

# AGENDA PLANNING COMMISSION REGULAR MEETING



Thursday, July 21, 2011  
7:00 p.m.

Shoreline City Hall  
Council Chamber  
17500 Midvale Ave N.

	<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 COMMENTS	7:03 p.m.
5. APPROVAL OF MINUTES	7:08 p.m.
a. June 30 Special Meeting	
6. GENERAL PUBLIC COMMENT	7:10 p.m.
<i>During the General Public Comment period, the Planning Commission will take public comment on any subject which is not of a quasi-judicial nature or specifically scheduled later on the agenda. Each member of the public may comment for up to two minutes. However, the General Public Comment period will generally be limited to twenty minutes. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak. Speakers are asked to come to the front of the room to have their comments recorded and must clearly state their first and last name, and city of residence.</i>	
7. STAFF REPORTS	
a. Transportation Master Plan Update	7:15 p.m.
b. Surface Water Master Plan Update	7:45 p.m.
c. Parks, Recreation and Open Space Master Plan Update (memo only, no presentation)	
8. PUBLIC COMMENT	8:15 p.m.
9. DIRECTOR'S REPORT	8:20 p.m.
10. UNFINISHED BUSINESS	8:25 p.m.
a. Planning Commission Retreat Follow-up & Review of Bylaws	
11. NEW BUSINESS	9:10 p.m.
12. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS	9:12 p.m.
13. AGENDA FOR August 4	9:14 p.m.
14. ADJOURNMENT	9:15 p.m.

*The Planning Commission meeting is wheelchair accessible. Any person requiring a disability accommodation should contact the City Clerk's Office at 801-2230 in advance for more information. For TTY telephone service call 546-0457. For up-to-date information on future agendas call 801-2236.*

## **WHO WE ARE**

The Shoreline Planning Commission is a 7-member volunteer advisory body to the City Council. The purpose of the Planning Commission is to provide guidance and direction for Shoreline's future growth through continued review and improvement to the City's Comprehensive Plan, Development Code, shoreline management, environmental protection and related land use documents. The Planning Commission members are appointed by the City Council and serve a four year term.

## **WHAT IS HAPPENING TONIGHT**

Planning Commission meetings may have several items on the agenda. The items may be study sessions or public hearings.

### **Study Sessions**

Study sessions provide an opportunity for the Commissioners to learn about particular items and to have informal discussion with staff prior to holding a public hearing. The Commission schedules time on its agenda to hear from the public; however, the Chair has discretion to limit or extend time limitations and the number of people permitted to speak. The public is encouraged to provide written comment to the Commission; however, since Commissioners are volunteers and may not have time to check email every day, if written comments are not included in the agenda packet and are offered during a study session, they may not have time to read them until after the meeting.

### **Public Hearing**

The main purpose of a public hearing is for the Commission to obtain public testimony. There are two types of public hearings, legislative and quasi-judicial. Legislative hearings are on matters of policy that affect a wide range of citizens or perhaps the entire jurisdiction and quasi-judicial hearings are on matters affecting the legal rights of specific, private parties in a contested setting. The hearing procedures are listed on the agenda. Public testimony will happen after the staff presentation. Individuals will be required to sign up if they wish to testify and will be called upon to speak generally in the order in which they have signed. Each person will be allowed 2 minutes to speak. In addition, attendees may want to provide written testimony to the Commission. Speakers may hand the Clerk their written materials prior to speaking and they will be distributed. For those not speaking, written materials should be handed to the Clerk prior to the meeting. The Clerk will stamp written materials with an exhibit number so it can be referred to during the meeting. Spoken comments and written materials presented at public hearings become part of the record.

## **CONTACTING THE PLANNING COMMISSION**

Written comments can be emailed to [plancom@shorelinewa.gov](mailto:plancom@shorelinewa.gov) or mailed to Shoreline Planning Commission, 17500 Midvale Avenue N, Shoreline WA 98133.

[www.shorelinewa.gov/plancom](http://www.shorelinewa.gov/plancom)

**CITY OF SHORELINE**

**SHORELINE PLANNING COMMISSION  
MINUTES OF *SPECIAL* MEETING**

June 30, 2011  
7:00 P.M.

Shoreline City Hall  
Council Chamber

**Commissioners Present**

Chair Wagner  
Commissioner Behrens  
Commissioner Esselman  
Commissioner Kaje  
Commissioner Moss

**Staff Present**

Joe Tovar, Director, Planning & Development Services  
Steve Cohn, Senior Planner, Planning & Development Services  
Paul Cohen, Senior Planner, Planning & Development Services  
Jessica Simulcik Smith, Planning Commission Clerk

**Commissioners Absent**

Vice Chair Perkowski  
Commissioner Broili

**CALL TO ORDER**

Chair Wagner called the special meeting of the Shoreline Planning Commission to order at 7:00 p.m.

**ROLL CALL**

Upon roll call by the Commission Clerk the following Commissioners were present: Chair Wagner, and Commissioners Behrens, Esselman, Kaje and Moss. Vice Chair Perkowski and Commissioner Broili were absent.

**APPROVAL OF AGENDA**

The agenda was accepted as presented.

**DIRECTOR’S COMMENTS**

Mr. Tovar announced that great progress has been made on finishing the landscape medians in the middle mile of the Aurora Corridor Project, and trees have been planted. Some rain gardens were installed on the west side. The large utility poles that are currently located in the rights-of-way on North 175<sup>th</sup> Street will be removed by the end of July.

## **APPROVAL OF MINUTES**

The minutes of the June 16, 2011 meeting were approved as presented.

## **GENERAL PUBLIC COMMENT**

**Laethan Wene, Shoreline**, said he was present to speak about the bus stop located at the corner of North 185<sup>th</sup> Street and Aurora Avenue North, which blocks traffic. Spiro's restaurant has raised the suggestion that the bus stop be moved down a block from the intersection to prevent accidents. Mr. Tovar agreed to pass the comment along to the Public Works Department.

## **CONTINUED LEGISLATIVE PUBLIC HEARING ON THE TOWN CENTER DEVELOPMENT CODE**

Chair Wagner reviewed the rules and procedures for the continued public hearing and then opened the hearing.

Ms. Simulcik Smith advised that the following exhibits were received after the Commission's packet was sent out:

- Exhibit 32 – Commissioner Moss' comments with staff's response.
- Exhibit 33 – Email from Joe Tovar, dated June 30, 2011, which includes two attachments. Attachment 1 provides examples of non-Shoreline auto dealership landscaping and Attachment 2 provides illustrations of alternative landscape construction materials and heights.
- Exhibit 34 – Letter from Boni Biery, dated June 30, 2011.
- Exhibit 35 – Aurora Improvement Maps
- Exhibit 36 – Letter from the Master Builders Association regarding the Town Center Code amendments, received June 30, 2011.

## **Staff Overview and Presentation and Questions of the Commission**

Mr. Cohen recalled that at the June 16<sup>th</sup> meeting, the Commission made recommendations for the Town Center Subarea Plan, which will go before the City Council on July 5<sup>th</sup>. They discussed the Town Center Development Code for the remainder of the June 16<sup>th</sup> meeting, and then continued the hearing to June 30<sup>th</sup>.

The Commission and staff discussed the process for continuing their review of the proposed Town Center District. They agreed to start their discussion by reviewing the larger potential revisions, which are identified in yellow and orange, followed by the remaining edits identified in blue, green and orange. They specifically discussed the following sections:

**Table 20.92.020(A):** Mr. Cohen advised that, as currently proposed, retail and service uses other than automotive and boat uses would be permitted in all the zones except TC-4. Motor vehicle and boat

sales, automotive rental and leasing, and automotive repair and service would only be permitted in TC-1. He explained that in the general land use code, automotive sales, etc. are considered part of retail and sales uses, and the intent of the proposed change is to clarify that these uses are separated in the proposed Town Center District. He referred to Footnote 1, which states that outdoor vehicle display is permitted in support of vehicle sales, leasing and service land uses.

Mr. Cohen recalled the Commission discussed that some types of light manufacturing uses would be appropriate for the Town Center. The table was revised to allow light manufacturing that is non-polluting and has no outside storage in all zones except TC-4. However, general manufacturing uses would be prohibited throughout Town Center. He also advised that additional language was added to Section 20.92.020(B) to clarify that the uses referenced in the table do not include the associated approval processes identified in the general land use table.

Chair Wagner asked if the proposed revision related to light manufacturing uses would create an imbalance between the types of storage allowed for retail and service uses compared to those allowed for light manufacturing uses. She suggested the intent was to prohibit storage containers, etc., but not prohibit the outside display of merchandise. Mr. Cohen said the intent is that all storage should be screened from the public's view. He reminded the Commission that property owners could apply for a departure from the code requirement, and the decision would be made by the Director.

Mr. Tovar said the philosophical approach for the proposed Town Center District language has been to provide as much certainty as possible by having specific standards and illustrations, but to leave room for administrative judgment and flexibility. Mr. Cohen added that no departures from the dimensional standards would be allowed in any of the Town Center zones, and no departures at all would be allowed in the TC-4 zone.

Commissioner Behrens pointed out that, as currently proposed, motor vehicle and boat sales, leasing and repair would be prohibited in the TC-2 zone, which includes everything north of North 185<sup>th</sup> Street. Mr. Cohen referred to the proposed zoning map and noted that while the TC-2 zone is located along the entire length of the Town Center Subarea, it is not in all areas. Commissioner Behrens noted that there are currently several auto repair shops on both sides of the street north of North 185<sup>th</sup> Street. Mr. Cohen pointed out that Town Center only extends to North 188<sup>th</sup> Street, and all current auto service uses are located further north. Mr. Tovar advised that all of the dealerships currently located in the area proposed for TC-1 zoning have service centers.

**Section 20.92.040(C)(2) and (C)(3):** Mr. Cohen recalled that the language in these two sections regarding Transition Overlays 1 & 2 were modified to be clearer. The Commission did not provide any additional comments regarding the revised language on June 16<sup>th</sup>. However, they requested graphics to illustrate the written descriptions for both the Transition Overlay 1 and 2 zones.

Commissioner Esselman referred to the two graphic illustrations and suggested the term “potential building envelope” should be changed to “maximum building envelope.” She cautioned that the current language could lead one to assume that is what the building envelope will be. Commissioner Kaje requested a clarification of the maximum height allowed in the R-6 zone. Mr. Cohen responded that the

maximum height in the R-6 zone is 35-feet with a pitched roof. The reason the illustration shows a box rather than a pitched roof is that the pitch can be located anywhere within the box. Commissioner Kaje asked if a box building in the R-6 zone would be limited 30 feet in height. Mr. Cohen answered that flat roofs are limited to 30 feet in height, but a parapet could extend an additional 5 feet. Mr. Tovar suggested that using the term “potential building envelope,” as suggested earlier by Commissioner Esselman would help clarify this issue.

**Section 20.92.040(E)**: Mr. Cohen said the language in this section was adjusted to ensure that the City Engineer collaborates with the abutting neighborhoods that would be directly impacted by traffic. He explained that the City’s current Neighborhood Traffic Safety Program works well and is done neighborhood-by-neighborhood. As proposed in the draft language, a single traffic impact study would trigger the staff to work with the neighborhood to identify the solutions that will work best. He noted that the language was also amended to eliminate the reference to potential cut-through traffic or parking impacts to single-family neighborhoods, which was not specific enough to assure neighborhoods a process for addressing their concerns.

Commissioner Behrens recalled that when the Commission first reviewed the proposed development code language, graphics were provided to illustrate the various ways to eliminate the ability for vehicles to move from Town Center onto the neighborhood streets, but they were not included in the current proposal. While he does not believe it is necessary to include the drawings in the code, it is important to carry the concept forward in some way. Mr. Tovar said that while the subarea plan language talks about this concept, specific dimensions, designs, funding sources, etc. are best addressed in the Transportation Master Plan and the Engineering Development Guide. He agreed to invite the Public Works Department to specifically address this issue when they brief the Commission on the Transportation Master Plan on July 21<sup>st</sup>. He agreed it is important to identify capital improvement projects and other programs to implement the concepts identified in the subarea plan related to traffic and parking.

Commissioner Moss asked if staff anticipates specific language would be added to the Transportation Master Plan to deal with Town Center. Mr. Tovar answered that it will include specific language to deal with the Greenlink Streets throughout the City. However, the only two currently proposed are located on Stone and Linden Avenues. Mr. Cohen summarized that there are many solutions and opinions related to Greenlink Streets, and it is not possible to illustrate all of the possibilities.

**Section 20.92.050(C)**: Mr. Cohen advised that the language was amended to provide more specific street frontage design standards for particular sections of Town Center. Staff worked with the Public Works Department to include specifics in the Town Center District language that will be consistent with the Transportation Master Plan when it is adopted.

**Section 20.92.060(D)(1)(h)**: Mr. Tovar referred to the message he sent the Commissioners earlier in the day via Plancom (Exhibit 33), which recommends that this section be deleted from the proposal. He explained that none of the through connections shown on the map occur on the block south of North 175<sup>th</sup> Street, which is where two of the three existing dealerships are located. There is one dealership located to the north. If and when a development proposal is submitted for this property, staff believes it

would be better to locate the connection to the north of the south property line rather than bisecting a display area for cars.

**Section 20.92.060(E)(2):** Mr. Tovar said the purpose of the proposed changes to this section are intended to differentiate between parking lots for employees and customers and areas for the display of vehicles. Staff is recommending that Item E.2.c be deleted and that Item E.2.f become Item E.3. As proposed Item E.2 would deal with parking lot landscaping, and Item E.3 would deal specifically with vehicle display areas. In addition, staff is recommending a sentence be added to Item E.3 to require landscaped areas that are 10-feet deep relative to the front property line. The new sentence would allow the Director discretion to reduce or vary the depth.

Mr. Tovar referred to Attachment 1 of Exhibit 33, which provides illustrations of how auto dealerships outside of Shoreline have landscaped places where their display areas abut public rights-of-way. He also referred to Attachment 2 of Exhibit 33, which illustrates various alternatives for landscape construction heights and materials. He advised that the intent of the proposed standard is to recognize there are many options for creating a visual separation between the rights-of-way and the vehicle display area. He reviewed the improvements that are currently being made along Aurora Avenue North in front of two of the three dealerships and explained how staff would use the proposed standards to make a judgment of whether or not property owners have satisfied the requirement of framing the front of the display area.

Commissioner Moss asked if the examples provided in Attachment 1 of Exhibit 33 would be acceptable for framing the front of a vehicle display area. Mr. Tovar expressed his belief that these illustrations would not meet the City's proposed new standard to create a visual break. He briefly noted the problems with each of the examples. Mr. Cohen pointed out that none of the examples have street trees and amenities along the sidewalks, which will be present along Aurora Avenue North. Commissioner Moss asked if the goal of the proposed language is to encourage pedestrian-oriented development to provide some separation between the sidewalk and the display area. Mr. Tovar said staff's particular concern is the view from Aurora Avenue North. However, he agreed that pedestrians would benefit from the proposed landscaping requirement. He emphasized that all three dealerships that exist within the subarea are high quality, and they want to present a good face to the public, as well.

In response to Chair Wagner's question of whether the proposed changes to Section 20.92.060(E) adequately address the concerns raised by the current auto dealership owners. Mr. Tovar reviewed that this section has been the subject of a number of discussions, and he believes they support the language proposed in Item E.3. However, he noted that they would have an opportunity to respond to this question as part of the public testimony portion of the hearing.

Commissioner Esselman asked if the proposed language in Section 20.92.060(B)(3)(c) would mean the building does not need to meet the street at all. Mr. Cohen answered that an outdoor vehicle display would be considered an extension of the building, but the display area would have to meet the setback parameters. Commissioner Esselman pointed out that the building at Carter Subaru in Seattle is set right at the street front and is quite attractive. She asked about the potential of requiring at least a portion of the building to abut the street front. Mr. Tovar said the goal is to recognize that TC-1 is part of Town

Center, but is very different than the other zones because it is largely occupied by existing auto dealerships. Also, it is important to keep in mind that because the school is located behind the dealerships, there is not a lot of opportunity for residential development. Therefore, the opportunity for pedestrian activity in this part of Aurora Avenue North is not as pronounced. He summarized that staff is not troubled by allowing flexibility for outdoor vehicle displays.

Commissioner Moss noted some confusion between Items E.2.a and E.2.f. Mr. Tovar agreed there would be some confusion if E.2.f is not listed as a separate Item E.3 as recommended by staff. Because the items would be separated into two sections, Commissioner Moss suggested that the words “vehicle display” should be deleted from the opening paragraph of Item E.2. Commissioner Esselman suggested that Item E.3 should have a title to be consistent with Item E.2. The Commission agreed that Item E.3 should be titled, “Vehicle Display Areas Landscaping.”

Chair Wagner referred to Section 20.92.060(B)(3)(c) and asked if there is any other requirement in the proposed language to locate the building within a certain distance from the street front. Mr. Tovar said that, in theory, there would be no minimum setback requirement for the building. However, practically speaking, the existing buildings will likely remain for quite some time. Any redevelopment will involve substantial buildings because service is a major part of any car dealership. He questioned what would be gained by bringing the structure closer to the street and reminded the Commission that Aurora Avenue North is identified as a Boulevard Street and not a Storefront Street. Chair Wagner noted that the proposed language would not preclude someone from purchasing property in the area for a used car lot. Mr. Cohen advised that Section 20.92.060(B) is intended to address this type of concern. It states that no modular buildings with chassis would be permitted in Town Center.

Commissioner Kaje asked if Section 20.92.060(B) would also prohibit trailer espresso stands. Commissioner Moss suggested that once the Park at Town Center is developed, the City may want to encourage mobile vendors during the summer months. Commissioner Behrens added that many cities encourage mobile vendors as a part of their livelihood. He suggested the Commission consider specific standards for these uses. Mr. Cohen recommended the Commission delete the sentence related to modular buildings in Section 20.92.060(B) since the issue should be addressed by the City as a separate standard that applies comprehensively to all commercial zones.

### **Public Testimony**

**Mark Quehrn, Representative for Carter Subaru**, expressed his thanks to staff for their diligence and patience in working through his client’s issues and concerns. He cautioned the Commission that if the City sets a hard dimensional setback requirement, whether it is maximum or minimum, the code would prohibit any variation during design review. The originally proposed 15-foot maximum setback would have precluded any use in front of the buildings for vehicle display. He explained that the intent of design review is to apply all the performance standards in a given context where flexibility is valuable to both the developer and City. However, it is not likely the Director would allow a developer to place a building all the way to the rear of the property. He said he is pleased with the changes proposed by staff. He believes the new language strikes a reasonable balance and allows for sufficient flexibility to

accommodate outdoor retail sales in conjunction with vehicle sales. He recommended that the proposed language, as it relates to vehicle sales, be approved as proposed by staff.

THE COMMISSION RECESSED THE HEARING AT 8:05 P.M. TO REVIEW THE EXHIBITS THAT WERE SUBMITTED AFTER THE COMMISSION PACKET WAS SENT OUT. THEY RECONVENED THE HEARING AT 8:13 P.M.

### **Final Questions by the Commission**

None of the Commissioners had additional questions during this part of the hearing.

### **Deliberations**

**COMMISSIONER BEHRENS MOVED THAT THE COMMISSION FORWARD A RECOMMENDATION TO THE CITY COUNCIL THAT THEY ADOPT THE TOWN CENTER DISTRICT AS DRAFTED BY STAFF, WITH THE ADDITIONAL LANGUAGE IDENTIFIED IN EXHIBIT 33. COMMISSIONER KAJE SECONDED THE MOTION.**

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION BY STRIKING THE WORDS “TRAFFIC, AND INAPPROPRIATE LAND USES” FROM SECTION 20.92.020. COMMISSIONER ESSELMAN SECONDED THE MOTION.**

Commissioner Kaje recalled that at the last meeting he asked staff how transition overlays would protect from traffic and inappropriate land uses, and Mr. Cohen clarified that overlays would only address site access, and not land uses.

**THE MOTION CARRIED 5-0.**

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION BY ADDING THE PHRASE “SUCH AS SPECIAL USE OR CONDITIONAL USE PERMITS” AT THE END OF THE SECOND SENTENCE IN SECTION 20.92.020(B). COMMISSIONER BEHRENS SECONDED THE MOTION.**

Commissioner Kaje said it is important to clarify the meaning of the term “approval processes.” Using the term “such as” recognizes that there may be more than just special use or conditional use permit processes.

**THE MOTION CARRIED 5-0.**

Commissioner Kaje verified that, as per the main motion, the edits identified in yellow, blue, green, orange and pink would all be adopted as part of the proposal unless otherwise amended.

**CHAIR WAGNER MOVED TO AMEND THE MAIN MOTION BY ADDING AN ADDITIONAL FOOTNOTE 7 AT THE BOTTOM OF TABLE 20.92.020(B) TO REFERENCE**

**THE UNDERLYING ZONING HARDSCAPE REQUIREMENTS FOR TRANSITION OVERLAYS 1 AND 2. (Note: #7 would replace 75% in the last row of the Transition Overlays 1 and 2 column.) COMMISSIONER KAJE SECONDED THE MOTION.**

Commissioner Moss questioned why Chair Wagner is suggesting that 75% be deleted. Chair Wagner noted that the hardscape requirements are different for each of the Transition Overlay zones.

**THE MOTION CARRIED 5-0.**

Chair Wagner noted that the updated Street Types and Pedestrian Circulation Map would prevail, with the storefront streets extending all the way to Stone Avenue.

**COMMISSIONER BEHRENS MOVED TO AMEND THE MAIN MOTION BY CHANGING THE TERM “POTENTIAL BUILDING ENVELOPE” TO “POTENTIAL MAXIMUM BUILDING ENVELOPE” IN THE TWO ILLUSTRATIONS IN SECTION 20.92.040(C). COMMISSIONER KAJE SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

Commissioner Moss suggested that Section 20.92.040(C)(2) should be amended to add a comma after the word “setback” to be consistent with Section 20.92.040(C)(3). The numbering needs to be updated, as well.

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION BY REORGANIZING THE SECOND AND THIRD SENTENCES IN SECTION 20.92.040(E) TO READ AS FOLLOWS: “ANY ADDITIONAL TRAFFIC THAT IS PROJECTED TO USE NON-ARTERIAL STREETS SHALL IMPLEMENT TRAFFIC MITIGATION MEASURES WHICH ARE APPROVED BY THE CITY’S TRAFFIC ENGINEER. SUCH MEASURES SHALL BE DEVELOPED THROUGH THE CITY’S NEIGHBORHOOD TRAFFIC SAFETY PROGRAM IN COLLABORATION WITH THE ABUTTING NEIGHBORHOODS THAT ARE DIRECTLY IMPACTED BY THE DEVELOPMENT.” COMMISSIONER BEHRENS SECONDED THE MOTION.**

At the request of Commissioner Kaje, Mr. Cohen verified that the proposed amendment would not alter the intent of the language.

**THE MOTION CARRIED 5-0.**

**COMMISSIONER ESSELMAN MOVED TO AMEND THE MAIN MOTION BY CHANGING SECTION 20.92.050(C)(1)(c) TO READ, “BREAKS IN THE AMENITY ZONE AND TREE DISTRIBUTION MAY EXIST TO ALLOW FOR DRIVEWAYS, SIGHT DISTANCING, ADA ACCESS, UTILITIES, CROSSWALKS, BIKE RACKS, ON-STREET PARKING, BENCHES, AND SITTING WALLS. SHE FURTHER MOVED THAT THE LAST SENTENCE IN THIS SECTION BE DELETED BECAUSE IT IS REDUNDANT. (Note: Item c would become part of new Item b.) CHAIR WAGNER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**COMMISSIONER BEHRENS MOVED TO AMEND THE MAIN MOTION BY CHANGING SECTION 20.92.050(C)(1)(a)(5) TO READ, “. . . 10-FOOT SIDEWALK, 5-FOOT AMENITY ZONE, AND A 58-FOOT STREET CROSS SECTION.” COMMISSIONER KAJE SECONDED THE MOTION.**

Commissioner Behrens recalled that at their last meeting they discussed the idea of creating a large, open space on Firlands Way and potentially requiring underground parking. He observed that the Firlands Way rights-of-way is the largest in Town Center. He said he supports this concept, which would result in a large open space for public gathering in the middle of Town Center. He suggested this would be one way to highlight the unique nature of Firlands Way with a potential historic brick road running through the middle of it. Eliminating parking would reduce the traffic flow and make the street more pedestrian oriented.

Commissioner Esselman said that in many urban areas, parking creates a barrier between the street and the people, resulting in more protection for pedestrians. It also tends to slow traffic down. She recommended they retain the ability to provide parking along Firlands Way. Commissioner Kaje agreed with Commissioner Esselman that if there is no parking along the street to impede the speed of traffic, drivers may use the street as a cut through. While he wants to see an innovative and pedestrian-oriented design, he is not sure that eliminating on-street parking would actually accomplish this goal.

Commissioner Moss said that although she would like to encourage underground parking if properties are aggregated, eliminating on-street parking could result in inadequate parking space if properties are redeveloped lot-by-lot. People could end up parking on Linden Avenue North or they could avoid the businesses altogether. She suggested that perhaps it would be appropriate to eliminate parking on just one side of the street.

Mr. Tovar said he understands the intent of Commissioner Behrens' motion. However, he agreed with the concerns raised by Commissioners Esselman, Kaje and Moss that the City does not know for sure what the right configuration and dimension of the improvements should be. Rather than settling the issue right now, they could simply acknowledge this uncertainty by amending Section 20.92.050(C)(1)(a)(5) to allow flexibility to modify the requirement at some point in the future to meet an emerging concept for how the street is actually going to be used.

Commissioner Behrens said he understands the stated concerns about eliminating on-street parking. However, he believes there is something to be gained by having a broad, open boulevard that allows for a variety of attractive uses. Chair Wagner observed that Firlands Way is identified as a storefront street and not a boulevard. Mr. Tovar said that although it may be appropriate to have wider sidewalks to accommodate outdoor dining, etc., designing this concept in some level of detail is beyond the Commission's ability at this point. The current language conveys the important features to think about as a starting point for a future specific design and/or major capital project. He suggested an additional phrase could be added at the end to read, "provided, however, that the final dimensions and improvements may be modified by the City." This would allow flexibility to accommodate a better and more detailed design option without having to change the code. Commissioner Behrens said he supports the language proposed by Mr. Tovar.

**THE MOTION FAILED 0-5.**

Commissioner Moss advised that she listened to the entire audio recording of the June 16<sup>th</sup> public hearing. She recalled that at a previous meeting she questioned the correct use of the terms lumen, lux, and footcandle. Commissioner Esselman pointed out that footcandle is the term used by the building industry. Lux is the measurement of the intensity of the light source, and footcandle is the measurement of the surface that is being illuminated. In her research, footcandle is hyphenated about 50% of the time. Commissioner Moss suggested that in Section 20.92.050(C)(1)(a) no hyphen is needed between “two” and “footcandles.” However, the Commission agreed not to make the change.

Commissioner Moss asked staff to clarify the standards for signs that are mounted on buildings. She noted that Section 20.92.050(C)(1)(a) appears to address signs mounted on buildings, and Section 20.92.050(C)(1)(b) has to do with light standards. Mr. Cohen said the entire section is about rights-of-way lighting, including lighting that is mounted on building facades. The sign section addresses the standards for building-mounted signs.

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION TO REPHRASE THE LAST BULLET IN SECTION 20.92.060(A) TO READ, “PROMOTE ECONOMIC DEVELOPMENT THAT IS CONSISTENT WITH THE FUNCTION AND PURPOSE OF PERMITTED USES AND REFLECTS THE VISION FOR THE TOWN CENTER SUBAREA AS EXPRESSED IN THE COMPREHENSIVE PLAN. COMMISSIONER ESSELMAN SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION TO DELETE THE PHRASE “NO MODULAR BUILDINGS WITH CHASSIS ARE PERMITTED IN THE TOWN CENTER DISTRICT” FROM SECTION 20.92.060(B). COMMISSIONER MOSS SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**COMMISSIONER ESSELMAN MOVED TO AMEND THE MAIN MOTION BY REPLACING THE WORDS “AT BACK OF” WITH “ABUTTING” IN SECTION 20.92.060(B)(1)(a). COMMISSIONER BEHRENS SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

Commissioner Moss recalled that at an earlier meeting, she raised a question about the diagram of a development on a storefront street with parking in the back (Section 20.92.060(B)(2)(c)). She questioned if the diagram should identify where the building entry might be located. Mr. Cohn advised that the diagram is intended to illustrate the location of parking in relation to the building and not necessarily the building entry, which is addressed elsewhere in the code. The diagram is intended to support the section related to storefront streets.

**COMMISSIONER ESSELMAN MOVED TO AMEND THE MAIN MOTION BY CHANGING SECTION 20.92.060.C.2.b TO READ, “. . . AND ROOFLINE DESIGN ABOVE THE MINIMUM STANDARDS FOR THESE ITEMS IN OTHER CODE SECTION OF TOWN CENTER. COMMISSIONER BEHRENS SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**COMMISSIONER ESSELMAN MOVED TO AMEND THE MAIN MOTION BY STRIKING SECTION 20.92.060(D)(1)(h). COMMISSIONER MOSS SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

Chair Wagner asked if the changes made to Section 20.92.060(E) address the concerns raised by the Master Builders Association (Exhibit 36). Mr. Tovar answered that the Master Builders Association's letter goes beyond the flexibility proposed by staff. They are asking for no parking requirement. They point to the fact that the Shoreline Town Center is in direct competition with North Seattle for any future investment decisions about mixed-use buildings. In making these decisions, builders will look at what it costs to develop in Shoreline as opposed to Seattle where there is no parking requirement for comparable development areas. Decisions related to parking are based on the market demand, recognizing that a developer must satisfy the lender and the buyer and/or tenant. He said staff is not recommending the Commission amend the language to respond to the Master Builders Association request. Instead, they can specifically suggest the City Council consider a demonstration project(s) to try the notion of letting the market decide how much parking is practically needed. Developers could submit proposals, including whatever protections, guarantees and funding they must commit to make it work. Once a project has been constructed, the City could make a judgment on the success of the project. He cautioned that there is some risk that the project would be so unsuccessful that negative impacts are created that the City cannot do anything about after the fact. He summarized that the letter from the Master Builders Association makes the point that they do not believe the flexibility contained in the proposed code languages goes nearly far enough to attract developers.

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION BY ADDING THE FOLLOWING AS A SEPARATE SENTENCE AFTER SECTION 20.92.060(E)(1)(e), "IN THE EVENT THAT THE DIRECTOR APPROVES REDUCTIONS IN THE PARKING REQUIREMENT, THE BASIS FOR THE DETERMINATION SHALL BE ARTICULATED IN WRITING AND READILY AVAILABLE TO THE PUBLIC BY REQUEST. COMMISSIONER BEHRENS SECONDED THE MOTION.**

Commissioner Kaje recalled that spill-over parking and the impacts of development have been issues of concern at previous public hearings. He said it is important to establish a track record of how and why decisions were made so there is something to refer to if there appears to be an imbalance and it is necessary to ask the City to increase the standard. Chair Wagner asked if the City has an existing process that would allow them to track Director-approved reductions to the parking requirement. Mr. Tovar said this information could be easily tracked by adding the Director's decision to the City's database. They could also include a link to the database on the City's webpage. He said that, in the spirit of transparency, he supports the proposed amendment.

**THE MOTION CARRIED 5-0**

**COMMISSIONER MOSS MOVED TO AMEND THE MAIN MOTION TO ACCEPT THE AMENDED LANGUAGE PRESENTED IN EXHIBIT 33 FOR SECTIONS 20.92.060(E)(2)(c) AND 20.92.060(E)(3). SHE FURTHER MOVED THAT THE WORDS "VEHICLE DISPLAY"**

**BE DELETED FROM THE OPENING PARAGRAPH IN SECTION 20.92.060(E)(2). COMMISSIONER KAJE SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**CHAIR WAGNER MOVED TO AMEND THE MAIN MOTION BY CHANGING THE WORD “ASSURING” TO “ALLOWING” IN THE THIRD SENTENCE OF SECTION 20.92.060(E)(3). COMMISSIONER ESSELMAN SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

**COMMISSIONER MOSS MOVED TO AMEND THE MAIN MOTION BY CHANGE SECTION 20.92.060(G)(1)(b) TO READ, “OTHER THAN PRIVATE BALCONIES OR PATIOS, OPEN SPACE SHALL BE ACCESSIBLE TO ALL RESIDENTS AND INCLUDE A MINIMUM 20-FOOT DIMENSION. THESE STANDARD APPLY TO ALL OPEN SPACES INCLUDING PARKS, PLAYGROUNDS, ROOF-TOP DECKS AND GROUND-FLOOR COURTYARDS; AND MAY ALSO BE USED TO MEET THE WALKWAY STANDARDS AS LONG AS THE FUNCTION AND MINIMUM DIMENSIONS OF THE OPEN SPACE ARE MET;” COMMISSIONER KAJE SECONDED THE MOTION. THE MOTION CARRIED 5-0.**

Commissioner Moss recommended that there be a semicolon instead of a comma after the word “alleys” in Section 20.92.060(I)(2)(a). She also recommended that a semicolon be added after the words “drives” and “buildings.”

**COMMISSIONER ESSELMAN MOVED TO AMEND THE MAIN MOTION BY CHANGING “SIX FEET” TO “FOUR FEET” IN SECTION 20.92.070(B)(9)(a) – FACADE MATERIALS. SHE FURTHER MOVED THAT THE PICTURE ON THE NEXT PAGE BE REMOVED AND/OR REPLACED TO ACCURATELY ILLUSTRATE THIS STANDARD. COMMISSIONER MOSS SECONDED THE MOTION.**

Commissioner Esselman said she understands that the reason for the proposed standard is that metal siding can be banged around and get damaged. However, from a design point of view, six feet is quite high. She suggested that four feet would accomplish the same goal, yet give the designer leeway to make the material stop at a pleasing point on the building. She noted that the picture provided on the next page shows metal siding up to about 12 inches above grade, which is inconsistent with the standard.

**THE MOTION CARRIED 5-0.**

Commissioner Esselman noted that the word “site” should be changed to “sight” in Section 20.92.080(D)(5). It was also noted that the word “setback” should be changed to “set back” in Section 29.92.080(D)(6).

Commissioner Esselman referred to Section 20.92.080(H)(4) and asked if it would be appropriate to add “driveways.” Mr. Tovar explained that the site triangle for driveways is much larger than 2 feet, and nothing is allowed within that area.

Mr. Tovar referred to Section 20.92.050(C) and suggested additional language be added to read, “The configuration and dimensions of street frontage improvements may be modified by the Director if such modifications will better implement the policy direction of the Town Center Subarea Plan.” This language would allow staff to administratively approve modifications to the street frontage improvements if and when a very specific design is presented at some point in the future.

Chair Wagner reviewed the public comments that were received in writing since the last public hearing and noted that the Commission addressed the issue of property tax exemptions at a previous meeting and agreed not to aggressively pursue the option. Mr. Tovar advised that the City Council would take up the subject of property tax exemptions later in the fall, so there is no need to address the issue in the Town Center District. Chair Wagner added that while the Commission could recommend to the City Council that an economic study would be wise, it is not within the Commission’s purview to require a study. Mr. Tovar noted that the public comment suggested that an economic study be done after the development code is adopted so it can be used as a marketing tool to get developers to invest in Town Center. The Commission concluded that the issues raised by Ms. Biery (Exhibit 34) have been adequately addressed by the Commission.

**COMMISSIONER KAJE MOVED TO AMEND THE MAIN MOTION TO ADD A NEW ITEM C.1.a.8 TO SECTION 20.92.50 TO READ, “THE CONFIGURATION AND DIMENSIONS OF STREET FRONTAGE IMPROVEMENTS MAY BE MODIFIED BY THE DIRECTOR IF SUCH MODIFICATIONS WILL BETTER IMPLEMENT THE POLICY DIRECTION OF THE TOWN CENTER SUBAREA PLAN. COMMISSIONER MOSS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

The Commission directed staff to review the numbering of the proposed language and make the appropriate adjustments.

**Vote by Commission to Recommend Approval or Denial or Modification**

**THE MAIN MOTION TO RECOMMEND THE CITY COUNCIL ADOPT THE TOWN CENTER DISTRICT AS DRAFTED BY STAFF, WITH THE ADDITIONAL LANGUAGE IDENTIFIED IN EXHIBIT 33 AND AS AMENDED BY THE COMMISSION, WAS APPROVED 5-0.**

**Closure of Public Hearing**

The public hearing on the Town Center District was closed.

**DIRECTOR’S REPORT**

Mr. Tovar introduced the Commission to a link on the City’s website to a site titled nwmmaps.net, which is a new mapping resource that is accessible to the public. While the information is not as detailed as the GIS system, it is a useful tool.

Mr. Tovar announced that the joint conference of the Washington and Oregon Chapters of the American Planning Association is scheduled for October 18<sup>th</sup>, 19<sup>th</sup>, 20<sup>th</sup> and 21<sup>st</sup> in Portland, Oregon. He advised that staff would forward a link to the Commissioners so they can learn more about the various sessions that will be offered. He advised that the City would pay the registration and travel fees for interested Commissioners to attend all or part of the conference. He asked Commissioners to notify staff of their plans to attend as soon as possible so that appropriate arrangements can be made.

**UNFINISHED BUSINESS**

No unfinished business was scheduled on the agenda.

**NEW BUSINESS**

No new business was scheduled on the agenda.

**REPORTS OF COMMITTEES AND COMMISSIONERS/ANNOUNCEMENTS**

None of the Commissioners provided reports or announcements during this portion of the agenda.

**AGENDA FOR NEXT MEETING**

Mr. Cohn announced that the public hearing for the Southeast Neighborhood Subarea Zoning is scheduled for July 7<sup>th</sup>. The Surface Water and Transportation Master Plan Updates will be presented to the Commission on July 21<sup>st</sup>. Staff anticipates an opportunity to do some parliamentary procedures training on soon.

**ADJOURNMENT**

The meeting was adjourned at 9:45 P.M.

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Michelle Linders Wagner  
Chair, Planning Commission

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Jessica Simulcik Smith  
Clerk, Planning Commission

**TIME STAMP**  
**June 30, 2011**

**ROLL CALL: 0:20**

**APPROVAL OF AGENDA: 0:36**

**DIRECTOR'S COMMENTS: 0:46**

**APPROVAL OF MINUTES: 1:47**

**GENERAL PUBLIC COMMENT: 2:00**

**LEGISLATIVE PUBLIC HEARING ON TOWN CENTER DEVELOPMENT CODE: 3:17**

**Staff Overview and Presentation and Questions by the Commission: 6:10**

**Public Testimony: 59:10**

**Final Questions by the Commission: 1:10:36**

**Deliberations: 1:11:01**

**Vote by Commission to Recommend Approval or Denial or Modification: 2:37:33**

**Closure of Public Hearing: 2:38:50**

**DIRECTOR'S REPORT: 2:39:00**

**UNFINISHED BUSINESS: 2:41:39**

**NEW BUSINESS: 2:41:45**

**REPORTS OF COMMITTEES AND COMMISSIONERS/ANNOUNCEMENTS: 2:41:47**

**AGENDA FOR NEXT MEETING: 2:41:50**

**DRAFT**

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## **Memorandum**

**DATE:** July 14, 2011

**TO:** Shoreline Planning Commission

**FROM:** Kirk McKinley, Transportation Services Manager  
Alicia McIntire, Senior Transportation Planner

**RE:** Transportation Master Plan Update

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### **I. Introduction**

Staff is in the final stages of developing the draft TMP for Council and public review. The Transportation Master Plan contains policies and projects that support the future land uses in the City's Comprehensive Plan. These policies affect choices for travel by all modes. By knowing how Shoreline will grow in the future, the City can plan for how the transportation system will need to change to accommodate that growth. The updated plan will use revised growth targets to plan through 2030.

Since adoption of the original TMP in 2005, there have been significant changes to the City's transportation facilities. The Interurban Trail was completed, as were improvements in North City and the first mile of Aurora Avenue North. Construction is underway on the middle and third miles of Aurora, with completion of the project anticipated by 2014. Sidewalks have been constructed in neighborhoods throughout the City under the City's priority sidewalks program.

New transit services are also in service or planned for Shoreline. Community Transit began BRT service on Aurora/SR 99 in Snohomish County in fall 2009, running from the Aurora Village Transit Center in Shoreline to Everett. Metro's bus rapid transit (BRT) service is scheduled to begin in 2013 on Aurora from Shoreline to downtown Seattle. By 2023, Sound Transit will extend light rail service from the University District to Lynnwood, with two stops proposed in Shoreline.

The TMP is a functional plan. It contains policies and projects that support the future land uses in the City's Comprehensive Plan and thereby the City can plan the transportation system to accommodate that growth over the next twenty years. The TMP contains the background information and technical analysis about the City's transportation system, which are used to develop some of the goals and policies

addressing transportation issues in Shoreline. As a result, this detailed information is not needed in the City's Comprehensive Plan. The adopted goals and policies in the TMP will be used during the City's next update of the Comprehensive Plan.

Other uses for the TMP include:

- Development of the six-year Capital Improvement Plan,
- Implementation of the City's vision for all modes of transportation in Shoreline,
- Securing grant funding,
- Establishing the design of transportation improvements, and
- Providing guidance for regional coordination with transit providers, neighboring jurisdictions, the Puget Sound Regional Council, King County and the State of Washington.

## II. Discussion

The guiding direction in the TMP is established with goals, policies and implementation strategies. The goals and policies establish the framework and objectives for the City's transportation system and guide its development and management. The implementation strategies are a new addition to the TMP and are action items or specific tasks the City can undertake in order to implement an identified goal or policy. The implementation strategies described in the TMP are not necessarily the only options available to achieve a stated goal or policy.

In addition to the goals, policies and implementation strategies, staff has developed draft system plans for the City's bicycle, pedestrian and transit networks. The system plans represent the ultimate build out for a given element of the City's transportation network, resulting in complete systems that connect neighborhoods, commercial areas, services, parks and schools.

**Sustainability and Quality of Life:** Transportation is influential in the quality of life of Shoreline's residents. Commute times, vehicle speeds in neighborhoods, the presence of sidewalks and bicycle facilities and the quality of transit service all have an impact on people's lives. Emissions and other pollutants from vehicles influence air quality and the amount of paved surfaces affect water quality and the City's needs to manage stormwater.

The City's street rights-of-way are Shoreline's largest property asset and include more than roadway surface, amenity zones and sidewalks. Overhead and underground utilities, including electricity, telephone, cable, water, sewer and natural gas, are located in the right-of-way. Additionally, the vast majority of the City's stormwater management facilities are located in the right-of-way and many opportunities for natural stormwater treatment in the right-of-way are available. As a result, how the right-of-way is utilized and managed can help the City obtain many of its sustainability goals.

The Sustainability and Quality of Life chapter addresses several topics including:

- Neighborhood Involvement (Neighborhood Traffic Safety Program and Neighborhood Traffic Action Plans)
- Transportation Demand Management and Transportation System Management
- Commute Trip Reduction
- Complete Streets
- Street Lighting
- Stormwater Management
- Maintenance
- Freight and Mobility System
- Regional Coordination

The TMP as a whole is written with a multi-modal, Complete Streets approach, with the specific policy direction for Complete Streets called out in this chapter. While the existing Comprehensive Plan and TMP emphasize accommodating all modes of transportation, this is the City's first Complete Streets policy.

The draft policies and implementation strategies in this chapter expand the opportunities and requirements to utilize the right-of-way for stormwater management, particularly through the use of natural stormwater management techniques. More specific direction for maintenance of the right-of-way is also included.

The language outlining the City's regional coordination policies have been expanded to identify specific transportation projects that require interjurisdictional coordination, such as improvements to 145<sup>th</sup> Street and transit needs.

**Master Street Plan:** The Master Street Plan identifies the future cross-section for all streets in Shoreline. For Arterial Streets and Local Primary Streets (formerly Neighborhood Collectors), the Master Street Plan identifies the specific cross-section for the roadway. The cross-section for a given street may vary in different locations and the Master Street Plan divides that roadway into segments to identify where there are different right-of-way needs. Because the City has so many Local Secondary streets (formerly Local Streets), the Master Street Plan includes a "palette" of options for these street cross-sections, rather than a specified design for each street. A determination of the appropriate cross-section for a given local street will be made at the time modifications to the street are needed. This palette includes a cross-section for a green street. The cross-sections establish the location of future curbs, so that complete streets can be constructed.

In developing this Master Street Plan, the City considered and attempted to balance the access and mobility needs of all users including motorists, pedestrians, bicyclists, transit and freight and respond to growth anticipated in the City. The design criteria strive to balance safety, preservation and maintenance of the roadway infrastructure and environmental preservation. The standards established in the Master Street Plan will also be used to guide the City when it designs and constructs right-of-way improvements.

The Master Street Plan will be available with the release of the draft TMP.

**Bicycle Plan:** The draft Bicycle System Plan is shown on Attachment A. The draft Bicycle System Plan shows the locations for different types of facilities, such as bicycle lanes, trails, sharrows and signage, in order to build a complete bicycle system throughout the City. The Interurban Trail serves as the spine of the bicycle system and most of the proposed bicycle facilities are present primarily on arterials. The Plan includes the north and south connector routes between the Interurban and Burke-Gilman Trails, as previously approved by Council.

The draft Bicycle Plan is comprised almost entirely of new policies. They call for implementation of the Bicycle System Plan, development of standards for bicycle facilities and their maintenance, creation of a funding strategy to develop the City's bicycle system and expanded public outreach and education regarding bicycling and bicycle safety.

**Pedestrian Plan:** Attachment B is the draft Pedestrian System Plan for the City. The draft Pedestrian System Plan focuses on developing a complete pedestrian system for Shoreline that connects neighborhoods to transit, retail and commercial areas, schools, parks, primarily using the City's arterial streets. The general concept is that all arterial and local primary streets in the City will have sidewalks on both sides of the street, at widths that are appropriate for the adjacent land uses (wider sidewalks in more densely or intensely developed areas, narrower sidewalks in single family neighborhoods).

Similar to the draft Bicycle Plan, the Pedestrian Plan contains many new policies. The draft policies emphasize implementation of the Pedestrian System Plan, construction of sidewalks as priority projects, pedestrian safety, creation of a funding strategy for sidewalk construction and the allowance for flexible design standards for sidewalks.

**Transit Plans:** Based upon the anticipated future changes to transit service in Shoreline, including implementation of bus rapid transit and light rail service, staff has developed a three-phase transit plan. Attachments C, D and E identify the desired improvements and modifications to transit service in Shoreline resulting from planned changes to transit service in the short, medium and long term. In summary, the draft plans recommend the following:

- **Short Range Transit Plan (until 2021):** In the next ten years, the City would like to see improvements and expansion to existing transit service, such as additional east-west service. Increases in ridership, enhancements to the quality of service and overall improvements to facilities are all anticipated. Through these efforts, residents will have improved options for transportation to work and for other activities. During this time, the City will complete improvements to Aurora Avenue N and Metro's BRT system will be up and running. This time frame will also be a period of intense long range planning activity in preparation for light rail expansion into Shoreline. In an effort to improve service for riders transferring between providers, the City will encourage and foster communication between

Metro Transit and Community Transit to promote improved cross-county transit service. One large component of this effort will be the full or potential relocation of the Aurora Village Transit Center (AVTC) function to the N 192<sup>nd</sup> Street park and ride and development of a new transit oriented development at this site.

- **Medium Range Transit Plan (2021-2023):** In this short time frame, light rail service to Northgate will begin. Bus service will be restructured to feed the light rail station at Northgate, making bus transportation to Northgate a convenient and appealing option for Shoreline residents. BRT service on Aurora Avenue N and bus service on other north-south corridors will continue, as will east-west service, providing connections for residents throughout the City. Construction of the light rail line from Northgate to Shoreline will be underway, as well as the light rail station.
- **Long Range Transit Plan (2023+):** At the beginning of this time frame, light rail service to Shoreline will be operational. Bus service will be restructured to feed the light rail stations in Shoreline. North-south service will still be needed on corridors other than the light rail alignment for residents wishing to reach destinations outside the reach of light rail. East-west service that feeds the light rail stations, other high capacity transit corridors and park and ride lots and connects residents to destinations throughout the City will continue. With light rail in its infancy, the City is likely to see interest in development around the transit stations. The City may choose to reexamine the land use plans for the station areas, as attitudes about the presence of the stations may change to favor additional increased densities beyond the original station area boundaries. The transportation systems serving these areas may need modifications as well, depending upon their performance. Sound Transit will likely be in a planning mode that examines additional system expansions beyond ST2. This will be an opportunity for the City to advocate for street car service or light rail expansions into the City, including east-west service, as well as additional north-south locations.

**Street Classifications:** During development of the draft Master Street Plan (see below), staff examined the way different streets operate throughout the City. As part of this analysis, several streets were identified for reclassification. The recommended reclassifications are shown on Attachment F. The streets recommended for reclassification already function in the capacity recommended, with respect to the existing traffic volumes, speeds, striping and connectivity. Additionally, staff recommends renaming of two street classifications in order to minimize confusion and more accurately identify the characteristics of each street type.

**Forecasts:** Understanding the future nature and volume of traffic in the City makes it possible to recommend appropriate transportation facility improvements in Shoreline. This information builds upon an understanding of existing traffic volumes and flow patterns in the City. The City contracted with DKS Associates to develop a 2030 Shoreline travel demand forecast model to analyze future traffic volumes for the TMP.

This model uses the Puget Sound Regional Council's four-county regional transportation model as a base but divides Shoreline into a much more detailed zone and network system. The City will be able to update this model as needed when land use forecasts are revised and other input data, such as new developments or roadway improvements, are constructed.

Demographic data sets, including household and employment forecasts associated with a system of transportation analysis zones, form the basis for travel demand forecasting. Within Shoreline, household and employment forecasts were based upon future growth estimates developed by King County. For the region outside the City, the model used PSRC's regional household and employment forecasts for 2030, with some adjustments.

The City selected the year 2030 as the planning horizon for developing the future traffic forecasts. Using the growth estimates provided by King County, the City developed the 2030 housing and employment forecasts.

For development of the travel demand model, the City evaluated three land use scenarios. Each scenario was based upon the City's assigned growth targets for 2030 of 5,000 new households and 5,000 new jobs. Each of the 2030 land use scenarios include the two light rail station locations identified in the Sound Transit 2 package along Interstate 5 at NE 145<sup>th</sup> Street and NE 185<sup>th</sup> Street. Parking for 500 vehicles was assumed at each station. Each scenario also includes the same growth in households and employment for all zones outside of the City of Shoreline, in accordance with PSRC forecasts.

The future traffic impacts of these three scenarios were shown by the traffic model to be similar throughout the City. In response to these results and current planning efforts, staff created a "TOD Enhanced" scenario. This scenario assumes concentrations around the transit hubs, with additional increased concentrations of jobs and housing units in the Town Center (Aurora Avenue N and N 175<sup>th</sup> – N 185<sup>th</sup> Streets).

In general, the traffic modeling shows that Shoreline's future traffic issues are fairly manageable. The results of the traffic modeling were used to identify projects needed to accommodate growth and develop the City's concurrency standard, described below.

**Concurrency:** The State Growth Management Act (GMA) requires each local jurisdiction to identify facility and service needs based on level of service standards for all arterials and transit routes. Level of service (LOS) standards are used to judge the performance of the transportation system. The GMA further requires that the transportation element of a City's comprehensive plan include specific actions and requirements for bringing into compliance any facilities or services that are below an established level of service standard. The relationship between LOS standards, funding needs to accommodate increased travel and land use assumptions is referred to as "concurrency".

Concurrency is balanced when growth is matched with needed facilities. If any of the features is unbalanced, one of the following three actions must be taken:

1. Reduce growth by denying or delaying land use permit applications, or
2. Increase funding for new facilities, or
3. Change the level of service standard.

Transportation concurrency requires adequate transportation facilities to be available concurrent with private development. Development is not allowed if it causes the LOS on transportation facilities to fall below standards adopted in the comprehensive plan. In the case of transportation facilities, the GMA defines "concurrent with development" to mean that improvements or strategies are in place at the time of development, or that a financial commitment is in place to complete the improvements or strategies within six years.

Transportation concurrency is determined by comparing the capacity of transportation facilities needed by each application for development to the uncommitted capacity that is (or will be) available. If the uncommitted available capacity is equal to, or greater than the capacity required, the applicant passes the concurrency "test." If the uncommitted available capacity is less than the capacity required, the applicant fails the concurrency "test."

If the concurrency test is "failed" there are several alternatives: (1) the applicant can mitigate the impacts to achieve a satisfactory LOS, (2) the applicant can revise the proposed development to reduce the impacts and maintain a satisfactory LOS, or (3) the application is denied, and the proposed development does not occur.

The GMA allows each local jurisdiction to choose a LOS method and standards and the jurisdictions has flexibility regarding how to apply concurrency within their plans, regulations, and permit systems. Level of Service is a qualitative measure used to denote roadway or intersection operating conditions. It generally describes levels of traffic congestion along a roadway segment or at signalized and unsignalized intersections in an urban area.

The Volume to Capacity (V/C) ratio is a common LOS metric for evaluating traffic operations on roadway segments. The V/C ratio compares the volume of traffic traveling over a section of roadway against the theoretical capacity of that roadway segment. Low V/C ratios indicate low levels of congestion, while V/C ratios of 1.0 or greater indicate high levels of congestion.

Intersection delay is a LOS methodology for evaluating traffic operations at signalized intersections. The Highway Capacity Manual 2010 defines LOS at signalized intersections based on the average delay experienced per vehicle traveling through the intersection. At signalized intersections, average vehicle delays of 35 seconds or less represent stable operating conditions with little or no congestion. Average vehicle delays in excess of 80 seconds per vehicle indicate high levels of congestion and jammed conditions at intersections.

LOS is typically represented as a "report card" grading ranging from A at the highest/best level to F at the lowest/worst level. LOS A and B represent minimal delays, and LOS C represents generally acceptable delays. LOS D represents an increasing amount of delay where vehicle movements become more limited based on the density of surrounding vehicles, speeds begin to reduce on roadway segments, and an increasing number of vehicles are stopped at intersections. LOS E represents unstable flow where vehicle speed are highly variable, and intersections operations are approaching capacity, resulting in long queues with more vehicles stopped for longer durations. LOS F represents conditions when the volumes exceed the capacity of the system which results in slow vehicle speeds, excessive delays and long queues. Vehicles approaching an intersection with LOS F frequently have to wait for more than one signal cycle to get through the intersection. The following table summarizes LOS for roadway segments and signalized intersections.

Level of Service	Roadway Segments V/C Ratio	Signalized Intersections Avg. Delay (sec/veh)	General Description
A	≤ 0.60	≤ 10	Free Flow
B	> 0.60 - 0.70	> 10 - 20	Stable Flow (slight delay)
C	> 0.70 - 0.80	> 20 - 35	Stable Flow (acceptable delay)
D	> 0.80 - 0.90	> 35- 55	Approaching unstable flow (speeds somewhat reduced, more vehicles stop and may wait through more than one signal cycle before proceeding)
E	> 0.90 - 1.0	> 55- 80	Unstable Flow (speeds reduced and highly variable, queues occur, many vehicles have to wait through more than one signal cycle before proceeding)
F	> 1.0	> 80	Forced Flow (jammed conditions, long queues occur that do not clear, most vehicles wait through more than one signal cycle before proceeding)

LOS can be measured during different times of the day. Typically, traffic volumes during the p.m. peak periods are used, with the hour experiencing the worst traffic congestion being the time frame measured. However a.m. peak periods are also used, as well as the average daily traffic for a roadway or intersection.

Many cities apply LOS to intersections using the p.m. peak period traffic volumes. The focus of this type of analysis is on vehicles and the capacity of an intersection to manage the highest traffic demand. This often results in the construction of large intersections with excess capacity during the non-peak period. By measuring LOS on both roadway segments and intersections, staff was able to more comprehensively

evaluate impacts to the City's transportation network. As a result, staff has identified roadway improvements that both increase capacity and, in accordance with the City's roadway development standards, benefit all users, including bicyclists, pedestrians, transit and vehicles.

When developing the concurrency recommendations, staff considered the various functions and needs of Shoreline's transportation network and the desire to have a system that works well for all users. Staff took a two-tiered approach (V/C and intersections) to evaluating concurrency that looked at the network in a more comprehensive manner. The recommended concurrency standard results in improvements to both roadway segments and intersections that will help traffic flow throughout the City. The traffic improvements will also result in improvement for pedestrians, bicyclists and transit, through implementation of the Shoreline's complete streets standards for roads.

The draft policy language recommends that the City adopt LOS D for all signalized intersections on arterials, with additional volume to capacity standards for Principal and Minor arterials. With these standards, the City will accept intersections that operate at LOS D or better and will help balance levels of congestion, the cost of added capacity, and the need to minimize diversion of traffic onto neighborhood streets.

**Recommended Projects:** The TMP will identify many transportation projects for the City. They will include projects to accommodate growth, bicycle and pedestrian projects needed in order to complete the system plans, projects to correct existing safety problems and corridor studies that will help identify solutions for large, corridor-wide projects, such as Richmond Beach Road and 145<sup>th</sup> Street. All of the unfunded projects included in 2012-2017 Transportation Improvement Program are included in the TMP, as well as several additional non-motorized and safety projects. Attachments B and C identify the locations for all projects needed to complete the draft bicycle and pedestrian system plans presented at the July 18<sup>th</sup> Council meeting.

Projects identified that are needed to accommodate growth include:

1. Addition of a two-way left turn lane on Meridian Avenue N from N 145<sup>th</sup> Street to N 205<sup>th</sup> Street
2. Addition of a two-way left turn lane on NE 185<sup>th</sup> Street from 1<sup>st</sup> Avenue NE to 5<sup>th</sup> Avenue NE
3. Addition of a two-way left turn lane on N 175<sup>th</sup> Street between Stone Avenue N (City Hall) and Meridian Avenue N
4. Extension of left turn pockets on N 175<sup>th</sup> Street between Meridian Avenue N and the I-5 on/off ramps
5. Intersection improvements at N 185<sup>th</sup> Street and Meridian Avenue N
6. Intersection improvements at N 175<sup>th</sup> Street and Meridian Avenue N
7. Intersection improvements at NE 175<sup>th</sup> Street and 15<sup>th</sup> Avenue NE

The total estimated costs for the seven projects identified to accommodate growth is \$11 million.

**Funding:** The City of Shoreline funds transportation capital projects from the General Fund, Real Estate Excise Tax (REET), Transportation Benefit District (TBD) and grant revenue from the state and federal governments. The largest sources of funding for Shoreline's transportation programs and projects are grants. The Real Estate Excise Tax, General Fund, the City's Transportation Benefit District and investment interest comprise one-quarter of the funding for transportation projects and programs. REET funds and gambling taxes were much higher revenue sources in the past and have declined over the past ten years.

Grant funding for transportation projects is available from federal, state and local resources. Each funding source has specific rules and guidelines about what types of projects they will fund, how much of a project will be funded and timelines for expenditure of funds. Funding for bicycle and pedestrian transportation projects is very limited, especially in comparison to funding for highway and roadway projects. Most of the City's sidewalk projects that are funded by grants are part of larger capital projects, such as the Aurora Corridor project.

The City's has a long list of desired transportation projects includes many that are unfunded. This is common in jurisdictions, as the need for transportation improvements is continuous and new projects are needed to maintain existing infrastructure or accommodate growth.

The City's current funding sources for transportation projects are becoming increasingly less reliable. In 2000, voters in Washington State eliminated the motor vehicle excise taxes, resulting in a significant reduction for transportation funding. As vehicles become more fuel efficient and drivers switch to alternate modes of transportation, gasoline taxes that support grant programs diminish. Sales tax and Real Estate Sales Tax are unstable revenue sources, varying with the economy. Grants from all sources are highly competitive, each of which have specific eligibility criteria and restrictions for use of the funds.

In order to plan for transportation improvements, the City must identify and secure predictable funding sources. There are several local revenue sources authorized by the State which Shoreline can utilize for transportation projects. Many are voter approved options and are established as Transportation Benefit Districts (TBD). Cities may establish TBDs to fund a variety of transportation projects, such as capital improvements, operation of city streets, high capacity transportation systems, and other transportation programs of regional or statewide significance. A specific project or purpose must be identified when a funding source is established through a TBD. Some options include:

- Impact Mitigation Fee
- Motor Vehicle License Renewal Fee

- General Obligation Bonds and Revenue Bonds
- Property Tax Levy Lid Lift
- Sales Tax Increase
- Local Improvement District
- Revenue Generating Business License Fees.

### III. Recommendation

No formal action is requested at this time. This report is for update purposes only.

### IV. Next Steps

The draft TMP is scheduled for release and environmental review in early August. Staff will return to Council for a public hearing on the TMP on September 12<sup>th</sup>, with final adoption scheduled for September 26<sup>th</sup>.

If you have questions or ideas that you would like staff to address at the study session, please email, [plancom@shorelinewa.gov](mailto:plancom@shorelinewa.gov) and [amcintire@shorelinewa.gov](mailto:amcintire@shorelinewa.gov).

Attachment A: Draft Bicycle System Plan

Attachment B: Draft Pedestrian System Plan

Attachment C: Draft Proposed Transit Enhancements – Short Range Plan

Attachment D: Draft Proposed Transit Enhancements – Mid Range Plan

Attachment E: Draft Proposed Transit Enhancements – Long Range Plan Draft

Attachment F: Proposed Street Classifications

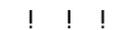
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# Bicycle System Plan

## Legend

### Bicycle Plan Routes:

-  Designated Bike Lane
-  Separated Path
-  Sharrow Lane
-  Signed Bicycle Route
-  To Be Determined
-  Bicycle/Pedestrian Bridge

### Other Cities' Bicycle Facilities/Plan

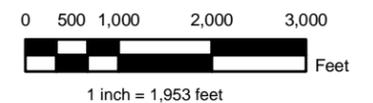
-  Existing Facilities
-  Planned Facilities

### Other Map Features:

-  School
-  Park
-  School Property

1 = Exact location through Fircrest to be determined.

2 = Bicycle Lane, Uphill; Signed Route, Downhill

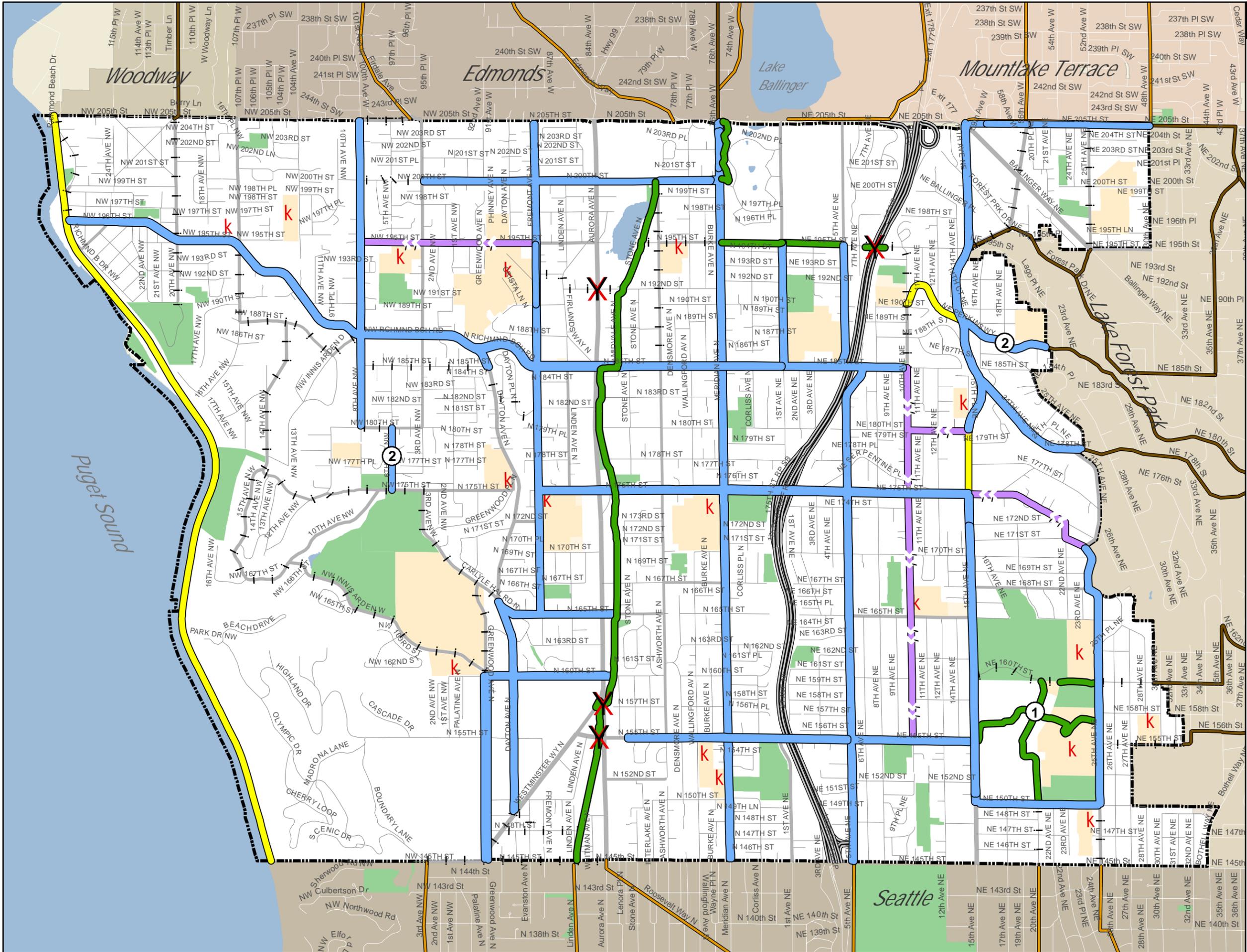


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Map Date: 2011



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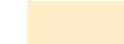
# Proposed Pedestrian System Plan

## Legend

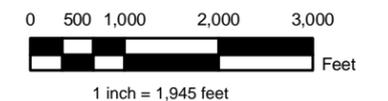
 Proposed Pedestrian System

### Other Map Features:

 School

 School Property

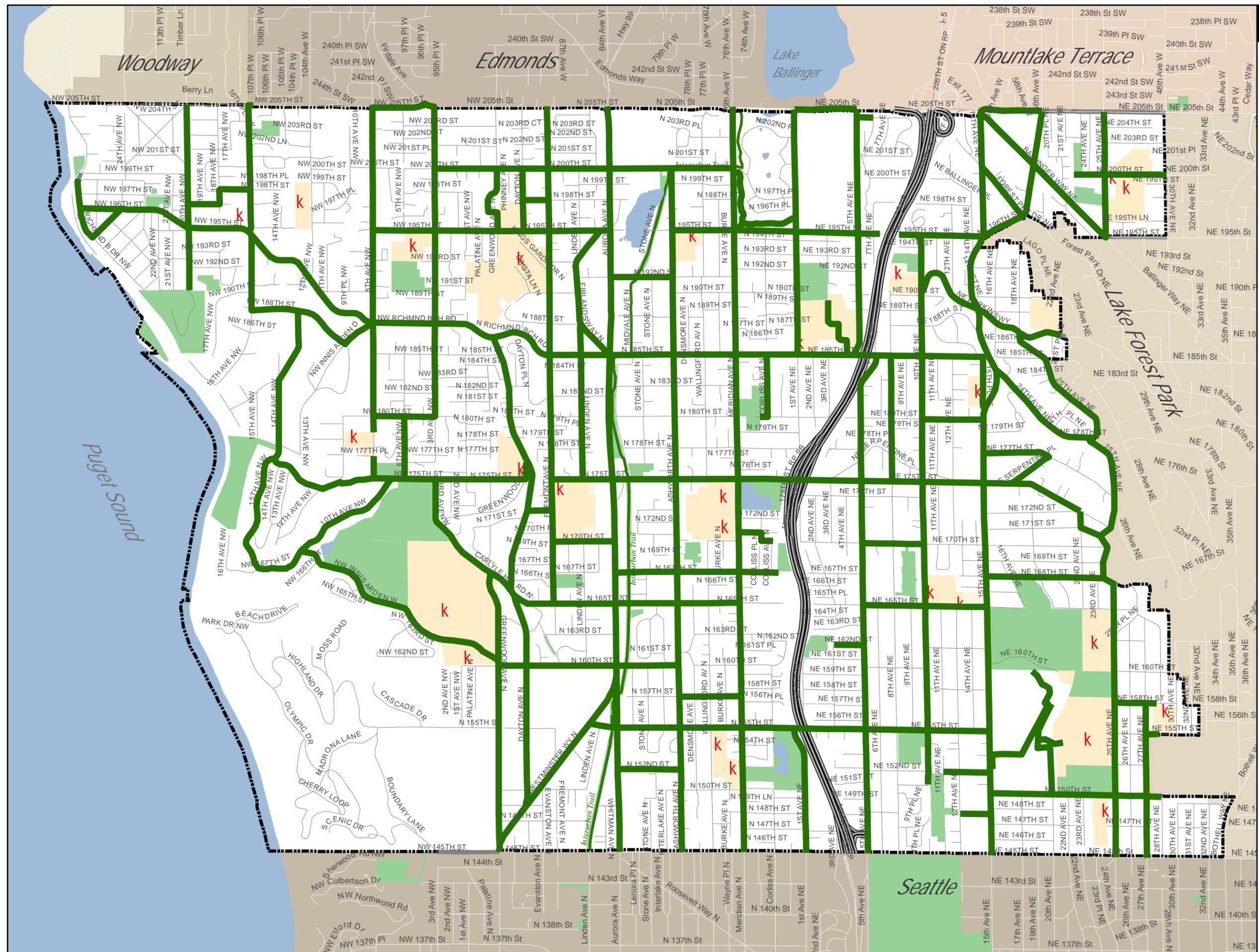
 Park or Trail



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### Proposed Transit Enhancements: Short-Range Plan

#### Legend

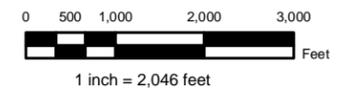
- Bus Stop
- Park and Ride (P&R)
- Metro Transit**
  - 5: Downtown Seattle-Shoreline
  - 28: Downtown Seattle-Shoreline
  - 65: North Seattle-University District
  - 73: Downtown-Cowen Park-Jackson Park
  - 331: Kenmore-Aurora Village-Shoreline Comm. College
  - 345: Northgate-Transit Center-Shoreline Comm. College
  - 346: Northgate Transit Center-Aurora Village
  - 347: Northgate Transit Center-Richmond Beach
  - 348: Northgate Transit Center-Richmond Beach
  - 358: Downtown Seattle-Aurora Village
  - 372: Woodinville-Kenmore-University District (Seattle)
- Community Transit**
  - Swift & 101: Aurora Village-Transit Center-Everett Station
  - 118: Aurora Village-Transit Center-Ash Way Park and Ride
  - 130: Aurora Village Transit Center-Lynnwood Transit Center
  - 131: Aurora Village-Transit Center-Edmonds Comm. College
- Sound Transit**
  - 510: Everett-Downtown Seattle
  - 511: Ash Way Park and Ride-Downtown Seattle
  - 522: Woodinville-Downtown Seattle
- Other Map Features**
  - Transit Attractions/Destinations
  - School
  - School Property
  - Park

Bus-Rapid-Transit Service Beginning 2013

Increase Route 373 to All-Day Service

Increase Route 330 to All-Day Service

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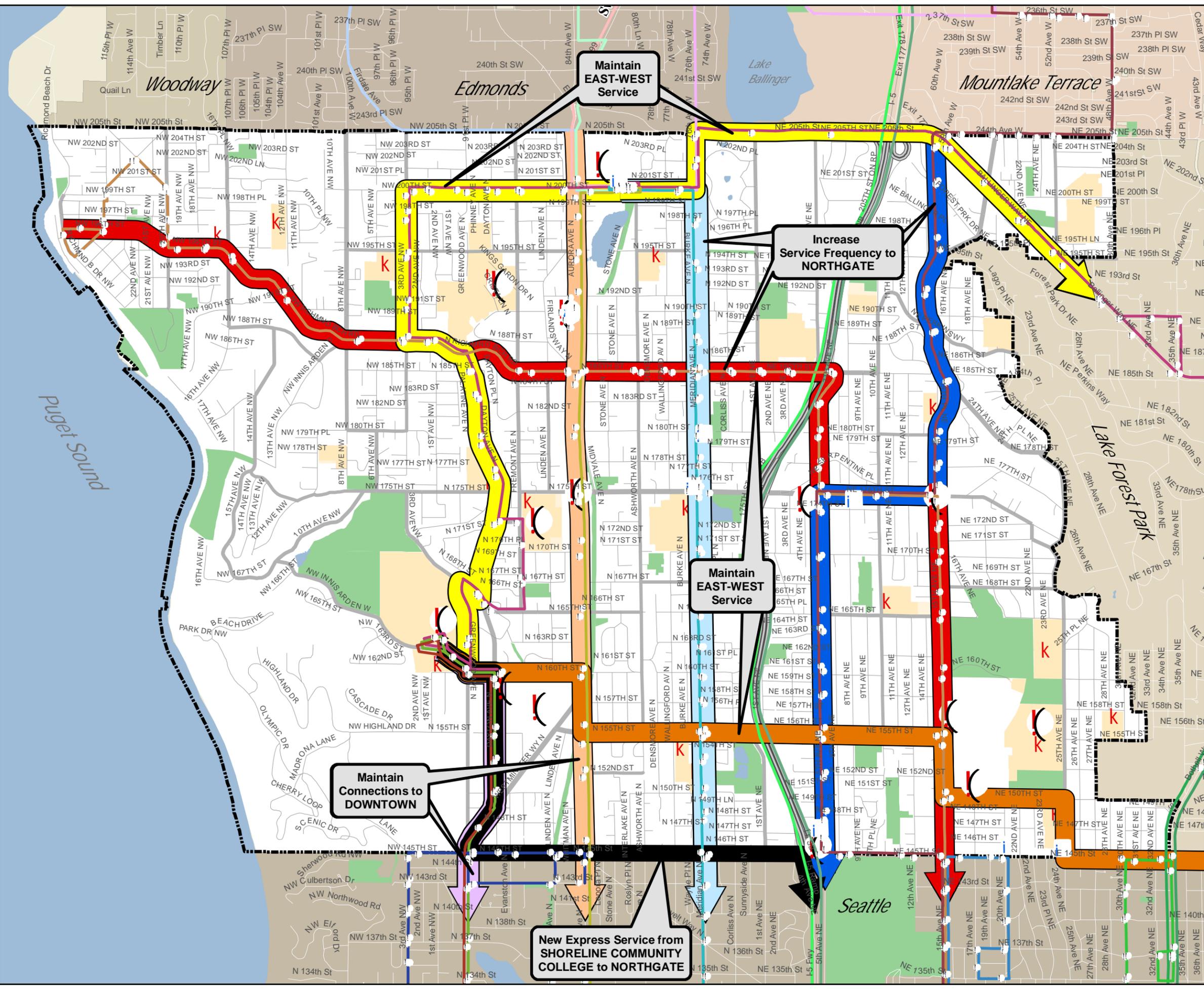


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## DRAFT

### Proposed Transit Enhancements: Medium-Range Plan

#### Light Rail Service to Northgate



### Legend

- ! Bus Stop
- i Park and Ride (P&R)
- Metro Transit**
  - 5: Downtown Seattle-Shoreline
  - 28: Downtown Seattle-Shoreline
  - 65: North Seattle-University District
  - 73: Downtown-Cowen Park-Jackson Park
  - 331: Kenmore-Aurora Village-Shoreline Comm. College
  - 345: Northgate-Transit Center-Shoreline Comm. College
  - 346: Northgate Transit Center-Aurora Village
  - 347: Northgate Transit Center-Richmond Beach
  - 348: Northgate Transit Center-Richmond Beach
  - 358: Downtown Seattle-Aurora Village
  - 372: Woodinville-Kenmore-University District (Seattle)
- Community Transit**
  - Swift & 101: Aurora Village-Transit Center-Everett Station
  - 118: Aurora Village-Transit Center-Ash Way Park and Ride
  - 130: Aurora Village Transit Center-Lynnwood Transit Center
  - 131: Aurora Village-Transit Center-Edmonds Comm. College
- Sound Transit**
  - 510: Everett-Downtown Seattle
  - 511: Ash Way Park and Ride-Downtown Seattle
  - 522: Woodinville-Downtown Seattle
- Other Map Features**
  - Transit Attractions/Destinations
  - School
  - Park
  - School Property

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0 500 1,000 2,000 3,000 Feet  
1 inch = 2,046 feet

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Geographic Information System

## DRAFT Conceptual Transit Enhancements: Long Range Plan Light Rail Service in Shoreline

### Legend

#### Light Rail Station Scenario Options

- ▲ Light Rail Station (Scenario #1)
- ▲ Light Rail Station (Scenario #2)
- ➔ Transit Connection To Be Determined

#### Bus Locations

- ! Bus Stop
- | Park and Ride (P&R)

#### Metro Transit

- 5: Downtown Seattle-Shoreline
- 28: Downtown Seattle-Shoreline
- 65: North Seattle-University District
- 73: Downtown-Cowen Park-Jackson Park
- 331: Kenmore-Aurora Village-Shoreline Comm. College
- 345: Northgate-Transit Center-Shoreline Comm. College
- 346: Northgate Transit Center-Aurora Village
- 347: Northgate Transit Center-Richmond Beach
- 348: Northgate Transit Center-Richmond Beach
- 358: Downtown Seattle-Aurora Village
- 372: Woodinville-Kenmore-University District (Seattle)

#### Community Transit

- Swift & 101: Aurora Village-Transit Center-Everett Station
- 118: Aurora Village-Transit Center-Ash Way Park and Ride
- 130: Aurora Village Transit Center-Lynnwood Transit Center
- 131: Aurora Village-Transit Center-Edmonds Comm. College

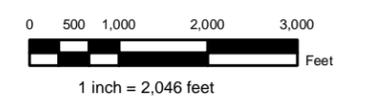
#### Sound Transit

- 510: Everett-Downtown Seattle
- 511: Ash Way Park and Ride-Downtown Seattle
- 522: Woodinville-Downtown Seattle

#### Other Map Features:

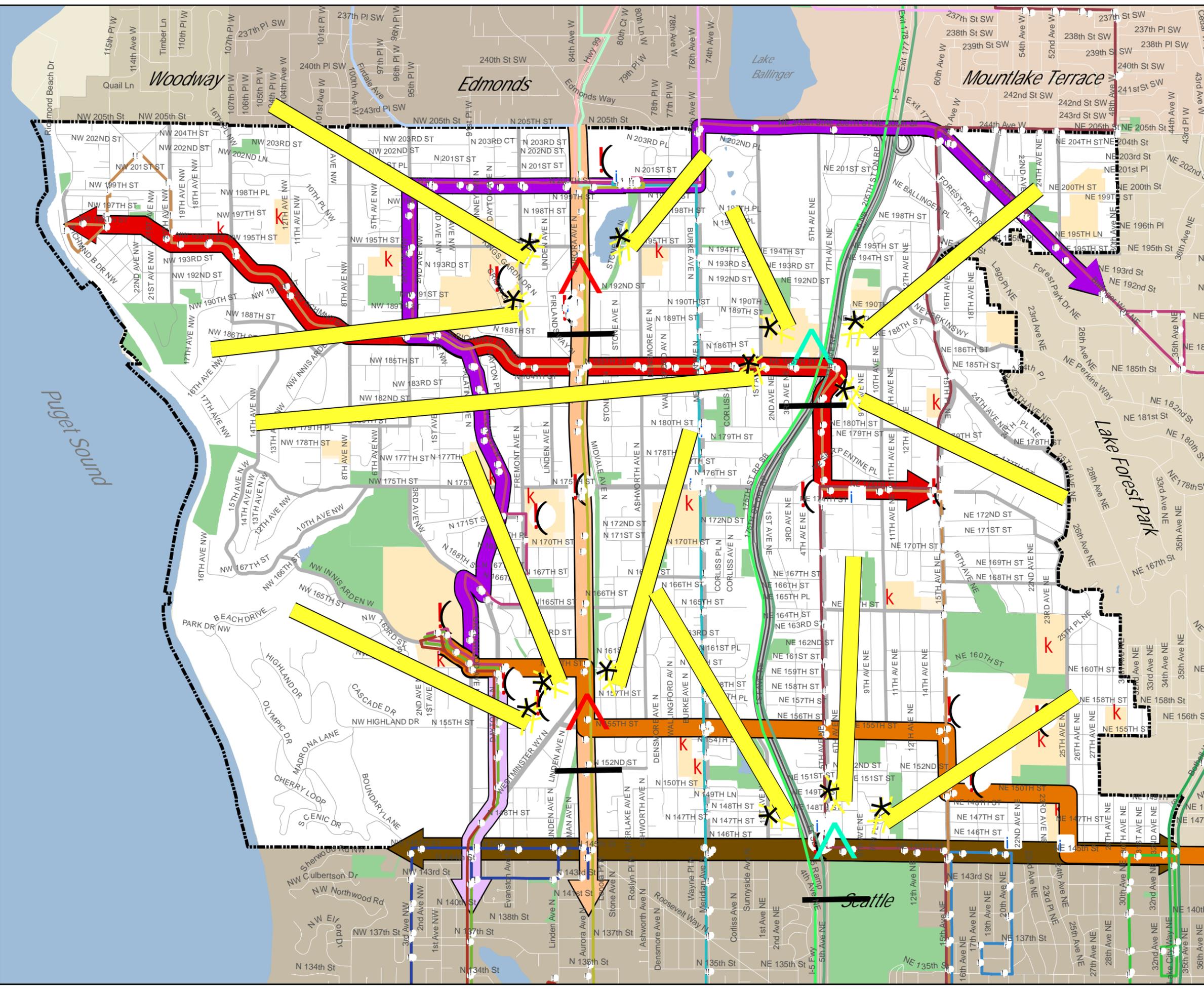
- ⌋ Transit Attractions/Destinations
- K School
- ⬜ School Property
- ⬜ Park and Trail

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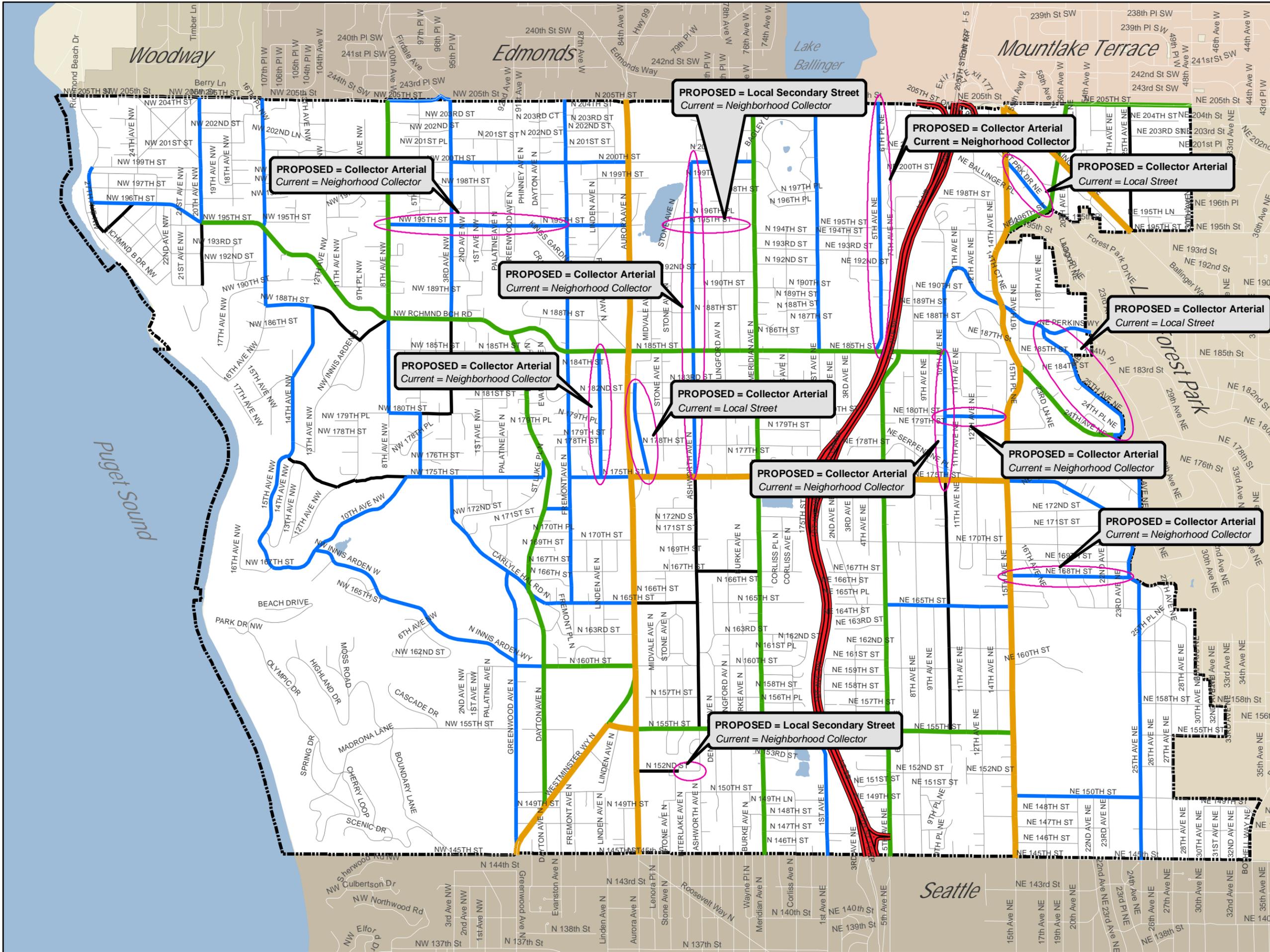
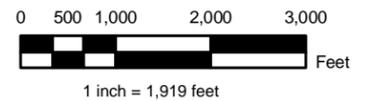
# Recommended Street Classifications

## Legend

-  Interstate
- Arterial Streets:**
  -  Principal Arterial
  -  Minor Arterial
  -  Collector Arterial
- Non-Arterial Streets:**
  -  Local Primary Street (formally "Neighborhood Collector")
  -  Local Secondary Street (formally "Local Street")
  -  Recommend Change / Affected Street Segment
  -  City Limits

Note: This map includes the following recommended changes to street classification titles:

- Neighborhood Collectors to be renamed "Local Primary Streets"
- Local Streets to be renamed "Local Secondary Streets"



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## **Memorandum**

**DATE:** July 14, 2011

**TO:** Shoreline Planning Commission

**FROM:** Brian Landau, Surface Water Manager  
Steven Cohn, Senior Planner

**RE:** Surface Water Master (SWM) Plan Discussion

---

The SWM Plan is being updated and will be brought to the City Council for discussion over the next few months with possible adoption in the Fall. Staff is providing background to the Commission to provide the Commissioners with additional context for the upcoming Comprehensive Plan update.

### **Background**

The City's original SWM Plan was developed in 2004 and adopted in 2005. It included the development of a Capital Improvement Program (CIP), a fee or rate study, and Maintenance and Operations (M&O) plan to support the City's Surface Water Utility. The Plan focused on short and long-term needs for the Utility's storm water programs. The initial and critical needs were to address public safety, reduce damage caused by flooding, and meet legal mandates prescribed by Federal and State laws such as the Clean Water Act, plus provide habitat restoration.

Major regulatory drivers that helped guide the initial SWMP were the Federal Endangered Species Act, the Federal Clean Water Act – which includes the Federal National Pollution Discharge Elimination System (NPDES) Phase II rule and the Washington State Department of Ecology's Basic and Comprehensive Stormwater Program.

Since 2005, a number of changes have affected the Surface Water Utility's programs. Some of these include:

- Completion of several capital improvements that have substantially reduced the number of flooding issues, and consequently the number of flooding complaints.

- Institution of educational programs focused on water quality such as the environmental mini-grant programs, recycling and natural yard care, and the Neighborhood Environmental Stewardship Program (NEST).
- Having real-time experience in NPDES permit compliance, helping us to more clearly understand the costs associated with the program.
- Construction of additional surface water management infrastructure that requires a higher level of maintenance (e.g., Aurora Avenue).
- Greater regional and local emphasis on sustainability, water quality, and habitat restoration.

### **Discussion**

The 2011 SWMP Update will provide the Surface Water Utility with the guidance on program priorities and levels of service for the next five years. These include capital programs for drainage and water quality, operations and maintenance, regulatory compliance, water quality monitoring, and education/outreach programs. The plan will assess the level of funding needed to implement the recommended programs as well as the Surface Water Utility rates to support this funding. Once a draft of the plan is completed in August, staff will review the level of service options and their associated costs with Council.

The work to update the plan began in October 2010. An introduction to the update was presented to the public at an open house in February 2011. The City received information on priorities of those who attended. The areas of prioritization included flooding/drainage, water quality, aquatic habitat, sustainability, maintenance, aging infrastructure, and public outreach. The City also solicited input from the community through public comment forms and the City's website. The public comments will be incorporated into the Surface Water Master Plan.

The City Council provided valuable input on a number of policy issues on May 2, 2011. Future meetings include discussion of program change recommendations and associated rate impacts (August 8, 2011) and a discussion on the policy issue of surface water management activities on private property (September 12, 2011). A public hearing on the Surface Water Master Plan is scheduled with Council for September 26, 2011. The City Council is scheduled to adopt the Surface Water Master Plan in Fall 2011.

### **Next Steps**

The July 21 meeting is intended to be a briefing to provide background to the Commissioners about the Plan. If you have questions prior to your meeting, please contact Brian Landau [blandau@shorelinewa.gov](mailto:blandau@shorelinewa.gov) or call him at 206-801-2451.



## **Memorandum**

**DATE:** July 14, 2011

**TO:** Shoreline Planning Commission

**FROM:** Maureen Colaizzi, Parks Project Coordinator  
Steven Cohn, Senior Planner

**RE:** Parks, Recreation and Open Space Plan Adoption

---

### **Introduction**

The City is in the process of updating the City's three Functional Plans: PROS Plan, Transportation Master Plan and the Surface Water Master Plan. The Functional Plans tie to the City's Comprehensive Plan in two specific ways:

- 1) The goals, policies, and maps from the Functional Plans will be incorporated into the Comprehensive Plan (either verbatim or in a summarized form), and
- 2) The Functional Plans will inform the Capital Facilities Element of the Comprehensive Plan.

The PROS Plan is a 20-year vision that is required to be updated every six years. The PROS Plan creates a short and long term implementation strategy for meeting the facility and program needs of residents and allows the City to qualify for state and federal grants.

This memo summarizes the process for adoption of the PROS Plan by resolution 316 scheduled for July 25. The July 11 City Council staff report contains a copy of the final PROS Plan draft. It is available at:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/Council/Staffreports/2011/Staffreport071111-8a.pdf>

### Discussion

The work to update the plan began in April 2010 with discussions with the PRCS Board about future improvements to the City's park and recreation facilities. In the summer of 2010, the City conducted a statistically valid survey to help inform the work of the update. In the fall of 2010, the City invited over 100 stakeholder groups to four meetings to assess their future needs for park, recreation and art/cultural facilities. In addition, the City held two community-wide open house meetings to invite people to share their ideas on future improvements to existing parks and facilities. The City also solicited input from the community through public comment forms and the City's website. From the input received, the PRCS Board developed a list of capital projects and prioritized this list into short and long term recommendations. The Parks, Recreation and Cultural Services (PRCS) Board discussed the PROS Plan at 14 meetings from April 2010-June 2011. The Planning Commission was briefed about the PROS Plan at their March 3, 2011 meeting. In 2011, the City Council discussed the PROS Plan update at their January 18, April 4, June 20, June 27, July 5 and July 11 meetings and held a public hearing on July 11.

The City Council provided valuable input into the creation of the 2011-2016 PROS Plan. The following substantive changes were made based on their input:

- Chapter 1 – No significant changes were made.
- Chapter 2 - Added information about housing tenure and other demographics including owner occupied vs. renter occupied and single family vs. multifamily housing units.
- Chapter 3 - Modified Policy 1.1 to include historical and cultural resources.
- Chapter 4 – No significant changes were made.
- Chapter 5 – No significant changes were made.
- Chapter 6 - Created a new inventory sheet for a potential street end park at 195th Street and Echo Lake.
- Chapter 7 – No significant changes were made.
- Chapter 8 – No significant changes were made.
- Chapter 9
  - Added a barrier-free playground to the desired amenities list.
  - Added 195th Street end at Echo Lake for a future potential end park including planning with Echo Lake Park neighborhood park planning and implementation of minor capital improvements.
  - Added a master list for the 20-year Capital Recommendations Plan that lists facility recommendations (short/mid/long-term priorities) alphabetically.

The 2011-2016 PROS Plan update summarizes major parks, recreation and cultural service accomplishments from 1998 through 2011 (Chapter 1). It includes the new demographic data from the 2010 federal census and evaluates any demographic changes (population, age, ethnicity, etc.) between the 2000 and the 2010 federal census data (Chapter 2). The analysis of this data helps identify changes in cultural and recreational programming to meet the needs of a changing population. The PROS Plan has a vision, goals, policies and implementation strategies to help guide future programming and facility decisions (Chapter 3).

The PROS Plan summarizes the community involvement process for input into the draft plan and provides information about facility classifications and level of service standards (Chapter 4). The PROS Plan summarizes the City's list of repair and replace needs within a 10-year period (2011-2021) for existing assets that need repaired or replaced in that period of time (Chapter 5). It inventories the City of Shoreline's physical assets including parks, open spaces, trails, recreation facilities and public art. New to this update is a section on future potential assets and city-owned public artworks (Chapter 6).

The PROS Plan provides an analysis of the current and future communitywide recreation programming needs including the "Healthy City" strategy. It identifies the need for a strategic recreation programming plan for the future (Chapter 7). New to this update, the PROS Plan provides an overview of the communitywide cultural program and service needs (Chapter 8). And finally the PROS Plan summarizes the 20-year capital improvement recommendations envisioned by the community and provides a series of actions that pool all recommendations into a plan for implementation (Chapter 9).

### **Next Steps**

The City Council is scheduled to adopt the PROS Plan by resolution 316 on July 25.

If you have questions, please contact Maureen Colaizzi [mcolaizzi@shorelinewa.gov](mailto:mcolaizzi@shorelinewa.gov) or call her at 206-801-2603.

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## **Memorandum**

**DATE:** July 14, 2011

**TO:** Shoreline Planning Commission

**FROM:** Steve Cohn, Senior Planner  
Jessica Smith, Planning Commission Clerk

**RE:** Follow-up from the 2011 Planning Commission Retreat and Potential Amendments to the Bylaws

---

### **Introduction & Background**

The Commission held its 2011 retreat on May 19 to focus on developing a more efficient and effective Planning Commission by discussing meeting process and interactions among Commissioners, with the public, and with staff. Since the retreat, the Commission has held a number of meetings, which included conducting a complex public hearing, and has tried to implement many of the concepts discussed at the retreat. Staff would like to check in to see if the Commission believes that their meetings and decision-making process has improved, and to identify areas to further work on.

### **Discussion**

The Commission spent a good portion of its retreat discussing strategies to keep a meeting moving along as well as interactions with staff and with each other. Among the suggested improvements were: highlighting the background and identifying critical issues and pros and cons of a topic, and visually depicting discrete choices for Commission when it is formulating its recommendation. There was agreement that receiving the staff report two weeks ahead of the public hearing date would allow Commissioners more time for a thoughtful review of the material and to send questions and concerns in to staff prior to the meeting.

In terms of Commissioner's responsibilities, it was discussed that each member has the duty to keep on track and it is appropriate that other Commissioners step in with a friendly reminder for the group when it is veering off-track. It was noted that, as part of developing the public record, it is important for Commissioners to state (during deliberations) their reasoning for voting in favor or against something. The Commission

also agreed that it is helpful for the Chair to summarize discussion and motions to help keep everyone on the same page and the group moving along.

Another topic discussed at the retreat was interaction with the public. There was agreement to refrain from asking open ended questions after they've given public comment/testimony and to try out adding one more minute to the time limit for public comment, making it a total of three minutes.

The Commission discussed the use of Robert's Rules during its meetings and decided the group wanted additional training. Staff has looked into training offered from a local professional and is scheduling training for Commissioners on September 15.

Staff would like to get your feedback as to what "new ideas" worked (or didn't work) for you during the Town Center process. Did staff do a better job of providing its analysis and basis for recommendation? Was it helpful when Commissioners sent their comments in ahead of time and have staff include them in the proposal? Did the color coding of amendments help with making your way through the document? Was there sufficient summarization of discussion and motions? Are there areas that you want to focus on with Robert's Rules? Would the Commission like to formalize the three minute comment time limit?

### **Next Steps**

Based on the outcome of discussion at the retreat and at your July 21<sup>st</sup> meeting, there could be amendments to the Planning Commission Bylaws. As a starting point for discussion, staff would like to review possible amendments with you and then come back at a later meeting to take action.

### **Attachments**

1. Retreat Notes
2. Potential Bylaw Amendments
3. SMC 2.20 – Planning Commission



**Shoreline Planning Commission Retreat**  
**Conference Room 301 (North), Shoreline City Hall**  
**Thursday, May 19, 2011 – 7:00 p.m.**

## Retreat Notes

### Commissioners Present

Chair Wagner  
 Vice Chair Perkowski  
 Commissioner Behrens  
 Commissioner Broili  
 Commissioner Esselman  
 Commissioner Kaje  
 Commissioner Moss

### Staff Present

Joe Tovar, Director Planning & Development Services  
 Steve Cohn, Senior Planner, Planning & Development Services  
 Jessica Simulcik Smith, Planning Commission Clerk

Around 7:10 p.m., Planning Director Joe Tovar welcomed Planning Commissioners to their 2011 Retreat. He explained that the purpose of the retreat was to develop a more functional Planning Commission by focusing on meeting process, as well as interactions among Commissioners, with the public, and staff. The group then participated in an icebreaker that provided a window into individual thought process and values.

The first topic covered by the Commission was meeting process and group interaction. Commissioners identified the meetings they thought went well and those that did not, and explained their reasoning. Reasons identified for meetings that went well were when the applicant came prepared, all meeting materials were well prepped, Commissioners had their questions answered prior to the meeting, and when staff had worked out compromises in advance for the areas that were troublesome. Reasons identified for meetings that did not go well were when there was general confusion of the facts, and when a project was being pushed through due to time sensitivity which made Commissioners feel they couldn't take their time in making a thoughtful recommendation.

Commissioners then spent time talking about the public hearing record, and the process of deliberations and each Commissioner's role in gathering information and building the record. They discussed the usefulness of Robert's Rules to move deliberations along, the pros and cons of consensus, and how to make Planning Commission recruitment and turnover more seamless while in the middle of a project.

Commissioners agreed that each person is responsible for verbalizing what their issues with a proposal are and why they will vote in favor or against. There was agreement that the Chair or someone else should at times summarize where the Commission is (during deliberations) and what still needs to be done in order to help keep the group moving along. And for sure, the Chair should summarize a motion and the main points that led the Commission to it prior to taking the vote. This is to make sure Commissioners are all on the same page.

The group then moved to a discussion on public interaction. They talked about when and how questions should be asked to those giving oral comment/testimony at a meeting. There was consensus that it's okay to ask clarifying questions but not open ended ones. They talked about whether allowing two minutes was enough time for people to give comment and agreed to allow a default of three minutes unless the maximum time allowed for comment/testimony was exceeded. If someone has additional comments after their time is up, the Chair will ask them to put them in writing. There was also concurrence to try Council's approach of putting the public comment for non-hearing items at the beginning of the meeting. In all cases, the Commission appreciates it when members of the public take time out from their evening to come to a meeting and the Commission always wants to acknowledge and thank people for their comments.

Staff asked Commissioners what they can do better to support the Commission. It was brought up that having more time to review public hearing materials would be helpful and it was suggested that they be sent out two weeks prior to the hearing, instead of one. Another suggestion was to add to the public hearing template a category for technical comments that would come from other departments (Public Works, Police, Parks, etc). They would like to see other departments are involved in the review.

The group then reviewed a number of basic motions including how and when to use them. There was general agreement from the Commission to use Robert's Rules more often, especially when beginning deliberations and when making amendments to a main motion. The group discussed the myth of "friendly amendments". Several Commissioners expressed interest in receiving additional training.

A number of the items the Commission discussed at the retreat could be formalized into the Planning Commission Bylaws. Staff had previously prepared a document showing potential amendments (as well as including ideas to think about) for the Bylaws. They were passed out and since there was not enough time to discuss them at the retreat there was agreement to pick up the conversation at an upcoming regular meeting.

The Retreat was adjourned at 9:45 p.m.



## PLANNING COMMISSION BYLAWS

Adopted: February 15, 1996  
Revised: November 6, 1997  
Revised: October 15, 1998  
Revised: January 18, 2001  
Revised: April 5, 2001  
Revised: April 3, 2003  
Revised: April 7, 2005  
Revised: March 16, 2006  
Revised: May 1, 2008  
Revised: October 1, 2009  
Revised: March 18, 2010

### ARTICLE I – OBJECT

The object of the Planning Commission is as stated in City of Shoreline Municipal Code 2.20.10 Created – Purpose.

### ARTICLE II - MEMBERSHIP

The Shoreline Planning Commission shall consist of seven (7) members, appointed by majority vote of the City Council but a fewer number, not less than four (4), shall constitute a lawful Commission.

Membership of the Planning Commission shall be limited to residents or owners of property within in the City. No member shall serve longer than two consecutive terms.

New Planning Commissioners shall be sworn in by the Mayor or Deputy Mayor.

Any Commissioner desiring to resign from the Planning Commission shall submit his/her resignation in writing to the Planning Commission Clerk, who will present it to the Chair.

Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in Shoreline Municipal Code 20.20.020(C).

Comment [j1]: SMC is not specific to the requirements of the recruitment process.

### ARTICLE III - DUTIES OF THE COMMISSION, OFFICERS AND DUTIES CLERK

**SECTION 1: DUTIES OF THE COMMISSION**

As stated in City of Shoreline Municipal Code 2.20.020, the Commission shall undertake the duties and responsibilities defined in 2.20.060 in accordance with the purpose stated in 2.20.010.

**SECTION 2: OFFICERS**

Officers shall be a Chair and a Vice-Chair; both elected members of the Commission. In absence of both the chair and vice chair, members shall elect a Chair *pro tem*.

**SECTION 3: DUTIES OF THE OFFICERS**

**CHAIR:** The Chair shall preside at all meetings and public hearings and shall call special meetings when necessary. The Chair shall be a full voting member of the Commission. The Chair shall sign minutes and official papers, appoint all committees and their respective Chairs, and act as an *ex-officio* member of each, but without voting privileges. The Chair may delegate duties to other Commissioners with the consent of the Commission. The Chair shall speak on behalf of the Commission before the City Council, the public and City staff.

A term of Office shall be defined as one year. A Commissioner may serve as Chair for no more than two consecutive terms.

**VICE CHAIR:** The Vice Chair shall perform the duties of the Chair in the absence of the same. The Vice Chair may also serve as convener of special committees. The Vice Chair shall speak on behalf of the Commission before the City Council, the public and City staff when the Chair is not available to speak.

A term of Office shall be defined as one year. A Commissioner may serve as Vice Chair for no more than two consecutive terms.

**SECTION 4: DUTIES OF THE CLERK OF THE COMMISSION**

**CLERK OF THE COMMISSION:** The Clerk shall record and retain, by electronic means, each meeting for the official record and shall prepare summary minutes for the Commission, maintain official records and post agendas.

**ARTICLE ~~III~~IV - ELECTIONS**

The Commission shall elect a Chair and a Vice Chair each year. Generally, officers shall be elected and take office annually at the first regular public meeting of the Commission in April. Such election shall take place as the first item of new business of that meeting, and elected officers shall assume their duties at the close of elections.

The election of Chair will be conducted by the Planning Commission Clerk. No one Commissioner may nominate more than one person for a given office until every member

wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary.

After nominations have been closed, voting for the Chair takes place in the order nominations were made. Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote (four votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote. Upon election, the Chair conducts the election for Vice Chair following the same process.

Should the Chair be vacated prior to the completion of the Term, the Vice-Chair shall assume the duties and responsibilities of the Chair for the remainder of the said Term. The Chair shall then conduct elections for a new Vice-Chair.

Should the Vice-Chair be vacated prior to the completion of the Term, the Chair shall conduct elections for a new Vice-Chair to serve out the remainder of the Term.

Time spent fulfilling a vacated Term shall not count towards the two consecutive Term limit for Chair and for Vice-Chair.

**ARTICLE IV – MEETINGS**

All Planning Commission meetings shall comply with the requirements of the Open Meetings Act (RCW Section 42.30). All meetings shall be noticed and open to the public.

**SECTION 1: SCHEDULE**

The Planning Commission shall hold regular meetings according to the following schedule:

First and Third Thursday of each month. The meetings shall begin at 7:00 p.m. ~~and end at 9:30 p.m.~~ unless modified. Should a regular meeting day be a legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Commission votes to select another day or to cancel the meeting.

Special meetings may be held by the Commission subject to notice requirements prescribed by State law. Special meetings may be called by the Chair of the Commission, the City Council or Mayor, City Manager or designee, or by the written request of any three (3) Commissioners by written notice emailed or delivered to each member of the Commission at least 24 hours before the time specified for the proposed meeting.

Any Planning Commission meeting may be canceled by a majority vote or consensus of the Commission. The Chair or Vice Chair may cancel a Planning Commission meeting for lack of agenda items.

**Comment [j2]:** Should we make mention of dinner meetings falling under the category of special meeting?

**SECTION 2: PURPOSE OF SPECIAL MEETINGS**

Special meetings called in accordance with Section 1 of this article shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. No special meetings shall be scheduled between December 15th and the end of the year. The agenda for a special meeting need not conform to that specified in Section 3 of this Article.

**SECTION 3: ORDER OF BUSINESS**

The order of business for each **regular** meeting of the Commission shall be as follows:

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF AGENDA
4. DIRECTOR’S COMMENTS
5. APPROVAL OF MINUTES
6. GENERAL PUBLIC COMMENT
7. ~~STAFF REPORTS~~ STUDY ITEMS/PUBLIC HEARINGS
  - Staff Presentation
  - Public Comment
8. PUBLIC COMMENT
9. DIRECTOR’S REPORT
10. UNFINISHED BUSINESS
11. NEW BUSINESS
12. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS
13. AGENDA FOR NEXT MEETING
14. ADJOURNMENT

**Comment [j3]:** It would make more sense to only have an order of business list for regular meetings since the Planning Commission does not differentiate between study meetings and business meetings.

**Comment [j4]:** Moving public comment under each study session will eliminate making the public wait until the end of the meeting to speak on a topic. The other option would be to allow comment on ANY topic during item 6 (currently General Public Comment).

The order of business for each meeting that includes a **Public Hearing** shall be as follows:

- ~~1. CALL TO ORDER~~
- ~~2. ROLL CALL~~
- ~~3. APPROVAL OF AGENDA~~
- ~~4. DIRECTOR’S COMMENTS~~
- ~~5. APPROVAL OF MINUTES~~
- ~~6. GENERAL PUBLIC COMMENT~~
- ~~7. PUBLIC HEARING~~
- ~~8. DIRECTOR’S REPORT~~
- ~~9. UNFINISHED BUSINESS~~
- ~~10. NEW BUSINESS~~
- ~~11. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS~~
- ~~12. AGENDA FOR NEXT MEETING~~
- ~~13. ADJOURNMENT~~

**SECTION 4: PUBLIC COMMENT**

Planning Commission meetings allow the public to express its views. In all cases, speakers are asked to come to the front of the room to have their comments recorded. Each speaker must

begin by clearly stating their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak.

During the General Public Comment period, the Planning Commission will take public comment on any subject which is not of a quasi-judicial nature or specifically scheduled later on the agenda. Each member of the public may comment for up to ~~two-three~~ minutes. However, Item 6 (the General Public Comment period) will generally be limited to 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.

**Comment [j5]:** The City Council allows for 3 minutes per person, depending on the number of people signed up to speak.

**Comment [j6]:** Right now the order of business for regular meetings has an item for public comment after staff reports, but the order of business for public hearings does not have a comment period after study session items (which get inserted under new business). We propose just having one order of business list.

We should discuss the advantages/disadvantages of combining general public comment with comment on agenda items as well as when comment periods should be inserted on the agenda (before staff presentations or after).

When representing the official position of a State registered non-profit organization or agency or a City-recognized organization, a speaker will be given 5 minutes and it will be recorded as the official position of that organization. Each organization shall have only one, five-minute presentation.

**Comment [j7]:** Should there be an opportunity for the public to submit written testimony during a public hearing? If so, we need to come up with procedures on handling the testimony and allowing additional time to review it.

During Public Hearings, ~~the public testimony or comment~~ follows the Staff Report. The rules for procedure for Public Hearings before the Planning Commission are further defined in Resolution No. 182.

**ARTICLE VI - RULES OF MEETINGS**

**SECTION 1: ABSENCES**

~~Unexcused~~ Absence from more than three (3) consecutive meetings shall be cause for removal. Members shall communicate with the Chair of the Commission or the Vice Chair or the Planning & Development Services Director ~~prior to the meeting~~ with requests for excused absences in the event they will miss three or more consecutive meetings. Emergency requests may be considered. The Chair of the Commission may approve the ~~excused~~ absence.

**Comment [j8]:** Current practice is that a Commissioner notifies the Clerk when they will miss and meeting and the Chair has not officially excused their absence.

Should the rules be changed to make it necessary to request an excused absence ONLY when three or more consecutive meetings will be missed? All other occasional absences will be just an absence.

The other option would be to have a Commissioner contact the Chair and then have the Chair inform the Commission of the absence following roll call and inquire if there is a motion to excuse the member.

**SECTION 2: QUORUM**

The presence of four (4) members constitutes a quorum, and is required for the Commission to take any action other than to adjourn.

**SECTION 3: RULES OF PROCEDURE**

The current edition of Robert's Rules of Order shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Commission.

**SECTION 4: VOTING**

In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present). Each member shall have one vote and no proxies shall be allowed. Present members may abstain for cause. The Chair may vote on any issue, and shall vote in the event of a tie. No action is taken if the Chair votes and the tie continues. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

**SECTION 5: RECESSES / CONTINUATIONS**

Meetings shall be adjourned by ~~a majority vote~~ the Chair.

Continuations of meetings shall be to a definite time and place, by majority vote of present members.

**ARTICLE VII – COMMITTEES**

Committees may be appointed by the Commission Chair. Standing committees shall serve at the pleasure of the Commission and special committees shall also serve for such purposes and terms as the Commission approves. Committees shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Commission.

**NEW ARTICLE**

Planning Commissioners who meet with, speak to, or otherwise appear before a community group or another governmental agency or representative must clearly state if his or her statement reflects their personal opinion or if it is the official stance of the Planning Commission, or if this is the majority or minority opinion of the Commission.

**Comment [j9]:** There was past discussion on how a Commissioner should handle their personal opinions when it goes against the official recommendation of the Commission. This language does not completely address it, but it's a start. Does the Commission see value in adding something like this?

As a matter of courtesy, communication that do not express the majority opinion of the Planning Commission shall be presented to the full Planning Commission so they may be made aware of it.

**ARTICLE VIII - CONFLICT OF INTEREST**

The Chair shall routinely ask members if they have a conflict of interest with any quasi-judicial item on the agenda. Such conflict(s) must be publicly announced at the earliest possible opportunity, and the member shall step down during the particular case(s), neither deliberating nor voting on same.

**ARTICLE ~~VIII~~ IX - APPEARANCE OF FAIRNESS**

The members of the Planning Commission in considering quasi-judicial matters, shall maintain the appearance of fairness as required by law.

**Comment [j10]:** Combine these two Articles?

**ARTICLE IX - AMENDMENTS**

These Bylaws may be amended or repealed and new Bylaws may be adopted at any regular meeting or special meeting by a majority vote of the membership. A copy of the proposed Bylaws, or amendments thereto, shall be furnished to each member at least three (3) days prior to the date of the meeting. All amendments to the Bylaws shall be submitted to the Mayor and City Council for their information.

It is hereby understood that the undersigned Clerk of the Planning Commission does hereby certify that the above and foregoing Bylaws were duly adopted by the members of the Commission as the Bylaws of the Commission on the 18th day of March 2010, and that they do now constitute the Bylaws of the City of Shoreline Planning Commission.

\_\_\_\_\_  
Jessica Simulcik Smith  
Clerk, Planning Commission

**SIGNED BY:**

\_\_\_\_\_  
Michelle Linders Wagner  
Chair, Planning Commission

\_\_\_\_\_  
Joseph W. Tovar  
Planning & Development Services Director

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**Chapter 2.20**  
**PLANNING COMMISSION\***

Sections:

- [2.20.010](#) Created – Purpose.
- [2.20.020](#) Membership.
- [2.20.030](#) Meetings – Rules.
- [2.20.040](#) Staff support.
- [2.20.050](#) Rezone hearings.
- [2.20.060](#) Duties – Responsibilities.

\*See also SMC Title [16](#), Land use and development.

**2.20.010 Created – Purpose.**

There is created the planning commission. The purpose of the planning policy commission is to provide guidance and direction for Shoreline's future growth through continued review and improvement to the city's comprehensive land use plan, zoning code, shoreline management, environmental protection and related land use documents. [Ord. 36 § 1, 1995]

**2.20.020 Membership.**

A. Qualifications. Members of the planning commission shall be selected from individuals who have an interest in environmental affairs, planning, land use, and residential and commercial development as evidenced by training, experience or actions. An intent of the selection process shall be to evenly represent the areas of interest as stated herein. Membership in the planning commission shall be limited to residents or owners of property within the city. No member shall serve longer than two consecutive terms.

B. Number of Members – Terms. The planning commission shall consist of seven members, each of whom shall be appointed for a term of four years. Terms shall expire March 31st in even-numbered years with three members appointed in 2010 and four members appointed in 2012.

C. Appointment. Members of the planning commission shall be appointed by majority vote of the city council subject to an open recruitment process. Commissioners shall be selected without respect to political affiliations and shall serve without compensation.

D. Removal. Members of the commission may be removed by the city manager, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. Failure to either reside or own property in the city shall constitute a forfeiture of office. The decision of the city council regarding membership on the planning commission shall be final and there shall be no appeal therefrom. Members finding themselves unable to attend regular meetings are expected to tender their resignation.

E. Vacancies. Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms in the same manner as for appointments as provided in this chapter.

F. Conflicts of Interests. Members of the planning commission shall fully comply with Chapter 42.23 RCW, Code of ethics for municipal officers, Chapter 42.36 RCW, Appearance of fairness, and such other rules and regulations as may be adopted from time to time by the city council regulating the conduct of any person holding appointive office within the city. [Ord. 572 § 1, 2010; Ord. 36 § 2, 1995]

**2.20.030 Meetings – Rules.**

A. The planning commission shall organize and elect from its members a chair, who shall preside at all meetings of the commission, and a vice-chair. A majority of the commission members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any proposition.

B. The commission shall determine a regular meeting schedule (time, place and frequency), as necessary, but no less frequent than once every two months. All meetings shall be open to the public.

C. The commission shall adopt such rules and regulations as are necessary for the conduct of its business and shall keep a taped record of its proceedings and such written notes as the commission may from time to time direct. The taped record and any written notes shall be a public record. [Ord. 36 § 3, 1995]

**2.20.040 Staff support.**

Administrative staff support to the planning commission shall be provided by the city manager or designee. [Ord. 36 § 4, 1995]

**2.20.050 Rezone hearings.**

The planning commission shall conduct public hearings and make a recommendation to the council on rezones in the city of Shoreline. [Ord. 36 § 5, 1995]

**2.20.060 Duties – Responsibilities.**

A. The planning commission shall direct the preparation of a comprehensive plan and development regulations in compliance with Chapter 36.70A RCW. This includes establishing procedures providing for early and continuous public participation in the development and amendment of the comprehensive land use plan for the city and the development regulations implementing the plan and make recommendations concerning these matters to the city council.

B. The planning commission shall review land use management, shoreline management and environmental protection ordinances and regulations of the city and make recommendations regarding them to the city council.

C. The planning commission shall review potential annexations to the city as requested by the city council, and make recommendations concerning them.

D. Where design review is required by land use ordinances of the city, the planning commission shall perform such design review unless that review is delegated to some other appointed body or city staff.

E. The planning commission shall recommend, establish priorities for, and review studies of geographic subareas in the city.

F. The planning commission shall submit written periodic reports annually to the city council setting forth its progress in completing its work program for the current fiscal year.

G. The planning commission shall be encouraged to maintain liaison with the planning staff of the city.

H. The planning commission may hold public hearings in the exercise of its duties and responsibilities as it deems necessary.

I. The planning commission shall make recommendations to the city council regarding the subdivision of land pursuant to RCW 58.17.100 and in conformity with other ordinances of the city.

J. The planning commission shall have such other duties and powers as may be conferred upon the commission from time to time by ordinance, resolution or motion of the city council.

K. Unless otherwise assigned by ordinance to another body, all public hearings required to be held in the course of adoption or amendment to the comprehensive plan, the zoning code, adoption or amendment of the zoning map, or adoption or amendment of regulations for the subdivision of land, shorelines management and environmental protection regulations shall be heard by the planning commission. [Ord. 36 § 6, 1995]