



City of Shoreline | 17500 Midvale Avenue North | Shoreline, WA 98133  
Phone 206-801-2700 | Email: [clk@shorelinewa.gov](mailto:clk@shorelinewa.gov) | [www.shorelinewa.gov](http://www.shorelinewa.gov)

*Meetings are conducted in a hybrid format with both in-person and virtual options to attend.*

## SHORELINE CITY COUNCIL WORKSHOP DINNER MEETING

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**Monday, May 8, 2023**  
5:45 p.m.

Conference Room 303 · Shoreline City Hall  
<https://us02web.zoom.us/j/84583314568>  
Phone: 253-215-8782 | Webinar ID: 845 8331 4568

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	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	5:45
<b>2. WELCOME AND INTRODUCTIONS</b>	5:46
<b>3. PLANNING COMMISSION</b>	5:56
<ul style="list-style-type: none"><li>• Past Year's Accomplishments</li><li>• 2023 Planning Commission Workplan</li></ul>	
<b>4. ADJOURN</b>	6:45

*Any person requiring a disability accommodation should contact the City Clerk's Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City's website at [shorelinewa.gov/councilmeetings](http://shorelinewa.gov/councilmeetings).*



## Memorandum

**DATE:** May 8, 2023

**TO:** City Councilmembers

**FROM:** Steven Szafran, Senior Planner

**RE:** Annual Dinner Meeting with the Shoreline Planning Commission

**CC:** Bristol Ellington, City Manager  
John Norris, Assistant City Manager  
Rachael Markle, Planning & Development Services Director

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On Monday, May 8, 2023, the City Council will have a Dinner Meeting with the Shoreline Planning Commission to discuss the Commission's accomplishments from the prior year and to discuss the Commission's upcoming workplan. This is an opportunity for the Council and Commission to discuss topics for the upcoming year and issues of importance to both bodies.

Shoreline Municipal Code section 2.20.060 Duties-Responsibilities (F) states:

*"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."*

Traditionally, the Planning Commission has submitted a letter to the City Council in advance of the annual joint City Council and Planning Commission dinner meeting. Because of COVID-19 restrictions, the Planning Commission has not met with the Council since February 2020. **Attachment A** to this memo provides a letter prepared by the Planning Commission that serves as the annual report to the City Council.

The purpose of this meeting is to engage in a dialogue that serves as an update to the City Council by including a summary of the Planning Commission's activities for the past year and to meet the Commissioners, especially the two new members of the Planning Commissioners appointed in March 2022 – Leslie Brinson and Christopher Mosier.

### **2021 and 2022 Accomplishments and 2023 Work Plan**

Since the last annual report to the City Council on February 8, 2020, the Planning Commission has advised the Council on several projects of note. The Planning Commission spent 2021 and 2022 studying and providing recommendations to the Council on:

- 2021 and 2022 Comprehensive Plan Amendments including a complete update to the Transportation Element and review of key components of the revised Transportation Master Plan;
- Housing Action Plan;
- Permanent regulations for Outdoor Seating;
- Permanent regulations related to Enhanced Shelters;
- Cottage Housing Development Code Amendments (almost complete);
- Transfer of Development Rights Program and TDR Development Code Amendments (ongoing);
- Development Code Amendments including updates to the tree code, SEPA updates, and various administrative amendments;
- Development Code Amendments related to the MUR-70' zone;
- Informational meetings on topics such as the Middle Housing Public Participation Plan, the 2024 Comprehensive Plan Public Participation Plan, and Community Land Trusts; and
- Training for those Commissioners that attended the Washington Chapter American Planning Association annual conference in Vancouver, WA.

The Commission is looking forward to continuing work in 2023 to address:

- The 2024 Comprehensive Plan update;
- Middle Housing as part of the 2024 Comprehensive Plan update;
- The update of the Parks, Recreation, Open Space, and Arts Plan;
- Public Outreach and open houses related to the Comprehensive Plan update; and
- Transfer of Development Rights Development Code Amendments.

The Planning Commission's 2023 Agenda Planner, which provides a listing of their forthcoming meetings and the proposed topics for those meetings, is included as **Attachment B** to this memo.

### **Discussion Questions**

In addition to the items on the Planning Commission's upcoming Agenda Planner, there may be other topics that the Council and Commission may want to discuss that may impact the workplan going forward. These topics could include:

1. The timing of when staff and the Commission should begin working on changes to the Development Code to implement the new Middle housing and Accessory Dwelling Unit (ADU) regulations recently passed in the State legislature.
2. The timing of when staff and the Commission should begin developing permanent regulations for ground-floor commercial uses in new multifamily buildings.
3. Any other topics the Commission and Council want to explore that may impact the Commission's work plan this year and into 2024 when the Comprehensive Plan update must be adopted.

**Attachments**

Attachment A: 2023 Planning Commission Annual Report Letter

Attachment B: 2023 Planning Commission Agenda Planner



City of Shoreline  
Planning  
Commission

Pam Sager  
Chair

Julius Rwamashongye  
Vice Chair

Janelle Callahan

Andy Galuska

Mei-shiou Lin

Christopher Mosier

Leslie Brinson

May 8, 2023

Mayor Scully and Members of the City Council:

Shoreline Municipal Code section 2.20.060 Duties-Responsibilities (F) states “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.” The purpose of this letter is to serve as the annual report to the City Council by including a summary of the Planning Commission’s activities for the past year. First, two new Commissioners were appointed in March 2022 – Leslie Brinson and Christopher Mosier.

Since our last annual report to Council on February 8, 2020, the Planning Commission has advised the Council on several projects of note. The Planning Commission spent 2021 and 2022 studying and providing recommendations to the Council on:

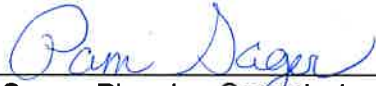
- 2021 and 2022 Comprehensive Plan Amendments including a complete update to the Transportation Element and review of key components of the revised Transportation Master Plan.
- Housing Action Plan.
- Permanent regulations for Outdoor Seating.
- Permanent regulations related to Enhanced Shelters.
- Cottage Housing Development Code Amendments.
- Transfer of Development Rights Program and TDR Development Code Amendments (ongoing).
- Development Code Amendments including updates to the tree code, SEPA updates, and various administrative amendments.
- Development Code Amendments related to the MUR-70’ zone.
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- Transfer of Development Rights Development Code Amendments.

The Commission looks forward to this exciting and meaningful work that is before us and to supporting the Community's and Council's goals.

On behalf of the Planning Commission,



Pam Sager  
Pam Sager, Planning Commission Chair

## 2023 Planning Commission | Agenda Planner

This agenda planner is subject to frequent change. Please contact Steve Szafran to schedule your item.

### Staff Report Due Dates:

Staff Report **drafts** are due:

- two weeks prior to the meeting on Thursday for Regular Meetings w/o Policy or Regulatory Proposals
- three weeks prior to the meeting on Thursday for Policy and Regulatory Proposals and Public Hearings

Final Drafts are due Thursday morning one week before the meeting.

**Monday, May 8, 2023 – Council Dinner Meeting – 5:45 p.m.**

*SR Due for internal review April 20*

**Thursday, May 18, 2023**

*Staff Report Draft Due: May 4*

**7:00 p.m. Council Chambers**

*Final Due: May 11*

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	Middle Housing Briefing (draft policies and implementation concepts)	EK	
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i>			
<i>Staff Absent:</i>	Steven Szafran		

**Thursday, June 1, 2023**

*Staff Report Draft Due: May 18*

**7:00 p.m. Council Chambers**

*Final Due: May 25*

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	TDR Amendments	SS	
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i>			
<i>Staff Absent:</i>	Andrew Bauer		

**Thursday, June 15, 2023**

*Staff Report Draft Due: June 1*

**7:00 p.m. Council Chambers**

*Final Due: June 8*

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	Comprehensive Plan Update (engagement briefing) TDR Amendments (if necessary)	SS	
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i>			

Thursday, July 6, 2023

Staff Report Draft Due: June 22

7:00 p.m. Council Chambers

Final Due: June 29

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	PROSA Plan and Element Comprehensive Plan Update (vision statement, introduction?)	MR/JB	
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i> <i>Staff Absent:</i>	Steve Szafran		

Thursday, July 20, 2023

Staff Report Draft Due: July 6

7:00 p.m. Council Chambers

Final Due: June 20

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>	TDR Amendments (Hearing Notice to Carla)	SS	
<b>Study Item:</b>	Comprehensive Plan Update (Housing Element review)		
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i>			

Thursday, August 3, 2023

Staff Report Draft Due: July 20

7:00 p.m. Council Chambers

Final Due: July 27

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	Comprehensive Plan Update (Land Use Element review)		
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i>			

Thursday, August 17, 2023

Staff Report Draft Due: August 3

7:00 p.m. Council Chambers

Final Due: August 10

Type of Business	Subject	Presenter	Duration
<b>Public Hearing:</b>			
<b>Study Item:</b>	Comprehensive Plan Update (Utilities Element review)		
<b>Unfinished Business:</b>			
<i>Commissioners Absent:</i> <i>Staff Absent:</i>			



Thursday, September 7, 2023

Staff Report Draft Due: August 24

7:00 p.m. Council Chambers

Final Due: August 31

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:	Annual Retreat		
Unfinished Business:			
Commissioners Absent:			
Staff Absent:			

Thursday, September 21, 2023

Staff Report Draft Due: September 7

7:00 p.m. Council Chambers

Final Due: September 14

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:	Comp Plan (Housing, Land Use, Utilities, Parks Elements)		
Unfinished Business:			
Commissioners Absent:			

Thursday, October 5, 2023

Staff Report Draft Due: September 21

7:00 p.m. Council Chambers

Final Due: September 28

Type of Business	Subject	Presenter	Duration
Public Hearing:	PROSA Element	MR/JB	
Study Item:	Comprehensive Plan Update		
Unfinished Business:			
Commissioners Absent:			

Thursday, October 19, 2023

Staff Report Draft Due: October 5

7:00 p.m. Council Chambers

Final Due: October 12

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:	Connectivity in high activity areas (tentative)		
Unfinished Business:			
Commissioners Absent:			

Thursday, November 2, 2023

Staff Report Draft Due: October 19

7:00 p.m. Council Chambers

Final Due: October 26

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:			
Unfinished Business:			
Commissioners Absent:			

Thursday, November 16, 2023

Staff Report Draft Due: November 2

7:00 p.m. Council Chambers

Final Due: November 16

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:			
New Business:	Announce Commissioner Recruitment		
Commissioners Absent:			

Thursday, December 7, 2023

Due Wed - Thanksgiving wk - Staff Report Draft Due: November 22

7:00 p.m. Council Chambers

Final Due: November 30

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:			
Unfinished Business:			
Commissioners Absent:			

Thursday, December 21, 2023

Staff Report Draft Due: December 7

7:00 p.m. Council Chambers

Final Due: December 14

Type of Business	Subject	Presenter	Duration
Public Hearing:			
Study Item:			
Unfinished Business:			
Commissioners Absent:			

**PARKING LOT:**

**2023 Pending Agenda Items:**

- Planning Commission Youth Commissioners
- DGIP Update
- Amending the Shoreline Municipal Code 3.01 Fee Schedule for the Affordable Housing Fee In Lieu Program

**2024 Pending Agenda Items:**

- Comprehensive Plan Amendment Annual Docket Setting
- Comprehensive Plan Amendment Discussion & Adoption
- Master plan at the east and west ends of the 149<sup>th</sup> NMB (TODI potential)
- Batch Development Code Amendments
- Critical Areas Code Periodic Update (due 6/30/24, can be extended to 6/30/25)