

AGENDA
CITY OF SHORELINE PLANNING COMMISSION
REGULAR MEETING



Thursday, August 2, 2007
7:00 p.m.

Shoreline Conference Center
Mt. Rainier Room
18560 1st Avenue NE

	<u>Estimated Time</u>
1. CALL TO ORDER	7:00 p.m.
2. ROLL CALL	7:01 p.m.
3. APPROVAL OF AGENDA	7:02 p.m.
4. DIRECTOR'S REPORT	7:03 p.m.
5. APPROVAL OF MINUTES	7:13 p.m.
a. June 7, 2007 Regular Meeting Minutes	
6. GENERAL PUBLIC COMMENT	7:15 p.m.

The Planning Commission will take public testimony on any subject which is not of a quasi-judicial nature or specifically scheduled for this agenda. Each member of the public may comment for up to two minutes. However, Item 6 (General Public Comment) will be limited to a maximum period of twenty minutes. Each member of the public may also comment for up to two minutes on action items after each staff report has been presented. The Chair has discretion to limit or extend time limitations and number of people permitted to speak. In all cases, speakers are asked to come to the front of the room to have their comments recorded. Speakers must clearly state their name and city of residence.

7. REPORTS OF COMMITTEES AND COMMISSIONERS	7:20 p.m.
8. STAFF REPORTS	7:25 p.m.
a. Draft Framework Policies (Town Center Subarea Plan) Discussion	
b. Word Choice for Comprehensive Plans	
c. Update on Work Program / Prepare for Joint meeting with City Council	
d. Buildable Lands 5-year Update Summary	
9. PUBLIC COMMENT	8:25 p.m.
10. UNFINISHED BUSINESS	8:30 p.m.
a. 2007 Retreat Follow-up (may be moved to next meeting)	
11. NEW BUSINESS	8:50 p.m.
12. AGENDA FOR August 16, 2007	8:55 p.m.
13. ADJOURNMENT	9:00 p.m.

The Planning Commission meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 546-8919 in advance for more information. For TTY telephone service call 546-0457. For up-to-date information on future agendas call 546-2190.

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CITY OF SHORELINE

SHORELINE PLANNING COMMISSION SUMMARY MINUTES OF REGULAR MEETING

June 7, 2007
7:00 P.M.

Shoreline Conference Center
Mt. Rainier Room

COMMISSIONERS PRESENT

Chair Piro
Vice Chair Kuboi
Commissioner Wagner
Commissioner Pyle
Commissioner McClelland
Commissioner Harris
Commissioner Hall
Commissioner Broili

STAFF PRESENT

Steve Cohn, Senior Planner, Planning & Development Services
Steve Szafran, Planner, Planning & Development Services
Flannary Collins, Assistant City Attorney
Jessica Simulcik Smith, Planning Commission Clerk

COMMISSIONERS ABSENT

Commissioner Phisuthikul

CALL TO ORDER

Chair Piro called the regular meeting of the Shoreline Planning Commission to order at 7:07 p.m.

ROLL CALL

Upon roll call by the Commission Clerk, the following Commissioners were present: Chair Piro, Vice Chair Kuboi, Commissioners Wagner, Pyle, McClelland, Harris, Hall, and Broili. Commissioner Phisuthikul was excused.

APPROVAL OF AGENDA

Chair Piro announced that the agenda was revised since its discussion at the previous Planning Commission meeting. The work session discussion on the South Aurora Triangle Zoning District has been postponed. However, staff would provide an update on the issue later in the meeting. The Commission accepted the agenda as presented by staff.

DIRECTOR'S REPORT

Steve Cohn reported that Mr. Tovar was not able to attend the Commission meeting because he was at the Westminster Triangle Neighborhood meeting to speak to them about the South Aurora Triangle Comprehensive Plan and rezone. He noted that the remainder of the Director's Report is related to future agenda items and could be postponed until after the public hearing has been completed.

APPROVAL OF MINUTES

The minutes of May 17, 2007 minutes were approved as corrected.

GENERAL PUBLIC COMMENT

Dennis Lee, Shoreline, said he has lived in the Briercrest Neighborhood since he was in kindergarten, and he participated in the Comprehensive Planning Process when Shoreline first became a City. He expressed his concern about the piecemeal rezoning that is occurring in his neighborhood and suggested that a better approach would be to create a neighborhood subarea plan that addresses the drainage and other issues that have been previously identified by City staff. If the City allows infill development to occur piecemeal, without concurrently addressing the infrastructure problems, problems could arise later that are more difficult to resolve. The subarea planning concept would allow decisions to be made at the neighborhood level rather than by the Planning Department staff.

Mr. Lee said that if the City wants to have anything other than apartments and 7,200 square foot lots in the Briercrest Neighborhood, they should create a subarea plan that includes design standards and code language that establishes a ratio for living space to lot size. This could allow opportunities for developing two houses on small lots, but large houses with zero setback could not be squeezed in. Smaller houses would be more appropriate for the type of development that already exists in the neighborhood. He noted that the Briercrest Neighborhood is one of the lowest income areas in Shoreline, but the per square foot resale price for many of the homes is more than some in Richmond Beach because there are few starter houses except apartments in the City. He concluded by asking that the City seriously consider the option of creating a neighborhood subarea plan for this area.

Commissioner Broili asked Mr. Lee to further explain the concept of a living space to lot size ratio. Mr. Lee explained that establishing a living space to lot size ratio would prevent a developer from building large homes on small lots. Instead, a developer would have to build smaller homes that are more in character with the surrounding properties and more affordable.

Vice Chair Kuboi recommended that Mr. Lee submit his written comments to staff so they could be forwarded to the Comprehensive Housing Strategies Group. He noted that some of the issues raised by Mr. Lee have already been discussed by the group. Mr. Lee said he has already contacted members from the Committee and provided information regarding his neighborhood's proposal. He agreed to provide his written comments as suggested by Vice Chair Kuboi.

Mr. Cohn announced that the Planning Department Staff is intending to begin a subarea plan process for the Briercrest Neighborhood starting in January of 2008. Chair Piro said the Commission has also talked about their anticipated participation in the subarea planning process. Mr. Cohn indicated that the work program for the subarea planning process has not been established. Commissioner Pyle asked if the City Council has offered their support for the subarea plan. Mr. Cohn answered that staff has discussed the concept with the City Council, but they have not yet received City Council approval for the project to start in 2008.

Commissioner Broili expressed his concern that neighborhood subarea planning should take place throughout the City, and not just the Briercrest Neighborhood. Mr. Cohn explained that the neighborhood subarea planning process is very labor intensive and the staff cannot work on all of the neighborhoods right now. However, at some point in the future the City will develop criteria to prioritize subareas so that subarea plans can be accomplished over a period of time.

**PUBLIC HEARING ON SITE-SPECIFIC REZONE AT 14727 – 32ND AVENUE NORTHEAST
(FILE NUMBER 201639)**

Chair Piro reviewed the rules and procedures for the public hearing. He reminded the Commissioners of the Appearance of Fairness Rules and inquired if any Commissioners received communications regarding the subject of the hearing outside of the hearing. None of the Commissioners identified ex-parte contacts, and no one in the audience voiced a concern, either.

Staff Overview and Presentation of Preliminary Staff Report

Mr. Szafran said the proposal is to change the zoning from the current R-12 designation to an R-24 designation to accommodate a higher-density development. He provided a zoning map to illustrate the zoning of the subject property, as well as surrounding properties. He noted that zoning to the south and east is R-18, with R-12 to the west and north of the subject property. He also provided a Comprehensive Plan Map that identifies the site as high-density residential, which allows the zoning categories of R-12 through R-48. He advised that a private open space (cemetery) is located to the north, and properties to the south and east of the subject property are designated at mixed-use.

Mr. Szafran reviewed that the subject property is currently developed with a one-story, single-family home. The properties to the north and south are also developed as single-family homes. Single-family homes, a duplex development and other higher-density multi-family development are located to the east. He noted that no street improvements have been constructed along 32nd Avenue, but they would be required for any future redevelopment as part of the building permit. Mr. Szafran provided pictures to illustrate the existing condition of the subject property, as well as surrounding properties.

Mr. Szafran advised that the rezone proposal would meet the zoning criteria by increasing housing units and housing choices. It would also locate higher-density housing in an appropriate area that is adjacent to public transportation and two major arterial streets as directed by the Comprehensive Plan. He noted that the application would also be consistent with the City's high-density residential goals and policies and other recent rezone requests for the area. He said staff recommends approval of the rezone

application to change the zoning on property located at 14727 – 32nd Avenue Northeast from R-12 to R-24.

Commissioner Wagner asked how many units could be developed on the subject property given its current zoning. Mr. Szafran answered that two units would be allowed. Commissioner Wagner noted that a single-family home is located to the south on property that is zoned R-18, which makes that lot underutilized, as well. Mr. Szafran added that three units could be developed on the southern property.

Commissioner Pyle noted the patchwork of zoning that exists on the area has been identified as a special study area. He said that unless the City were to do an area-wide rezone, it would not be possible to obtain a transition that is consistent with the one identified on the diagram provided by staff to illustrate density transitions from Bothell Way and Northeast 145th Street. Otherwise, all of the properties that have been developed to the potential they are currently zoned would become non-conforming. The patchwork is growing, and something more comprehensive must be done to achieve vision and consistency in the area.

Vice Chair Kuboi asked if the diagram that was provided to illustrate density was provided as the basis for the staff's recommendation. Mr. Cohn answered that the diagram provides a vision for how transition could work in the area and was part of the staff's reasoning for why R-24 zoning would be appropriate on the site.

Applicant Testimony

Jeff Carroll, Shoreline, advised that he is one of the applicants for the proposed rezone application. He said he has been a real estate agent for a long time, and now is a buyer and developer. He explained that he and his business partner carefully studied the Zoning Map and Comprehensive Plan, and their goal is to develop a project that is consistent with the Comprehensive Plan.

Cary Richards, Brier, said he is also one of the applicants for the proposal. He agreed with Mr. Carroll that their goal is to develop the property to its highest and best use. They feel their project would result in affordable housing, and noted that higher density in this area is a trend for the future. He said that after carefully studying the Comprehensive Plan and zoning, they feel their proposed rezone would meet the required criteria. Mr. Richards said they are aware of the drainage situation and will take whatever measures are necessary to resolve the problem. He noted that no matter what is developed on the subject property, the drainage problems would have to be addressed.

Mr. Richards pointed out that a rezone precedent has already been set in the area since a parcel a few blocks south was recently rezoned to R-24. Again, he emphasized that the project would provide the type of units that "starter" buyers would be able to purchase.

Questions by the Commission to Staff and Applicant

Vice Chair Kuboi asked the applicants to review the detailed materials that were presented at the neighborhood meeting. Mr. Richards answered that they provided copies of the zoning map, as well as

a brief description of what they are attempting to do on the subject property as far as square footage, size, etc.

Commissioner McClelland asked regarding the attendance at the neighborhood meeting. Mr. Richards reported that five people attended the neighborhood meeting. Commissioner McClelland questioned the percentage of owner occupied units versus rental units for the homes in the neighborhood. Mr. Richards said he doesn't have these numbers, but he knows there are numerous rentals in the area. Mr. Carroll added that the applicants knocked on doors of residents in the area, and they received some positive comments. Most of the residents living on the east side of 32nd Street indicated they were renters.

Commissioner Broili asked the applicant to describe the drainage situation. Mr. Richards answered that the water table in the area is relatively high. However, they haven't spent a lot of money studying the situation yet. If and when a rezone is approved, they will hire the appropriate professionals to help resolve the problems. Commissioner Pyle noted that addressing the drainage situation adequately could lead to a fairly extensive stormwater conveyance project since the existing system may be inadequate. Again, Mr. Richards indicated the applicants are aware of the drainage situation.

Chair Piro asked if the applicant considered the option of rezoning the property to R-18 instead of R-24. Mr. Richards answered that an R-18 zoning designation would not meet their project requirements, and it would be necessary to construct five units in order to make the project feasible. Chair Piro noted that an R-18 zoning designation would allow a 3-unit project on the property.

Commissioner Broili asked about the stormwater system that currently exists in the area. Mr. Szafran said the staff does not know the existing stormwater situation in this area. Vice Chair Kuboi clarified that the applicants do not currently own the property. Mr. Richards agreed that they do not currently own the property, but they have a contract to purchase the property.

Public Testimony or Comment

Dennis Lee, Shoreline, noted that the Comprehensive Plan requires the City to consider the issue of concurrency before they approve applications to increase density. Drainage in the area is already bad, and additional development would increase the problem. He recommended the Commission deny the application for now and ask the City Council to establish some interim development controls until the existing drainage, traffic and other problems in the area have been comprehensively addressed.

Vice Chair Kuboi asked if the City's existing Capital Projects Budget includes funding to address drainage in this area. Mr. Cohn answered that it is his understanding that it does not.

Commissioner Pyle asked Mr. Lee if he attended the neighborhood meeting that was conducted by the applicant. Mr. Lee said his health does not allow him to attend neighborhood meetings anymore, and they seem to be futile anyway. Commissioner Pyle asked if the neighbors in the area have had any other meetings to address their concerns. Mr. Lee said they have, but they have become frustrated, too.

David Jensen, Shoreline, referred to the zoning map found on Page 21 of the Staff Report, which indicates the piecemeal development that has occurred over the years. He said the water problem is so significant that he gets water under his house even though he lives on the high side. He said he could support a rezone to R-18, but not to R-24.

Commissioner Pyle said one comment letter received by the Commission talks about the traffic and parking problems that already exist in the area. He asked Mr. Jensen to share his thoughts regarding the parking issue. Mr. Jensen said that his neighborhood is a major cut through for people going to Bothell Way and Northeast 145th Street. He agreed that traffic is a big issue, particularly for children who live in the single-family homes.

Presentation of Final Staff Recommendation

Mr. Szafran said staff continues to recommend approval of the rezone application to R-24. He noted that the density difference between R-18 and R-24 zoning is only two units, and two units would not have any significant impact on traffic, drainage, etc.

Final Questions by the Commission and Commission Deliberation

Commissioner Broili asked about the percentage of lot coverage that would be allowed in an R-24 zone compared an R-18 zone. Mr. Szafran answered that the maximum building coverage allowed in an R-18 zone is 60% and the maximum impervious surface allowed is 85%. The R-24 zone would allow a maximum building coverage of 70% and a maximum impervious surface of 85%.

Commissioner McClelland expressed her belief that the City should try to preserve the small, single-family homes that exist in this neighborhood. They offer good starter homes for young families. She suggested that perhaps the zoning ordinance and the Comprehensive Plan are outdated for this area. Putting a long, skinny, five-unit complex between two, single-story houses would be out of character with the existing neighborhood. She questioned the wisdom of moving forward with rezones in this area in a piecemeal fashion. She agreed with Mr. Lee's suggestion that the City Council establish an interim control until the City has given further thought to the future of the neighborhood.

Vice Chair Kuboi asked staff to share their general methodology for addressing the cumulative impacts of a proposal. Mr. Cohn said that, at this time, staff deals with cumulative impacts by reviewing the rezone proposal and what has been developed recently to determine whether or not a proposal would reach a tripping point. He said staff does not believe the area has reached this point yet, even including the rezone application. He noted that the area has been designated as multi-family residential since at least 1980. Because the 2004 Comprehensive Plan did not significantly change for this area, no additional analysis was conducted to identify cumulative impacts. The only time the City would conduct a cumulative impact analysis for this neighborhood would be if they were proposing a legislative rezone. When considering single property rezone requests, staff looks at the rezones that have been approved in the last few years to identify the total impact.

Vice Chair Kuboi asked at what point the piecemeal rezoning of this area would reach a tipping point and a cumulative impact analysis would be appropriate. He said he would feel better about recommending approval of the subject application and other future applications if he knew where this point might be. Mr. Cohn said he cannot identify the exact tipping point, but estimated that it would come about the time when approximately 1/3 of the properties have been rezoned. He noted that the approved rezones were spread out on different streets, with different access points. Therefore, the traffic impacts are not significant.

Commissioner Pyle said he recently attended a neighborhood meeting regarding the issue of zoning. Almost all 55 people in attendance expressed concern about the area surrounding the subject property. Nearly everyone voiced their concern that one of the values of the community is affordability and smaller buildings. He emphasized that the City can always allow more units to be built in this area, but they can't take any away. While approval of the rezone application might provide a predictable environment for developers, it would result in an unpredictable environment for the community and that detracts from the community's objectives.

Commissioner Broili asked how many properties in the neighborhood have already been developed beyond the vision shown on the transition illustration. Mr. Cohn pointed out that the properties along 30th Avenue Northeast have all been developed under R-18 and R-24 zoning, but because there is already a great deal of R-12 development on both sides of 31st Avenue Northeast and the west side of 32nd Avenue Northeast, staff believes there is an opportunity for a reasonable transition to occur.

COMMISSIONER HALL MOVED THAT THE COMMISSION RECOMMEND TO THE CITY COUNCIL DENIAL OF THE REZONE REQUEST FOR PROPERTY LOCATED AT 14727 – 32ND AVENUE NORTHEAST. COMMISSIONER BROILI SECONDED THE MOTION.

Commissioner Hall pointed out that this neighborhood has some small, affordable, older homes. He acknowledged that affordable housing is an important goal of the City, and the Comprehensive Plan contains policies to support this goal. He also acknowledged the subject property's close proximity to business centers and transit, which also makes the area ripe for higher-density development. However, the Commission must carefully consider whether this is the right way and the right time to make the change (i.e. piecemeal versus master planned). While staff has provided a diagram for how the zoning could transition from Bothell Way and Northeast 145th Street, there is no subarea plan in place to turn the transition concept into a reality.

Commissioner Hall based his motion to deny the proposed rezone application on the following:

- ***Comprehensive Plan Land Use Policy 1:*** Commissioner Hall pointed out that this goal requires the City to preserve environmental quality by taking into account the land's suitability for development and directing intense development away from natural hazards and important natural resources. He recalled concerns that were raised by the public about the high water table that exists in the area. While it may be possible for the applicant to address these issues through reasonable engineering standards, more creative solutions could be utilized if they were considering a larger area than just this

one lot. He noted that when the water table is very high, a developer's options are very limited because they can't get infiltration on site.

- ***Comprehensive Plan Land Use Policy 14:*** Commissioner Hall said that while it is true that R-24 zoning would be consistent with the Comprehensive Plan land use designation, the same would be true for R-12 zoning. There is no preference in the Comprehensive Plan for preserving one zoning designation over another. He acknowledged that the City has policies to encourage a variety of housing types, and this drives towards higher zoning in some locations.
- ***Comprehensive Plan Land Use Policy 139:*** Commissioner Hall reviewed that this policy calls for restricting the water runoff rate and restoring water quality to predevelopment levels for all new development and redevelopment. Because of the high water table in this area, allowing 80% impervious would make it very difficult to meet the requirement of this policy.
- ***Community Design Goal 1:*** Commissioner Hall pointed out that this goal encourages the promotion of community development and redevelopment that is carefully considered, aesthetically pleasing, functional, and consistent with the City's vision. He said he would be able to support upzoning the subject property if it were done in the context of a subarea plan that was carefully considered to balance the neighborhood goals.
- ***Community Design Goals 2 and 4:*** Commissioner Hall advised that these goals talk about ensuring that development proposals contribute to the community and compliment adjacent development. He recalled that, in the past, the Commission has looked unfavorably at rezone proposals that jump a couple of zones and go beyond what any of the adjacent parcels are zoned. Even though there is a scattering of R-18 and R-24 zones in the vicinity, rezoning the subject property to R-24 would make it a higher density than any of the immediately adjacent parcels, including across the street. He said he is not convinced this would complement the adjacent development.

Commissioner Broili agreed with the findings presented by Commissioner Hall. He expressed his concern that the City doesn't have a clear idea of the existing drainage conditions and what facilities are available. The existing zoning allows up to 50% impervious surface, and the proposed R-24 zone would allow 85%. He expressed his belief that it would be inappropriate to allow more impervious surface without addressing the drainage issues in a more comprehensive fashion.

Vice Chair Kuboi said he appreciates the perspective provided by Commissioner Hall, but he is troubled that the Commission is considering denying this rezone application when they have recommended approval for almost identical applications for properties further down the street. If the Commission votes to recommend denial of the application, they should clearly point out how this application is different than those previously heard by the Commission.

Commissioner Wagner referred to the point made earlier by Commissioner Hall about the zoning that surrounds the subject property. She noted that the site is surrounded by R-12 zoning, with R-18 zoning across the street. The other two properties that were rezoned to R-24 were either across the street from R-24 or next to or across the street from R-48. She expressed her belief that R-24 zoning would be too

drastic of a change for the neighborhood, especially considering the piecemeal nature of the rezones that have already occurred.

Commissioner Broili said that he might have voted against the other two rezone applications if he had known about the water table issue. He stressed that drainage information should be provided to the Commission when reviewing rezone applications. Again, he emphasized the drainage issue must be resolved in a comprehensive manner before any more rezone applications are approved in this vicinity.

Commissioner Hall reminded the Commission of staff's commitment to consider the concept of doing area-wide rezones in the future. When the other two "spot rezones" were presented to the Commission for consideration, this concept had not been offered as an option. He cautioned that the Commission has received feedback from the neighborhoods and from City Council members that they would prefer a more comprehensive approach.

Chair Piro agreed with Commissioner Wagner that the subject property is located in a challenging area because of the piecemeal rezoning that has taken place to date. The decision was easier for the previous two rezone proposals because of their proximity to Northeast 145th Street and the City's goal to achieve more transit oriented development around arterials.

Commissioner Harris questioned why this application would be different than the other two rezone applications the Commission recommended for approval. He suggested that the Commission may be making a value judgment of the suitability of the existing homes without any inventory of their energy efficiency, lifespan, etc. In addition, they likely have water problems, too. Perhaps rezoning the property to allow for redevelopment could encourage a resolution for the drainage problem.

Commissioner Harris referred to Commissioner Broili's comment that staff should provide information to the Commission about the drainage infrastructure. He noted that even if the rezone were approved, the Engineering Department would be responsible for reviewing a development proposal and placing requirements on the applicant before a permit could be issued. He said he would not support the motion to deny the proposed rezone. However, if the Commission agrees to recommend denial, they should also recommend a moratorium on rezones within the entire area. Commissioner Pyle stressed the importance of maintaining a predictable community environment by establishing a vision. He agreed with Commissioner Harris that they should recommend a moratorium on all rezones in this area until a vision has been established.

Closure of the Public Hearing

Chair Piro closed the public portion of the hearing.

Vote by Commission to Recommend Approval or Denial or Modification

THE MOTION TO RECOMMEND DENIAL OF THE REZONE APPLICATION WAS APPROVED 7-1, WITH COMMISSIONER HARRIS VOTING IN OPPOSITION.

Chair Piro reviewed that the Commission raised some very pertinent issues about the lack of any vision for the neighborhood. If a vision or subarea plan had been in place, it might have been easier for the Commission to support the application as an appropriate zoning transition.

Chair Piro reminded staff of the concern raised by some Commissioners that key information was missing from the staff report, particularly issues related to stormwater runoff and drainage. He suggested this information be provided to the Commission as part of future staff reports.

Rather than just pointing out Comprehensive Plan Policies that support a particular recommendation, Chair Piro suggested staff looking at the all of the policies and note those where it may not be so clear cut that a particular proposal is consistent. This would not only help strengthen the staff's position, it would also help the Commission's review process.

Commissioner Broili agreed that the area is slated for higher density in the long-term because of its proximity to Bothell Way. However, there are too many concerns that speak against the rezone application at this point. He agreed the Commission should recommend a moratorium on rezone applications for this area until a subarea plan or vision has been identified. The Commission agreed to discuss the concept of recommending a moratorium for this area at a future meeting.

REPORTS OF COMMITTEES AND COMMISSIONERS

Vice Chair Kuboi reported that the Comprehensive Housing Strategies Group is reviewing the housing choice component, and a discussion regarding neighborhood character will go hand-in-hand with this discussion. He said he is working with Mr. Cohn to develop a communications plan. A lot of material has been covered, and this information must be effectively communicated to the public at large in order to make the issues meaningful and relative to them. Mr. Cohn added that the group would meet next on June 26, and staff would take the Committee members on tours of various types of housing developments in July and August.

Chair Piro reported that the Aurora Corridor group has been given an additional charge to develop consideration points that can be reviewed by the City Council as they consider the three alternatives that were designed as part of the State Environmental Policy Act process. The group has developed some preliminary work that could lead to revision of the 32 points that were adopted by the City Council several years ago. Staff worked with the information they received from the consultant to develop a preliminary design scheme, which was shared with the group. Commissioner McClelland added that a public open house has been scheduled for June 20th, and the group would provide an update of their work on the environmental process.

UNFINISHED BUSINESS

Continued Director's Report

Mr. Cohn reported that the City hired a new planner, Miranda Redinger, who was previously the County Planner and Zoning Administrator for Bath County, Virginia. She would likely assist with the

Comprehensive Housing Strategy, the Shoreline Master Plan (SMP) Update, and the upcoming subarea neighborhood plans.

Mr. Cohn announced that the City Council adopted 12 Strategic Points, with some minor amendments. A draft of the new points would be forwarded to each of the Commissioners once they have been updated.

Mr. Cohn reminded the Commission that their June 21st meeting was cancelled, but the Commissioners have been invited to attend the Aurora Avenue Open House on June 20th. He noted that the July 5th meeting was also cancelled because the meeting room was not going to be available. He suggested that the July 19th meeting be scheduled as a Commission retreat or workshop.

Chair Piro suggested that perhaps part of the July 19th meeting could be scheduled as a workshop discussion on the Commission's parking lot issues, and a retreat discussion could follow. Mr. Cohn asked the Commissioners to provide staff with a list of topics to add to the parking lot list. Staff could compile the list and forward them to the Commissioners, inviting them to pick their top three choices. The top three issues could be scheduled for a workshop discussion on July 19th.

NEW BUSINESS

2007 Chair and Vice Chair Elections

Ms. Simulcik Smith reviewed that the Planning Commission By-Laws state that they must annually conduct elections for Chair and Vice Chair. She reviewed the rules and procedures for the election.

COMMISSIONER MCCLELLAND NOMINATED COMMISSIONER PIRO AS CHAIR OF THE PLANNING COMMISSION.

COMMISSIONER HALL NOMINATED COMMISSIONER KUBOI AS CHAIR OF THE PLANNING COMMISSION.

NOMINATIONS FOR CHAIR WERE CLOSED. UPON A VOTE OF THE COMMISSION, COMMISSIONER PIRO WAS ELECTED AS CHAIR OF THE COMMISSION.

COMMISSIONER HALL NOMINATED COMMISSIONER KUBOI AS VICE CHAIR OF THE COMMISSION.

NOMINATIONS FOR VICE CHAIR WERE CLOSED. UPON A VOTE OF THE COMMISSION, COMMISSIONER KUBOI WAS ELECTED AS VICE CHAIR OF THE COMMISSION.

ANNOUNCEMENTS

South Aurora Triangle Zoning District

Mr. Cohn reported that Mr. Tovar and other staff members are attending a neighborhood meeting regarding the South Aurora Triangle Zoning District. Their intent is to explain the proposal to those in attendance. An additional neighborhood meeting would be conducted before the end of July, and then staff would present a finalized proposal for the Commission’s consideration in September.

AGENDA FOR NEXT MEETING

The Commissioners had no additional comments to make regarding the agenda for the next meeting.

ADJOURNMENT

The meeting was adjourned at 9:05 P.M.

Rocky Piro
Chair, Planning Commission

Jessica Simulcik Smith
Clerk, Planning Commission

The Use of 'Shall', 'Should' and verb choice in GMA policy documents, including comprehensive plans

Excerpt from: *Snoqualmie, et al., v. King County*, CPSGMHB Case No. 92-3-0004, Final Decision and Order, issued 3/1/93.

Moreover, the Board must determine the weight and meaning that are attached to the words 'shall' and 'should' in the CPPs (county-wide planning policies). ^[12] **Is 'shall' directive? Is 'should' simply advisory?** Under the GMA, the very nature of policy documents has changed . Policy statements, in both the CPPs and comprehensive plans, are now substantive and directive. The Board therefore holds that **the use of either auxiliary verb in a GMA policy document must be construed to have specific directive meaning.**

While counties are free to use either, both, or neither of these verbs in the CPPs (just as cities and counties are free to use either, both or neither in comprehensive plans), **the difference in meaning between 'shall' and 'should' is now one of degree rather than kind.** For instance, the King County CPPs use the word 'shall' 290 times and the word 'should' 48 times. While even the 'shoulds' now have directive and substantive meaning, the 'shalls' impart a higher order of substantive direction. If the county means to provide advice rather than substantive direction with a CPP, then it is obliged to explicitly qualify such use of the word 'should' or to clarify the intent of the words selected in a preamble or footnote.

The Board also notes that **great care should be taken in selecting the action verb as well as the auxiliary verb.** For example, consider the variations when coupling the action verbs "adopt" and "study" with the auxiliary verbs 'shall' and 'should'. The effect of the different combinations in ascending order of directiveness would be:

- "Cities should study"
- "Cities shall study ..."
- "Cities should adopt..."
- "Cities shall adopt..."

Snoqualmie, Footnote omitted. Bold emphasis added.

Comprehensive Plans, Subarea Plans, Master Plans, development regulations and development permits under the GMA

Excerpt from *Laurelhurst v. City of Seattle*, CPSGMHB Case No. 03-3-0008, Order on Motions, issued 6/18/03

The Board's inquiry here must begin by examining three distinct but closely related questions: What is a subarea plan? What is a Master Plan? Finally, how do these two concepts fit into the hierarchy of decision-making under the GMA?

What is a subarea plan?

[S]ubarea plans are, in effect, portions of comprehensive plans. Like comprehensive plans, subarea plans are land use policy documents that purport to guide land use decision-making and they must be adopted in compliance with the goals and requirements of the Act. But how do comprehensive plans, including subarea plans, "purport to guide land use decision-making"?

The Board has consistently indicated that **plans, including subarea plans, are not development regulations**. In *Snoqualmie v. King County*, CPSGMHB Case No. 92-3-0004, Final Decision and Order (FDO), Mar. 1, 1993, at 12, the Board explained:

[The GMA] definition of policy refers to "principles," "plans" or "courses of action" pursued by government. Such definitions describe the nature of . . . the comprehensive plans of cities and counties. Policy documents such as . . . *comprehensive plans are not "development regulations"* under the GMA.

(Emphasis supplied).

The Board has also clarified: "*Comprehensive plans do not control the issuance of permits nor directly control the use of land. Rather, comprehensive plans are directive to development regulations and capital budget decisions.*" (Emphasis supplied). GMA comprehensive plans and subarea plans guide land use decision-making by providing policy guidance and direction to development regulations that, in turn, must be consistent with and implement the plan. These development regulations, in turn, directly control the use of land and govern over proposal review and approval and the issuance of permits.

What is a Master Plan?

There is precedent in past and current planning practice to use the term "Master Plan" to describe **either** a general policy document **or** a site-plan. It is in the former context that the Board included the term in *WSDF III* as comparable to neighborhood plan, community plan, *etc.* Although the Board is unaware of any local governments in the state that refer to a neighborhood or subarea plan as a "master plan" there is nothing in

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the GMA that prohibits them from doing so. However, the mere fact that some jurisdiction might take that option does not appropriate the term “master plan” from its other common usage.

Just as common and valid a use of the term “master plan” is a scale architectural site plan indicating site development details such as building location, mass and setbacks, parking location and dimensions, grading and tree retention or landscaping standards, *etc.* In fact, the only use of the term “master plan” or its derivative “master planned” that the Board has seen employ this “site plan” meaning. Such site plans may have varying degrees of specificity, depending upon how much detail is stipulated “up front” or reserved for later determination. It is not uncommon for a “preliminary” site plan approval, such as Preliminary Planned Unit Development or Preliminary Subdivision, to describe the site development details with some particularity, with subsequent details determined in later phases of review. Only after this “site plan approval” are “construction permits,” such as grading and building permits, subsequently issued.

Master Plans and Subarea Plans within the GMA Planning Hierarchy

The above review of prior Board decisions, and the discussion of the master plan and subarea plan concepts, helps clarify how the concept of a “master plan” fits into the GMA decision-making regime, and therefore answer the jurisdictional question presently before the Board. An updated and clarified statement of the GMA Planning Hierarchy is:

The land use decision-making regime in counties and cities fully planning under GMA is a cascading hierarchy of substantive and directive policy. This policy direction flows first from the planning goals and requirements of the Growth Management Act to county-wide planning policies (CPPs) (RCW 36.70A.210) and from the goals and requirements of the GMA and the SMA [Shoreline Management Act] to the comprehensive plans and development regulations of counties and cities. Policy direction then flows from CPPs to comprehensive plans, and then from comprehensive plans, including subarea plans (if any), to development regulations. Finally, direction flows from development regulations to *land use decisions* and other planning activities of cities and counties. *See* RCW 36.70A.120. Land use decisions, governed by RCW 36.70B, include both site plan approvals, (including but not limited to planned unit developments, conditional use permits, and site master plans), as well as construction approvals, such as grading and building permits.

Laurelhurst, footnotes omitted, bold emphasis added.

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Memorandum

DATE: July 25, 2007

TO: Shoreline Planning Commission

FROM: Steven Cohn, Senior Planner

RE: Buildable Lands Update

At your next meeting, staff will present a summary of a recently completed Buildable Lands Analysis for Shoreline. The report is an update of the work done in 2002. In preparing the report, staff identified vacant and redevelopable sites, and using recent development trends, estimated a 20-year development capacity reported in terms of households and jobs. A summary of information in the report will be distributed at the meeting.

In addition to discussing Shoreline's analysis, staff will also present draft findings for King County as a whole. These findings, summarized in the next several pages, were presented to the King County Growth Management Hearings Board in June, and are currently being circulated to stakeholder groups throughout the County.

BACKGROUND AND OVERVIEW OF METHODOLOGY

(from a June 20 memo from Chandler Felt and Michael Hubner to the King County Growth Management Planning Council)

In 1997, the Washington State legislature adopted the Buildable Lands amendment to the Growth Management Act (RCW 36.70A.215), requiring a review and evaluation program to be implemented in six counties (King, Snohomish, Pierce, Thurston, Kitsap, and Clark). The purpose of Buildable Lands is to measure capacity to absorb growth, and to evaluate the effectiveness of local plans. This is achieved through a determination of the amount of land suitable for urban development and its capacity for housing and jobs, based upon observed development patterns and trends.

Where capacity is found to be insufficient to accommodate planned growth, the county or cities must adopt measures that are reasonably likely to address inconsistencies between actual and planned development and to provide sufficient capacity for housing and jobs. Such “reasonable measures” may include amendments to comprehensive plans and development regulations, public investments to support urban development, or other actions. Annual monitoring is required to assess the effectiveness of any measures adopted.

King County and the other five counties must submit a comprehensive Buildable Lands evaluation report to the State every five years. The first report was due September 1, 2002. The second five-year Buildable Lands Report (BLR) is due to the State on September 1, 2007. It will contain data on residential and commercial land development activity in King County’s 40 jurisdictions during the years 2001 through 2005. It also will contain a new, reliable inventory of land supply (in acres) and land capacity (in housing units, building square feet and jobs) to accommodate targeted growth through 2022. This information will supplement and extend the data in our first Buildable Lands Evaluation Report of 2002.

Buildable Lands implementation in King County is a collaborative effort of all 40 jurisdictions. It consists primarily of coordination among relatively independent local efforts, achieved through:

- Technical assistance and project coordination provided by Suburban Cities Association staff in partnership with King County
- Technical guidelines for local data collection and analysis, based on State Buildable Lands Program Guidelines (CTED 2000) and the recommendations of the King County Land Capacity Task Force (GMPC 1995, 1997)
- Use of standardized worksheets and templates to collect and analyze data
- Technical forums and other meetings to coordinate Buildable Lands data collection among jurisdictions
- Collaboration of staff from all four caucuses on countywide methodologies, overall review and evaluation framework, and contents of the report

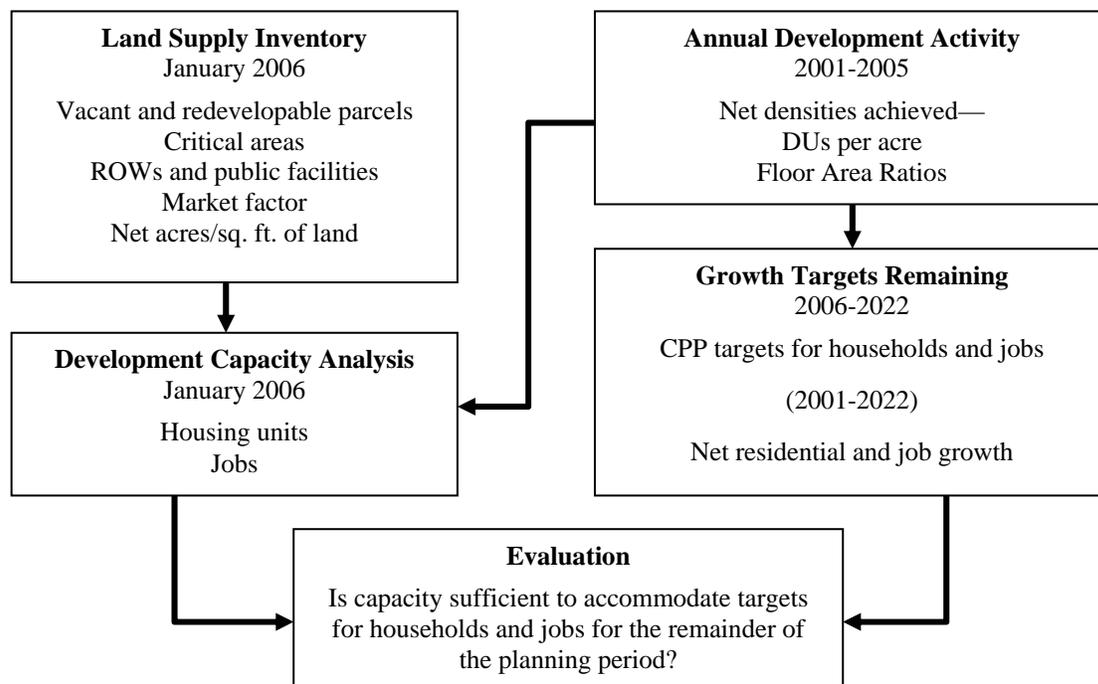
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The Buildable Lands Report incorporates the results of several related technical elements, including:

- Analysis of subdivision plat and building permit data for the years 2001-2005
- Analysis of parcel and critical areas data using geographic information systems to estimate the acres of vacant and redevelopable land within zoning designations as of early 2006
- Conversion of the land supply data to units of capacity (housing units, jobs), based on analysis assumptions for land dedications, market availability, densities, and other factors
- Evaluation of the sufficiency of the capacity for housing and jobs to accommodate growth needs for the remainder of the planning period (2006-2022).

The flowchart below illustrates the relationship among these technical elements within the entire data collection, analysis, and evaluation process.

Elements of Buildable Lands Analysis and Evaluation



Overall, the technical framework for the 2007 Buildable Lands Report is consistent with that used in the 2002 report. New and updated elements of the methodology include the following:

- Assumed future densities were updated based on actual densities achieved 2001-2005, which were generally higher than the densities used in the 2002 Buildable Lands analysis

- Assumed land needs for rights-of-way and public purposes were updated based on observed development patterns 2001-2005, which generally resulted in higher discounts than used in the 2002 Buildable Lands analysis
- Analysis incorporates information on critical areas ordinance updates and other changes to local regulations adopted since 2002
- Assumed residential vacancy rates were used to convert housing units to households.

SUMMARY OF PRELIMINARY FINDINGS FOR KING COUNTY

RESIDENTIAL GROWTH

The data reflect residential building permits issued 2001-2005. Major findings include:

- King County gained more than 49,000 net new housing units in the UGA during the second five-year review period (2001-2005). Accounting for vacancy rates, this translates into about 47,300 net new households in Urban-designated King County, which is about 31% of the 22-year Household Growth Target added in 23% of the planning period.
- During this five-year period, population grew by more than 90,000 persons, or more than 29% of the population forecast for the planning period (2001-2022).
- Overall residential permitting in each subarea is also ahead of pace to reach targeted growth levels by 2022.
- Approximately half of all permitted units UGA-wide were multifamily units.
- Overall residential permitting has increased from 46,500 in the 1996-2000 period to 51,500 in the 2001-2005 period. Residential growth in the most recent period was evenly spread between SeaShore, East County, and South County subareas.
- Single-family permitting has increased from 19,500 units for 1996-2000 to over 26,000 units in the 2001-2005 period. Most of that increase happened in the East and South County subareas, which made up 80% of the single-family units permitted 2001-2005.
- Countywide, the over 25,000 permitted multifamily units represents a modest drop from multifamily figures for 1996-2000. However, new multifamily units had become more concentrated in SeaShore during the 2001-2005 period, compared to a more even distribution of multifamily permitting among the 3 large subareas prior to 2001. Attachments D and E contain more detailed data comparing residential permits for the two review periods.
- The majority of jurisdictions in the county are on or nearly on pace to attain their individual Household Growth Targets by 2022.

SINGLE-FAMILY RESIDENTIAL DENSITIES

- UGA-wide single-family densities have increased from 4.6 dus/ac during the 1996-2000 review period to 6.2 dus/ac in the more recent 5-year period. Densities have increased within each subarea as well, with the largest jump in East County.
- Gross densities are considerably lower than net achieved densities, reflecting the impact of constraints due to critical areas and land dedications for roads, stormwater, and open space (particularly in Urban Planned Developments and other planned unit developments with large open space tracts).

MULTIFAMILY RESIDENTIAL DENSITIES

- UGA-wide multifamily residential densities have increased from 22 dus/ac in the 1996-2000 review period to 38 dus/ac in the most recent 5-year period.
- SeaShore (the Seattle/Shoreline subarea) has seen the greatest amount of multifamily development (over 13,000 units) at the highest overall densities in the county (73 dus/ac). The largest proportion of this development occurred in Seattle.
- Densities have also increased in suburban areas, most dramatically in East County, which saw multifamily attain 33 dus/ac, a 65% increase from the previous 5 years.
- Among individual jurisdictions, Seattle, Bellevue, and Mercer Island led the county in multifamily densities, with averages greater than 70 dus/acre. Seattle, alone, issued permits for half of the multifamily units in the county. In suburban areas, Bellevue, Renton, Kirkland, Redmond, and unincorporated King County each permitted more than 1000 multifamily units during the 2001-2005 period. Attachment H contains data on multifamily development for cities and unincorporated areas.

COMMERCIAL AND INDUSTRIAL DEVELOPMENT

- King County lost more than 70,000 jobs during the recession of 2001 through 2004, and is only starting to gain those jobs back. As of the end of 2005, there were slightly fewer jobs in King County than at the beginning of the decade, and many individual jurisdictions have not fully regained pre-recession employment levels.
- Despite the recent recession, over 18 million square feet of commercial space was permitted in commercial and mixed-use zones countywide in the years 2001-2005, only slightly less than the 20 million commercial square feet permitted in the previous five years. Nearly half of the commercial square footage was permitted in the SeaShore subarea.
- Over 10 million square feet of space was permitted in industrial zones during the years 2001-2005, falling off to almost half of the 20 million square feet of industrial floor area added 1996-2000. Two-thirds of the new industrial square footage was permitted in South County.
- Overall commercial FAR increased from 0.47 in the 1996-2000 review period to 0.68 in the most recent five years, indicating more intensive use of commercial land. The

most intensive development of commercial and industrial land occurred in SeaShore, with an achieved FAR of 2.12.

RESIDENTIAL LAND SUPPLY

- The Urban area of King County contains almost 22,000 net acres of vacant or potentially redevelopable residential land. More than half of this total is in South County. This land supply is approximately 5,000 acres less than the residential land supply reported in the 2002 Buildable Lands Report.
- Overall, approximately 50% of the gross acreage was deducted for critical areas, ROWs, public uses, and the market availability factor.
- 25% of the land supply in single-family zones is encumbered by critical areas; 10% of the land in multifamily and mixed-use zones is rendered unbuildable in this analysis due to critical areas.

RESIDENTIAL CAPACITY VS. GROWTH TARGETS

- The King County UGA has capacity, based on current plans, for 290,000 additional housing units holding 278,000 new households—more than twice the capacity needed to accommodate the remainder of the 2000-2022 growth target (nearly 105,000 hhlds).
- At projected household sizes, the 290,000 new housing units, together with the existing housing stock in 2006, could accommodate more than 400,000 additional persons within the Urban Growth Area (UGA). This is more than twice the population growth needed to meet the 2022 state forecast of 2,048,000 people.
- The residential capacity as of 2006 is slightly greater than the 263,000 housing unit capacity reported in the 2002 Buildable Lands Report, despite the consumption of more than 6,500 net acres of residential land in the last 5 years. The increase in capacity reflects greater residential densities achieved and expected in future years, the impact of higher land values on the number of parcels deemed redevelopable, and other updated analysis assumptions.
- Capacity for housing/households within each subarea is more than sufficient to accommodate the cumulative remaining Household Growth Targets for jurisdictions in those areas.
- Just over half of the housing capacity is located in the SeaShore subarea..
- The capacity includes room for more than 84,000 units in single-family zones, 1/3 of the total, and 205,000 units in multifamily and mixed-use zones, 2/3 of total residential potential.
- Approximately 30% of the housing capacity UGA-wide is on vacant land, 70% on redevelopable land (including SF-zoned parcels with subdivision potential and underutilized parcels in MF zones). Attachment L shows the percentages of vacant and redevelopable land and capacity for housing within the UGA.

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- Preliminary findings at the jurisdiction level indicate that all cities and unincorporated areas have sufficient capacity to accommodate their Household Growth Targets for the remainder of the planning period. Attachment J contains data on capacity and targets for each city and urban unincorporated subarea.

COMMERCIAL AND INDUSTRIAL LAND SUPPLY

- The land supply for commercial and industrial development covers nearly 6,300 net acres.
- South County contains the biggest share of developable non-residential land—half of commercial and mixed-use land, two-thirds of industrial land in the UGA.
- Approximately 15% of the gross developable land in non-residential zones is encumbered by critical areas and their buffers. Future land needs for rights-of-way and other on-site public uses is minimal in commercial and industrial development.

EMPLOYMENT CAPACITY VS. GROWTH TARGETS

- King County has the capacity for more than 500,000 more jobs within the Urban Growth Area – well above the overall 2000-2022 target of about 289,000 jobs.
- The total capacity is about 100,000 jobs less than the capacity of over 600,000 jobs estimated in the 2002 Buildable Lands Report. The difference reflects changes in analysis assumptions as well as the fact that some vacant and redevelopable site were developed between 2001 and 2006.
- About 80% of the total capacity is on land zoned for commercial uses, including both commercial-only and mixed commercial-residential zoning. Industrial capacity represents about 20% of the county’s potential job capacity.
- More than half of the county’s total employment capacity is in the SeaShore sub-area. Seashore and East County contain the majority of commercial/mixed-use capacity, while SeaShore and South County lead the county in industrial capacity.
- Approximately 40% of the job capacity UGA-wide is on vacant land, 60% on redevelopable land (including underutilized parcels zoned for commercial and industrial uses).
- Preliminary findings suggest that nearly all jurisdictions with Job Growth Targets have sufficient capacity to accommodate them within the 2001-2022 planning period.

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2007 Planning Commission Retreat Report

Thursday, July 12 ♦ 6:00 p.m. – 10:00 p.m. ♦ Shoreline Fire Station Headquarters

Retreat Objectives:

- Have an in-depth discussion of one issue
- Prioritize other issues for work next year, with the intent of choosing some of them to add to the work plan
- Have discussion in a more informal atmosphere than that of a regular meeting

Welcome

6:00 - 6:30 p.m.

- Dinner
- Review retreat objectives and agenda
- Icebreaker: be prepared to share with the group two true statements about yourself and one false!

Celebrate Accomplishments

6:30 - 6:45 p.m.

- Identify and celebrate 2006-07 accomplishments

What's Coming Up in 2008 (Joe)

6:45 - 7:05 p.m.

Break

7:05 - 7:15 p.m.

Discussion of Selected Topic

7:15 - 8:15 p.m.

Public Involvement

- Identify & define issues
- Describe desired outcome
- Develop strategies for getting there
- Discuss measures of success

Break

8:15 - 8:25 p.m.

Topic Prioritization Exercise

8:25 - 9:40 p.m.

- Explain your proposed topic, what is your specific issue
- Prioritize topics and add to 2007-08 work plan

Wrap-up (Joe)

9:40 - 10:00 p.m.

- Identify next steps and follow up items

Attendance

Commission Present

Chair Rocky Piro
Vice Chair Sid Kuboi
Commissioner Michael Broili
Commissioner David Harris
Commissioner Robin McClelland
Commissioner Chakorn Phisuthikul
Commissioner David Pyle
Commissioner Michelle Linders Wagner

Staff Present

Joe Tovar, Director
Steve Cohn, Senior Planner
Miranda Redinger, Associate Planner
Jessica Simulcik Smith, Planning Commission Clerk

2006-07 Accomplishments

One of the objectives of the 2007 Planning Commission Retreat was to celebrate the accomplishments of the Commission since its last retreat back in July of 2006. The following were the accomplishments identified by staff.

- 6 Site-Specific Rezones & 1 Comprehensive Plan Amendment
- Discussions
- Development Code Amendments
- Speaker Series Events
- Joint-meetings
- Community Workshop on Strategic Points

What's Coming Up in 2008

Joe Tovar updated the Commission on City Council action on recent recommendations of the Planning Commission. He also reviewed the work program timeline for projects currently underway and informed them of when the projects might come before the Commission.

Discussion on Public Involvement

The Planning Commission selected the topic of public involvement and communication strategies to discuss in-depth at the retreat. The discussion covered defining the issues, sharing ideas for the preferred outcomes and identifying strategies for achieving the desired goals.

Issues

Planning Commission

- Are we aware of the hot buttons and in tune with what's going on out there?
- When an issue percolates out in the public, how do we become aware of it and then how do we decide whether or not we should take it on?
- What kinds of issues *do we want to / should we* take on?
- Should Commission's role be as advocate?
- Can't sufficiently inform public
- Commission doesn't interact with Council of Neighborhoods enough
- PC does not communicate to the public what it does
- What is a Commissioner's role?
- Do we want the Council to be our main audience or do we want to have the public know about and participate in all issues? Or can the Commission do both?
- No easy solution for changing the PC's image (as meddlesome), given that human nature is to instinctively protect property and home
- Does Commission have an obligation to _____?
- How do we engage/foster activism?

Public

- Public perception of the problem
- Importance of issue to average person (or lack thereof)
- Perception/Reality that Commission is operating in a vacuum
- People don't understand that status quo does not equal no change – change will happen even if city doesn't rezone or change the comprehensive plan
- People disregard mailed notices and ignore signs
- The public needs better information on what's going on at meetings (what's on the agenda) and the significance of the proposals on the table
- Public doesn't have benefit of staff briefing & background info (if they enter in the middle of a process that takes several months or several meetings) so sometimes they are ill-informed
- Some in the public believe their opinions don't matter or aren't being heard
- Sometimes people from the public do not exercise their opportunity to provide comment – therefore the Commission cannot use their testimony when making a decision
- Public perceives the PC as meddlesome and not problem solvers

Communication Channels

- Can't count on Enterprise newspaper to get information out (it doesn't always pick up on important stories)
- Shoreline lacks a good newspaper for coverage and to disseminate information
- Poorly informed community
- No mechanism for communication
- The City doesn't use their website to its fullest potential to communicate to public
- Cable channel underused
- Website underdeveloped

Other

- Three aspects to public involvement: 1.) how does the Commission receive information 2.) how will the Commission get it back out to the public, and 3.) timing and content of communication.
- One aspect is process, another is substance/content, and another is education
- Neighborhood Council not given enough recognition or weight
- It takes time to establish an independent culture
- Increasing public outreach has cost implications

Desired outcome

- Communicate to citizens what's in it for them/ how does it affect them personally
- Paint scenarios/ holistic pictures of “no involvement” vs. “managing change” so people can conclude for themselves that change will continue to occur even if the things remain “status quo”.
- Establish a better presence for the Planning Commission
- Utilize more available resources
- Foster sense of civic duty amongst the community
- Engage community leaders and volunteers
- City representatives attend all events, from school sponsored events to the local arts
- Defer problems through early engagement
- Build informed consent
- A better educated citizen on available services, choices and budget issues
- Invite potentially controversial groups directly to diffuse
- City Council should ensure that citizens take proper steps in airing grievances
- Use Speakers Series as education & outreach
- Develop housing policies that are neighborhood specific
- People will take ownership of new city hall – hopefully gear up to capitalize on change
- Reinforce that the purpose of the PC is to take public testimony
- Conscious efforts for community ownership

Identified Strategies

Outreach

1. Council of Neighborhoods

- Look into using Neighborhood newsletters to get information out
- Attend quarterly meetings with neighborhood organizations
- Get a copy of the Council of Neighborhoods Charter and get on their mailing list

2. Community

- Promote the PC agenda packet email list
- Standing column or quarterly article in *Currents* – aim at keeping article within the context of economic viability, the tax base, and Shoreline's vision
- Send press releases to Seattle Times/PI
- Go to community events

Enhancements to Process

- Adjust meeting structure for “hot topic” items
- Create sign-up sheet to add people to the agenda packet email distribution list
- Improve the agenda template by adding descriptions of the action, and links to specific section of Development Code
- Enhance Constant Contact email: add bullet points and abstracts to body of email
- Prominent signage at new city hall
- Goal to synthesize discussions of budget implications, work plan, etc.
- Add a column on meeting agendas that explains the action set to take place, has a glossary and is in layman’s terms

Topic Prioritization Exercise

Prior to the retreat Commissioners were asked to send in possible topics that they would like to see added to their 2007-08 work plan. At the retreat the Commission participated in a “vote by dot” exercise that identified the top five topics. Each Commissioner was given 4 green dots and 1 red dot, green meaning put it on the schedule, red meaning not interested. Only one dot could be used per topic, per Commissioner (in essence, no one could put all dots on one item). The following is the outcome of the exercise:

# Dots Green/Red	Work Item
0	145th & 205th ROW Ownership
1 Green	Adult Family Homes and Emergency Planning
0	Box Stores along Aurora Do we want these types of large dominant facades along Aurora?
0	Climate Change Explore the topic with community. How do we live out the Kyoto principles?
4 Green	Design Review
6 Green	Is Shoreline's Vision still valid?
6 Green	Low Impact Development regulation and code Begin to address using the 2005 "Low Impact Development Local Regulation Assistance Project" as a starting point. <i>Green Sts/Sustainability/C-Sts/Energy</i>

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0	Meaningful landuse designations for special study areas
0	Mega Mansions How to address them?
6 Green	Mixed Use Designation MU allows all land use type on property but does not require residential. Review and possibly amend term and conditions to have it reflect what many expect.
2 Green	Open Space / Habitat Connectivity East-west connections, east-west wildlife corridor, etc.
0	Outreach Strategy & Public Involvement
0	Review Tree Code (20.50.350 Development standards for clearing activities)
0	Rezone Criteria Review and amend
3 Green	SAT Full report, including overview of performance zoning concept being developed
1 Green	Sign Code Amendments
0	Speaker Series debrief
1 Green	Central Shoreline Sub-area Plan Assessment
2 Green	Transit What does the future of transit in Shoreline look like and how can the Planning Commission get involved?

The five items to be scheduled in 2007-08 are:

- Is Shoreline's Vision still valid?
- Low Impact Development regulation and code
- Mixed Use Designation
- Design Review
- Full report on SAT

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The remaining topic items that received votes will be placed on the “backburner” and the topics receiving not green dots drop off the radar.

Wrap-up

Steve Cohn announced that Staff would take what they heard from the discussion surrounding public outreach and communications and pull together a report to bring back to the Commission for further discussion in September.