



## **Memorandum**

**DATE:** September 15, 2005  
**TO:** Planning Commission  
**FROM:** Andrea L. Spencer  
**RE:** Planning Commission Annual Report to City Council

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During the Commission retreat last spring it was decided that Commission would like to prepare its annual report for City Council. For context, City Ordinance No. 36 established the Planning Commission, and under Section 6 (Duties and Responsibilities) item 6 it reads "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."

In years past the staff has prepared a Commission work summary for Council review at the start of the New Year. Attached to this memo are samples of past reports that staff has prepared for your reference. At the completion of the retreat staff had a sense that the pleasure of the Commission was to communicate a little more to Council than just the numbers of permits the Commission reviewed.

At the time of the retreat it was determined that Commissioners Piro, Sands, Hall, and Broili would form a subcommittee to begin preparation of the report. The Committee would then prepare the draft report for the entire Commission and it would then be forwarded to Council.

Staff recommends that Commission confirm the subcommittee members and that subcommittee begin meeting and drafting the annual report.

**Planning Commission Accomplishments for 2001**

**Commissioners**

Marlin Gabbert, Chair  
Brian Doennebrink, Vice Chair  
Carol Doering  
Nancy Marx  
Kevin McAuliffe  
Robin McClelland  
David Harris  
Bill Monroe  
Michael Maloney

**Training:** Staff arranged training for the Commissioners provided by the Association of Washington Cities on Quasi-Judicial Decision Making. Staff also organized a tour of the City for the purpose of highlighting recent and proposed development and future planning areas. The Planning Commissioners were also encouraged to attend the Washington State Chapter of the American Planning Association fall conference in Spokane. Two of the Commissioners attended. In addition, to a subscription to the Planning Association Magazine, the Commissioners receive bimonthly copies of the Planning Commissioner's Journal.

**Outreach:** The Planning Commission amended its bylaws this year to add public comment "in general" for 20 minutes prior to the staff reports and public comment following each staff report for the purposes of providing for greater public involvement. In addition, the Planning Commission hosted an Open House in October to highlight recent planning projects and to provide an open public forum to exchange ideas and comments relating to planning in Shoreline. Staff has also begun the recruitment process for candidates to fill potentially four vacant seats on the commission.

**Projects:**

The Planning Commission formulated recommendations on the following projects for Council:

- Legislative Action: Single Family Design Standards/Amending the Development Code to reduce impervious surface and maximum building coverage allowed in the R-8 and R-12 zones for the purposes of regulating bulk and scale.
- Legislative Action: Reconciliation of the Comprehensive Plan Land Use Map and the Zoning Map
- Legislative Action: Annual Update/Amendments to the Comprehensive Plan and Development Code
- Quasi Judicial Action: Amending Contract Zone for Shoreline Village Townhomes
- Quasi Judicial Action: Rezone of property at 14516 12<sup>th</sup> Avenue from R-6 to R-12
- Quasi Judicial Action: Special Use Permit for an emergency generator building on the Fircrest Campus
- Legislative Action: Amending the Development Code to change the density calculation in the R-6 zone to prevent the construction of more than one primary single family detached dwelling unit on a lot that is less than 14,400 sq. ft; and
- Legislative Action: Proposed Amendments to the Development Code

**City of Shoreline's Planning Commission Achievements 2002- May 2003**

1. Approved payment in – lieu – of construction program
2. Finalized single-family design guidelines
3. Passed amendments to the Development Code regarding Secure Community Treatment Facilities
4. Approved a special use permit to expand gambling at Hollywood Casino
5. Approved the Draft Gateway Policy and Procedure Manual
6. Forwarded to City Council a recommendation to approve the amendment to the Development Code allowing the adaptive reuse of library facilities
7. Forwarded to City Council a recommendation to approve the amendment to the Development Code to require posting of new Public Hearing dates on sites for proposed land use actions
8. Approved a rezone of two parcels in the vicinity of 1440 NW Richmond Beach Road from R-12 to NB
9. Approved revised Planning Commission Bylaws
10. Approved changes to the Cottage Housing Regulations
11. Adopted amendments to the Critical Areas Ordinance
12. Forwarded to City Council a recommendation to approve the Sky Nursery street vacation with a combination of property trade and payment
13. Forwarded to City Council a recommendation to approve an amendment to the Comprehensive Plan to include appendix of right-of-way maps for future right-of-way needs for Aurora Corridor project