designation was intended to be a place-holder until the areas could be analyzed in further detail to determine a long-range vision for the development of the area. Two of these are the Briarcrest SSA and the Paramount SSA.

The Planning and Development Services Department intends to form a Citizen Advisory Committee to work with staff to develop a subarea plan which will provide advise on establishing a long range vision, possible changes in zoning, and potential development code modifications. The study area boundaries are 145<sup>th</sup> Ave. to the south, Bothell Way to the east, 150<sup>th</sup> Ave. to the north (155<sup>th</sup> west of Fircrest), and 10<sup>th</sup> Ave. to the west. This land covers approximately half of the Briarcrest neighborhood and a small portion of the Ridgecrest neighborhood, hence the name Southeast Neighborhoods Subarea Plan. Most of this area is defined as a "special study area", but parcels between 30<sup>th</sup> Ave NE and Bothell Way and between 10<sup>th</sup> Ave NE and 15<sup>th</sup> Ave NE have existing Comprehensive Plan designations. The subarea process will offer recommendations about the specific boundaries of the area (whether to limit the area to the "special study areas" or whether to include some areas that already have comprehensive map designations [See attachment A]).

Funds for the project were approved as part of the adopted department budget for 2008, and deliverables for the plan include:

- Comprehensive Plan Map designations that reflect the long-range vision for the area
- Development Code Amendments as necessary to implement identified standards and zoning.
- Creation of a report that will reflect many elements of the Comprehensive Plan, but dealing specifically with the subarea. Subjects may include Economic Development, Land Use, Housing, Transportation, Utilities, Community Design, Natural Environment and Capital Facilities.

On March 19<sup>th</sup>, 2008, staff hosted an Open House, facilitated by consultant Michael Aippersbach, to kick-off the process, give the community some background on basic planning principles and guiding documents, brainstorm issues to be explored further, and invite attendees to apply for the Citizen Advisory Committee.

### **Formation of the Citizen's Advisory Committee (CAC) and other public outreach**

Public interaction will be an important aspect of refining the Subarea Plan. Staff proposes two major components of this outreach:

- Citizen's Advisory Committee (CAC)
- Outreach to the general public

## CAC

Creation of a CAC is an important component of developing the Subarea Plan. Staff intends that the CAC be representative of the varied citizenry and stakeholder groups in the community including, if possible, a diversity of age, gender, race, and term of residence, representation from the residential and business communities, and possibly a representative from the Planning Commission. In addition, it would be useful to have a residential builder, residential leasing/sales agent, or a representative from the non-profit housing sector. While it would be optimal for the committee members to be residents of the defined subarea, it would not be mandatory.

Staff has advertised the CAC in a number of venues so that we are reaching out to new people. We informed the public of the opportunity to volunteer using the print and electronic media, as well as other avenues. Postcards were sent to all addresses within the subarea boundaries to announce the kick-off Open House, and the Briarcrest Neighborhood Association has an extensive network through which to disseminate information.

Staff invited attendees at the Open House to make a formal application to serve on the CAC. The City Manager will develop a list of recommended participants, which he will forward to the Council for confirmation. Our work plan (see below) would have the committee's work beginning in mid-May 2008 and completed by February 2009.

## Public Outreach

The March Open House provided an opportunity for the public to offer ideas and identify issues to be addressed during the Subarea process. Another Open House is scheduled for November 2008 to discuss proposed strategies. The timing of these workshops and council reports is subject to change and is dependent on the progress of the CAC.

The schedule also shows two meetings with the City Council, one in July and one in October. Both will report on the progress of the CAC and check in to see if there is additional direction from the Council.

In addition, staff hopes to use cable television, the webpage, and Currents to inform residents and other interested parties about the CAC's progress and schedule.

## **Draft Work Plan**

Staff proposes the following timeframe for developing the Subarea Plan:

### **Mid-March-** Kick-off community meeting

- Introduction to planning process (Comp Plan, Zoning, Subarea Plans)
- Discussion of subarea planning process
- Brainstorm discussion of existing issues
- Invitation to apply for Citizen Advisory Committee

**Early to Mid-April-** Staff and City Manager review applicants/make selection/present selections to Council for approval. Staff notifies selected committee members, and takes poll to determine date of 1<sup>st</sup> meeting

**Early to Mid-May-** Potential date of 1<sup>st</sup> meeting

- Assuming a bi-weekly meeting schedule (2<sup>nd</sup> & 4<sup>th</sup> Thursdays), the CAC could meet 3-4 times before the end of June and the onset of summer commitments
- Depending on the scope of work, this may be enough time to adequately flesh out topics, leaving staff 2 months to research implementation options, and begin to develop appropriate code language, etc.

**Early September-** CAC reconvenes to discuss staff work

- Staff work continues, CAC will meet at least monthly (or twice monthly if needed) to review staff work, prepare for Open House

**November-** Open House for community members to provide feedback on direction

**Early December-** CAC meets to discuss input from Open House and incorporate recommendations as appropriate

**January-February 2009-** CAC meets to review/discuss/adopt staff work

**February/March-** Send document (plan, policies and implementing regulations) to Commission for review

**April 2009 –** Council review and adoption

### **ACTION REQUESTED**

Staff requests that the Council approve the Southeast Neighborhoods Subarea Plan work plan and process for creating the CAC.

#### **Attachments:**

Attachment A: SE Neighborhoods Subarea Study Map

Attachment B: Draft Charter for the CAC

**Draft Charter**  
**Southeast Neighborhoods Subarea Plan**  
**Citizen Advisory Committee**  
**March 7, 2008**

**Background, Purpose and Scope**

A Citizen's Advisory Committee (CAC) for the Southeast Neighborhoods Subarea Plan will be created to advise the Council on preferred strategies to resolve the current lack of long-range vision for these areas, which are designated as "Special Study Areas" in the Comprehensive Plan. Properties within the special study areas have zoning designations, but there is no corresponding Comp. Plan designation to provide guidance for rezoning requests. The main purpose of the subarea planning process is to address this lack of vision. Strategies will be presented in a report, the contents of which are summarized below.

**Advisory Committee Deliverables**

A report detailing proposed revisions to the following City documents:

1. The Comprehensive Plan Map, accompanied by proposed zoning to implement Comprehensive Plan designations;
2. Development Code revisions, which will clarify redevelopment goals and possibly create neighborhood design standards, allow for pilot projects related to more diverse housing styles, and other community-based initiatives.

\*Note that this report will also strive to be a method of implementation for recommendations adopted by Council from the Comprehensive Housing and Environmental Sustainability Strategies.

**Advisory Committee Operation**

1. The committee will endeavor to make its recommendations by consensus. If the committee cannot reach consensus, recommendations will require a 2/3 majority vote.
2. Members with dissenting opinions will have their views reflected in the meeting summary.
3. The City Council may appoint a committee chair. The Committee will choose its vice-chair who will conduct the meeting in the absence of the chair.
4. The City will provide staff to the committee. Staff will work with the chair and vice-chair to set the agendas based on the work plan approved by the committee.
5. Staff will provide background information and other materials, arrange for guest speakers, and help to facilitate the meetings. Staff will author the final report based on direction, strategies and priorities identified by the CAC.
6. Committee members have the following responsibilities:
  - They should try to attend every meeting. If a member cannot attend a meeting, the member should contact the chair or staff prior to the meeting.
  - Members agree to be open to discussion of new ideas.
  - Members will be respectful to each other and staff, value their time, and not attempt to monopolize discussion with individual views or priorities.
7. The committee will meet twice a month, unless its members agree to a different schedule. Standing meeting dates will be determined at the first meeting of the CAC.

8. The committee will provide interim reports to the City Council and the public for review and comment.
9. Committee meetings will be open to the public.







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