



Memorandum

DATE: January 8, 2009

TO: Planning Commission

FROM: Steve Cohn, Senior Planner

RE: 2009 Work Program Discussion

At the Planning Commission's December 18 meeting, staff intended to discuss the upcoming year's work program in preparation of taking it to the City Council at its January 5 study session. Since the December 18 meeting was cancelled, staff emailed a copy of the Council agenda memo for Commission review and asked for comment in order to convey the Commissioner's ideas at the study session.

At your January 15 meeting, staff will report back to you on the discussion that took place. You may also watch streaming video of that discussion from the City's website: <http://shorelinewa.gov/index.aspx?page=71>. The Staff Report to City Council and attachments are also included in this packet.

Council Meeting Date: January 5, 2009

Agenda Item:

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

<p>AGENDA TITLE: Planning Commission 2009 Planning Work Program DEPARTMENT: Planning and Development Services PRESENTED BY: Joseph W. Tovar, FAICP Director</p>
--

PROBLEM/ISSUE STATEMENT:

In order to enable the staff to properly allocate resources, order the Planning Commission agendas, and communicate the City's work order priorities to the public, the City Council adopts the Planning Work Program at the beginning of each year.

FINANCIAL IMPACT:

The financial impact of the Planning Commission and Planning Work Plan items discussed herein have been addressed in the PADS budget that Council adopted for 2009.

With several important caveats, noted below, the Planning Department can provide the necessary staff support to help the Planning Commission and City Council accomplish thee recommended. Adjustments to the scope, cost, or timing of the Planning Work Program must be done with close attention to the City's limited staff resources and other Planning Department responsibilities.

RECOMMENDATION

Staff recommends that the City Council review the items listed on the draft 2009 Planning Work Program and provide needed clarification and direction on several points. Staff will return to the Council on January 26 with any additional input from the Planning Commission and responses to the questions or direction provided by the Council on January 5.

Approved By: City Manager ____ City Attorney ____

INTRODUCTION

The Planning Work Program enables the Planning Department and Planning Commission to set the priorities for how staff resources and Planning Commission agenda time will be allocated in the coming year. January 5 is a preliminary discussion to familiarize the Council with the process, schedule, and rank order priorities as the staff understands them. In addition to Council affirmation of the items and schedule, the staff needs clear direction about the scope of several of these items, most importantly the design review effort and the tree regulations.

All the items shown on this draft have received some prior indication of priority from the Council. The Planning Commission was scheduled to review this material at a study meeting in December, but that was unfortunately cancelled due to inclement weather. The staff will have an opportunity to review this with the Commission in early January, and will work with them to forward any additional or different input and opinions to the Council before this matter is taken up again by Council at the January 26, 2009 meeting.

BACKGROUND

I. Items on the 2009 Planning Work Program

The 2009 Planning Work Program shown on Attachment 1 reflects 10 major items that will require Planning Commission agenda time in the coming year. Many of these are continuations of efforts already underway in 2009 (e.g., Item 1: Visioning Process, Item 4: Permanent Regulations for the RB zone, Item 8: S.E. Neighborhoods Plan and Zoning update). Some are items that have been listed on the Work Program, but for which substantial work will only begin in 2009 (e.g., Item 2: Design Review,; Item 7: Town Center Subarea Plan, Item 9: Master Development Permit for Crista). Still others are things new to the Work Program, but which the staff believes the City needs to undertake, including Item 3: Code amendments for tree regulations, Item 6: a response to Snohomish County's Point Wells Plan amendment and Item 5: coordinating the update of our Transportation Master Plan with all these other land use items.

Shown on Attachment 1 are the approximate months in which the Planning Commission will be conducting study sessions and public hearings on these items. The target date for City Council action on each of these items is shown with a large red "X". Item 10, Master Development Plans for Fircrest and Shoreline Community College, are noted with question marks to reflect that we expect to see submittals in 2009, but are uncertain as to when. From a workload perspective, it would be helpful if the submittals occur in the middle or end of 2009, because the staff and Planning Commission are going to be quite busy with these other items for at least the first half of the year.

Following are some clarifying remarks about the ten Items listed on Attachment 1.

Item 1: Visioning Process. The Council and Planning Commission process continues into 2009, culminating in its projected adoption on April 13. The schedule that has been posted on the City website is Attachment 2. It will be important to stay on track with this task because virtually all of the subsequent items will rely upon the important policy direction to be imparted by the updated Vision and Framework Goals.

Item 2: Design Review. A three member subcommittee of the Planning Commission has discussed this item over the last few months and Commissioner Perkowski assembled a working paper describing the existing Comp Plan policies about design, a brief overview of recent issues, and initial thoughts about alternative ways to approach design. The Council was to appoint a subcommittee too, but has not yet done so.

Staff recommends that the Commission subcommittee report be refined by the entire Commission and presented to the full Council for a discussion at a Council meeting in early February. At the meeting, the Council could offer suggestions about problem definition and provide direction about the scope and methods for further refinement later in the year. One important factor to keep in mind is that the geographic and topical focus of different approaches to design review may have greatly different impacts on a finite staff resource. For example, a full-blown architectural design review board (such as the Edmonds model) is beyond the staff's ability to staff at this point. Likewise, having design review boards for individual neighborhoods (the Seattle model) is well beyond the present staff resources. In my view, these staff level limitations mean that we need to be very careful about which of the approaches we ultimately take.

Item 3: Development Code Amendments. This work item includes four discrete packages of varying magnitude.

- (a) Package #301543, already studied by the Planning Commission in December, includes code amendments to require recycling and electric car charging facilities in multi-family projects.
- (b) The "Comprehensive Plan Amendment (CPA) regulations in development code" is a staff initiated proposal that we codify the City's annual docketing process (i.e., setting the deadline and format for people to initiate amendments).
- (c) The "Tree Regulations" code amendment is potentially a very large and controversial task, but one that the Council has asked us to undertake. It may be wise to initiate a companion comprehensive plan amendment to provide a broad policy context and objectives for re-visiting our tree regulations. We would like to meet with the Commission and Council early in 2009 to firm up the problem definition, identify priorities and establish a firm scope and schedule.
- (d) The "office zone" amendment would create a new medium density/moderate scale office zone that could be used as a transition zone between existing RB and CB zoned properties and adjacent single family neighborhoods.

Item 4: Permanent Development Regulations for the Regional Business (RB) zone. The current interim regulations, which put a 110 unit per acre density cap on the RB zone, expire this spring. This task would revisit and refine the questions of use, density, building design and transition standards, with the objective of adoption of permanent regulations by May of 2009. As staff has previously indicated, it may be useful to "re-name" the RB zone to something else to eliminate the historical confusion

between that term as used in the Comprehensive Plan and in the development code. We might also wish to create sub-sets of a re-named "RB" zone to reflect different standards that may be appropriate in different parts of the City presently zoned RB.

Item 5: Check in points for the Transportation Master Plan and Shoreline Master Program. The Public Works department is undertaking an update to the City's functional Transportation Master Plan, which will include a traffic model and new policies to reflect major transit improvements such as BRT on Aurora and the LINK light rail line along I-5. It is important that their work parallel and support the rest of this Planning Work Program and ultimately the land use designations in our updated Town Center Subarea Plan and, by 2011, the city-wide comprehensive plan update. A 2010 deadline exists for the updating of our Shoreline Master Program, so check-in points along the way are appropriate for both the Commission and Council.

Item 6: Point Wells. The Supplemental Environmental Impact Statement (SEIS) for the Snohomish County plan amendment for Point Wells is scheduled to be issued by the end of 2008. The City will want to provide a response to the SEIS and staff will schedule briefings for both the Commission and Council. Attachment 3, an aerial photo of the area, shows the existing conditions, including structures, the existing road network, and the city limits of both Shoreline and Woodway. Attachment 4 is the proposed Snohomish County Plan Amendment proposed by Paramount of Washington, Inc., the owner of the industrial land in the area.

The City may wish to consider an amendment about Point Wells in our own Comprehensive Plan, with the objective of being clear about our concerns and positions regarding land use, circulation, impacts and mitigation, and governance of all or portions of the Point Wells unincorporated island.

Item 7: Town Center Subarea Plan. The City Council adopted Framework Policies for Town Center in 2007 (See Attachment 5) and identified the boundaries of the study area as N. 170thSt. on the south, Stone Ave N. on the east, N. 192nd on the north, and Linden Ave. N. on the west.

We show this Subarea Plan and implementing regulations effort for the second half of 2009 and into 2010. We are awaiting the completion of the City's Vision process before getting underway with this subarea plan, because we believe the Vision will provide useful policy direction. We also expect to have the benefit of the community, Planning Commission and Council discussions about building form, use, and density during the RB regulations effort as inputs to the Town Center Plan.

It will also be important to look at the potential growth capacity of Town Center when we receive more detailed population target information by mid-year. How much of our growth can we hope to accommodate in the Aurora corridor between N. 170th and N. 192nd? From previous discussions, staff and Commission have identified the need for companion zoning amendments to accompany final adoption of the Town Center Subarea Plan. That could take the form of more Planned Areas, form based zoning, and/or the design standards and/or processes that come out of the Design Review work under Item 2.

An important input to the capacity discussion will be the results of the traffic modeling analysis we're going to be doing with the Transportation Master Plan. Many of the efforts on the Planning Work program are inter-related and additive, rather than disjointed and stand-alone. Town Center is where many of our new planning ideas and concepts will come together.

Item 8: SE Neighborhoods Plan and Zoning Update. This subarea plan effort is intended to "fill in the blanks" for those portions of the Ridgecrest and Briarcrest neighborhoods that have been shown as "special study areas" since 1995. A citizen advisory committee and staff have worked on this effort since last spring, and we expect to bring the proposed plan and code amendments to the Planning Commission for public hearings in early summer. This has been a staff-intensive process and will continue to be so well into 2009.

Item 9: Master Development Plan for the Crista Campus. On December 8, the City Council adopted new code and plan policies for the Crista, Fircrest, the Public Health Lab, and Shoreline Community College campuses. We expect that Crista will be ready to undertake the required stakeholder and neighborhood meetings under the new requirements early in 2009, and have a proposal before the Planning Commission for public hearing in the spring. Given the size of the campus and the concerns of the neighborhoods, it is likely that the Commission will take several evenings to complete their work.

Item 10: Master Development Plans for Fircrest, Health Lab, and Community College. It is uncertain specifically when Master Development Plans will be undertaken for these three campuses, but we are confident that at least two of them will come through the process in 2009. If we are fortunate, they will be later in the year.

II. Organizing for achievement of the Planning Work Program

I believe that we can provide sufficient staff report for this ambitious Planning Work program, however, I do have several caveats and understandings I would like to be clear about. We have an experienced and competent planning staff, but it is not a large staff compared to other cities of a similar size (e.g., Kirkland, Redmond, Federal Way). I believe we can handle the workload if the Council, Commission and staff are organized and disciplined in our approach. Using my experience as a Planning Director in successful cities, I would like to emphasize the following:

First, the City Council and Planning Commission need to be realistic about how many night meetings a month the staff can attend on an ongoing basis. With the visioning meetings in October my staff put in an extraordinary amount of time because that is what the situation required. However, we need to keep the number of Planning Commission monthly meets to two in order to avoid burning out my staff. Occasionally, we may need to have a third meeting – but that must be the exception, not the norm.

Second, the Council needs to be very thoughtful about adding any other tasks to the work program. It is Council's prerogative to re-order the priorities, or to add other tasks; however, if they do so, I will need to make you aware of what other tasks must be removed or deferred.

Third, the Council is the legislative policy-making body of the City, and relies upon its Planning Commission to do the heavy lifting on the public hearings on the items on the Work Program. You selected the Commissioners to do this job for you, and you actually have one of the most expert and committed Planning Commissions I have ever seen. You need to rely on their judgment – in my experience, the Council agrees with the Commission well over 90% of the time.

This is not to say you must always agree with them, but rather to respect the process when you do not. This means that Commission recommendations you are uncomfortable with or disagree with should be remanded to the Commission with specific direction, rather than having the Council undertake repeated hearings on its own. Respecting the process also means that citizens should be directed to give their input to the Planning Commission rather than ignore that process and address their questions or concerns to the Council at the 11th hour.

Fourth, staff is presenting you with a full work program that doesn't include all the items that will arise to take staff time over the coming year. Recognize that, except for Master Development Plans, the work program assumes no quasi-judicial hearings on this work program. However, if an applicant applies for a rezone early next year, staff is obligated to process it. Given how packed the first six months of Commission agendas will be, I must again ask the Council to consider re-routing such hearings to the Hearing Examiner, at least until July of 2009.

RECOMMENDATION

Staff recommends that the City Council review the items listed on the draft 2009 Planning Work Program and provide needed clarification and direction on several points. Staff will return to the Council on January 26 with any additional input from the Planning Commission and responses to the questions or direction provided by the Council on January 5.

ATTACHMENT

Attachment 1 – Draft 2009 Planning Work Program

Attachment 2 – Visioning Process Schedule

Attachment 3 - Aerial of Point Wells

Attachment 4 – Snohomish County Point Wells Plan Amendment

Attachment 5 – Town Center Framework Goals and Oblique aerial of Core Area

Draft 2009 Planning Work Program

Legend Commission Role X Staff Role X Council Adoption

2009 → 2010 →

Item 1 Visioning Process

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Planning Commission Mtgs	x	x												
PC Subcommittee Mtgs		x												
Joint PC/CC Mtgs			x	X										

Item 2 Design Review

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
PC Subcommittee														
PC meetings	x	x	x	x	x	x								
CC meetings		x	x		x		X							

Item 3 Development Code Amendments

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Amendment Package #301543		x		X										
CPA Regs in Development Code		x	x	X										
Tree Regulations		x	x	x	x		X							
Develop new "Office zone"		x	x	x		X								

Item 4 Permanent Development Regs for RB zone

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Staff analysis and recommendation		x	x	x										
PC Review			x	x										
Council Adoption					X									

Item 5 Check in points for two other Major Plans

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Transportation Master Plan Update			x											
Shoreline Master Program (regular updates)					x	x			x				x	

Item 6 Point Wells

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Snohomish County EIS Update	x	x												
Potential City Plan Amendment		x	x	x		X								

Item 7 Town Center Subarea Plan

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Staff and consultants conduct community outreach								x	x	x	x			
Staff prepares Plan & Code Amendments for Central Shoreline										x	x	x	x	x
Plan & Code amendments heard by Planning Commission														x
Council adopts Plan and Code Amendments														

Item 8 SE Neighborhoods Plan and Zoning update

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Staff develops background info/CAC develops Subarea Plan	x	x	x	x	x	x								
Open House					x									
Planning Commission reviews Subarea Plan						x	x							
Council adopts Subarea Plan										X				

Item 9 Master Development Plan for Crista Campus

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb
Submit for permit	x	x												
Staff review		x	x											
PC Review				x	x									
CC adoption						x	X							

Item 10 Master Plans for Fircrest and Shoreline CC

? ? ?

Add'l Work Program Items:

Other code amendments to codify Administrative Orders and implement Housing and Sustainability Strategies

Council's Visioning Process

Draft Schedule and Next Steps

Attachment 2

JANUARY

January 8, 2009

Council's "Town Hall Meeting" - Part 2: Join the City Council and Planning Commission to continue the "conversations" from the Nov. 19 Town Hall Meeting and review the proposed themes that came out of the October Community Conversations. This date is also the deadline for additional Public Comment and "Final Community Concepts"

January 15, 2009

Planning Commission Study Session: The Planning Commission and staff will review the public's input and prepare substantive ideas and concepts for discussion with the City Council

January 29, 2009

Joint Council and Planning Commission Workshop: The City Council and Planning Commission will review and discuss what to include in the Framework Goals and the draft Vision Statement.

MARCH

March 2, 2009

"Community Check-in Meeting" held jointly by the City Council and Planning Commission to review and provide input on the draft Framework Goals, "bullets," and Vision Statement - To be done in roundtable discussion - This meeting also includes a workshop with the Council and Planning Commission in order for the Council to provide direction for final drafts

March 27, 2009

All drafts and comments will be posted and available on the City's website; 10-day public hearing notice published

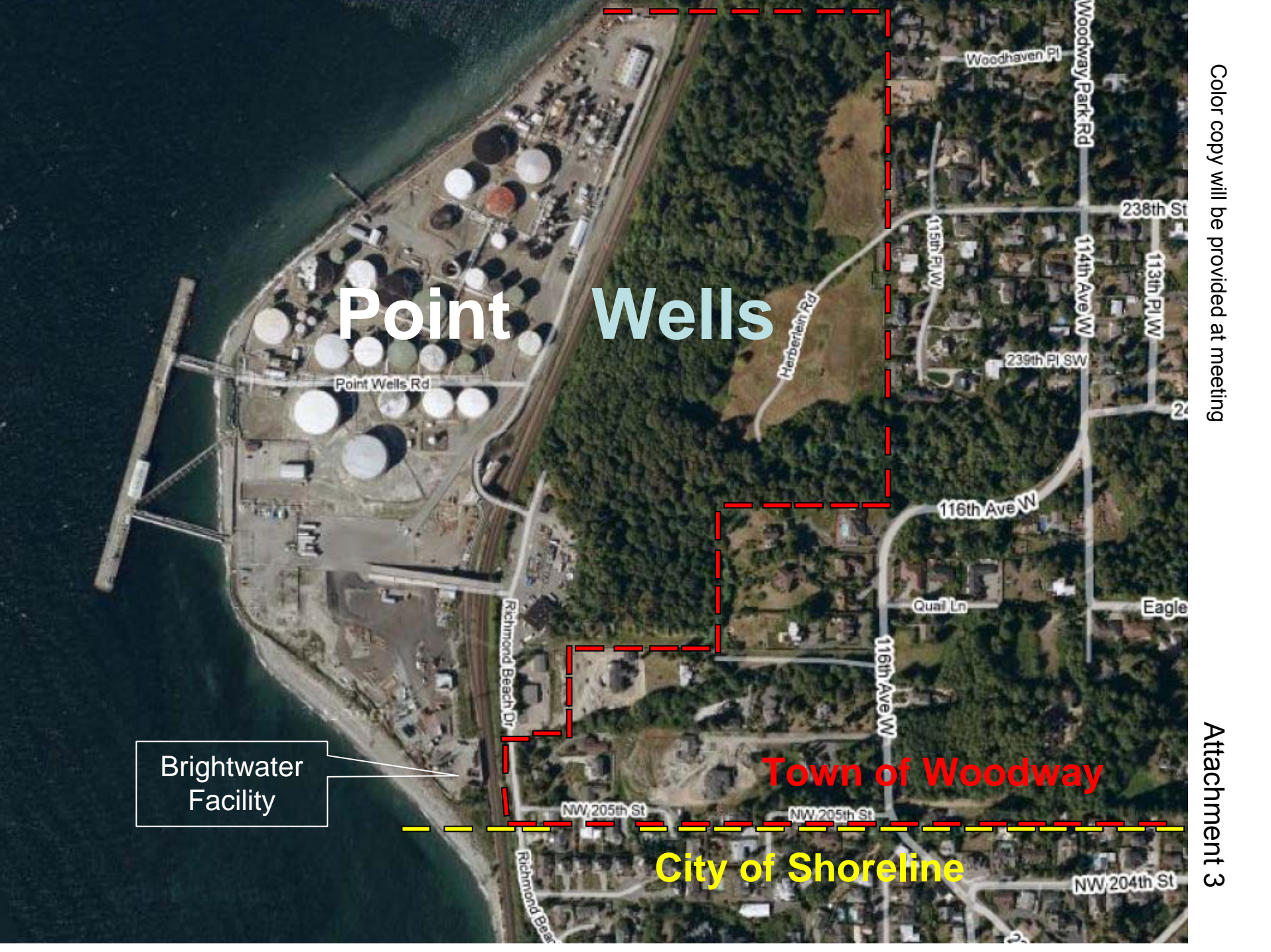
APRIL

April 13, 2009

Council conducts a Legislative Public Hearing on the draft Framework Goals, "bullets," and Vision Statement - This meeting may also include Council adoption.

*November 19, 2008- Council's Town Hall Meeting Held

* October - "Community Conversations" Held



Point Wells

Brightwater Facility

Town of Woodway

City of Shoreline

Color copy will be provided at meeting

Attachment 3

Docket XII

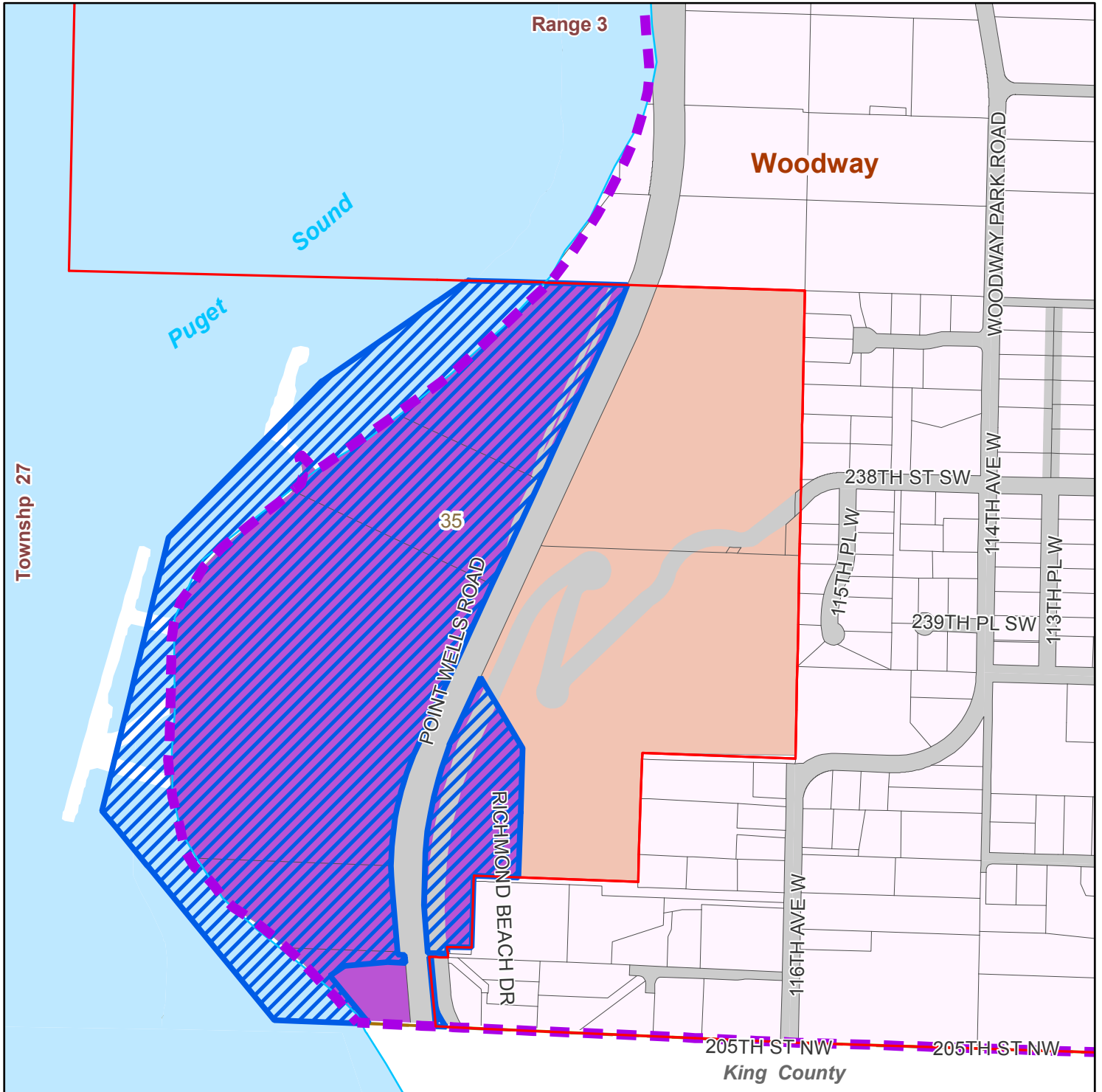
Attachment 4

Proposed Comprehensive Plan Amendment

Paramount of Washington Inc.



Snohomish County



Proposed Plan Amendment:

Paramount of Washington Inc.

Redesignate Urban Industrial to Urban Center

Existing Plan Designations

- Urban Low Den. Res. (4-6 DU/Ac.)
- Urban Industrial

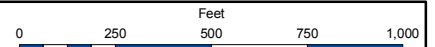
UGA Boundary

Parcel Boundary

Section Grid

Township-Range Grid

Cities



Snohomish County disclaims any warranty of merchantability or warranty of fitness of this map for any particular purpose, either expressed or implied. No representation or warranty made concerning the accuracy, currency, completeness or quality of data depicted on this map. Any user of this map assumes all responsibility for use thereof, and further agrees to hold Snohomish County harmless from and against any damage, loss, or liability arising from any use of this map.

Map Document: (W:\plng\carto\doctet\Docket 2007\Maps\Individual\UrbanLU Re-Desig\Paramount Washington_FLU.mxd) 7/6/2007

Framework Policies

passed by the City Council on October 22, 2007

The following policies establish the framework for development of the land use, capital facility and programmatic aspects of the Town Center Subarea Plan.

- **FW-1** Articulate a community vision for the town center as an early step in the development of detailed provisions for the subarea.
- **FW-2** Establish a study area boundary (Figure 1) to provide context for evaluating the opportunities and potential impacts from future development of commercial and mixed uses along Aurora Avenue N.
- **FW-3** Engage Shoreline residents and businesses in detailed design processes for a) a park site on both sides of the Interurban Trail and b) Midvale Ave N.
- **FW-4** Design roadway, transit and pedestrian facilities consistent with the City's preferred "Flexible alternative" for Aurora Avenue between N. 165th Street and N. 165th Street.
- **FW-5** Prepare a program of civic directional or 'way finding' signage and evaluate refinements to city sign regulations to reflect the emerging function and visual character of Aurora Avenue.

