

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

<b>AGENDA TITLE:</b>	Project Status for Development of Master Plans and Comprehensive Plan Update
<b>DEPARTMENT:</b>	Planning and Development Services, Public Works, and Parks, Recreation, Cultural Svcs.
<b>PRESENTED BY:</b>	Tim Stewart, Director, Paul Haines, Director, Wendy Barry, Director

**ISSUE STATEMENT:**

The Comprehensive Plan and development regulations are required by the Growth Management Act to be updated by December 2004 to address changes in state law, update data and statistics, and to extend the planning horizon. The City issued contracts for the Parks, Recreation and Open Space Plan, Transportation Master Plan, Surface Water Master Plan and Comprehensive Plan Update in May and August 2003. This report provides information about the projects including their current status and next steps. No action is necessary at this time.

**BACKGROUND:**

**Project Overview**

The Master Plans and Comprehensive Plan Update Project includes developing master plans for transportation, surface water facilities and parks, recreation and open spaces, and completing a major update to the City's Comprehensive Plan. Related updates to development regulations and the shoreline master program will be completed as part of the project. Capital projects recommended in the plans will assist with next year's annual development of the Capital Improvement Program.

Transportation Master Plan

In addition to updating transportation related goals and policies to reflect current community values, the Transportation Master Plan will include a revised street classification map with descriptions of street classes, a new or revised set of level of service standards, green streets program recommendations, "safe and friendly streets", and other recommended long-range transportation improvements related to streets, pedestrian and bicycle systems, neighborhood traffic protection and actions to increase traffic safety.

Surface Water Master Plan

The Surface Water Master Plan will provide regulatory, capital, operation and program recommendations to address federal and state regulations as well as local drainage

issues and community concerns. The plan will include an analysis of levels of service and surface water utility rates.

#### Parks, Recreation and Open Space Plan

The Parks, Recreation and Open Space Plan will guide acquisition, planning and development of public recreation facilities and programs over the next several years. The plan will evaluate user needs and the current inventory of recreation programs to address the need for trails, neighborhood parks, natural areas and improvements to existing facilities and programs. It will also identify several parks for “mini masterplans”.

#### Comprehensive Plan Update

Recognizing the effort undertaken to develop the current Comprehensive Plan, the City’s objective is not to completely rewrite the plan. No changes to the City’s land use designations are anticipated. A new inventory of shoreline conditions, a review of “best available science” relating to environmental conditions, and information prepared for transportation and surface water planning may result in updates to respond to changing conditions. Comprehensive Plan goals and policies and related development regulations will be updated to be consistent with current community values and changes will be recommended to enhance the Plan’s readability and usability.

#### Plans Work Together

The transportation, surface water and parks planning efforts are being completed in conjunction with the Comprehensive Plan update to increase consistency between plans, meet the goals of the Growth Management Act, and to identify solutions that have the potential to solve multiple objectives, such as street improvements that also improve surface water management or parks that provide recreation opportunities and wildlife habitat.

#### **Project Stages**

The Master Plans and Comprehensive Plan Update Project has been organized into four steps. These four steps and their general time periods are:

##### **1. Listen & Learn – September-January**

- Consultants provide updated technical information and ask for public input
- City listens to community values
- Public open houses and outreach activities to gather community input on existing goals and policies

##### **2. Writing – October-February**

- Consultants and City staff work with Planning Commission workgroups to draft plans and identify needed revisions based on updated data and current community values
- Cross-discipline review occurs as drafts are developed

##### **3. Public Review – January-March**

- First draft of plans released for public review
- Public outreach to obtain reaction to draft concepts
- Public hearings on draft plans with the Planning Commission

#### **4. Final Draft and Adoption – Late Spring/Summer**

- Drafts revised in response to public and Planning Commission comments
- Final versions reviewed and adopted by City Council
- Adoption of specific implementation measures may occur subsequent to adoption of the plans

#### **Public Input**

As part of the Listen & Learn stage of the project, two public meetings were held September 24 and 25, 2003, at two different venues to provide more opportunity for people to participate. The meetings introduced the project, described and confirmed existing conditions and solicited input on issues to be addressed.

To draw as many people as possible to the meetings, the City mailed postcard announcements to all Shoreline addresses and announced the event in the Shoreline Enterprise, on the City's Web site and on the government access cable channel. The public meetings were also announced at City Council, Planning Commission and Council of Neighborhood meetings. Approximately 60 people attended on September 24 and about 40 people attended on September 25.

Those attending the meetings provided input by filling out comment forms, talking to project team members at each of the stations and interacting with displays. Each station had a flipchart for staff or the public to record questions and comments. There were also display boards for those attending to highlight additional areas of concern using markers or post-it notes. Just over 40 comment forms and eight typed pages of station flipchart notes were submitted at the public meetings. Summaries of the public comments have been posted on the City website.

In addition to the public meetings, public input has been solicited through the City website, a project email list, comment forms, announcements in the City newsletter and the Shoreline Enterprise, and at Planning Commission workgroup meetings. Five (5) e-mails and three (3) comment letters were submitted. When public comments are received, they are forwarded to the staff and consulting engineers and planners for their consideration during the project. Public comments are also provided to the Planning Commission.

#### **Planning Commission Workgroups**

The Planning Commission established three workgroups to guide the City staff and consultants during the development of the plans to help ensure that the draft plans are designed with the needs and expectations of the citizens of Shoreline in mind. The three workgroups are:

- Transportation Workgroup
- Surface Water and Environment Workgroup
- Land Use and Comprehensive Plan Workgroup

While the Planning Commission workgroup meetings are informal work sessions, they are open to the public and written public comments are accepted at each meeting. To date, the following workgroup meetings have been held:

<b>Workgroup</b>	<b>Meeting Date</b>	<b>Topics</b>
Transportation	September 30	Open house results; needs and successes
	October 29	Transportation policies
Surface Water and Environment	October 2	Open house results; environmental policies
	October 16	Surface water; best available science
	October 30	Thornton Creek Watershed Oversight Council comments; critical areas protection questions
	November 5	State and federal surface water regulations
Land Use and Comprehensive Plan	October 2	Open house results; land use element
	October 16	Land use policies
	October 30	Policies on capital facilities
	November 6	Policies on capital facilities

## **Public Review**

It is anticipated that initial first drafts of the plans will be released for public review sometime in mid-January. These first drafts will be written with consideration of the following guidance:

- Current land use, transportation, surface water, and parks data and analysis, such as a computer model of future traffic conditions
- Staff understanding of existing deficiencies
- Public input obtained from meetings, comment forms, the parks survey and other outreach activities
- Consultant expertise on technical issues
- Cross-discipline review of draft concepts
- Input from Planning Commission workgroups and the Parks Board

When the first draft is released, the public will be engaged to identify issues that need further review or investigation. A revised draft will be presented for Planning Commission public hearing. The timing of the public hearing process will be driven by the amount of additional research required to respond to comments on the first draft. The Council review and adoption process will follow the Planning Commission's recommendation.

## **Activities Underway and Completed**

Significant tasks that are underway (with percentage complete as of mid November) or completed include:

- Review of existing goals and policies with the Planning Commission workgroups – 70% complete
- Inventory of existing transportation conditions – 80% complete
- Consultant and staff review of the existing street classification system – completed
- New computer model of 2022 traffic conditions – 70% complete
- Identification of existing and future transportation problems – 30% complete
- Concurrency review – 20% complete

- Identification of recommended transportation system improvements – 20% complete
- Inventory of existing drainage system and compilation of known conveyance, habitat, and water quality problems – complete
- Review of surface water regulatory environment – 75% complete
- Analysis of existing surface water management and revenue – 20% complete
- Updated land use data based on 2000 Census and 2003 Buildable Lands Report – 80% complete
- Updated background information and inventories regarding housing (75% complete), utilities (80% complete), capital facilities (80% complete), and economic development (90% complete)
- Draft shoreline inventory – complete
- Draft review of “best available science” related to streams, habitat and wetlands – complete

### **Next Steps**

1. Mid-December      Complete review of Comprehensive Plan and master plans with Planning Commission workgroups.
2. End of December    Prepare draft Comprehensive Plan update and master plans for internal and cross-discipline review.
3. Mid-January        Prepare draft Comprehensive Plan update and master plans for public review.

Some of the specific tasks that are planned to occur (with expected timing) include:

- Complete update of background data supporting the Comprehensive Plan and master plans (mid November)
- Draft goals and policy revisions using guidance from the Planning Commission workgroups (mid December)
- Update the street classification system, including defining the concept of “Green Streets” (mid December)
- Model 2022 traffic conditions and identify future transportation problems (early December)
- Review transportation and surface water levels of services and level of service alternatives (mid December)
- Analysis of potential financial impacts, including surface water utility rates (late December and continuing)
- Identify potential implementation measures (late December and continuing)

### **RECOMMENDATION**

No action required. The purpose of this update is to provide the City Council with the status report and receive feedback on this project.

Approved By:      City Manager  City Attorney N/A

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