

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

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 572 Reducing the Planning Commission To Seven Members
<b>DEPARTMENT:</b>	Planning and Development Services
<b>PRESENTED BY:</b>	Joseph W. Tovar, FAICP, Director

**PROBLEM/ISSUE STATEMENT:**

SMC 2.20.020 sets for required planning commission qualifications, numbers of members and the process for appointment. Subsection A states in part that "members of the commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions." Subsection B sets the number of planning commission members at 9 members and establishes that five members are to be appointed to four year terms in one appointment cycle and four members are to be appointed in a second cycle two years later. Subsection C establishes that the members of the planning commission are appointed by the "planning and community development committee," however contains no explanation of that group's identity, membership, or authority.

At its January 19 study meeting, the City Council discussed this issue and asked to have an ordinance brought back for action to effectuate a seven member planning commission effective April 1, 2010 and to clarify that the appointments will be made by the full Council, as opposed to a "planning and community development committee."

**FINANCIAL IMPACT:**

The reduction from nine to seven members of the planning commission would achieve a 22% reductions in costs for photocopying, postage and planning commission training.

**RECOMMENDATION:**

Staff recommends that the City Council adopt Ordinance No. 572 to amend SMC 2.20.020 reducing the Planning Commission to seven members to be appointed by the Council and that it select a committee and identify a process for the committee to screen, interview, and recommend to the full Council appointment of three people to the planning commission for four year terms effective April 1, 2010.

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

## **BACKGROUND**

The appointment cycle for the Shoreline Planning Commission has been to appoint people to four year terms in March of even-numbered years. This will occur again in March of 2010 when five of the nine positions are up for appointment or re-appointment.

Because Commissioner Hall has been elected to the City Council, and Commissioners Piro and Kuboi will have completed their two four year terms, and Commissioner Pyle will not seek re-appointment, there will be at least four vacancies beginning in April of 2010. Commissioner Wagner is eligible for a second four-year term, but even if she is appointed to a second term, there would be at least four new members seated in April of 2010 if we were to retain the nine member Commission.

A brief survey of cities in the Central Puget Sound Region (Attachment A) shows that Shoreline is one of only four (out of eighty-two) cities with a nine member planning commission. The only city comparable to Shoreline with a nine member commission is Renton. Renton actually had a seven member commission until 2007 when they added two members as a means to provide immediate representation to a large annexation of 20,000 people. Back in the late 1980's, the City of Kirkland did the same thing when it annexed Rose Hill and part of the Juanita area. They added two commissioners from the newly annexed areas, then ramped back down to the 7 member commission they have today.

The trend region-wide has been to move from nine-member Commissions to seven member Commissions. Kent, Federal Way, and Eatonville have all done so. So did the City of Vancouver, Washington. In each case, the cities made this change to improve the ability of their planning commissions to function as effective and efficient deliberative bodies.

In view of the ambitious planning work program before you, and the sobering prospect of a nine-member Planning Commission with at least 44% (and possibly 55%) new members in April, both the staff and the current planning commissioners agree that now is the time to re-structure to a seven member body.

Attachment B summarizes the terms and appointment schedule for the current nine-member configuration. Positions A through E are up for appointment, while positions F through I are not up until 2012. The second page of Attachment B shows what a term and appointment schedule could look like for a seven member configuration. By adopting the enclosed ordinance, the Council would be able to appoint up to three new people to the Planning Commission in to join four veteran Commissioners. In the event that the Council re-appoints Commission Chair Wagner to a second four year term, the balance of the new commission would be five veterans and two new members.

## **RECOMMENDATION**

Staff recommends that the City Council adopt the Ordinance No. 572 amending SMC 2.20.020 and that it select a committee and identify a process for the committee to screen, interview, and recommend to the full Council appointment of three people to the planning commission for four year terms effective April 1, 2010.

## **ATTACHMENTS**

- A. Survey of the size of Planning Commissions in the Central Puget Sound Region
- B. Diagrams showing term appointments for 9-member and 7-member Commissions
- C. Proposed Ordinance No. 572

Size of Planning Commissions in Central Puget Sound (King, Pierce, Snohomish and Kitsap) cities that responded to the survey distributed on 11/18/09			
	5 members (7 cities)	7 members (44 cities)	9 members (4 cities)
1.	Beaux Arts	Arlington	Lake Forest Park (pop 12,800)
2.	Duvall	<b>Auburn</b>	<b>Renton<sup>1</sup></b> (pop 83,650)
3.	Fircrest	Bainbridge Island	<i>Shoreline</i> (pop 54,300)
4.	Index	<b>Bellevue</b>	Snoqualmie (pop 9,730)
5.	Monroe	Black Diamond	
6.	SeaTac	Bonney Lake	
7.	Sultan	Bothell	
8.		Bremerton	
9.		Brier	
10.		Buckley	
11.		Burien	
12.		Covington	
13.		Eatonville <sup>2</sup>	
14.		Edgewood	
15.		<b>Edmonds</b>	
16.		<b>Everett</b>	
17.		<b>Federal Way</b>	
18.		Fife	
19.		Gig Harbor	
20.		Gold Bar	
21.		Hunts Point	
22.		Issaquah	
23.		Kenmore	
24.		<b>Kent</b>	
25.		<b>Kirkland</b>	
26.		Lakewood	
27.		Lynnwood	
28.		Maple Valley	
29.		Marysville	
30.		Mercer Island	
31.		MountlakeTerrace	
32.		Mukilteo	
33.		Newcastle	
34.		North Bend	
35.		Poulsbo	
36.		Puyallup	
37.		<b>Redmond</b>	
38.		Sammamish	
39.		Snohomish	
40.		Stanwood	
41.		Sumner	
42.		University Place	
43.		Woodinville	
44.		Woodway	

<sup>1</sup> The Renton City Council expanded the Planning Commission from 7 members to 9 in 2008 in order to create some immediate representation for an annexation of 20,000 in the Benson Hill Area. Prior to that, Renton had a 7 member Commission for a population of 63,650.

<sup>2</sup> Eatonville is one of three cities in our region that went from the 9 member commission to a 7 member commission. The other two are Federal Way and Kent (both in 1995). Vancouver, WA, also did so in 2005.

# Terms and appointments schedule for 9 member Planning Commission

■ Five Commission slots up for appointment in March, 2010

□ Four Commission slots up for appointment in March, 2012

	2010	2011	2012	2013	2014	2015	2016	2017	2018
A		Re-appoint Wagner or appoint NEW member				NEW member			
B		NEW member				Re-appoint or NEW member			
C		NEW member				Re-appoint or appoint NEW member			
D		NEW member				Re-appoint or appoint NEW member			
E		NEW member				Re-appoint or appoint NEW member			
F	BROILI			NEW member					
G	BEHRENS		Re-appoint Behrens or appoint NEW member						
H	KAJE		Re-appoint Kaje or appoint NEW member						
I	PERKOWSKI		Re-appoint Perkowski or appoint NEW member						

# Terms and appointments schedule for 7 member Planning Commission

- ☒ Three Commission slots up for appointment in March, 2010  
☐ Four Commission slots up for appointment in March, 2012

	2010	2011	2012	2013	2014	2015	2016	2017	2018
A		Re-appoint Wagner or appoint NEW member				NEW member			
B		NEW member			Re-appoint or NEW member				
C		NEW member			Re-appoint or NEW member				
D		BROILI		NEW member					
E		BEHRENS		Re-appoint Behrens or appoint NEW member					
F		KAJE		Re-appoint Kaje or appoint NEW member					
G		PERKOWSKI		Re-appoint Perkowski or appoint NEW member					

## ORDINANCE NO. 572

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, REDUCING THE PLANNING COMMISSIONER MEMBERSHIP TO SEVEN TO BE APPOINTED BY THE COUNCIL; AND AMENDING SHORELINE MUNICIPAL CODE 2.20.020

WHEREAS, most cities in our region have seven or five member Planning Commissions and the trend region-wide has been to reduce nine-member Commissions to seven member Commissions; and

WHEREAS, most cities have made this change to improve the ability of their planning commissions to function as effective and efficient deliberative bodies; and

WHEREAS, there is an opportunity to change the structure now with approximately half of the Commissions scheduled for appointment in 2010; now therefore

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

**Section 1. Amendment.** Section 2.02.020 of the Shoreline Municipal Code is amended to read as follows:

#### 2.20.020 Membership.

A. Qualifications. Members of the planning commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. An intent of the selection process shall be to evenly represent the areas of interest as stated herein. Membership in the planning commission shall be limited to residents or owners of property within the city. No member shall serve longer than two consecutive terms.

B. Number of Members – Terms. The planning commission shall consist of ~~nine~~ seven members, each of whom shall be appointed for a term of four years. ~~To allow the staggering of terms for the initial planning commission and appointment or reappointment as appropriate, the initial terms shall be as follows: four members for terms of two and one-half years; five members for terms of four and one-half years. Subsequent terms shall be for four years. Terms shall expire March 31<sup>st</sup> in even numbered years with of each year three members appointed in 2010 and four members appointed in 2012.~~

C. Appointment. Members of the planning commission shall be appointed by majority vote of the planning and community development committee ~~city council~~ subject to an open recruitment process ~~approved by the city council~~. Members shall ~~be confirmed by a majority vote of the city council~~. Commissioners shall be selected without respect to political affiliations and shall serve without compensation.

D. Removal. Members of the commission may be removed by the city manager, with the concurrence of the city council, for neglect of duty, conflict of interest,

malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. Failure to either reside or own property in the city shall constitute a forfeiture of office. The decision of the city council regarding membership on the planning commission shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignation.

E. Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

F. Conflicts of Interests. Members of the planning commission shall fully comply with Chapter 42.23 RCW, Code of ethics for municipal officers, Chapter 42.36 RCW, Appearance of fairness, and such other rules and regulations as may be adopted from time to time by the city council regulating the conduct of any person holding appointive office within the city.

**Section 2. Effective date.** This ordinance shall take effect and be in full force five (5) days after passage and publication of a summary consisting of its title.

**ADOPTED BY THE CITY COUNCIL ON February 8, 2010.**

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Mayor Keith McGlashan

**ATTEST:**

**APPROVED AS TO FORM:**

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Scott Passey  
City Clerk

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Ian Sievers  
City Attorney

Date of Publication: , 2010  
Effective Date: , 2010