

AGENDA PLANNING COMMISSION REGULAR MEETING



Thursday, July 15, 2010
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 17, 2010 Meeting Minutes	
b. July 1, 2010 Meeting Minutes	
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. Study Session: Town Center Subarea Plan	7:45 p.m.
c. Study Session: Development Code Amendments - #301650	9:15 p.m.
8. PUBLIC COMMENT	9:30 p.m.
9. DIRECTOR'S REPORT	9:40 p.m.
10. UNFINISHED BUSINESS	9:45 p.m.
a. Follow-up Discussion on Condensing Planning Commission Minutes	
11. NEW BUSINESS	9:50 p.m.
12. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS	9:55 p.m.
13. AGENDA FOR Aug. 2 joint-meeting with Council; Aug. 5 meeting cancelled	9:53 p.m.
14. ADJOURNMENT	10:00 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.

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CITY OF SHORELINE
SHORELINE PLANNING COMMISSION
MINUTES OF REGULAR MEETING

June 17, 2010
7:00 P.M.

Shoreline City Hall
Council Chamber

Commissioners Present

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

Staff Present

Joe Tovar, Director, Planning & Development Services
Steve Cohn, Senior Planner, Planning & Development Services
Jeff Forry, Permit Services Manager
Flannery Collins, Assistant City Attorney
Jessica Simulcik Smith, Planning Commission Clerk

Commissioners Absent

Commissioner Broili

CALL TO ORDER

Chair Wagner called the regular meeting of the Shoreline Planning Commission to order at 7:06 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

The agenda was accepted as presented.

DIRECTOR'S COMMENTS

Mr. Tovar reported that the groups, Friends of Aldercrest and the Coalition for the Preservation of Cedarbrook, made a presentation to the City Council regarding two parcels of school district property in northeast Shoreline. They requested the City work with them and the school district on ways to potentially retain these parcels in long-term public ownership for park purposes. The City Council

indicted they would like to form a working committee with representatives from the Shoreline City Council, Lake Forest Park City Council, Shoreline School District, and the two community associations to discuss the option further. He noted that one idea would require amendments to the land use plan and zoning for the two parcels, which would have an implication for the Commission's work program.

Mr. Tovar announced that on June 21st staff would brief the City Council on the status of discussions to coordinate the City's actions with those of Sound Transit in consideration of light rail, specifically coming from Northgate through Shoreline to serve Mountlake Terrace and Lynnwood and eventually Everett. This issue could also result in additional work for the Commission at some point in the future.

Mr. Tovar announced that the City Council approved the CRISTA Master Development Plan as recommended by the Commission. However, the plan was appealed to Superior Court. He cautioned the Commissioners against discussing the master plan because it is theoretically possible the matter could come back to the Commission. It is important that they maintain their ability to participate in future deliberations.

APPROVAL OF MINUTES

The minutes of May 6, 2010 were approved as corrected, and the minutes of May 20, 2010 were approved as drafted.

GENERAL PUBLIC COMMENT

Wendy DiPeso, Shoreline, said staff is justifying proposed code amendments that would all but eliminate SEPA by saying that the City's codes are stricter than SEPA requirements. They suggest that eliminating SEPA would reduce the time it takes for developers to obtain permits. She expressed her belief that removing the public oversight provided by SEPA would place too much power into the hands of one individual, and there are plenty of examples of what can happen when oversight is removed. For example, changing the name of an existing stream on paper does not change its existing characteristics; but Mr. Tovar undid the culmination of months of litigation and public testimony when he changed the definition of an existing stream, thereby eliminating an opportunity to effectively address an ongoing problem and setting the stage for future problems. She summarized that this is the power of administrative changes with someone who typically makes good choices. She questioned what the system would be like without public oversight and with someone less capable than Mr. Tovar. She summarized that there are other ways to both streamline the process and keep public oversight such as providing developers with a checklist and having better internal communication so developers do not receive conflicting information from staff. She observed that Shoreline is already an anomaly because they do not require SEPA review for every project, yet other municipalities do not have similar difficulties. She suggested there be a more thorough examination of the root causes in Shoreline instead of throwing out public oversight.

Arthur Peach, Shoreline, said he has seen many changes in the development of Shoreline over the past 10 years. Some of the recent decisions have been the largest ever taken on by the City, and there is an expectation for lengthy minutes. He observed that over his short time of becoming involved in the City,

he has learned that difficult decisions do not come easy, but the amount of energy spent thinking about the decision is crucial for the residents of Shoreline. It is important for the citizens to have a clear understanding of how these decisions were made. He cautioned that limiting discussion minutes to summary only can end up changing the meaning of what was said or implied. While the staff report indicates the City would save money by limiting staff time and minute taker dollars, he expressed his belief that the change would undermine the citizens' ability to understand why certain decisions are made. He suggested that providing full minutes of Planning Commission discussions is essential for transparency and accountability. He noted that the Commission is one of the first opportunities for public participation, and they have a real voice to the City Council. He advised against the Commission accepting the staff's recommendation.

Debbie Kellogg, Shoreline, recalled that the 2009 Comprehensive Plan amendments were proposed and docketed, and a checklist was prepared. However, the amendments were never forwarded to the City Council because they were busy with the Vision Statement. She noted the Planning Commission directed staff to advertise for 2010 Comprehensive Plan amendments. While the City's website indicated that proposals were due by the last business day of January, staff announced on December 15th that the deadline would be moved to December 29th. She reported that she contacted the Planning and Development Services staff in December regarding her concern, but they did not provide a response. She suggested this change resulted in no citizen-initiated Comprehensive Plan amendments for 2010.

Mr. Cohn explained that the Comprehensive Plan amendments related to Ballinger were docketed in 2009 but postponed to the 2010 docket. He agreed that Ms. Kellogg contacted staff on December 15th regarding the deadline change. However, he noted that between December 15th and the deadline for application, no citizens approached staff with the idea of submitting an amendment. Commissioner Kaje asked if the Comprehensive Plan amendment process was advertised to the public including *CURRENTS*. Mr. Cohn answered that the Commission requested broader notice that had been previously done, and that, to his recollection the process and December deadline were advertised in the Seattle Times, in *CURRENTS* and on the City's website and public cable station. However, he cautioned there may have been one location on the website that still identified the January deadline.

STAFF REPORTS

Development Code Amendments - #301642 – Chapter 20.30

Mr. Tovar provided a brief history of the Shoreline Environmental Protection Act (SEPA), the Shoreline Management Act (SMA), and the Growth Management Act (GMA). He also noted that the Regulatory Reform Act adopted in 1995 created a new statute (RCW 36.70B), which established that there could only be one open-record public hearing on permits. He provided a graphic illustration of the relationship between state law, the City's Comprehensive Plan and Development Code, development permits and capital projects. He also provided a graphic illustration of the different types of permits and decisions that exist in Shoreline and reviewed each as follows:

- Type A (ministerial) and Type B (administrative) decisions are staff decisions that do not require a public hearing. They are not typically reviewed and decided upon by either the Planning Commission or City Council
- Type C decisions are quasi-judicial and include site-specific rezones, master development plan permits, subdivision into five or more lots, critical areas reasonable use permits, and street vacations. All quasi-judicial decisions require a public hearing.
- Type L decisions are legislative and include Comprehensive Plan amendments, SMP amendments, Development Code amendments, and area-wide rezones. A public hearing is required.

Mr. Tovar explained that the further “up the ladder” you go towards Type C and L decisions, the more discretion there is for the decision maker to render a decision. The further “down the ladder” you get towards Type A and B decisions, the criteria and range of decisions is much narrower and the impact of public comment decreases. He summarized that the more discretion the decision-maker is allowed, the more affect public input can have.

Mr. Tovar advised that City Council Goal 7 specifically calls out the need to create a permit process that is more clear, timely and predictable. He explained that, overtime, the City’s statutes have become more detailed and specific. SEPA was the only tool available to deal with many of the issues before the GMA was adopted and other regulations came into being. It is still an appropriate tool for some issues, but many issues can be dealt with via other regulations such as the more restrictive stormwater control and critical areas requirements. He suggested that rather than deregulating, it is a matter of regulating appropriately.

Mr. Forry provided handouts to illustrate the types of permits and the various processes that would be applied to each. He explained that the focus of the original SEPA regulations was to provide a basis for cities and counties to review projects absent other regulations dealing with the environment. He reviewed that the City incorporated in 1995 using the King County codes as the basis for regulation. In 1998 the City adopted some enhanced SEPA rules, and the current Development Code was adopted in 2000. Since that time, there have been amendments to various sections of the Development Code including the critical areas regulations, signage policies, landscaping criteria, stormwater regulations, trees in critical areas and clearing and grading. In light of these amendments and the enhanced Comprehensive Plan that was approved in 2005, staff feels this is an opportune time to review the existing thresholds and make appropriate adjustments when they are warranted.

Mr. Forry explained that SEPA allows flexibility for local governments to choose where to set the threshold for exemptions, which is one of the subjects of tonight’s discussion. Staff is proposing to raise the thresholds to the levels allowed by State Law. He distributed handouts to provide clarity as to how the new thresholds would be applied and provide a perspective of the City’s history related to projects that require SEPA. He cautioned that the information was put together in a fairly short period of time, so he does not consider it a comprehensive list. However, he is fairly comfortable that it is reasonably accurate. The highlighted items indicate projects that would have been exempt under the proposed amendments.

Commissioner Kaje referred to the fold out table, which states the last three items would be changed by amendment. He asked staff to specify how this change would occur. Mr. Forry said the proposal is to direct these appeals to Superior Court after a City Council decision. The current code stipulates that SEPA appeals be heard by the Hearing Examiner. However, this can result in two bodies hearing an appeal of a Planning Commission decision, which is contrary to provisions under the Washington State Administrative Code (WAC) that requires appeals be provided via one open record hearing, with the action to be heard at the same time as the appeal by one hearing body. Absent that, it goes to Superior Court. Given the existing state law, staff is proposing no administrative appeal for SEPA threshold determinations on Type C Actions heard by the Planning Commission.

Commissioner Behrens asked if the Planning Commission would be the hearing body for SEPA appeals for all Type C Decisions. Mr. Forry clarified that, currently, there is an interim ordinance that allows site-specific rezone applications to be heard by the Hearing Examiner. In these situations, the Hearing Examiner, as the SEPA hearing authority, would hear the action and appeal at the same hearing. However, appeals of Planning Commission actions would not occur until after the City Council makes a decision, and the appeal would be to Superior Court. Chair Wagner clarified that the Planning Commission would still hear site-specific rezone proposals for properties that are located within the Town Center Subarea.

Ms. Collins noted that the WAC includes a provision that gives the City Council the ability to eliminate administrative appeals altogether. However, if they do allow them, they must consolidate the SEPA appeals with the hearing on the underlying government action in a single hearing before one hearing officer or body. She recalled that, as per code, the Hearing Examiner was to review the SEPA appeal for the CRISTA Master Development Plan, and the Planning Commission was to conduct the public hearing for the underlying action. This was contrary to the WAC requirement of a single hearing. The administrative order was a stop gap measure that eliminated administrative appeals for those hearings for which the Planning Commission has review authority. Currently this only applies to master development plans and rezones that are part of a subarea plan.

Ms. Collins said the purpose of most of the changes was to clarify the processes. However, she acknowledged that the proposed amendments as written might actually make the language more confusing. She suggested the Commission consider the following options to make the issue simpler:

- Eliminate administrative appeals for those actions for which the Commission holds the open record hearing, or
- Transfer the SEPA administrative appeal authority to the Commission for only those actions for which they have the underlying open record hearing, or
- Transfer all hearings related to Type C Decisions to the Hearing Examiner.

Commissioner Behrens said the minutes of the last discussion indicate that on the two types of Type C decisions that come before the Commission, they could hold a threshold appeal hearing. Ms. Collins said that would be an option, but it is not the staff's recommendation. Mr. Forry clarified that many times the conditions have not even been established for Type C Decisions until the Commission acts as a body to fully vet out all the conditions of approval and mitigations that might be required. It is

probably more appropriate to consider an appeal after the City Council has had an opportunity to evaluate the total package rather than just appealing the initial threshold determination.

Commissioner Kaje observed that the Planning Commission does not make decisions. They conduct public hearings and develop recommendations, but the final decisions are made by the legislative body (City Council). The City Council may have a closed-record hearing and have discussion before making the final decision. He said that in an attempt to sort out the various processes, he read through the WAC repeatedly trying to find scenarios that fit the City's situation. He also researched codes from other cities but was unable to find one that is exactly the same. Mr. Forry agreed to research and provide additional information at a later date.

Commissioner Kaje noted that Subsection A.6.1 of the WAC specifically says that consolidation does not apply when an appeal is filed for a Determination of Significance (DS). However, an appeal to a Determination of Non-Significance (DNS) would require a consolidated appeal. He expressed concern that because it appears that the public's opportunity to appeal depends on the type of determination, the proposed change may tilt things in one direction. He requested further clarification about how the proposed amendment would play out in a situation where a DS is issued and an EIS is required. Mr. Forry explained that a DS puts in place a different process that involves a lot of money and time before an applicant ever gets to the hearing process. The State took this into consideration and provided an opportunity for appeals to be filed prior to requiring the applicant to go through the lengthy process of developing an EIS that may not be valid if the appeal is upheld. Ms. Collins clarified that the proposed changes would apply only to DNS decisions. The ability to appeal DS decisions would remain the same.

Mr. Forry explained that SEPA provides an optional provision for jurisdictions to eliminate certain categorical exemptions within critical areas. When this provision was initially established, many jurisdictions did not have all the necessary regulatory ordinances. However, the City has adopted a Critical Areas Ordinance, which provides all the mechanisms to mitigate impacts. Staff believes that SEPA is a redundant requirement in some cases. He advised that staff is proposing the following changes to Chapter 20.30.

- Amend the opening paragraph of Section 20.30.560 by deleting the second item (the proposal would alter the existing conditions within a critical area or buffer).

Regarding changes to the SEPA Thresholds, staff proposes the following:

- Amend Section 20.30.560.A to change "four dwelling units" to "20 dwelling units." Mr. Forry advised that this proposed change is supported by the current land use regulations. The areas where 20-unit complexes are being developed are located mainly in the high-density residential zones, which are identified in current planned areas or study areas. Staff believes there are adequate regulations in place to support this change. He referred to the summary list of projects and noted that not many would have been impacted by the change.

- Amend Section 20.30.560.B to change “4,000 square feet” to “12,000 square feet.” Mr. Forry said that the current regulations for a 12,000 square foot building would require 40 parking stalls, which falls in line with what the State anticipates.
- Amend Section 20.30.560.C to change “20 automobiles” to “40 automobiles.” Mr. Forry said staff believes that 20 is a relatively conservative number given the current environment.
- No amendments are proposed to Section 20.30.560.D because the City’s requirement is already set at the maximum threshold allowed by the State.
- Amend Section 20.30.680 to clarify the language and make it easier to read. Mr. Forry said the amended language also proposes a different appeal process for those items that would be heard by the Planning Commission.
- Amend the second paragraph in Section 20.30.040 to read, “Permits for projects that require a SEPA threshold determination are only subject to the public notice requirements, target time limits, and appeal authority specified in Table 20.30.050 for SEPA threshold determinations. Mr. Forry explained that the purpose of this amendment is to require Type A Decisions that are subject to SEPA to go through the SEPA noticing provisions that are applicable to Type B Decisions.

Commissioner Kaje noted that WAC 197.11.800 states that “an agency may adopt a system of several exempt levels, such as different levels for different geographic areas.” He asked if staff researched the option of establishing a graduated level of exemptions. For example, a higher threshold may be appropriate for areas closer to the town center or other commercial areas. He reminded the Commission of their frequent discussions about transition between different types of land uses. He said he could probably be convinced there are areas where the threshold should be raised significantly, but there are other places where this increase would be awkward. Mr. Forry said staff considered this option. He reminded the Commission that these are thresholds for evaluating the environmental impacts that rise to the level of being significant and probable. He noted that the City of Seattle has gone through an exhaustive effort to scale their thresholds, and they have even gone beyond the thresholds for some of their planned areas using the infill provisions under SEPA. The City of Shoreline has not reached this point, but it is definitely an option to consider as part of their future consideration of planned areas such as the Town Center. He summarized that staff believes the existing regulations would adequately mitigate the impacts associated with projects that fall below the threshold. However, it is important to keep in mind that the City would have the ability to invoke the provisions of SEPA and look at the overall impacts if a series of exempt actions were to come before them.

Commissioner Behrens shared a theoretical example of an apartment building of less than 20 units in an R-18 zone. The general parking requirement would be approximately 27 spaces. Both of the numbers would be under the exemption threshold, and no SEPA would be required as per the proposed amendments. He asked if the City would have the ability to require a SEPA process even if a project falls below the threshold for categorical exemptions. Mr. Forry explained that State law includes a provision wherein a jurisdiction can review a series of exempt actions together. For example, if a definitive development proposal for fifteen 4-unit townhouses is submitted, the City could request a SEPA review of the entire project even if the applicant is proposing to construct the buildings incrementally. However, the same review process and evaluation would be required without SEPA. For example, the City does not need SEPA to evaluate protected species; this issue would be addressed by other code requirements. He summarized that SEPA is a tool to evaluate the impacts of a proposal and

determine if they rise to a level of being significant, and staff does not believe an 18-unit apartment complex on an appropriately zoned property would have the level of impact that would warrant a SEPA evaluation.

Commissioner Behrens asked what tools the City would use to identify potential impacts if a SEPA checklist is not required. Mr. Forry explained that the goal is to evaluate the probable significant impacts of a development based on adopted ordinances to get maximum protection of the City's resources. Staff believes that there are adequate regulations in place to mitigate the probable significant impacts of developments that fall below the thresholds identified in the proposed amendments. Commissioner Behrens suggested there may be some things the proposed amendments have missed. Chair Wagner clarified that in order for the City to issue anything other than a DNS, a project would have to reach a threshold of being significant. Other things might show up on a SEPA Checklist, but they would not necessarily result in a DNS. If a DNS is the ultimate administrative conclusion, then the SEPA review is merely an administrative process that does not provide for any additional remediation that would not have been triggered by the underlying Development Code requirements.

Commissioner Behrens said the nice thing about a SEPA checklist is that it is simple, easy and reviewable. It becomes the basis for making determinations of whether or not impacts are significant. Certain things on the checklist automatically make a development significant. Once a SEPA checklist is submitted and posted, the public has an opportunity to review the document and check it for accuracy. Sometimes citizens are much more aware of specific things that occur on a site, and this additional information could be valuable. This ability would be lost if the proposed amendments are approved, and a checklist was not required for projects that fall under the threshold level.

Chair Wagner referred to the 2006 to 2010 project list, and noted that a number of items were listed as exempt from SEPA based on the current regulations. Mr. Forry explained that the projects identified in bold are the ones that would be exempt based on the proposed amendments. He noted that there was only one project on the list that rose to a level of Mitigated Determination of Significance (MDS). Vice Chair Perkowski asked staff to provide a similar list to show which projects would be impacted by the proposed amendment to exempt environmentally critical areas. Mr. Forry agreed it would be possible to provide this information.

Mr. Tovar explained that the frequency with which the SEPA determinations have been appealed shows that citizens have not availed themselves to the option. The applicants were required to submit a checklist. Based on the examples they have, the SEPA review added no new information. He cannot say that they will never miss something they would have caught with SEPA, but it is a matter of what this degree of assurance is worth when measured against the other things the City is trying to respond to. Staff's goal is to balance policy objectives. The environment is important, but the City already has independent authority from SEPA to say what can and cannot happen in critical areas. They will likely have more regulations in the future such as traffic impact fees, etc. SEPA has been useful for large projects to make sure the traffic impacts are mitigated. But based on the number and scale of the projects that would fall below the thresholds, he does not believe the City would miss a lot.

Commissioner Behrens asked if staff has found the public's suggestions for additions and corrections to the SEPA Checklist to be valuable. Mr. Forry referred to a document published by the State of Washington, which provides information to the public about how to comment on SEPA. If citizens read this document first, the City would likely receive more substantive comments. However, most of the comments the City receives regarding SEPA are not specific to environmental impacts and the SEPA document; they are couched more on emotion. In nearly all cases, the City has been able to mitigate with existing code requirements without using extraordinary measures. Mr. Tovar said he has been a SEPA Responsible Official for three different jurisdictions over the past 22 years. They typically receive very little comment. The comments received are related to issues that can be addressed as part of the permit criteria. Generally, these comments are not helpful in providing additional SEPA information about the site. Mr. Forry said his comments were not meant to dismiss the public process that is part of SEPA. However, the comments are generally more related to the permit process rather than environmental concerns that need to be mitigated via the SEPA process.

Development Code Amendments - #301642 – Chapter 20.70

Mr. Forry recalled that when the Development Code was adopted in 2000, the City had a different organizational structure and Planning and Development Services was a catch-all department. They performed right-of-way inspections in conjunction with site-development inspections and implemented many of the City regulations. As the City has grown and become more sophisticated, the Public Works Department has taken a greater role in inspecting projects developed within the rights-of-way.

Mr. Forry explained that many of the codified standards in Chapter 20.70 of the Shoreline Municipal Code (SMC) are excerpts from various technical manuals that are not referenced in the chapter so their origins are unknown. Technical standards are subject to change and some of the information contained in this chapter is inconsistent with technical engineering manuals employed by the City, State and other local agencies. Some of the proposed amendments remove these technical standards from Chapter 20.70 since they are covered in the Engineering Development Guide, as well as manuals that have been adopted related to traffic safety. They are not needed as part of the Planning and Development Services Department's functional authority.

Mr. Forry said a proposed amendment would delete Section 20.70.130 related to street trees to eliminate confusion. He explained that Chapter 12 of the SMC regulates activities in the rights-of-way, and the issue will be further clarified by the Transportation Master Plan. In addition, the landscape provisions requiring street trees have also been modified to allow flexibility. The actual road treatment would be addressed by the City Council as a policy issue, and they will give direction back to the Public Works Department to develop appropriate standards for specific street segments. Staff believes that addressing streets trees in Chapter 20.70 is redundant.

Mr. Forry advised that the proposal also includes an amendment to Section 20.70.320 that would eliminate frontage improvements for individual single-family dwelling units. Staff was unable to find a nexus for requiring frontage improvements to address the level of impact created by one single-family dwelling unit on an existing lot or a lot that has already been through the development process with the City. In addition, the current code also requires frontage improvements for individual single-family

remodels, additions or repairs that equal more than 50% of the value of the home, and staff has found this requirement is difficult to apply equitably. In some areas, it would not take a large project to exceed 50% of the assessed value of a home. At the same time, a very significant project could occur in another neighborhood with higher property values without triggering the frontage improvement requirement. It is also difficult to establish a nexus between the required frontage improvements and the impact associated with the remodel. He summarized that staff is recommending that frontage improvements no longer be applied to individual single-family dwelling units. However, the provision would still apply to subdivisions, short plats, and other types of development that would normally create an impact on a local street.

Mr. Forry advised that another proposed change (Section 20.70.320) is intended to clarify that utility service connections on the site must be placed underground when properties are developed or redeveloped. He noted that SMC Title 13 requires frontage utilities to be placed underground when major development projects are undertaken by the City or another entity.

Commissioner Kaje requested clarification of Section 20.70.320.B.4, which grants an exception to the frontage improvement requirement for new development on vacant lots platted before August 31, 1995. Mr. Forry explained that lots created after 1995 have been evaluated through some type of process to identify their impacts on the current system. However, the City has not had an opportunity to evaluate lots that were platted before 1995. The City would like to reserve the right to require frontage improvements in these cases, depending on the road situation. This is a new requirement that was not in the previous edition and would only apply to Item 3 (subdivisions). It was noted that the section should be reformatted to make the intent clear.

Mr. Forry summarized that the only item the Commission asked him to bring back is clarification and examples of how the proposed amendments would be applied to appeals in critical areas.

Condensing Planning Commission Minutes

Mr. Cohn explained that over the years, the Commission minutes have become lengthier. In light of budget issues, staff has considered possible options for condensing the minutes. He reviewed that Ordinance states that the tape record of a Planning Commission meeting and any written notes shall be part of the public record. In addition, the Commission's Bylaws only require summary minutes, which simply identify the action that was taken and the vote. Mr. Cohn agreed that detailed minutes help the public follow the Commission's discussion, but they are costly and require a lot of staff time to review. He recommended the Commission consider the option of having less detailed minutes for study session and more detailed minutes for public hearings and the discussion that follows. The less detailed minutes would talk about the ideas being discussed and summarize the main ideas and discussion points. However, it would not provide verbatim notes of the Commissioner's comments.

Commissioner Kaje recalled Mr. Peach's earlier comment that having detailed minutes allows the public to learn what took place at the Commission meetings. He said he would hesitate to make a decision before providing examples of summary minutes and inviting the public to comment on the proposed change. He asked how the City selects their transcribing services and if they have researched other

options. While he can appreciate budget concerns, they need to also be concerned about maintaining a good public record. Mr. Cohn advised that some years ago, the minutes were handled in house, and the decision was made to contract the work out. The City has used the same minute taker since the decision to outsource was made. He agreed to provide additional information about the history of the contract.

Commissioner Behrens suggested that perhaps the process for recording the minutes could be changed and organized a little better to meet the concerns of the public and shorten the process for the person who is trying to record the meeting. This would allow the minute writer to summarize each of the agenda item discussions and indicate questions that were asked and answered. He suggested that perhaps they have allowed the minute taker to use the method that she comfortable with to take control of the way the minutes are recorded.

Commissioner Kaje said he finds the minutes, as they are currently done, extremely valuable and well done. However, he is open to doing something different for study sessions. Again, he suggested staff provide examples of summary minutes and invite the public to comment. Mr. Cohn agreed to provide links to various examples in the next staff report.

Ms. Simulcik Smith said staff received one comment from a citizen who said the length of the minutes was daunting when she just wanted to quickly know what happened at the meeting. There are pros and cons of both.

Commissioner Esselman expressed her belief that the minutes should provide a summary of what happened at the meeting rather than a near verbatim transcript of the discussions. Ms. Simulcik Smith suggested that if the Commission decides to provide summary minutes for study sessions, an audio recording of the entire meeting could also be made available online.

Vice Chair Perkowski suggested the Commission use the minutes from a previous study session to prepare an example of what the differences would be. Chair Wagner suggested the examples provided by staff are just as helpful without creating an extra document. She said she was inclined to agree with staff that only summary minutes be prepared for study sessions.

Commissioner Moss suggested that if summary minutes are prepared, the audio recording should be indexed or marked so that people can easily find the discussions they are looking for. Mr. Cohn suggested that time stamps could be provided to identify what time each item on the agenda was discussed.

The Commission agreed to discuss the issue again at a future meeting.

PUBLIC COMMENT

Debbie Kellogg asked if anyone has considered using voice software to transcribe the audio recording into minutes. She noted that the City Council has reduced their minutes, but they also provide access to the video recording to augment the record. As far as staff time, that's part of their job and how

government works. There have been no layoffs and furloughs in the City of Shoreline as opposed to other jurisdictions.

Ms. Kellogg said she has conflicting thoughts about the Commission's earlier discussion regarding categorical exemptions and SEPA appeals. She observed that Shoreline does not have a provision for contract rezones. Therefore, when a site specific rezone application comes forward, the Commission is directed not to think about the proposed project but to focus on what the proposed zoning would allow. She specifically referred to the James Alan Salon rezone application, for which there was a pre-existing project application for a 20-unit, 60-foot tall building. As proposed, this development would have been categorically exempt from the SEPA requirement and no public hearing or traffic study would have been required.

Ms. Kellogg recalled that at the Commission's last meeting, she argued that there was no reason to change the SEPA appeal process because not that many appeals are filed. Staff disagreed at the time, but tonight they indicated that there is no need to worry about categorical exemptions because not that many appeals are filed. She observed that the proposed amendments are intended to make the process predictable and timely, provide transparency, and respect the community input. However, she does not believe these goals would be accomplished by the proposed amendments, which appear to get rid of public input. Staff has commented that the public does not know that much about SEPA requirements and environmental impacts and the comments they provide are not on point. She recalled that she previously asked about a traffic study for the James Alan Salon property. Nothing was done at the time of the hearing, but a few months later the City Engineer indicated that a traffic study would be required because the scope of the project had changed. She summarized that all of the Commission and staff's discussion had nothing to do with the City Council goals, but it did have a lot to do with hearing less from the public.

DIRECTOR'S REPORT

Mr. Tovar did not have any additional items to report during this portion of the meeting.

UNFINISHED BUSINESS

There was no unfinished business scheduled on the agenda.

NEW BUSINESS

No new business was scheduled on the agenda.

REPORTS OF COMMITTEES AND COMMISSIONERS/ANNOUNCEMENTS

Town Center Vision Statement – Vice Chair Perkowski

Vice Chair Perkowski announced that a revised draft of the Town Center Vision Statement is now available. He commented that two additional paragraphs were added to the language that was

previously reviewed by the Commission based on the Planning Commission's discussion at their May 20th work session. Some edits were also made to provide clarity. Mr. Tovar expressed his belief that the vision statement has reached the point where it can provide direction to the Commission as they proceed with the Town Center Subarea Plan. However, they may want to revisit the vision statement after they have more information about what the subarea plan could look like.

Chair Wagner questioned when the vision statement would be forwarded to the City Council for approval. Mr. Tovar recalled that the Commission reviewed the draft vision statement at their joint meeting with the City Council, and they did not provide a lot of comment. If the Commission decides to make significant revisions at some point in the future, they might want to solicit additional feedback from the City Council before they really get into the details of the subarea plan. Chair Wagner encouraged each Commissioner to review the vision statement and come prepared to provide additional comments at their July 15th meeting.

Chair Wagner recalled that they previously assigned Commissioners to attend the Council of Neighborhood meetings on a rotating schedule. She suggested they revisit this opportunity at their future retreat.

AGENDA FOR NEXT MEETING

Mr. Cohn advised that the tree regulations would be scheduled on the July 1st agenda if staff has finished its review. In addition, the Southeast Neighborhood Plan implementation options would be presented to the Commission on July 1st. The development code amendments and Town Center Subarea Plan is scheduled for the July 15th meeting, and the first meeting in August has been cancelled so the Commissioners can attend the August 2nd City Council meeting where there will be a discussion about traffic and transportation concurrency. The August 19th agenda has not been set, but it is possible that the public health lab proposal will be ready for public hearing on that date.

Mr. Cohn recalled that the Commission previously indicated they wanted to schedule a retreat in September or October, but no date has been set at this point. It may require a third meeting because the agendas for the regular meetings are full. He announced that a joint Planning Commission/City Council meeting has been scheduled for October 25th.

ADJOURNMENT

The meeting was adjourned at 9:15 P.M.

Michelle Linders Wagner
Chair, Planning Commission

Jessica Simulcik Smith
Clerk, Planning Commission

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CITY OF SHORELINE
SHORELINE PLANNING COMMISSION
MINUTES OF REGULAR MEETING

July 1, 2010
7:00 P.M.

Shoreline City Hall
Council Chamber

Commissioners Present

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

Staff Present

Joe Tovar, Director, Planning & Development Services (arrive at 8 p.m.)
Steve Cohn, Senior Planner, Planning & Development Services
Paul Cohen, Senior Planner, Planning & Development Services
Brian Lee, Associate Planner, Planning & Development Services
Miranda Redinger, Associate Planner, Planning & Development Services
(arrive at 8:10 p.m.)
Jessica Simulcik Smith, Planning Commission Clerk
Flannary Collins, Assistant City Attorney

Commissioners Absent

Commissioner Broili

CALL TO ORDER

Chair Wagner called the regular meeting of the Shoreline Planning Commission to order at 7:06 p.m.

ROLL CALL

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

APPROVAL OF AGENDA

The Commission agreed to allow public comments after each of the study sessions. The remainder of the agenda was approved as presented.

DIRECTOR'S COMMENTS

Mr. Cohn announced that Mr. Tovar would arrive late to the meeting and would share his comments during the Director's Report.

APPROVAL OF MINUTES

The minutes of June 17, 2010 were not available for approval.

GENERAL PUBLIC COMMENT

No one indicated a desire to address the Commission during this portion of the meeting.

STUDY SESSION: TREE REGULATIONS

Mr. Cohen, Project Manager, advised that staff has received a wide range of public comments regarding trees. Most people are concerned about the environment, and they want to enjoy and protect their property values. They also believe they are the best stewards of their own vegetation. Mr. Cohen recalled that the City's current review of the tree regulations was spurred on by a statement that "there is potential for a loss of 32,000 significant trees." He explained that while the potential loss is potential in theory, the actual loss is much smaller. In 2008 it was reported that only 160 significant were removed. He reviewed the goals of the proposed tree regulations as follows:

- Provide equitable regulation to all properties that are proportional to the lot area and the minimum pervious surfaces as dictated by the zoning code.
- Provide flexibility. Because of the different scenarios related to trees, the proposed language is intended to provide the simplest and most flexible method possible. It is also intended to be relevant to any circumstance and time.
- Provide clarity. The existing code has a lot of good intentions, but they overlap and are redundant. The code language has been pared down, simplified and changed significantly.

Mr. Cohen reminded the Commission that staff is also proposing amendments to the clearing and grading portion of the regulations, as well as some minor ancillary amendments to the critical areas section regarding trees and landscaping.

Commissioner Kaje requested staff provide a quick overview of the study that is referenced in the "Tree and Vegetation" section on Page 5 of the Staff Report. He particularly requested clarification of staff's statement that the potential, city-wide impervious surfaces could be 60%. Mr. Cohen said the City conducted a citywide study that identified the total amount of impervious surface that could occur in each basin if property were developed to its full capacity based on the current regulations. Commissioner Kaje also recalled a more recent study that actually measured the canopy, indicating that it had not changed. Mr. Cohen said this sample survey was completed a few months ago, comparing aerial photographs to those that were taken in 1999.

Vice Chair Perkowski asked staff to explain the rationale for using "2 inches" as the size for trees that would require a permit for removal. He expressed his concern that this may be too low. Mr. Cohen explained that the initial proposal would have required replacement trees of 1½ inches (one credit). It would also have required a maintenance bond or a notice on title, which would have been an additional expense for property owners to remove any number of trees. It would also have allowed existing trees

to be used elsewhere as replacement trees, and staff discussed various options for administering a code that allows property owners to include 2-inch trees as part of their tree credits.

Commissioner Behrens asked how the City would enforce the Tree Regulations when property owners cut down 2-inch trees themselves. While he is not opposed to the proposed standard, he suggested that perhaps there should be no cost for permits associated with trees that are below a certain size. Mr. Cohen said that, in general, they hope the code is more flexible and easier for people to understand and follow. They also hope it results in fewer enforcement issues. He said staff has talked about the option of exempting trees under a certain size from the permit requirement, as long as a property owner provides specific information and signs a declaration that it is accurate. Above that threshold, the City could require a permit with an associated fee. Commissioner Behrens observed that the code is useless if the City does not provide an adequate mechanism for enforcement. Mr. Cohen said the Code Enforcement Officer has reviewed the proposed language and commented that it is clear and would be easy to enforce.

Commissioner Moss said she applied the proposed regulations to her property and others in her neighborhood and found that in addition to trees, some shrubs and even sunflowers have a greater caliper than 2 inches. She questioned how the City would educate the citizens about what a tree is and how to measure its size. She expressed concern that this could become an administrative burden for property owners and staff. Mr. Cohen said staff has proposed a definition for trees, and he suggested he be allowed to specifically address the issue of public education at a future meeting.

Commissioner Esselman suggested that perhaps requiring 2-inch replacement trees may be too great a burden. For example, she observed that requiring a property owner to replace a significant tree that blew down with eight, 2-inch trees, would result in more tree credits than required as the trees grow over time. If the property owner wanted to remove one of the new trees in the future, even more replacement trees would be required, and the entire makeup of the yard would be completely different. Mr. Cohen pointed out that if a property exceeds the minimum credits required, no replacement trees would be required if an additional tree is removed. Vice Chair Perkowski observed, that as per the proposed language, a property owner would not be required to replace a tree that is blown down in a windstorm.

Chair Wagner observed that the proposed 2-inch size would not include ornamental trees that are smaller in nature, and some ornamental trees would never grow large enough to become a credit. Mr. Lee explained that the 2-inch size is intended to apply to replacement trees and not to enforce the code provisions for every 2-inch tree that is removed. When developers are required to plant trees, the standard industry size for replanting is between 1½ and 2-inches in diameter because of availability and cost.

Commissioner Esselman suggested that rather than identifying a 2-inch tree as one credit, perhaps the number of credits should be based on the types of trees planted and their anticipated size at maturity. Mr. Lee responded that in order to administer the provisions, the language must provide some direction as to the minimum size requirement for replacement trees. They are contemplating that the replacement trees would eventually grow into a much larger tree that can contribute to the citywide canopy. Vice

Chair Perkowski said he can understand the need for a minimum replacement tree size, but he questioned the need to require a permit for removal of a 2-inch tree as per the current proposal.

Commissioner Kaje asked if there is a difference in the permit requirements associated with tree removal versus a development permit to expand his home. Mr. Cohen answered that, as per the proposed language, any development that adds more than 1,000 square feet of additional hardscape would be required to plant trees as necessary to meet the minimum tree credits for the parcel. Any development that adds less than 1,000 square feet of additional hardscape must maintain existing tree credits if the existing tree credits are less than the minimum required. Commissioner Kaje suggested this language needs to be modified to clarify the requirements for developments of zero square feet.

Commissioner Behrens asked how the proposed code language would be applied to tree varieties that are considered noxious and/or invasive. At some point, they must clarify the various species that would be considered trees, and a tree's value should be reflected in the tree credit requirements. Mr. Cohen replied that species on the King County Noxious Weed List are exempt and can be removed without a permit. These species cannot be included in a property's tree credit count. Other than noxious trees, staff purposefully avoided distinguishing between the values of various tree species. It would be difficult to administer a code that requires such a high level review of trees.

Using a PowerPoint presentation, Mr. Lee reviewed examples to illustrate how the tree credits would be applied to a 7,200 square foot property, which would require approximately 8 tree credits. Commissioner Esselman summarized said it appears the code's intent is for every lot to eventually meet the minimum tree credit, which could place a significant burden on some property owners. Mr. Lee explained that some properties have significantly more vegetation than others, and it would not be fair to require heavily vegetated properties to maintain significantly more trees on site than a less vegetated property. Commissioner Behrens observed that in 10 years, the replacement trees could grow to be large enough to be 2 credits each, and property owners would be allowed to remove some of the trees without replacement as long as they maintain the minimum credits required.

Vice Chair Perkowski observed that it could take up to 100 years for the smaller replacement trees to provide the same ecology benefit as very large trees that are removed. Mr. Cohen agreed but explained that allowing people to plant new trees in places where there is the least amount of conflict brings up a healthy secondary tree canopy in the future. He added that more tree credits are given to larger trees, so there is some incentive to maintain existing trees. He summarized that the intent of the tree credit program is to ensure that the City's tree canopy is always growing and replacing itself.

Mr. Cohen summarized that staff needs to come back with proposed language for how to enforce the 2-inch tree replacement requirement. He suggested that, as the Commissioners review the proposed language over the next few weeks, it would be helpful for them to apply the proposed tree credit program to properties in their own neighborhoods.

Chair Wagner asked if the Parks Board was notified that the draft Tree Regulations are available. Mr. Cohen answered affirmatively. Chair Wager directed staff to invite the Parks Board to review the draft language and provide input to the Commission.

Mr. Cohen asked the Commission if they are comfortable with the tree credit system as a methodology to apply the tree code equitably across the City with the most flexibility. He recognized that they want to tweak the program to deal with the number of and size of trees required. The Commissioners responded as follows:

- Commissioner Behrens said he supports the tree credit concept, but he would rather identify a specific number of credits required per lot rather than allowing people to plant trees elsewhere. He would also like to see language that protects the larger trees rather than treating all trees the same.
- Commissioner Kaje said that, in general, the proposed tree credit system appears to be workable, but it may be too simple. They need to address issues related to very large and very small trees. If the intent of the proposed language is not to enforce cutting of 2-inch trees, but to give credit for trees of that size, the language should make this message clear. The language should also indicate what would trigger a property owner's obligation to replace the smaller trees that are removed.
- Vice Chair Perkowski said he does not particularly like the proposed tree credit system because it does not adequately recognize the difference between very large and small trees. He recommended staff review the tree code regulations from Vancouver, British Columbia and Portland, Oregon, both of which do a better job of protecting large trees.
- Commissioner Esselman said she likes parts of the proposed tree credit system. However, she is concerned about properties that have beautiful, well-established yards, but do not meet the required tree credits. If a large tree is damaged and a property owner is required to replace it with numerous smaller trees, the character of the yard could be put in jeopardy. This could place a significant financial burden on the property owner, as well. Perhaps it would be possible to offer credit for other types of vegetation, as well.
- Commissioner Moss suggested the language needs to provide a better balance. Not only would it cost a property owner a significant amount to plant replacement trees, but they may also have to pay to have some of them removed as they grow larger. She expressed concern about how the code language would be applied to situations where trees are planted near the property line and block the solar access of adjacent properties.
- Chair Wagner suggested the code also provide flexibility to allow a property owner who is below the minimum required credits to plant a tree in anticipation that another tree would have to be removed in the future. She noted that, as currently proposed, a property owner of a heavily forested lot would be allowed to remove trees down to the minimum required without replacement. This would run counter to the City's goal of increasing the tree canopy. She suggested there would also be some benefit in having additional consideration for retaining clusters of trees.

Mr. Cohn advised that the Commission may have an opportunity to discuss the unresolved issues further at their August 19th meeting, but it is likely the discussion would not continue until October. Chair Wagner reminded staff that the Commission would like to hear more about the permitting process and the fee schedule when they continue their discussion.

PUBLIC COMMENT

Nancy Rust, Shoreline, said she is chair of the Citizens Tree Committee, which has been working on the tree regulations for a few years. She said her hope is that the proposed language is just a piece of what will be a more comprehensive tree code. She said the committee is looking forward to sections containing more definitions, a means of enforcement, the establishment of a City tree account, and the creation of a citywide forestry board. She said the committee recommends the new code should have a policy of no net loss and the goal of a 40% canopy for the City. They urge the Commission to include all zones in the City in the tree code regulations (i.e. all residential zones, City parkland, rights-of-way, and school district property). They would like to continue some of the protection in Decision Module 8, especially for continuous canopy and/or groves, while recognizing that they cannot all apply at once. She referred to Item 5 on Page 7 of Attachment 2, and suggested that “invasive species” be added in addition to the noxious weed list. This would include holly, which is not on the King County Noxious Weed List.

Ms. Rust said the committee compliments the staff for establishing a system of tree credits, which will be an incentive to save large trees. They applauded the tree protection standards, especially the definition of the “critical root zone.” The requirement that 2-inch trees be replaced makes sense for development because a bond would no longer be needed as a replacement tree cannot be removed without a permit. This would save the developer upfront money for a bond and save the City a lot of administrative costs.

Ms. Rust said the committee has concerns about how the new language would be enforced when individual homeowners want to remove some of the replacement trees. She recalled the Commission previously discussed a requirement that tree cutters be registered with the City. She said posting this information could also help. However, as currently proposed, a homeowner cutting a couple of trees and not adding any impervious surface would only have to replace the credits that have been removed, and only when more than 1,000 square feet of impervious surface is added would a homeowner be required to meet the minimum required tree credits. She suggested this needs to be made clearer. She also asked if property owners would be allowed to thin heavily-wooded lots.

Ms. Rust suggested there are two things that are essential for implementing a new tree code: a strong enforcement policy and a public education program. They need to educate the public about the benefits of trees and provide more information about the code requirements. She suggested they provide this information in every issue of *CURRENTS* and the front page of the City’s website. She said the committee looks forward to working with the staff and Commission as the discussion continues.

STUDY SESSION: SOUTHEAST NEIGHBORHOODS SUBAREA PLAN IMPLEMENTATION OPTIONS

Ms. Redinger explained that the Comprehensive Plan designation for the subarea plan will be implemented through one of several zoning options, and the policy recommendations will be implemented through incorporation into various master plans and development code regulations. In

addition, the City's Green Team is working on several related initiatives. She briefly reviewed the zoning options as follows:

- **Option 1** would ensure that zoning is minimally consistent with the adopted Comprehensive Plan designations. This would result in a minimal amount of zoning changes, mainly along the edge of the commercial zones. There would be no need to develop new zoning categories, and the option could be implemented with a minimum of staff time.
- **Option 2** would use "traditional" zoning as a tool to implement "transition" between the commercial and residential areas in the subarea. This would likely entail the creation of new zoning districts such as an additional category just for multi-family that is a transition between R-24 and R-48 or a Mixed-Use (MUZ)-Lite zone. This option would require additional time to develop because it would require staff to come up with standards. However, if the new zoning categories turn out to be desirable, it may be applicable in other parts of the City.
- **Option 3** would use a combination of traditional zoning and planned areas to be very specific about what types of development could occur in specific areas or on specific sites. This approach would allow the City to address the unique circumstances and opportunities that exist in the subarea. The time required to create a planned area varies depending on how complex it is. If a planned area is created, staff would actively discourage additional rezones in later years.

Mr. Tovar provided an aerial photograph of the City of Kirkland's Planned Area 6 as an example of a situation similar to the Southeast Neighborhood Subarea. He recalled that, upon their recommendation, the City Council previously approved a map that provides some closed-sided figures as to where different kind of land uses should be in the subarea. However, there are still some questions about what the density, building height, and use mix in each of the land use districts should be. Using a planned area approach, the City would follow the lines that appear on the land use map and discuss what the land use dimensions should be within each district. He advised that some City Councilmembers may prefer to use fewer zones. They expressed concern that an applicant or developer should be able to quickly look at the zoning map and understand what uses would be allowed in each zoning district. He explained that, in his experience, developers do not purchase property until they have a clear understanding of the rules that apply, and the City's Economic Development Manager has indicated agreement. He summarized that if the planned area tool is used sparingly and for good cause, it offers a lot more flexibility and specificity to solve what can be complicated problems at a very micro level.

Ms. Redinger said she condensed the policy recommendations in the Comprehensive Plan into 15 paraphrased statements and then identified what the City is doing about each one. She invited the Commissioners to share their thoughts regarding the statements. She said that, in preparation for the August 2nd joint meeting with the City Council, staff is seeking specific direction about what zoning option the Commission would prefer. They would also like the Commission to identify policy gaps in the City's current effort to update the Transportation Master Plan, Surface Water Plan and Parks Plan, as well as other recommendations for Development Code amendments. The Commission would hold another study session in September, and a public hearing could be scheduled for a meeting in October.

Vice Chair Perkowski suggested that while Option 3 may require the most time and effort, it would likely have the most potential benefit Citywide because the tools they develop could be applied

elsewhere. This could streamline future processes. Given the current economy, there is no rush to complete the process.

Commissioner Kaje expressed concern over applying Option 3, particularly in the southeast corner of the subarea. He observed this area is influenced by outside factors (Seattle, Lake City Way, 145th) that may lead the City to do significant changes in the future. If they go through the planned area process for this site, the City may be more resistant to tweaks when these changes occur. He suggested there is plenty of justification to consider additional zones that are not currently in the City's tool box (Option 2). Chair Wagner agreed and noted that light rail could also have a significant impact to the subarea.

Commissioner Esselman said she agrees with Commissioner Kaje's concerns to some degree. However, because of the uniqueness of the site, perhaps it would be a good study to work with a variety of tools that can be used throughout the City. She questioned if the City has the resources and time to implement a planned area.

Commissioner Behrens said he is not convinced that traditional zoning could be applied effectively in this particular subarea, given the mixture of existing transit and traffic problems, the intermix of different jurisdictions, the potential for light rail, and the mixture of different types of properties. He said he would support the planned area concept for this location so that all of the different impacts and influences can be considered.

Chair Wagner suggested that some things in the current code could be transported to the subarea plan, even if the planned area approach is used, but they must also be considerate of the policies and goals that are laid out in the Comprehensive Plan for the subarea. She summarized that the difference between Options 2 and 3 is the number of zones that are created. Mr. Tovar explained that the more specific the code language, the less likely it can be used elsewhere in the City.

Mr. Tovar reminded the Commission that the City used to have a tool called a "contract rezone" which provided an opportunity to review site plans and condition rezones, but this tool is no longer available. The Commissioners and members of the community have indicated a desire for site plan review, and this concept could be incorporated into either Option 2 or Option 3. However, it is important to keep in mind that while requiring a site plan review could provide more flexibility, it could also result in less certainty.

Commissioner Redinger referred to Commissioner Kaje's earlier concern about locking the City in with a planned area. She agreed that changing the land use designation would require an amendment to the Comprehensive Plan. However, the standards associated with the planned area would be housed in the Development Code. If something does not work, the Development Code could be tweaked, but the Comprehensive Plan would not have to be amended.

Commissioner Moss referred to the staff's recommendation (Page 53 of the Staff Report), which talks about establishing partnerships to achieve goals. She asked staff to provide more details about how the City has worked with Lake Forest Park and Seattle so that there is some cohesiveness. Mr. Cohn said there have been no discussions with Lake Forest Park, but there were some early discussions with

Seattle. They indicated that because this area is outside of their urban center, they have no intention of changing the Comprehensive Plan in the foreseeable future. He agreed to check one more time. However, he explained that all four corners are similarly zoned and allow for mixed use, retail, office, and housing. The only real question is whether or not it is important to have the same height limits. Given the fact that 145th and Lake City Way are very large streets, he is not sure it matters if the allowed heights are different if the permitted uses are basically the same.

PUBLIC COMMENT

Arthur Peach, Shoreline, suggested the Commission research how the Blue Star Development (148th and 15th) was changed from the original residential development. He noted there is currently only one vacancy in this location. Across the street a restaurant was turned into an animal surgical clinic, and it appears that business is doing well, too. This illustrates the need for small business and independent work space in the subarea, so perhaps MUZ type zoning would be appropriate. He expressed his belief that Aurora Avenue style development is not appropriate for the Southeast Neighborhood Subarea. He noted the Sun Agency Insurance development is quite full, too, and this is the style of development they need.

Mr. Peach emphasized the need for the Public Works, Planning and other departments to work with the residents to accomplish a 20-year plan. The toll lanes and the light rail program will have an impact on traffic, but he does not think traffic will go away any time soon. While some are trading their gas cars for electric cars, they still take the same amount of space. Parking will still be an issue in 20 or 50 years. He noted that a maximum 700 units is what the Southeast Neighborhood Subarea Plan Committee recommended in their report, and staff keeps increasing this number to 900.

Bettilinn Brown, Shoreline, said she has lived in the Southeast Neighborhood for 20 years, and she has a tremendous investment in the area. She said she created a map of all the property owners within the 4-block section in the southeast corner of the subarea. She said it is important that the Commission reviews the work performed by the University of Washington students. She said the citizen's advisory committee did a marvelous job, and she requested more information about how the committee would work with the Planning Department and Commission to move the plan forward. She would also like to know how the City plans to work with all the jurisdictions involve in the whole section of 145th Street and Lake City Way. Ms. Brown said the neighborhood recently submitted a grant application for funding to complete a walking trail. She asked the Commission to consider the entire walking area between 15th and Lake City Way on 147th as they consider how the area should be developed. She would also like some clarity regarding the parking lot on 32nd.

Janet Way, Shoreline, said she participated in the planned area effort for the Ridgecrest Neighborhood, which was a positive process that gave the City a tool to be creative and bring about some positive changes. She expressed her belief that the details of a subarea plan are important because they determine how development will take shape. She referred to the section of Seattle that is located across the street from the Southeast Neighborhood Subarea where there is a hodgepodge of large and medium scale development. The entire area of Seattle is totally dysfunctional. She expressed her belief that trees have a lot to do with how well a place functions. She noted that after they went through the entire

process to amend the Comprehensive Plan to incorporate the Southeast Neighborhood Subarea, the City's Public Works staff removed trees on 15th without notice to the community. She summarized that the final planned area must address trees and how the area looks.

CONTINUED STUDY SESSION: SOUTHEAST NEIGHBORHOODS SUBAREA PLAN IMPLEMENTATION OPTIONS

Chair Wagner summarized that the majority of the Commissioners are in favor of Option 3. She reminded the Commission of an email they received from Sigrid Strom. She also asked the Commissioners to review the study that is being completed by students from the University of Washington. Mr. Tovar explained that students from the University of Washington previously prepared studies related to the Ridgecrest Neighborhood and Town Center Subareas. The City paid for these studies, and they were happy with the outcome. They were well prepared, and the scope was clear. However, there was little advance notice for the Southeast Neighborhood Subarea; City staff was contacted by a representative from the University of Washington who was looking for a project. The City did not pay for the study, and staff has been less than satisfied with the effort. They have returned the product to the professor, along with their critique. They invited him to edit the document to respond to staff's criticisms. He emphasized that when the product is done, it is important to remember that it is a University of Washington product, and not a City product. It will be posted on the University's website, but not the City's website. The City's website would provide a link to the report. He summarized that the report should not be characterized as a professional or paraprofessional product.

To address Ms. Brown's question about what area is included in the Southeast Neighborhood Subarea, Mr. Tovar used a map to illustrate the boundaries identified in the Comprehensive Plan, which result in four, closed-sided figures. It is up to the Commission to make a recommendation about what type of zoning is appropriate for each. Using the planned area concept, the regulations could be very specific to the location.

Commissioner Kaje asked staff to describe the type of community involvement that would occur as part of a planned area process. Mr. Tovar said staff could conduct a neighborhood workshop to talk about the planned area concept. The only given is the boundaries identified in the Comprehensive Plan Map. The public would be invited to share their opinions about density, height, uses allowed, etc. Based on public testimony, the Subarea Plan, and general Comprehensive Plan policies, staff would prepare options for a potential planned area for the Commission and public to respond to. He said he does not anticipate unanimity amongst the residents, but they will have an opportunity to discuss what should be allowed in each of the four areas. The Commission would make a recommendation to the City Council, who would make the final decision.

DIRECTOR'S REPORT

Mr. Tovar reminded the Commission of their joint meeting with the City Council on August 2nd, at which they will hear a presentation by the City's consultant regarding transportation concurrency and impact fees. In addition, the Commission and City Council would discuss the types of zoning tools that could be applied to the Southeast Neighborhood Subarea.

Mr. Tovar reported that the Aldercrest Study would move forward in the fall and would ultimately lead to some Planning Commission work. This may require the Commission to postpone their work on other items. For example, it may be appropriate to bifurcate the SEPA amendments and move forward with the appeal issue, which is something legal counsel has advised they must resolve. The threshold issue could be postponed until later in the year, after the issue of impact fees have been resolved.

AGENDA FOR NEXT MEETING

Mr. Cohn advised that the July 15th agenda would include a discussion about the new schedule for the Transportation Master Plan Update, a study session on the Town Center Subarea Plan, and perhaps a study session on some miscellaneous Development Code amendments. The Commission would meet jointly with the City Council on August 2nd at 6:30 p.m., and their August 5th Meeting was cancelled. He reminded the Commission that their future agendas are full, and much of the work is related to master development plan applications. For example, they have received the proposed master development plan for the Public Health Lab. Staff has reviewed the application in house and requested additional information. If the applicant can provide the additional information within the next few weeks, they anticipate a public hearing on August 19th. He explained that because the application is quasi-judicial, they cannot conduct a study session prior to the public hearing. He said staff also anticipates a master development plan proposal from Shoreline Community College by September 1st.

ADJOURNMENT

The meeting was adjourned at 9:31 P.M.

Michelle Linders Wagner
Chair, Planning Commission

Jessica Simulcik Smith
Clerk, Planning Commission

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Memorandum

DATE: July 7, 2010

TO: Shoreline Planning Commission

FROM: Alicia McIntire, Senior Transportation Planner

RE: Transportation Master Plan Update

The Transportation Master Plan (TMP) contains policies and projects that support the future land uses in the City's Comprehensive Plan. These policies affect choices for travel modes, such as car, bus, bicycle and on foot. 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 projects listed in the TMP help ensure that adequate transportation facilities are in place to support growth. Concurrency is one of the goals of the Growth Management Act (GMA), with special attention called out for transportation. The GMA requires that transportation improvements or strategies to accommodate growth are made concurrently with development. "Concurrent with the development" is defined by the GMA to mean that any needed "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." Cities have flexibility regarding how to apply concurrency within their regulations, plans and permitting processes.

The current TMP includes an inventory of the existing transportation systems and traffic forecasts for the year 2022. In coordination with Planning and Development Services, the updated plan will use revised growth targets to plan through 2030.

The TMP addresses several interrelated topics and will include policies and implementation strategies. They include:

- Bicycle and pedestrian transportation – Walking and bicycle travel are important elements of the City's transportation network. Residents who are unable to drive or choose to travel without a car need to have safe, well-maintained facilities that connect them from their homes to destinations. Bicycle and pedestrian system plans will be created to address these needs.

- Transit – Like walking and bicycling, transit provides another alternative to travel by car. Transit must be frequent, affordable, accessible and travel to desired destinations in order for it to be a successful and appealing form of transportation. Shoreline has a high demand for commuter transit service, as well as all-day transit service. As light rail service begins in Shoreline in the next ten years, transit service throughout the City will change as some buses are directed to feed the light rail stations. The City’s bicycle and pedestrian network must be highly integrated with the transit routes serving the City. The updated TMP will include short, medium and long range plans and recommendations for transit in Shoreline.
- Stormwater management – Streets and sidewalks create large areas of impervious surfaces and the associated stormwater runoff must be collected and treated appropriately. Shoreline has a large conventional stormwater system that collects and treats runoff from the entire City, including private property and streets. This system is predominantly located underneath the street network. As new technologies emerge and stormwater management regulations change, the City’s right-of-way can be used in different ways to treat stormwater.
- Traffic modeling, capacity and operations – The City and the surrounding area are projected to grow and major changes to the region’s traffic network are planned, such as tolling of state highways and expansion of light rail. As a result of these changes, traffic within and through Shoreline will change. Some areas of the City are likely to experience increased traffic congestion and delays. By utilizing traffic modeling software, the City can anticipate where these problems are likely to occur and plan for solutions to correct them.
- Neighborhood traffic action plans – Over the past few years, the City has been working with residents to identify traffic concerns and develop recommended solutions for each of Shoreline’s neighborhoods. The recommendations are used to guide short and long term improvements in the neighborhood.
- Funding – The City has many transportation improvement needs and funding all of these needs is a significant challenge. Resources are limited and the City must prioritize projects. The City has been successful in receiving grants for many of our large capital projects, such as Aurora and the Interurban Trail, and will continue to pursue grant funding in the future. Other funding options to construct transportation improvements are also available, although currently not employed by the City.
- Regional integration – Transportation in Shoreline is heavily influenced by surrounding jurisdictions and transit providers. I-5 and three state highways, as well as regional arterials, are within Shoreline, resulting in significant pass through traffic. For example, it is estimated that by 2030, approximately 45 percent of the PM peak hour trips on Meridian Avenue NE and 15th Avenue NE are pass through trips. The City’s transit service is provided by outside agencies that also serve many other jurisdictions. These factors, as well as our location adjacent to the county line, emphasize the need for us to coordinate regionally as we plan transportation improvements and participate in regional transportation decisions.
- Maintenance – All transportation facilities require maintenance. Age, degree of use, original construction methods and materials all contribute to the maintenance

- needs of a given facility. Due to combinations of all of these factors, Shoreline has various maintenance needs throughout the City. Newly constructed projects will also have long-term maintenance needs as well.
- Freight – Several routes that are used for freight transportation are located in Shoreline, including Aurora and I-5. Freight deliveries are impacted by and contribute to traffic congestion. The City must ensure that trucks have the ability to move to and through Shoreline. At the same time, the City needs to protect residential streets from cut-through truck traffic. Policies addressing freight transportation will be included in the TMP.
 - Neighborhood traffic safety – Neighborhood streets function in a very different manner than arterials. Traffic speeds and volumes are lower and they are surrounded almost exclusively by single family development. Safety on neighborhood streets presents a unique set of challenges to be addressed.

The relationship between these topics and how they affect the City's transportation system will result in plans, policies and procedures within the TMP. The TMP, in turn, will influence, guide and support the development of other City documents. The TMP will address prioritization, funding, maintenance and stormwater management for recommended projects and programs.

One of the significant transportation planning tools that will result from the TMP will be a Master Street Plan. The Master Street Plan will be a long range plan that identifies the cross-section and right-of-way needs for all of the City's arterials. By using the results of the traffic model, staff will know where improvements are needed to accommodate future traffic growth. Additionally, each arterial will be examined by staff to determine what other future improvements may be desired, such as sidewalks, bicycle facilities, landscaping, turn pockets, medians or stormwater treatment. Through these processes, the City will identify the specific cross-section for each arterial, or in some cases, section of an arterial. The Master Street Plan will be used as a guide as the City plans for future right-of-way improvements. Additionally, by knowing the right-of-way needs for a given roadway, the City can ensure that the appropriate improvements are installed in the correct location when required for private developers. For non-arterial streets, the City will develop a menu of cross-sections that can be utilized when designing these streets.

The updated TMP seeks to be a document that is highly integrated with other City system plans, long range plans and implementation strategies. The TMP will work in coordination with the City's Comprehensive Plan and the region's long range growth strategy by identifying future transportation needs based upon planned growth in the City and surrounding areas. Policies outlined in the adopted Sustainability Strategy will be reflected in the TMP as well. The City's Stormwater Master Plan and Parks, Recreation and Open Space Plan will be used to develop the TMP.

The existing TMP recommends a functional classification for all of the streets in the City. This recommendation was adopted with the Comprehensive Plan. Streets in the City are currently classified as Principal Arterials, Minor Arterials, Collector Arterials, Neighborhood Collectors or Local Streets. Each classification serves a different function,

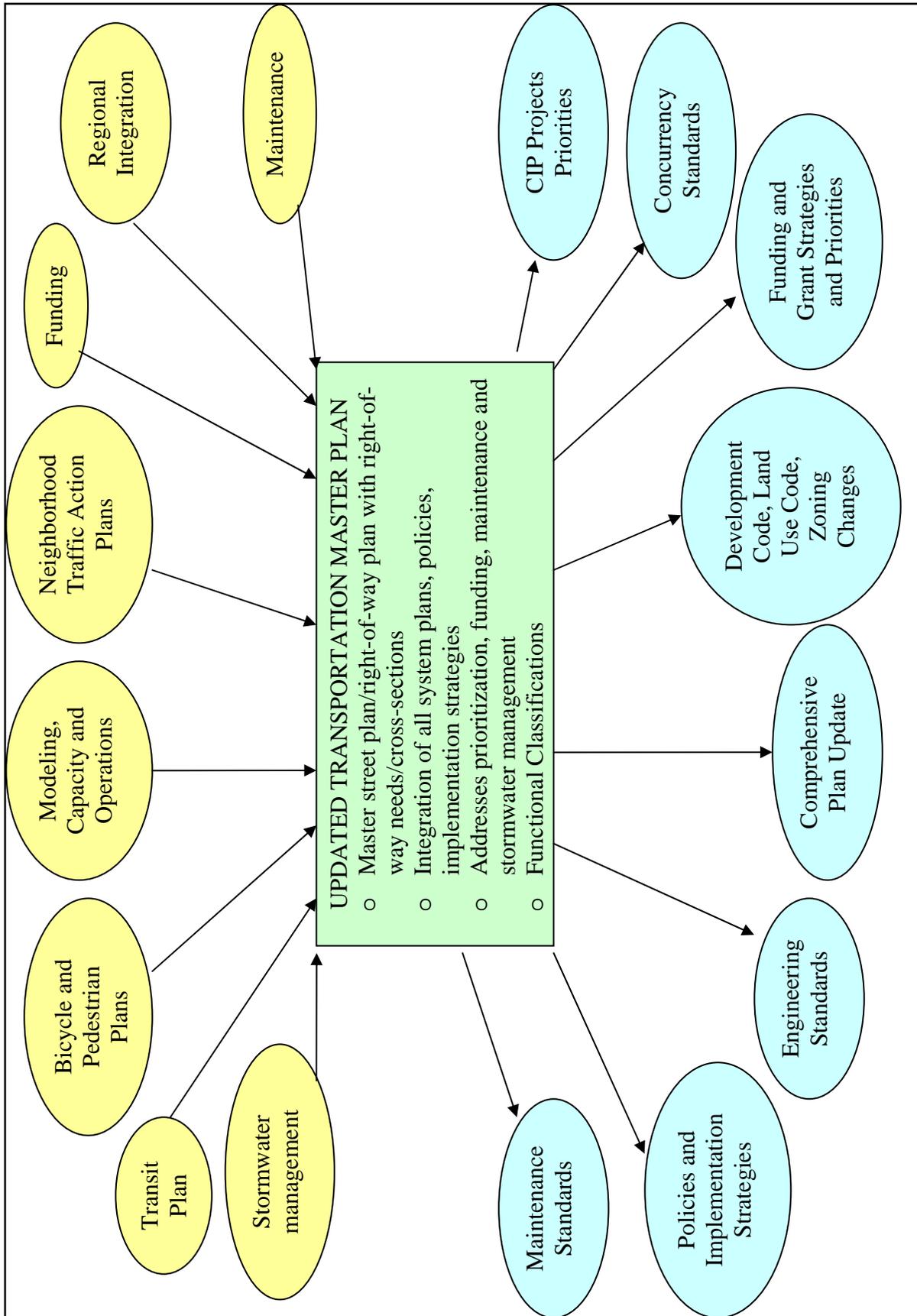
with differing traffic speeds, volumes, lanes, transit service, bicycle facilities and walkways. During the TMP update and creation of the Master Street Plan, staff will evaluate the existing classifications and recommend changes, if needed.

Examples of City policies, plans and documents that will be influenced by the Transportation Master Plan include:

- Maintenance standards;
- Policies and implementation strategies;
- Engineering standards;
- Comprehensive plan;
- Development code, land use code, zoning changes;
- Funding and grant strategies and priorities;
- Concurrency standards; and
- CIP projects and priorities
- Street functions.

The attached figure diagrams the inputs and outputs of the Transportation Master Plan.

**TRANSPORTATION MASTER PLAN UPDATE
INPUTS AND OUTCOMES**



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Memorandum

DATE: July 7, 2010

TO: Shoreline Planning Commission

FROM: Joseph W. Tovar, FAICP, Director P&DS
Paul Cohen, Senior Planner

RE: Study session on draft Town Center Subarea Plan

Summary

The study session's objectives are to:

- Help the Commission gain an understanding about the main policy initiatives included in the draft Town Center Subarea Plan
- Facilitate Commission discussion about whether additional policies should be added or whether any should be deleted
- Identify any additional information that staff should research prior to the hearings this fall.

Background/Analysis

Earlier this year the Commission developed a draft Vision Statement for the Town Center Subarea. That Town Center Vision Statement was distilled from several sources: (1) the City-wide Vision Statement (which in turn integrated the Sustainability, Economic Development, and Housing Strategies); (2) public input at the Town Center Open House last October; (3) the results of our online survey, and (4) the hands-on citizen Design Charrette held in April. More recently, the Commission has been focused by staff and our consultant, Makers, on the design standards that would be part of a Town Center design review process.

Before we proceed further into the details of possible implementing zoning for the Town Center Subarea Plan, it is appropriate to first begin shaping the Subarea Plan itself. To that end, the staff has prepared the first draft in Attachment A.

Proposal

As staff discussed with the Commission when you reviewed the SE Neighborhood Subarea Plan presentation, there is no one optimal way that a Subarea Plan should look. Some, like the Point Wells example, are heavy on the narrative and vision, and lighter on the policy. Some, like the SE Neighborhood Plan, have a large number of goals and policies, and comparatively little narrative. To some degree, the large number of goals and policies in the SE Neighborhood Plan was a result of the lengthy report and numerous recommendations of the citizen advisory committee process.

The draft Town Center Subarea Plan falls somewhere between these two examples. The draft opens with a bulleted narrative to provide a geographic and historical context for the Subarea. Next up is the Planning Commission's draft Town Center Vision. The staff then extrapolated from that Vision three major goals and approximately two dozen policies. An important component of the plan (something staff would propose to replicate in the coming Comprehensive Plan Update) is the deliberate use of pictures to illustrate some of the policies' intent or possibilities. We haven't included thumbnail photos illustrating all of the policies, because we are not sure which ones will survive to the next draft.

The purpose of this study session is to familiarize the Commission with the proposed format, sequence and substance of the Subarea Plan and to give you an opportunity to ask questions of clarification. The scope of the Subarea Plan is important to get right because it will provide the policy foundation for the details we will write into the draft Town Center Zoning. We want to be sure that the Planning Commission is comfortable, at least preliminarily, with the scope and focus of this working draft Subarea Plan before we invest a lot of time and energy in sketching out the details of the proposed implementing zoning. To clarify, we are not asking the Commission at this time to opine on the merits of any of the policies in this draft Subarea Plan. The time for that will be during the public hearing(s) this fall.

With whatever clarification the Commission provides, the staff will then begin work over the summer on a refined draft Subarea Plan and do research to answer questions you may pose. We will also then begin work on a companion Town Center Zoning map, new Town Center Zones, and the details of the design review process and design standards for Town Center.

In September we would return to another study session to review with you the next draft of the Subarea Plan and the first draft of the Implementing Zoning. After explaining both documents and asking questions you may have, we will then prepare for public hearings in October on both the proposed Town Center Subarea Plan and new Town Center Zoning.

If you have questions or comments about the recommendation, please contact Paul Cohen at pcohen@shorelinewa.gov (tel: 206-801-2551) or Joe Tovar at jtovar@shorelinewa.gov (tel: 206-801-2501).

Attachments

Attachment 1 – Draft Town Center Subarea Plan

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Shoreline Town Center Subarea Plan

DRAFT
07/08/10

Geographic and Historical Context

- Town Center is the geographic center of Shoreline and the crossroads of its three most heavily traveled roads, N. 175th St, N. 185th St., and Aurora/SR 99.
- Town Center is on the middle mile of the City's 3-mile long Aurora corridor.
- Shoreline's settlement patterns in the early 20th century focused in this area around Judge Ronald's original homestead and the Ronald schoolhouse.
- In the early 1900's, the North Trunk (red brick) Road and Interurban electric railway traversed this area, linking it to Seattle and Everett. The "Ronald Station" was located in the vicinity of the proposed Park at Town Center.
- Growing dramatically after World War II, Shoreline became an auto-oriented suburb characterized by large areas of relatively low residential density, a general lack of parks and sidewalks, and a low level of urban services.
- During the post-war decades, the Aurora/SR 99 corridor developed as a strip commercial highway, with a tremendous diversity of businesses. While these businesses largely served local and regional needs, the highway itself became congested, chaotic, unattractive and unsafe.
- The emergence of regional shopping malls at Alderwood and Northgate in the 1970's eroded Shoreline's primary market for certain retail goods and services.
- Several of the public facilities typically found in traditional downtowns began to locate in the Town Center area in the 1960's. These include the Shorewood High School, the Shoreline Fire Department Headquarters, the Ronald Sewer District Office and Yard, and the Shoreline Museum.
- During the last decades of the prior century, commercial and apartment uses typically found in traditional downtowns began to locate in this area, including grocery, drug store and other retail stores and personal services. These still co-exist with businesses serving a larger market area, such as auto dealerships.
- With the City's incorporation in 1995, additional civic pieces of an emerging Town Center came into being. The Interurban Trail through Town Center was completed in 2005 and the new City Hall opened in 2009.
- In 2011 the re-built Aurora Boulevard through Town Center will be completed, and construction will begin on a re-built Shorewood High School, with new buildings located immediately adjacent to the Town Center.

Town Center Vision Statement

Shoreline Town Center in 2030 is the vibrant cultural and governmental heart of the City with a rich mix of housing and shopping options, thriving businesses, and public spaces for gatherings and events. People of diverse cultures, ages, and incomes enjoy living, working and interacting in this safe, healthy, and walkable urban place.

Once a crossroads on the Interurban that connected Seattle and Everett, Shoreline's Town Center has evolved into a signature part of the City. The Center stands out as a unique and inviting regional destination while gracefully fitting in with its surrounding landscape and neighborhoods. Connections to neighborhoods and the region are convenient and accessible through a system of paths, roads and public transit. Citizens, business owners and city officials are justifiably proud of the many years of effort to create a special and livable place that exemplifies the best of Shoreline past, present and future.

Town Center is anchored on one end by the City Hall complex, Shorewood High School, the Shoreline Museum, and other public facilities. The linear park with the Interurban Trail provides a green thread through the center. City Hall not only is the center of government, but also provides an active venue for many other civic functions. On the other end, the revitalized historic five-point interchange again attracts people from throughout the community.

Town Center is a physically and visually attractive, inviting and interesting place where form and function come together to promote a thriving environment for residents, businesses, and visitors. Notable features include a number of green open spaces both large and intimate, enclosed plazas, storefronts opening onto parks and wide sidewalks, underground and rear parking, numerous ground-floor and corner retail options within mixed-use buildings, and internal streets within large blocks and other pathways that provide safe, walkable connections throughout the Center area both east and west and north and south.

Building heights range from one to three stories within transition areas adjacent to single-family residential areas such as Linden and Stone avenues, up to six stories in mixed-use buildings along sections of Aurora Boulevard, while buildings in the Midvale and Firlands areas are generally four to five-story mixed-use structures. Building materials, facades, designs, landscaped setbacks as well as public art and green infrastructure features represent a wide variety of styles and functions while maintaining a harmonious look and feel.

The City of Shoreline has long been committed to the realization of the three E's of sustainability -- environmental quality, economic vitality and social equity -- and Town Center has integrated and balanced each of these successfully.

Environmental Quality

While respecting elements of its historic character, Town Center has become a model of environmentally sound building and development practices. The buildings themselves are state-of-the-art energy efficient and sustainable structures with zero carbon impacts. The Center's extensive tree canopy and native vegetation are all part of a strategic system for capturing and treating stormwater on site and protecting and enhancing overall environmental quality. Major transit stops along the mature boulevard provide quick and convenient connections to major centers elsewhere in the region. Civic spaces and parks have been designed for daily use and special events.

Economic Vitality

Town Center attracts a robust mix of office, service and retail development. The boulevard boasts an exciting choice of shops, restaurants, entertainment, and nightlife. The Center is a model of green industry and economic sustainability that generates the financial resources that support excellent city services, with the highest health and living standards. As a result, Town Center's success helps to make Shoreline one of the most fiscally sound and efficiently run cities on the West Coast.

Social Equity:

Town Center offers a broad range of housing choices that attract a diversity of household types, ages and incomes. Attention to design allows the public gathering places to be accessible to all. People feel safe here day and night. Festivals, exhibits and performances attract people of all ages and cultural backgrounds.

Summary:

Town Center is thoughtfully planned and built yet all the choices feel organic and natural as if each feature and building is meant to be here. In short, Town Center is a place people want to be in Shoreline in 2030.



Fig. 1 - Principles of Sustainability

Town Center Goals

Goal TC-1 Create a Town Center that embodies the sustainability values of environmental responsibility, economic development and social progress.

Goal TC-2 Create a “sense of place” in Town Center that provides a focal point for Shoreline’s civic life and community-wide identity.

Goal TC-3 Create an economically and culturally thriving Town Center through the coordinated efforts of the City, the School District, business organizations, community non-profits and neighborhood associations.

Town Center Policies

Policy TC-1 Create an urban form, mix of land uses, and walkability in Town Center that distinguishes it from the more commercially dominated and auto-oriented portions of the Aurora Corridor to the north and south.

Policy TC-2 Promote a blend of civic, commercial and residential uses in Town Center.

Policy TC-3 Increase the variety of housing stock in Town Center and increase opportunities for moderate cost housing.

Policy TC-4 Encourage additional retail, service, grocery, and restaurant uses to serve people who live or work in Town Center, or within walking distance of it.

Policy TC-5 Give clear visual clues to Town Center’s geographic extent with gateway treatments at its west entry on N. 175th Street, and at its north and south entries on Aurora Avenue N.



Fig. 2 Examples of town center entry signs

Policy TC-6 Post public “wayfinding” signs to direct motorists and bicyclists to public destinations within and near Town Center.

Policy TC-7 Provide amenities, uses, linkages and protections to make Town Center a viable residential area for new multifamily and mixed uses.

Policy TC-8 Publicize innovative “green” public projects like City Hall, the middle mile of the Aurora project and Shorewood High School, as models for private projects in Town Center.

Policy TC-9 Reduce the noise, visual and safety impacts of traffic on Aurora Avenue as it passes through the Town Center.

Policy TC-10 Create safe and attractive pedestrian crossings of Aurora, walkways to better link uses within Town Center, and more direct and attractive walkways from adjacent neighborhoods.

Policy TC-11 Identify Town Center architectural patterns (e.g., building forms, roof shapes, fenestration, materials, etc.) that provide context, create human scale and visual interest, and evoke the residential character of Shoreline.



Fig. 3 Town Center roof shapes of various pitches, materials, colors

Policy TC-12 Develop the Park at Town Center as a memorable, green, open space and link it to the City Hall Civic Center, and program both of these spaces for celebrations, public gatherings and informal “third places.”



Fig. 4 Farmer's markets, parades, lawn sports, and wi-fi access are several possible park uses

Policy TC-13 Promote multi-modal transportation within Town Center to link to other parts of Shoreline and the region.

Policy TC-14 Develop appropriate street section standards to recognize the different roles, contexts, and hierarchy of streets in Town Center.

Policy TC-15 Create street-specific standards for pedestrian amenities, light standards and other street furnishings.

Policy TC-16 Consider the creation of new rights of way or the vacation of other rights of way in order to facilitate better vehicular and pedestrian circulation as well as enhance parcel aggregation and more comprehensive site development designs.

Policy TC-17 Connect adjacent residential neighborhoods to opportunities for services, transit and civic amenities in Town Center, and explore public improvements and programs to enhance the viability and sustainability of these areas as residential areas.

Policy TC-18 Protect adjacent residential areas from impacts generated by developments in Town Center.

Policy TC-19 Celebrate and convey the heritage of the community through preservation and interpretation of artifacts and places in Town Center.



Fig. 5 Interpretive can signs orient and educate about Red Brick Road, Historical Museum, Interurban Station

Policy TC-20 Increase context-appropriate private project designs, predictability and flexibility in the permit process by crafting a form-based development code, a design review process, illustrated design standards, and a menu of options.

Policy TC-21 Encourage structured parking for commercial, multifamily and mixed use developments, and explore opportunities to reduce parking requirements due to the availability of transit, walkability, and housing types.

Policy TC-22 Abate the remaining billboards, or re-locate them out of the Town Center, and craft a form-based sign code that orients and sizes commercial signage based on the function and speed of serving streets.

Policy TC-23 Site and screen surface parking lots and outdoor storage with landscaping, low walls or fences, arbors, small perimeter structures and other treatments to soften visual impacts.

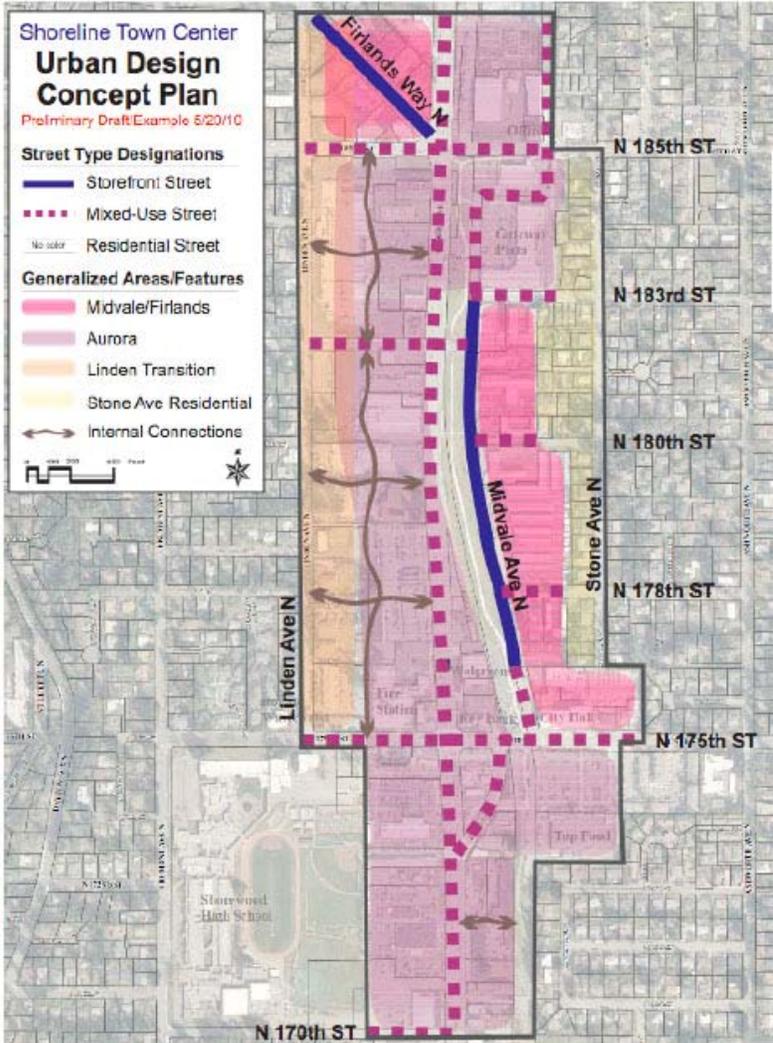


Fig 6 – Urban Design Concept Plan

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Memorandum

DATE: July 7, 2010

TO: Shoreline Planning Commission

FROM: Steven M. Cohn, Senior Planner
Steven Szafran, AICP, Associate Planner

RE: Study session on a Development Code Amendment to formalize the Comprehensive Plan Amendment Annual Docket Process - File No. 301650

Summary

Periodically staff presents a group of Development Code amendments for consideration. The proposal to be studied at your July 15 meeting would formalize the process for creating the annual Comprehensive Plan Amendment docket.

Background/Analysis

Amendments to the Development Code are processed as legislative decisions. Legislative decisions are non-project decisions made by the City Council under its authority to establish policies and regulations. The Planning Commission is the review authority for legislative decisions and is responsible for holding an open record Public Hearing and making a recommendation to the City Council on the proposed amendments.

The purpose of this policy is to set forth procedures for accepting and processing Comprehensive Plan Amendments (CPAs) in order to create the annual CPA docket. RCW 36.70A.130 (2) (a) offers the following guidance:

Each county and city shall establish and broadly disseminate to the public a public participation program consistent with RCW [36.70A.035](#) and [36.70A.140](#) that identifies procedures and schedules whereby updates, proposed amendments, or revisions of the comprehensive plan are considered by the governing body of the county or city no more frequently than once every year.

Proposal

Since the State does not offer specific guidance, cities and counties are allowed to develop their own rules for developing a docket. Shoreline has operated with informal rules since the adoption of the first Comprehensive Plan. In order to formalize the process, staff proposes the following to be adopted into the Development Code:

The City of Shoreline's process for accepting and reviewing Comprehensive Plan amendments for the annual docket shall be as follows:

- A. Amendment proposals will be accepted throughout the year. The closing date for the current year's docket is the last business day in December.
- B. Anyone can propose an amendment to the Comprehensive Plan.
 - There is no fee for submitting a General Text Amendment to the Comprehensive Plan.
 - An amendment to change the land use designation, also referred to as a Site Specific Comprehensive Plan amendment requires the applicant to apply for a rezone application to be processed in conjunction with the Comprehensive Plan amendment. There are separate fees for a Site Specific CPA request and a rezone application.
- C. At least three weeks prior to the closing date, there will be general public dissemination of the deadline for proposals for the current year's docket. Information will include a staff contact, a re-statement of the deadline for accepting proposed amendments, and a general description of the amendment process. At a minimum, this information will be advertised in the newspaper and available on the City's website.
- D. Amendment proposals will be posted on the City's website and available at the Department of Planning and Development Services.
- E. The DRAFT Docket will be comprised of all complete Comprehensive Plan amendment applications received prior to the deadline.
- F. The Planning Commission will review the DRAFT docket and forward recommendations to the City Council.
- G. A summary of the amendment proposals will be published in the City's newspaper of record.
- H. The City Council will establish the FINAL docket at a public meeting.
- I. The City will be responsible for developing an environmental review of combined impacts of the proposals on the FINAL docket. Applicants for site specific

Comprehensive Plan Amendments will be responsible for providing current accurate analysis of the impacts from their proposal.

- J. The FINAL docketed amendments will be reviewed by the Planning Commission in publicly noticed meetings.
- K. The Commission's recommendations will be forwarded to the City Council for adoption.

Next Steps

The purpose of this study session is to:

- Review the proposed development code revision
- Allow staff to respond to questions regarding the proposed revision
- Identify any additional information that staff should research prior to the hearing

The amendment is tentatively scheduled for a Public Hearing and possible Planning Commission recommendation on September 2, 2010. If you have questions or comments about the recommendation, please contact Steve Cohn, Project Manager, at scohn@shorelinewa.gov or 206-801-2511.

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Memorandum

DATE: July 8, 2010

TO: Shoreline Planning Commission

FROM: Steven Cohn, Senior Planner
Jessica Simulcik Smith, Planning Commission Clerk

RE: Follow-up on discussion about condensing Planning Commission minutes

On June 17 staff brought forth a recommendation to condense Planning Commission minutes for items other than public hearings and asked the Planning Commission for its feedback.

The Commission discussed the pros and cons of the proposal and was generally open to the idea of condensing the minutes for study meetings. The Commission agreed it would be helpful to have examples of what a condensed version would look like and would then invite the public to comment on the change. In addition, one of the Commissioners suggested putting a timestamp in the minutes of where in the audio that discussion could be found.

Since minute writing styles vary depending on the person transcribing them, we thought it was best to provide examples from our current minute writer that she's done for other jurisdictions. The following are links to examples of how study session minutes can be condensed:

- Joint meeting with the Edmonds Planning Board and Economic Development Commission, Dec. 9, 2009
http://www.ci.edmonds.wa.us/CityDepartments/PlanningDept/EconDevComm/Minutes/091209_JtPlanningBrdEconDevCommPresentation.pdf
- Edmonds Citizen Economic Development Commission, Aug. 13, 2009
http://www.ci.edmonds.wa.us/CityDepartments/PlanningDept/EconDevComm/Minutes/090813_Minutes.pdf
- Edmonds Port Commission Study Session, Mar. 5, 2009
http://www.portofedmonds.org/docs/com_minutes/2009/030509.pdf

To further help the Commission and public understand how a condensed version would differ from what you've reviewed over the last few years, our minutes taker suggests that the following things change:

- Information presented by staff that is contained in the staff report would be summarized and not reported in detail.
- Individual comments made by Commissioners would be summarized and not attributed to specific Commissioners.
- Discussions on specific topics that occur more than once during a meeting will be combined and condensed.
- If a question is repeated more than once at different time during a meeting, the question and answer will be combined and transcribed only once.
- Unnecessary talking points will be left out. For example, if a Commissioner asks a question that was misinterpreted by staff and the Commission follows up with a question that asks the question in another way, only the second response would be reported.

It would be possible to condense minutes even more. For example, additional changes could include:

- Commissioner comments summarized as bullet points.
- Minutes that describe an exercise or an example given at a meeting (an animated PowerPoint slideshow, design charrette, etc.) would be summarized briefly or left out entirely.

Staff requests that the Commission agree to try out “summary minutes for study session items” for six months and review this decision at the end of the trial period to see if it is a workable strategy. The summary minutes would include timestamps to delineate a topic change so that the public could go to the City website or City Hall to hear the entire discussion.

Attachment

Public Comments received to-date

Public Comment from June 17 Meeting

Arthur Peach, Shoreline, said he has seen many changes in the development of Shoreline over the past 10 years. Some of the recent decisions have been the largest ever taken on by the City, and there is an expectation for lengthy minutes. He observed that over his short time of becoming involved in the City, he has learned that difficult decisions do not come easy, but the amount of energy spent thinking about the decision is crucial for the residents of Shoreline. It is important for the citizens to have a clear understanding of how these decisions were made. He cautioned that limiting discussion minutes to summary only can end up changing the meaning of what was said or implied. While the staff report indicates the City would save money by limiting staff time and minute taker dollars, he expressed his belief that the change would undermine the citizens' ability to understand why certain decisions are made. He suggested that providing full minutes of Planning Commission discussions is essential for transparency and accountability. He noted that the Commission is one of the first opportunities for public participation, and they have a real voice to the City Council. He advised against the Commission accepting the staff's recommendation.

Debbie Kellogg asked if anyone has considered using voice software to transcribe the audio recording into minutes. She noted that the City Council has reduced their minutes, but they also provide access to the video recording to augment the record. As far as staff time, that's part of their job and how government works. There have been no layoffs and furloughs in the City of Shoreline as opposed to other jurisdictions.

Comment Emails/Letters Received

Sigrid Strom, June 17, 2010

It has come to my attention that there is a recommendation afoot to limit the content of the written minutes of study sessions to a summary of the discussions among the commissioners. While it might save some time on the part of the staff and some money for the city to do this, it's a bad idea. The study sessions are when important issues often surface, and the discussions among the commissioners relevant to these issues are important sources of information for the residents of the city. Although the minutes would still be available in an audio version of such meetings, most people cannot afford to buy a CD for every planning commission meeting in which they are interested.

In a city where there are definite trust issues between the city and the residents, reducing transparency, no matter how pure the motive, is not a good road to go down. I'm sure that there must be a more sophisticated way to record and then transcribe the minutes -- has anyone checked this possibility? If there isn't a better method available, I believe we must acknowledge that some of the messiness of operating in a democracy includes the extra time to make sure everyone has access to the most complete information possible.

If anyone doubts that there are trust issues, I would be happy to discuss the results of my canvassing the neighborhood during my stint on the CAC for the S.E. neighborhoods

subarea plan. I came to this committee a newly transplanted resident, with no previous history with the city, no knowledge of this previous history, and no connections with any people living in Shoreline. What I learned in getting to know my neighborhood is that there is a considerable communication issue between residents and the city. Let's not aggravate this situation further.