
CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Discuss Proposed Criteria for Approving Master Planned Area Permits in relation to the 2008 Annual Comprehensive Plan and Associated Development Code Amendments
DEPARTMENT:	Planning and Development Services
PRESENTED BY:	Joseph W. Tovar, FAICP Director of Planning and Development Services; Rachael Markle, Project Manager Asst. Director of Planning and Development Services

On July 14th, when the Council last discussed the proposed amendments to the Comprehensive Plan and the Development Code to solidify the process for Master Planning, members of the Council expressed an interest in proposing amendments to the draft decision criteria for approval of a Master Planned Area permit.

Councilmember Eggen submitted comments that can be found in Attachment A. Additional comments were provided by the Hillwood Neighborhood Association located in Attachment B.

RECOMMENDATION

No action is required. Please provide staff with direction on:

1. The final set of draft criteria for approving a Master Plan Area permit;
2. Whether or not Master Plan Area permits can include new uses in addition to existing uses; and
3. The request for changes proposed by the Hillwood Neighborhood Association and the staff responses to those requests.

Approved By: City Manager  City Attorney _____

DISCUSSION

This report is organized as follows:

1. Each criterion 1-9 is shown in its own table.
2. Each table contains:
 - a. The version of the criterion presented to Council in the July 14th staff report;
 - b. The version of the criterion as edited by Councilmember Eggen;
 - c. The version of the criterion as edited by the Hillwood Neighborhood Association;
 - d. The new staff recommended version of the criterion; and
 - e. Discussion of staff rationale for new staff recommended criterion.

Master Plan Area Decision Criteria Discussion Table

Version of criteria	Proposed Criteria Language
Criterion #1:	
07/14/08 PC & Staff	The project is designated as either Institutional/Campus or Essential Public Facilities in the Comprehensive Plan and is consistent with goals and polices of the Comprehensive Plan relating to these areas.
Councilmember Eggen	No changes proposed to this criterion.
Hillwood Neighborhood	The project is designated as either Institutional/Campus or Essential Public Facilities in the Comprehensive Plan and is consistent with goals and polices of the Comprehensive Plan relating to these areas.
09/02/08 Revised Version	The project is designated as either Institutional/Campus or Essential Public Facilities in the Comprehensive Plan and is consistent with goals and polices of the Comprehensive Plan relating to these areas.
Discussion	Staff incorporated all of the suggestions submitted.

Version of criteria	Proposed Criteria Language
Criterion #2:	
07/14/08 PC & Staff	The Master Plan shall address the expansion or redevelopment of existing uses in the Master Plan Area.
Councilmember Eggen	The Master Plan shall address <u>either (1) the expansion or redevelopment of existing uses in the Master Plan Area, (2) the needs identified in the Shoreline Economic Development Plan, or (3) the needs identified in the Housing Advisory Committee Report. In a Master Plan done under (3) above, the project may not include a density inconsistent with those allowed under the maximum land use designation of the surrounding neighborhoods.</u>
Hillwood Neighborhood	The Master Plan shall address the expansion or redevelopment of existing uses in the Master Plan Area <u>to include phasing of development over the period of the Master Plan Area requesting to be approved.</u>
09/02/08 Revised Version	The Master Plan Area shall address the expansion or redevelopment of existing <u>and new</u> uses in the Master Plan Area <u>to include phasing of development over the period of the Master Plan Area requesting to be approved.</u>
Discussion	<p>Staff suggests:</p> <ol style="list-style-type: none"> 1. Clarifying that a Master Plan Area application can identify new uses on the site; and 2. Incorporate the Hillwood Neighborhood's suggested language regarding the need to include the phasing of development in the application. The inclusion of a phasing plan was assumed, but this addition to the criteria makes it clearer. <p>Staff suggests that a new criterion be added to incorporate some of the ideas presented by Councilmember Eggen. The suggested new criteria would be:</p> <p>"The Master Plan Area shall demonstrate how it implements or supports the City's approved strategies such as the Comprehensive Housing Strategy, Environmental Sustainability Strategy and Economic Development Strategy."</p> <p>Staff does not recommend adding language that limits density to the maximum allowed in the surrounding neighborhood. This provision is unclear. Does it mean that if the neighborhood contains R-48 zoning then the highest density on the site can be R-48? Or does it mean that if the property adjacent to the site is zoning R-6 the Master Planned Area may not exceed 6 units per acre? Staff suggests that the appropriate level of density in terms of transition between uses and on and off site impacts can be controlled using the proposed criteria in unison.</p>

Version of criteria	Proposed Criteria Language
Criterion #3:	
07/14/08 PC & Staff	The Master Plan meets or exceeds the current regulations for Critical Areas if critical areas are present.
Councilmember Eggen	No changes proposed.
Hillwood Neighborhood	No changes proposed.
09/02/08 Revised Version	The Master Plan meets or exceeds the current regulations for Critical Areas if critical areas are present.
Discussion	No changes proposed.

Version of criteria	Proposed Criteria Language
Criterion #4:	
07/14/08 PC & Staff	The proposed development demonstrates the use of innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design.
Councilmember Eggen	The proposed development demonstrates the uses of innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design <u>(including Low Impact Development stormwater systems and substantial tree retention) wherever practical.</u>
Hillwood Neighborhood	The proposed development demonstrates the use of innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design <u>that is compatible with the surrounding neighborhoods and to reduce impacts, to the extent possible to the surrounding neighborhoods.</u>
09/02/08 Revised Version	The proposed development demonstrates the use of innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design <u>(including Low Impact Development stormwater systems and substantial tree retention wherever practical) to reduce impacts, to the extent possible to the surrounding neighborhoods.</u>
Discussion	Staff incorporated all of the suggestions submitted.

Version of criteria	Proposed Criteria Language
Criterion #5:	
07/14/08 PC & Staff	The Master Plan Area applicant demonstrates that there is either sufficient capacity in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity by the time each phase of development is completed.
Councilmember Eggen	The Master Plan Area applicant demonstrates that there is either sufficient capacity in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity by the time each phase of development is completed. <u>Any necessary increased capacity in infrastructure will be paid for by the Master Plan Area applicant.</u>
Hillwood Neighborhood	The Master Plan Area applicant demonstrates that there is either sufficient capacity in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity by the time each phase of development is completed. <u>The applicant must also demonstrate that there are sufficient transportation improvements to include curb, gutter, sidewalks, and bicycle lanes to safely support the transportation system.</u>
09/02/08 Revised Version	The Master Plan Area applicant demonstrates that there is either sufficient capacity <u>and infrastructure (i.e. sidewalks, curbs, gutters, bike lanes)</u> in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity <u>and infrastructure</u> by the time each phase of development is completed. <u>If capacity must be increased to support the proposed Master Plan Area, then funding sources for improvements must be identified as part of the plan.</u>
Discussion	<p>Regarding Councilmember Eggen's comments: Staff agrees that if improvements to infrastructure are required to support the implementation of the Master Plan realistic funding plans need to accompany the proposals. Staff is suggesting to not stipulate that the applicant be required to pay for the improvement, although in most cases this will probably be the case. In some cases, there may be other funding partners.</p> <p>Regarding the Hillwood Neighborhood's comments: The ideas were incorporated.</p>

Version of criteria	Proposed Criteria Language
Criterion #6:	
07/14/08 PC & Staff	The Master Plan Area applicant demonstrates that there is either sufficient capacity within public services such as water, police, fire, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed.
Councilmember Eggen	The Master Plan Area applicant demonstrates that there is either sufficient capacity within public services such as water, police, fire, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed. <u>Any necessary increased capacity in infrastructure will be paid for by the Master Plan Area applicant.</u>
Hillwood Neighborhood	No changes proposed.
09/02/08 Revised Version	The Master Plan Area applicant demonstrates that there is either sufficient capacity within public services such as water, police, fire, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed. <u>If capacity must be increased to support the proposed Master Plan Area, then funding sources for improvements must be identified as part of the plan.</u>
Discussion	Staff agrees that if improvements to infrastructure are required to support the implementation of the Master Plan realistic funding plans need to accompany the proposals. Staff is suggesting to not stipulate that the applicant be required to pay for the improvement, although in most cases this will probably be the case. In some cases, there may be other funding partners.

Version of criteria	Proposed Criteria Language
Criterion #7:	
07/14/08 PC & Staff	The Master Plan Area proposal contains design, landscaping, parking/traffic management and multi-modal transportation elements that minimize conflicts between the Master Plan property and adjacent uses.
Councilmember Eggen	The Master Plan Area proposal contains design, landscaping, parking/traffic management and multi-modal transportation elements that minimize <u>substantially eliminates</u> conflicts between the Master Plan property and adjacent uses.
Hillwood Neighborhood	The Master Plan Area proposal contains <u>architectural and site</u> design, landscaping, parking/traffic management and multi-modal transportation elements that minimize conflicts between the Master Plan <u>Area</u> property and adjacent uses <u>neighborhoods</u> .
09/02/08 Revised Version	The Master Plan Area proposal contains <u>architectural and site</u> design, landscaping, parking/traffic management and multi-modal transportation elements that minimize conflicts between the Master Plan <u>Area</u> property and adjacent uses <u>areas</u> .
Discussion	<p>Although Councilmember Eggen's suggestion to replace "minimize" with "substantially eliminates" is a goal we would be striving for, it may not be possible to attain this level of compatibility. These sites contain uses that are different from surrounding uses. Many of these uses predate the surrounding development. Through careful and conscience planning for continued and future growth on these sites, we will be striving to eliminate conflicts. However, there may be circumstances where conflicts are lessened but not substantially eliminated AND this will still represent an improved situation for adjacent uses and neighborhoods.</p> <p>The Hillwood Neighborhood group suggested replacing the word "uses" with "neighborhoods". Staff has suggested replacing "uses" with "areas". The reason being is that City has 15 recognized neighborhoods. These areas are large and often diverse within the defined area. It may be difficult to interpret what is compatible with a neighborhood verses the areas that surround the Master Planned Area properties. Area was chosen to replace uses to indicate that compatibility needs to extend beyond just adjacent uses.</p>

Version of criteria	Proposed Criteria Language
Criterion #8:	
07/14/08 PC & Staff	Development standards applicable to existing or allowed uses under the Development Code may be modified, or conditions imposed on development to avoid, reduce and then mitigate if they cannot be avoided or reduced all significant offsite impacts associated with the implementation of the Master Plan Area including but not limited to noise, shading, glare, surface water and traffic.
Councilmember Eggen	No changes proposed.
Hillwood Neighborhood	No changes proposed.
09/02/08 Revised Version	Development standards applicable to existing or allowed uses under the Development Code may be modified, or conditions imposed on development to avoid, reduce and then mitigate if they cannot be avoided or reduced all significant offsite impacts associated with the implementation of the Master Plan Area including but not limited to noise, shading, glare, surface water and traffic.
Discussion	No changes were proposed.

Version of criteria	Proposed Criteria Language
Criterion #9:	
07/14/08 PC & Staff	Master Plan Area applications shall include a site development plan which will demonstrate compatibility with surrounding neighborhoods, including pedestrian and vehicle access and circulation, recreational and open spaces, building pads, critical areas and buffers, parking, landscaped areas and setbacks.
Councilmember Eggen	Master Plan Area applications shall include a site development plan which will demonstrate <u>enhanced</u> compatibility with surrounding neighborhoods, including pedestrian and vehicle access and circulation, recreational and open spaces, building pads, critical areas and buffers, parking, landscaped areas and setbacks.
Hillwood Neighborhood	No changes proposed.
09/02/08 Revised Version	Master Plan Area applications shall include a site development plan which will demonstrate <u>how</u> compatibility with surrounding neighborhoods <u>and adjacent uses will be enhanced, including through site and architectural design for</u> pedestrian and vehicle access and circulation, recreational and open spaces, building pads, critical areas and buffers, parking, landscaped areas and setbacks etc.
Discussion	This criterion was not "hitting the mark". This criterion is aimed at ensuring that the transition between the neighborhood, adjacent uses and existing systems (transportation, open space, critical areas) are enhanced through Master Planning. The edits above are intended to clarify the intent.

Additional Changes Suggested by the Hillwood Neighborhood Association

Comprehensive Plan

- **Request:** Add a new policy or addition to Land Use Policy 43 that would create a list of criteria that would need to be met if a property owner wanted the Council to designate their property as a Campus/Institution on the Comprehensive Plan Land Use map.
- **Staff Response:** There are only three sites that would currently have the Campus/Institution designation: Shoreline Community College, CRISTA and Fircrest. There is a process and criteria in place for processing changes to the Comprehensive Plan Land Use map. Changing the Comprehensive Plan Land Use map is an amendment to the Comprehensive Plan and is processed as a legislative action (see SMC 20.30.340). The decision criteria for amending the Comprehensive Plan, which includes the Comprehensive Plan Land Use map are as follows:
 - The amendment is consistent with the Growth Management Act and not inconsistent with the Countywide Planning Policies, and the other provisions of the Comprehensive Plan and City policies; or
 - The amendment addresses changing circumstances, changing community values, incorporates a sub area plan consistent with the Comprehensive Plan vision or corrects information contained in the Comprehensive Plan; or
 - The amendment will benefit the community as a whole, will not adversely affect community facilities, the public health, safety or general welfare.

Further, any request to change a land use designation to Campus/Institution would also have to meet the definition of a Campus/Institution.

Campus/Institution is proposed to be defined as "...a number of institutions within the community that serve a regional clientele on a large campus..." This definition greatly limits the number of sites that could be considered as an Institution/Campus.

Development Code

Request: In SMC 20.30.060, require that a notice of application for Master Plan Area permit be mailed to all residents and property owners within ½ mile of the proposed site instead of to just property owners within 500 feet of the site.

Staff Response: Public notice and input are an important part of the Master Plan Area process. Getting the information to those persons who would likely have an interest in these permits is a good idea. The notice could be sent to both the residents and property owners. To expand the noticing radius to a ½ mile from 500 feet would result in more than five times the postage, materials and labor costs. Staff does not recommend this part of the request. Many people within a ½ mile radius will not feel connected to the site. In addition, the City provides standard notice using: on site signage (note: we could require more signs, larger signs if sign visibility is an issue); and notice in the Seattle Times, Enterprise and City website. Notice for Master Plan Areas could be expanded to Currents and applicable neighborhood newsletters.

Request: Add to the proposed Master Plan Area purpose in 20.30.353 the following language:

The purpose of the Master Plan Area is to guide the growth and development of property designated as Institution/Campus or Essential Public Facilities in the Comprehensive Plan in order to serve its users and benefit the community by modifying zoning regulations that apply to the property to ensure that the proposed development or redevelopment of existing uses is compatible with the adjacent neighborhoods with regards to land uses, building height and scale and environmental preservation. With the exception of those uses and standards contained in this section, all other aspects of development, redevelopment or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes in the underlying zones.

Staff Response: Staff recommends the following edits inspired by the request above: The purpose of the Master Plan Area is to guide the growth and development of property designated as Institution/Campus or Essential Public Facilities in the Comprehensive Plan in order to serve its users, promote compatibility with neighboring areas and benefit the community by modifying zoning regulations that apply to the property. With the exception of those uses and standards contained in this section, all other aspects of development, redevelopment or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes in the underlying zones.

The purpose was originally proposed to mirror the language in the Comprehensive Plan. The edit shown in the staff response above addresses the concept that the Master Plan Areas are intended to address compatibility with neighboring uses, but is not as specific in how this is to be accomplished. The specificity on how to achieve compatibility is unique to each site.

Request: Add specific triggers for minor amendments of an approved Master Plan Area in 20.30.353 (C):

Amendments. Minor amendments to an approved Master Plan Area may be approved by the Director using criteria developed as part of the Master Plan Area. Minor amendments include any revision or modification of the previously approved Master Plan Area that would result in any one or more of the following:

1. An increase in 10 percent or more of the approved total building(s) square footage; or
2. An increase in 15 percent or more parking stalls by either creating new parking areas, re-striping of existing parking areas; and/or a combination of both; or
3. Removal of 5 or more Significant Trees; or
4. A change in the original phasing timeline of the Master Plan Area.

Major amendments are changes that were not analyzed as part of an approved Master Plan Area. Major amendments to an approved Master Plan Area shall be processed as a new Master Plan Area.

Staff Response: The more specific triggers for what constitutes a minor amendment are a good addition to the proposed regulations. Staff recommends the following edits and additions to clarify the application of these triggers:

1. An increase in the square footage of any proposed building or structure by 10 percent or less; or
2. An increase of 15 percent or less in the number of new parking spaces, parking spaces created by re-striping existing parking areas and/or a combination of both; or
3. A change in the original phasing timeline of the Master Plan Area; or
4. Changes to building placement when located outside of the required setbacks and any required setbacks for critical areas; or
5. Other specific changes as noted in the Master Plan Area permit.

Staff does not recommend using tree removal as a trigger for minor amendments. It is anticipated that removal of trees beyond that which is approved in the Master Plan permit will be subject to the regulations set forth in SMC 20.50 or that more specific regulations will be established for the site as part of the Master Plan Area permit.

Additional Changes Regarding New Uses

As discussed at the August 18th Council meeting. Staff is seeking Council clarification regarding whether or not a Master Plan Area may include new uses in addition to existing uses. The following edits to the text proposed in the July 14th Council staff report seek to clarify that new uses may be considered as part of a Master Plan Area permit:

- Proposed definition for "Master Plan Area":

Master Plan Area

A site specific zoning district that establishes site specific permitted uses and development standards for an Institution/Campus or Essential Public Facility as defined in the Comprehensive Plan. Master Plan Areas incorporate proposed new development, redevelopment to include new uses and/or expansion of an existing development by public, private and/or non-profit entities.

- New policy after LU 43:

LU 43.1: It is recognized that areas designated as Institution/Campus may redevelop over time to include an expanded mix of public and private uses, including new residential, commercial and institutional development.

- Development Code, Section 20.30.353(A) Purpose:

A. Purpose. The purpose of the Master Plan Area is to guide the growth and development of property designated as Institution/Campus or Essential Public Facilities in the Comprehensive Plan in order to serve its users and benefit the community by modifying zoning regulations that apply to the property. Such growth and development may include the redevelopment of these sites to include new residential, commercial and institutional uses by public and private entities. With the exception of those uses and standards contained in this section, all other aspects of the development, redevelopment, or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes in the underlying zones.

CONCLUSION

In conclusion, staff is asking Council to:

1. Provide direction on the final set of draft criteria for approving a Master Plan Area permit;
2. Clarify if Master Plan Area permits can include new uses in addition to existing uses; and
3. Provide staff with feedback on the request for changes proposed by the Hillwood Neighborhood Association and the staff responses to those requests.

Staff will use the direction provided tonight to finalize draft Ordinance No. 507 to adopt a process for Master Plan Area permits.

RECOMMENDATION

No action is required. Please provide staff with direction on:

4. The final set of draft criteria for approving a Master Plan Area permit;
5. Whether or not Master Plan Area permits can include new uses in addition to existing uses; and
6. The request for changes proposed by the Hillwood Neighborhood Association and the staff responses to those requests.

Approved By: City Manager  City Attorney ____

ATTACHMENTS

Attachment A Councilmember Eggen's Suggested Edits

Attachment B Hillwood Neighborhood Association Comment Letter 8/15/08

COUNCILMEMBER EGGEN'S SUGGESTED EDITS TO MASTER PLAN AREA CRITERIA

(NOTE: additions are shown as underlined text and deletions are shown in text boxes in the right margin).

B. Decision Criteria. A Master Plan Area shall be granted by the City, only if the applicant demonstrates that:

1. The project is designated as either Institutional/Campus or Essential Public Facilities in the Comprehensive Plan and is consistent with goals and polices of the Comprehensive Plan relating to these areas.

2. The Master Plan shall address either (1) the expansion or redevelopment of existing uses in the Master Plan Area, (2) the needs identified in the Shoreline Economic Development Plan, or (3) the needs identified in the Housing Advisory Committee Report. In a Master Plan done under (3) above, the project may not include a density inconsistent with those allowed under the maximum land use designation of the surrounding neighborhoods.

3. The Master Plan meets or exceeds the current regulations for Critical Areas if critical areas are present.

4. The proposed development ~~demonstrates the uses of~~ innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design (including Low Impact Development stormwater systems and substantial tree retention) wherever practical.

5. The Master Plan Area applicant demonstrates that there is either sufficient capacity in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity by the time each phase of development is completed. Any necessary increased capacity in infrastructure will be paid for by the Master Plan Area applicant.

6. The Master Plan Area applicant demonstrates that there is either sufficient capacity within public services such as water, police, fire, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase

of development is completed. Any necessary increased capacity in infrastructure will be paid for by the Master Plan Area applicant.

7. The Master Plan Area proposal contains design, landscaping, parking/traffic management and multi-modal transportation elements that minimize-substantially eliminates conflicts between the Master Plan property and adjacent uses.

8. Development standards applicable to existing or allowed uses under the Development Code may be modified, or conditions imposed on development to avoid, reduce and then mitigate if they cannot be avoided or reduced all significant offsite impacts associated with the implementation of the Master Plan Area including but not limited to noise, shading, glare, surface water and traffic.

9. Master Plan Area applications shall include a site development plan which will demonstrate enhanced compatibility with surrounding neighborhoods, including pedestrian and vehicle access and circulation, recreational and open spaces, building pads, critical areas and buffers, parking, landscaped areas and setbacks.

August 15, 2008

Honorable Mayor Cindy Ryu &
City Councilmembers
City of Shoreline
17544 Midvale Ave. N., Suite 100
Shoreline, WA 98133-4921

• COUNCILMEMBER	_____
• FULL COUNCIL	_____
• CITY MANAGER	_____
• STAFF	_____
• FILE	_____

RE: Proposed Ordinance 507, Master Plan Area Permit Process

Honorable Mayor Ryu:

Thank you for allowing the Hillwood Neighborhood Association the opportunity to comment on the proposed Ordinance 507 establishing a review process for Master Planned Areas in the City of Shoreline. As residents of the Hillwood Neighborhood we appreciate the effort that the City Council and City staff has put into these proposed regulations. We understand that these regulations will regulate certain properties throughout the City of Shoreline; our main goal is to have regulations in place that will adequately address the future development of Crista Ministries. We understand that these proposed regulations are not intended to regulate or guide the development of a specific property, and that we will have the opportunity to comment on any application Crista makes at a future time. With our goal in mind, we offer the following recommended changes to the proposed Ordinance 507.

PROPOSED COMPREHENSIVE PLAN AMENDMENTS

(Exhibit B Page 146 Agenda Item 8(a) of July 14, 2008 Council Meeting)

LU43

We suggest a new policy or addition to this policy that would create a list of criteria that would need to be met if a property owner wanted you have their property designated Campus/Institution on the Comprehensive Plan Map. There are currently three properties with this designation; but what will limit the expansion of this designation to other properties throughout the city.

PROPOSED DEVELOPMENT CODE AMENDMENTS

*Proposed changes are in **bold and underlined for new changes** and ~~strikethrough for deletions~~.
(Exhibit D Page 150 Agenda Item 8(a) of July 14, 2008 Council Meeting)*

Table 20.30.060 - Summary of Type C Actions, Notice Requirements, Review Authority, Decision Making Authority, and Target Time Limits for Decisions.

Action	Notice Requirements for Application and Decision (5), (6)	Review Authority Open Record Public Hearing (1)	Decision Making Authority (Public Meeting)	Target Time Limits for Decisions	Section
Type C:					
9. Master Plan Area	Mail, Post Site Newspaper (7)	PC (3)	City Council	120 Days	20.30.337

The proposed change is to require that a notice of application be mailed out to **ALL** residents **AND** property owners within ½ mile of the proposed site. There are two reasons for this:

1. Current code (SMC 20.30.120) only requires that property owners be notified, not residents if they are renters. A project of this scope should be required to notify tenants/residents of the properties as well.
2. If approved these amendments would currently impact only three properties within the City of Shoreline (Shoreline Community College, Fircrest and Crista). Because of the size of these projects that serve a "regional clientele on a large campus", it would be safe to assume that the City of Shoreline would want to notify as many residents as possible that would be impacted by these three properties. Increasing the notification radius from 500 feet to a half mile for three proposed sites is the **RIGHT** thing for the city to do to allow residents to comment on any proposal that may impact the region.

*Proposed changes are in **bold and underlined for new changes** and ~~strikethrough for deletions~~.
(Exhibit D Pages 150-152 Agenda Item 8(a) of July 14, 2008 Council Meeting)*

20.30.353 Master Plan Area

A. Purpose. The purpose of the Master Plan Area is to guide the growth and development of property designated as Institution/Campus or Essential Public Facilities in the Comprehensive Plan in order to serve its users and benefit the community by modifying zoning regulations that apply to the property **to ensure that the proposed development or redevelopment of existing uses is compatible with the adjacent neighborhoods with regards to land uses, building height and scale and environmental preservation.** With the exception of those uses and standards contained in this section, all other aspects of development, redevelopment or expansion will be regulated as prescribed in Title 20 and other applicable codes for all uses that are permitted outright or through conditional or special use processes in the underlying zones.

B. Decision Criteria. A Master Plan Area shall be granted by the City, only if the applicant demonstrates that:

1. The project is designated as either Institutional/Campus or Essential Public Facilities in the Comprehensive Plan and is consistent with goals and policies of the Comprehensive Plan ~~relating to these areas.~~
2. The Master Plan shall address the expansion or redevelopment of existing uses in the Master Plan Area **to include phasing of development over the period of the Master Plan Area requesting to be approved.**
3. The Master Plan meets or exceeds the current regulations for Critical Areas if critical areas are present.
4. The proposed development demonstrates the use of innovative, aesthetic, energy efficient and environmentally sustainable architecture and site design **that is compatible with the surrounding neighborhoods and to reduce impacts, to the extent possible, to the surrounding neighborhoods.**
5. The Master Plan Area applicant demonstrates that there is either sufficient capacity in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity by the time each phase of development is completed. **The applicant must also demonstrate that**

- there are sufficient transportation improvements, to include curb, gutter, sidewalks, and bicycle lanes to safely support the transportation system.
6. The Master Plan Area applicant demonstrates that there is either sufficient capacity within public services such as water, police, fire, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed.
 7. The Master Plan Area proposal contains architectural and site design, landscaping, parking/traffic management and multi-modal transportation elements that minimize conflicts between the Master Plan Area property and adjacent uses neighborhoods.
 8. Development standards applicable to existing or allowed uses under the Development Code may be modified, or conditions imposed on development to avoid, reduce and then mitigate if they cannot be avoided or reduced all significant offsite impacts associated with the implementation of the Master Plan Area including but not limited to noise, shading, glare, surface water and traffic.
 9. Master Plan Area applications shall include a site development plan which will demonstrate compatibility with surrounding neighborhoods, including pedestrian and vehicle access and circulation, recreational and open spaces, building pads, critical areas and buffers, parking, landscaped areas and setbacks.

C. Amendments. Minor amendments to an approved Master Plan Area may be approved by the Director using criteria developed as part of the Master Plan Area. Minor amendments include any revision or modification of the previously approved Master Plan Area that would result in any one or more of the following:

1. An increases in 10 percent or more of the approved total building(s) square footage;
or
2. An increase in 15 percent or more parking stalls by either creating new parking areas, re-striping of existing parking areas; and/or a combination of both; or
3. Removal of 5 or more Significant Trees; or
4. A change in the original phasing timeline of the Master Plan Area.

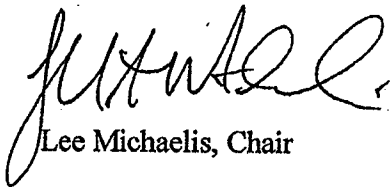
Major amendments are changes that were not analyzed as part an approved Master Plan Area. Major amendments to an approved Master Plan Area shall be processed as a new Master Plan Area.

We feel that the proposed changes to the Development Code will assist in resolving the concerns of the residents of the Hillwood Neighborhood, which in summary are the following:

1. Provide ample public notice to both residents and property owners beyond the standard 500 feet. The impacts created by these regional facilities go beyond the approximate block radius currently required to be notified.
2. Preserve existing neighborhood character; whether it is the built or natural environment.
3. Provide adequate mitigation for impacts dealing with traffic, parking, sound, environment, view, as well as others.
4. Allow neighborhood input on development that will impact them directly.

Thank you again, for taking the time to consider these changes to the Master Plan Area Review process. Members of our Association are willing to meet with city staff to discuss these proposed changes and we will be in attendance at the City Council meeting of September 2, 2008 to discuss these changes as well.

Sincerely,
Hillwood Neighborhood Association



Lee Michaelis, Chair

Cc: Joseph W. Tovar, FAICP Director of Planning and Development Services
Rachael Markle, Project Manager Assistant Director of Planning and Development Services
Ann Erickson, Vice-Chair Hillwood Neighborhood Association
Anna Marchini, Secretary Hillwood Neighborhood Association