

**CITY OF SHORELINE**  
**SHORELINE CITY COUNCIL**  
**SUMMARY MINUTES OF SPECIAL MEETING**

Monday, November 16, 2015  
5:45 p.m.

Conference Room 303 - Shoreline City Hall  
17500 Midvale Avenue North

**PRESENT:** Mayor Winstead, Deputy Mayor Eggen, Councilmembers McGlashan, Hall, McConnell, Salomon, and Roberts

**ABSENT:** None

**STAFF:** Debbie Tarry, City Manager; John Norris, Assistant City Manager; Rachael Markle, Planning & Community Development Director; Paul Cohen, Planning Manager; Steve Szafran, Senior Planner; and Bonita Roznos, Deputy City Clerk

**GUESTS:** Planning Commission: Chair Keith Scully, Vice-Chair Easton Craft, Commissioners David Maul, William Montero, Donna Moss Thomas, Laura Mork, and Jack Malek (Arrived at 6:01 p.m.)

At 5:50 p.m., the meeting was called to order by Mayor Winstead.

Mayor Winstead welcomed members of the Planning Commission and thanked them for their attendance at the meeting.

Rachael Markle, Planning & Community Development Director, explained that the meeting agenda was developed based on Council Goals, the 2016 City Workplan, and emerging issues.

**145<sup>th</sup> Subarea Plan and Code Implementations**

Ms. Markle said that the Planning Department is gearing up to resume planning for the 145<sup>th</sup> Street Station Subarea. She reviewed the process to date, and the timeline for a recommendation of a preferred alternative to study for the Final Environmental Impact Statement (FEIS). She asked for Council's directions on the next steps.

A discussion ensued on how the 145<sup>th</sup> Street Corridor Study would impact the FEIS. Commissioners questioned if further review by the Planning Commission is necessary and commented on the importance of public input. Ms. Tarry explained that population growth assumptions and increased traffic volume were included in the Draft EIS. She shared that the 145<sup>th</sup> Corridor Study will assist in determining levels of service standards and mitigations. Ms. Markle added that the result of the Study will also be provided to the consultant that performed the traffic analysis for the EIS to evaluate.

There was a consensus to continue with the current timeline to provide predictability to residents and to prepare for the construction of the Stations beginning in two years. Ms. Markle suggested

having a review meeting of the process and the work that has been completed to date prior to scheduling items for action.

#### Enhance Permit Process

Ms. Markle shared that the Development Code Amendments include improvements in the permitting process and that a permit software system has been requested in the 2016 Proposed Budget. She commented on the online-permit feature and said it will save time and create predictability. She asked for feedback on improving the permit process.

Commissioner Malek commented that builders communicated to him that the Express Permit Process takes too long. Commissioner Craft commented on the need to have more predictability in the process. Paul Cohen, Planning Manager, commented that builders make assumptions regarding the time it takes to process a permit, and explained that staff works to provide realistic timelines.

Deputy Mayor Eggen shared that a Permit Technician position and a permit software system have been proposed in the 2016 Budget and will help improve the process.

Commissioner Malek commented that a pre-application on-line system is a great service to offer the public and said he would like to see it sooner rather than later.

#### Public Participation Plan

A discussion ensued about the merits of having a 30 day waiting period before adopting an ordinance that has been substantively changed by the Council after a Planning Commission recommendation.

Commissioners commented that a 30 day waiting period will provide additional public input after substantive changes are made by the Council. There was consensus among Councilmembers that they have already received public input and the input is considered in the deliberative process. Commissioners and Councilmembers agreed that codifying a process to address substantive changes will only serve to slow down and hinder the process.

Ms. Markle suggested that staff be responsible for alerting the Planning Commissioners to substantive changes. John Norris, Assistant City Manager, added that the City Attorney's Office will also provide clarification of substantive changes.

#### Areas of Interest to the Planning Commission

Miss Tarry provided a synopsis of how items are identified as Council Goals and Priorities and then placed on the City's Workplan as action steps.

Commissioner Montero said he would like to have discussions regarding micro housing and Commissioner Malek said he would like to revisit Cottage housing. Councilmember Salomon commented that Cottage Housing could be positive for Shoreline.

Councilmembers Roberts stated that he would like parking for home-based business addressed. Councilmember Hall added that a broader view of parking should be looked at in preparation for

the Light Rail Stations. Commissioner Moss stated that she would also like to discuss multi-family dwelling parking allocations.

Councilmember Salomon commented on the importance on moving forward with Parks and Park Impact Fees. Commissioner Moss asked that the Planning Commission's role be identified in the process for open space planning. Mayor Winstead suggested that the Parks Board and the Planning Commission work together on this effort, and Councilmember Roberts suggested that they have a joint meeting. Ms. Tarry commented that the Parks and Open Space Master Plan is on the 2016 Workplan. Councilmember Hall pointed out that there is strong language in the 185<sup>th</sup> Street Station Subarea Plan for no net loss in parks; but rather an increase in the number of parks. Councilmember McConnell added that with an increase in density that the Plan should include an increase in parks, and shared that the Park Plan must be implemented.

Commissioner Malek commented that Point Wells should remain on the Agenda as an item of interest. Mayor Winstead responded that Point Wells will continue to be a top priority for the City.

Commissioner Mork stated she would like to move forward with continuing to improve communications.

#### Upcoming Expiration of Commission Terms

Mayor Winstead congratulated Commissioner Scully on being elected to the City Council.

A discussion ensued regarding Commissioner' terms that are set to expire March 2016 and the impact it will have on the 2016 Planning Commission Workplan. It was agreed that recruiting for the positons should begin earlier. It was recommended that successful candidates be notified about the possibility of assuming the position earlier to fill the position being vacated by Commissioner Scully. Commissioner Moss recommended having a discussion regarding the merits of having an alternate Commissioner that can attend meetings, and in the case of a vacancy, assume the position.

Steve Szafran, Senior Planner, shared that the Planning Commission recruitment announcement will be posted in December, and said he has already received two applications.

At 6:53 p.m. the meeting was adjourned.

---

Bonita Roznos, Deputy City Clerk