

PLANNING COMMISSION AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Comprehensive Plan Update: Full Draft
DEPARTMENT: Planning & Community Development
PRESENTED BY: Miranda Redinger, Senior Planner
Steve Szafran, AICP, Senior Planner
Rachael Markle, AICP, Director P&CD

Public Hearing Study Session Recommendation Only
 Discussion Update Other

INTRODUCTION & BACKGROUND

On January 5, 2012, staff and Commissioners discussed the proposed process for the Comprehensive Plan update and public involvement. To date, Commissioners have held multiple discussions about all 10 elements that make up the main body of the Comprehensive Plan, initially focusing on individual elements and then in progressively larger groupings. Tonight's meeting is the first opportunity to discuss elements in the context of a complete draft document (Attachment A). The Commission expressed preference for the Land Use Map in Attachment B, but it is not expected to be a topic of discussion at the meeting.

DISCUSSION

In previous meetings, the Commission has gone through each element, page by page, to discuss wording and other details. That process has been very effective for individual or small group element review, however, the task for this meeting will be to review the entire document, and so it will be important to maintain a higher level of focus. Below, staff has outlined one potential method for how Commissioners could structure review of this draft.

DO...

- **Answer remaining *Big Picture Questions*:**
Are there any outstanding issues that need to be resolved? Staff will also examine this question and prepare a short list of topics it feels Commission may not have reached final decision on. Some of the questions may be appropriate to forward to Council as options.
- **Identify redundancies or issues that are not thoroughly covered:**
If a policy topic is included more than once within an element, is there a way to combine them so they are not unnecessarily duplicative? Are there single

Approved By:

Project Manager MR

Planning Director RLC
for RLM

policies that attempt to convey too many points and should be divided into separate statements for clarity? If a policy topic is included in multiple elements, is it necessary for it to be stated in each? If not, which one should remain? Are there policy topics that are not addressed, but should be?

- **Remind staff if there are any edits that Commissioners feel were missed:**
There have been many versions of each element, and staff has tried to keep track of all internal, Commission, and external stakeholder comments, but it is entirely possible that something slipped through the cracks. If Commissioners feel that something important was missed, please notify staff, so it can be discussed and resolved.
- **Prioritize order for goals, policies, and elements:**
Commissioners have mentioned on several occasions that policies should be ordered in terms of priority. Staff has done only minimal reorganization, so if there are goals or policies that Commissioners feel should be higher in the order, please note this preference.

This is also the first time the elements have been reviewed in a sequence. Staff made some changes to the order in which the elements are listed in the current Comprehensive Plan. The draft Comprehensive Plan under review is presented in the following order:

1. Land Use
2. Housing
3. Transportation
4. Parks, Recreation, and Open Space
5. Economic Development
6. Natural Environment
7. Community Design
8. Capital Facilities
9. Utilities
10. Shoreline Master Program

Does the Commission agree with this order, or should it be rearranged?

- **Compile a list of terms to search and replace:**
This draft is a compilation of many different documents, by various authors and editors, and consequently, it contains stylistic differences and other inconsistencies. Staff has attempted to edit the document to be more internally consistent, but would appreciate multiple sets of eyes looking for discrepancies. Common examples are appropriate use of "city" verses "City", or consistent hyphenation between chapters, such as "citywide" verses "city-wide." One way to ensure that certain words and phrases are the same throughout the document is to use "find" and "replace." Staff is compiling a list of different terms to search, so if Commissioners identify a word or phrase to be added, please identify them. Note that this task is not necessarily something that should be done during the meeting, but could be sent to staff via email.

- **Identify terms that should be defined in Glossary or sidebars (explanation of highlighted text):**
Staff has highlighted words or phrases in the draft document that would be helpful to define in sidebar text boxes once the content has been placed in InDesign format. Larger sections of text are also highlighted in the draft because they are not necessarily policy language, and may be more appropriate in a sidebar to add context. Any graphs or pictures included in the body of Goals and Policies sections will also be moved to sidebars.

While sidebars will only be used in the Goals and Policies sections (not in the Analyses), staff also highlighted portions of text or graphics in the Supporting Analysis sections that may be appropriate to include in sidebars within Goals and Policies to provide graphic interest or relevant background data. Please identify additional terms, text, or graphics that may be interesting and pertinent.

Attachment C is the Glossary included in the existing Comprehensive Plan, it is intended to be used as reference so Commissioners may check to see if a word is currently defined or should be added. Note that a list of terms for which to add definitions is also not something to devote time to at the meeting, but should be sent to staff.

DO NOT...

- **Be concerned about formatting, including tables:**
Despite best efforts to format the draft document correctly, there are still areas where the indentation is not consistent or has strange errors. These will be remedied once the content is placed in InDesign, and should not be a concern at this point. Font sizes and tables that have not yet been enclosed with grid walls fall into this category as well.
- **Devote too much discussion to word choice or grammar edits:**
Commissioners will get the draft document in Word (in an email to Plancom), as well as in pdf form in the mailed packet. If Commissioners have grammatical or syntax edits, please use track changes and/or comment boxes in the Word version and send them to staff rather than devoting discussion in the meeting to these details.

NEXT STEPS

At the conclusion of tonight's meeting, the Commission may direct staff to schedule and notice a public hearing on the full draft Comprehensive Plan document. The earliest opportunity would be on October 18th, 2012. Staff has begun placing the content into InDesign software for a more graphically interesting format. However, recent, temporary reductions in staff may preclude this, and the document may need to be presented for the public hearing and to Council in Word format.

Meanwhile, staff has also been working on various maps to be included in element Supporting Analyses; SEPA review, determination, and noticing; and preparing

checklists for regional and state agencies that require review, within the requisite timeline for potential Council adoption before the end of the year.

Following the public hearing and the Commission's recommendation, staff will present the draft to Council, with the goal of adoption on December 10, 2012.

If you have questions or comments prior to the meeting, please contact Miranda Redinger at (206) 801-2513 or by email at mredinger@shorelinewa.gov.

ATTACHMENTS

Attachment A- Full Draft Comprehensive Plan Document

Attachment B- Draft Land Use Map

Attachment C- Glossary from Existing Plan