

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Planning Commission Semi-Annual Joint meeting with City Council		
DEPARTMENT:	Planning and Community Development		
PRESENTED BY:	Joseph W. Tovar, FAICP, Director		
ACTION:	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

PROBLEM/ISSUE STATEMENT:

The City Council and Planning Commission meet jointly twice a year to adopt and review progress on the Planning Work Program, consider ways to improve the City's planning processes, clarify priorities and mutual expectations, and otherwise provide an avenue for communication. At the upcoming meeting, the main item of discussion will be the upcoming year's work program.

FINANCIAL/RESOURCE IMPACT:

To complete the Comprehensive Plan Update by the end of 2012 will likely require additional resources in order to accomplish the technical work necessary for a complete SEPA analysis of the Plan. Given the proposed work program, there is neither the available staff time nor expertise to gather the data, analyze the data and write an Environmental Impact Statement (EIS) document and complete the other tasks on the Planning work program by the end of 2012. To address this, staff proposes hiring a consultant to write the EIS. Staff estimates that this could cost approximately \$100,000 and submitted a 2012 department supplemental budget request earlier this year. The City Manager is evaluating departmental budget requests and therefore the proposed 2012 budget may include a funding level different from this. The EIS would address a number of issues and include additional transportation analysis to reflect the impact of changes in the Plan and an economic/market analysis, which is not a SEPA requirement but would help estimate revenues that would accrue from land use changes.

If the timeframe for adoption is extended beyond 2012, staff could write a good portion of an EIS; however, the specialized tasks (i.e., the transportation and economic/market analyses) would still require consultant assistance to be credible and is estimated at \$50,000. This would shift the cost of the EIS to 2013.

RECOMMENDATION

This is a dinner meeting item. No action is required, though there may be direction to staff to modify the work program at the end of the meeting.

Approved By: City Manager ☐ City Attorney ☐

INTRODUCTION

The City Council and Planning Commission meet jointly twice a year to adopt and review progress on the Planning Work Program, consider ways to improve the City's planning processes, clarify priorities and mutual expectations, and otherwise provide an avenue for communication. At the upcoming meeting, the main item of discussion will be the upcoming year's work program.

DISCUSSION

Planning Work Program

The current draft of the work program is attached. It assumes that the department continues to operate with current resources. The work program consists of two sections: 1) discrete work program topics such as the Shoreline Master Program Update and Collective Garden regulations; and 2) a separate page that focuses on the Comprehensive Plan update.

Staff has discussed the Comprehensive Plan update with the Council several times this year, most recently in June. Following that discussion, staff began the Comprehensive Plan update by reviewing the current plan policy by policy and identifying the policies that are redundant, obsolete, regulatory in nature, superseded, or are there to provide background information. The review and rewrite will be completed by the end of the year and forwarded to the Commission for its comments early next year with the objective of completing the review of the base draft document by the current Planning Commission. (The terms of four Commissioners expire at the end of March 2012, and one Commissioner will have reached his term limit).

Over the next few months, staff will be drafting possible additions to the Comprehensive Plan. These additions will be largely driven by state and regional mandates for additional policies. In early 2012, there will also be an opportunity for the public to suggest new policies as part of the annual "docketing process," with the condition that the proposed policies must be consistent with adopted vision. The proposed new Comprehensive Plan policies will be reviewed by the Commission in spring/summer 2012.

The Commission is currently reviewing a revised Transportation Element, which contains goals and policies to be adopted in conjunction with the Transportation Master Program (TMP). The Commission is scheduled to make a recommendation on the Element and some supporting implementing regulations in November 2011.

Tonight's discussion will focus on the draft proposed Planning work program. In addition to working on the Comprehensive Plan update, Planning and Community Development (P&CD) staff will also be updating the Development Code in support of Council Goal #1: Implement the adopted Community Vision by updating the Comprehensive Plan and key development regulations in partnership with residents, neighborhoods and businesses. These amendments include: updating commercial and multi-family design standards; developing implementation tools for housing initiatives; updating tree regulations; modernizing wireless telecommunication facility regulations; streamlining design and permitting requirements for signs; and refining the regulation of critical areas. The work program also contains two new subarea plans centered around

existing neighborhood and community business developments in Richmond Beach and along Ballinger Way scheduled for completion in 2013.

The following is a brief summary of some of the items that will come before the Commission:

1. Design standards in transition areas. This work item will focus on developing better design and transition standards in the City's neighborhood commercial districts, as well as mixed use, and multifamily zones. This is particularly important as the city encourages redevelopment of mixed use and commercial zones. The proposed subarea plans for Richmond Beach and Ballinger commercial areas will also be largely focused on design and transition.
2. Housing Initiatives. As a follow up to the Southeast Neighborhoods Subarea Plan, there were a number of ideas such as re-instituting cottage housing, how to promote concepts that would allow current and future residents to "age in place," and researching whether the current zoning densities for attached housing are set appropriately – for example, do builders build at a density of 18 or 48 residential units per acre or do economic realities (and development regulations) suggest that other density "breaks" might be appropriate.
3. Tree regulations. Council has provided staff direction on this matter and staff will bring a proposal based on that direction to the Commission. The City Council may also be interested in expanding the scope of this work to address ongoing issues regarding removal and pruning of trees and other vegetation within critical areas.
4. Wireless Telecommunication Facilities. Since the wireless transmission facilities regulations were last updated, technology has changed the needs and design of these facilities. Staff intends to bring updated standards and research to the Commission for its review.

Other items

A new topic for discussion is a series of work program tasks addressing Transit Oriented Development and Station Area Planning in conjunction with the Sound Transit North Corridor project. The City Manager has requested that staff develop a Speakers Series in early 2012 to provide a set of public presentations that will focus on the various aspects of "what does it mean to have light rail serving Shoreline". This will be followed up with public discussions about a Comprehensive Plan vision for Eco Transit Oriented Development (TOD) in Shoreline and establishing geographic boundaries for Station Area plans. This information would be incorporated into the Comprehensive Plan update.

The addition of this work task would impact the completion of the Plan update, largely because the Comprehensive Plan environmental review would need to include addressing the impacts of station areas developed in specific sections of Shoreline. Staff estimates that including TOD and Station Area policy development on the work program for 2012-2013 will shift the completion of the Comprehensive Plan update from the end of 2012 to the middle of 2013.

COUNCIL GOAL(S) ADDRESSED

The Long-Range Planning Work Program is key to attaining Council's Goal #1:

Implement the adopted Community Vision by updating the Comprehensive Plan and key development regulations in partnership with residents, neighborhoods and businesses.

RESOURCES TO SUPPORT THE WORK PLAN

In developing a work program that is achievable, staff believes it is important to take into account several factors that effectively restrict work flow:

- the amount of agenda time/capacity of the Planning Commission to read the materials and public input, conduct the meetings and hearings;
- the limited capacity of the public to engage with a broad span of important but very different subjects simultaneously; and
- the capacity of available staff to do the research, perform public outreach and respond to the direction of the Council and Planning Commission.

Addressing the "flow restrictors" in order:

- The Planning Commission is a volunteer body and has a track record of making decisions that are generally upheld by the City Council. However, because it is a volunteer body and there are many other demands on their time, the Commissioners have found that they can work most efficiently if they keep their meetings to twice a month (though on occasion, they will have a 3rd meeting in a month, as they did in September).
- The public, like the individual Commissioners, have a lot of demands on its time. If staff wants to elicit useful input at appropriate times in the process, it is important to not have too many city initiatives occurring concurrently. Just as the planning commissioners have a limited number of evenings to dedicate to these efforts, so too do the citizens.
- Staff can accomplish a great deal, but staff resources are finite, in terms of number and expertise. This limits the amount of work that can be undertaken in any given year.

Sequencing of work tasks is also very important. For example, the Council cannot take action on the entire Comprehensive Plan until the environmental review is completed. Likewise, an environmental review can begin only after a proposal is developed in a form that the impacts can be determined.

If another task is added to the Comprehensive Plan Update, such as Eco TOD policy development, the final Update proposal would not be ready for environmental review until the TOD policies have been developed to enough of a degree to assess what they might mean. It is staff's estimate that adding Eco TOD policy development and follow on work dealing with station area planning to the work program would add approximately six (6) months to the Comprehensive Plan Update process, meaning that the Plan Update would be completed mid-year 2013 rather than the end of 2012. Moving the completion out to mid-2013 would also provide the opportunity for staff to perform more of the environmental review in-house, so that the amount necessary for consultant money might be in the neighborhood of \$50,000 and not needed until 2013.

The current schedule is reflected as Option 1, in Attachments A and C. A revised schedule, showing the impact of adding the Eco TOD and Station Area Planning tasks, is reflected in Option 2, Attachments B and D. Option 2 is the staff recommended option. Option 2 accommodates the timely addition of TOD and Station Area planning, while providing an appropriate amount of time to educate and involve the public in this very important land use discussion.

RECOMMENDATION

This is a dinner meeting discussion. No action is required, though there may be direction to staff to modify the work program. Also, it is important that the Council's work program priorities match up with staff resources. Therefore, any tentative agreement about Council's Planning work program priorities should be affirmed or revisited, as appropriate, during the Council's review of the 2012 City budget.

ATTACHMENTS

- A. Planning Work Program Option 1
- B. Planning Work Program Option 2
- C. Comprehensive Plan Work Program Option 1
- D. Comprehensive Plan Work Program Option 2

2011-2013 Planning Work Program, Option 1 (assumes no TOD work in 2012)

[illegible]

Attachment B

[illegible]

[illegible]

(Assumes no TOD Policy work in 2012)

9/22/2011

X Staff

X Planr

X City Council

A City Council

COMPREHENSIVE PLAN UPDATE, OPTION 2
(Assumes 2012 TOD Policy Work and revised Plan Update Timeline)

COMPREHENSIVE PLAN UPDATE, OPTION 2 (Assumes 2012 TOD Policy Work and revised Plan Update Timeline)	2011												2012												2013 - Attachment D														
	Jan-11	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-12	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan-13	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec			
14.1 - Vision and Framework Goals (adopted 5/11/2009)																																							
14.2 - Staff develops preliminary scope	X	X	X	X	X																																		
14.2a City Council Comp Plan Update Retreat			X																																				
14.2b City Council adopts final direction on scope of Update					X																																		
14.3 - Discussion/decision on Urban Growth Center designation				X	X	X	X	X	X	X	X																												
14.4 - Community outreach to gather new ideas (consistent with Current Vision Statements)													X	X	X	X																							
14.5 - Commission reviews update suggestions and decides whether to include in update process																X	X																						
14.6 - In-house review of Elements:						X	X	X	X	X	X	X	X	X																									
14.6a - Land Use and Future Land Use Map															X	X	X		X				X	X															
14.6b - Housing					X	X	X	X	X	X						X	X		X																				
14.6c - Transportation Element -2011, TOD policy work - 2012							X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X																
14.6d - Parks, Recreation, and Open Space										X	X	X	X	X																									
14.6f - Capital Facilities										X	X	X	X	X	X																								
14.6g - Utilities													X	X	X	X																							
14.6h - Shoreline Master Program											X	X	X	X																									
14.6i - Economic Development									X	X	X	X	X																										
14.6j - Community/Urban Design									X	X	X	X	X																										
14.7 - Growth Targets and City-wide allocation scenarios (revisit if Growth Ctr is adopted)													X	X	X	X			X	X	X							X	X										
14.8 - Report out to Commission about recommended changes														X			X																						
14.9 - Public outreach about staff recommended changes																	X	X																					
14.10 - Commission review of recommended changes/public hearing/recommendation													X	X	X	X	X	X	X	X	X	X						X	X	X	X								
14.11 -SEPA analysis, will probably include a new traffic model run															X	X	X	X	X	X	X	X	X		X	X	X	X											
14.12 - Revisions to elements if warranted because of SEPA analysis																							X	X					X	X	X	X							
14.13 - Council Check-in/Plan review begins October 2012/Adoption Dec 2012					X									X					X				X					X											
14.14 - General outreach/webpage/Currents etc					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X						

9/23/2011

Legend

X Staff

X Planning Commission

X City Council