



Memorandum

DATE: April 14, 2011

TO: Shoreline Planning Commission

FROM: Joseph W. Tovar, FAICP, Planning and Development Services Director
AMC Steven Cohn, Senior Planner

RE: Discussion on Planning Commission Semi-Annual Joint Meeting with City Council

Introduction & Background

The City Council and Planning Commission meet jointly twice a year to adopt and review progress on the Planning Work Program, consider ways to improve the City's planning processes, clarify priorities and mutual expectations, and otherwise provide an avenue for communication.

At the upcoming meeting, the main items of discussion will be the Comprehensive Plan update and the Long-Range Planning work program. Following is the substance of the staff report being sent to the City Council for the April 25 joint meeting. We have thirty minutes on the Planning Commission's April 21 agenda to review these materials and help the Commission prepare for a productive joint meeting the following Monday with Council.

Discussion Items

2011-12 Comprehensive Plan Update

At its April 4 meeting, the Council directed staff and Planning Commission to aim to achieve a December 2012 adoption date for the Plan Update. To meet that timeframe, staff suggests a process that includes the following steps:

1. April 25 – Final Council direction on Update at joint Council/Commission meeting
2. May-Aug 2011 – Community outreach to invite citizens to suggest ideas that implement the adopted Vision and Framework Goals.

3. May 2011-March 2012 – Staff reviews existing Comprehensive Plan policies that are redundant, obsolete, or meet the other criteria for removal. (This task is further defined in the paragraph following Task 9 below).
4. Fall 2011 /Early Winter 2012 – During this timeframe, staff will identify three types of potential additions to the Comprehensive Plan:
 - Appropriate policies from the updates to the Transportation Master Plan, the Parks/Open Space Master Plan and the Surface Water Master Plan
 - Mandates from state or regional bodies, such as population/employment allocations, and the needed plan amendments to achieve consistency
 - Other amendments to either the Future Land Use Map or Plan Elements to more fully implement the adopted Vision Statement and Framework Goals.
5. Winter 2012 – Staff develops new policies which follow from Task 4 above.
6. 2nd Quarter 2012 – Public outreach of draft Plan & Planning Commission study sessions.
7. 2nd Quarter 2012 – SEPA review and analysis. This task will require consultant services to assist in the preparation of an Environmental Impact Statement. Staff will provide a rough cost estimate at the joint meeting on April 25, and return with a firm estimate during the Council's 2012 budget process this fall.
8. 3rd /4th Quarter 2012 – Public Hearing & follow-up PC study sessions resulting in recommendation.
9. 4th Quarter 2012 – Council review/adoption.

With this timeframe in mind, the workplan shows that a staff review of the existing plan would occur in the May 2011-Mar 2012 timeframe. Following Council's direction, staff will assess goals and policies in the Plan and nominate for removal those that meet any of the following criteria:

- Are redundant,
- Are obsolete,
- Are actually regulations, rather than policies. Such items may become candidates for code amendments,
- Are superseded by or require revision due to new state or regional requirements,
- Are not policies but are background data or analysis that can be moved to a functional plan or the non-project EIS on the Plan update.

2011-12 Long Range Planning Commission Work Program:

The current draft of the workplan is attached. A number of items are scheduled for completion by the end of Summer 2011. These include: Town Center Subarea Plan and Regulations, SE Neighborhoods Subarea Implementing Zoning, Shoreline Master Program, and the Permanent Assignment of certain quasi-judicial hearings to Hearing Examiner.

Other items requiring staff resources in the latter part of this year include: Shoreline Community College Master Plan, Point Wells, and potential new development code amendments, including the animal control policy the Council recent discussed and several citywide amendments that the Commission may recommend as an outgrowth of SE Neighborhood Plan implementation discussions. As noted at the April 4 Council study session, depending on their complexity, items added to the work program may impact the Comprehensive Plan Update timeline.

If you have questions or comments, feel free to contact Joe Tovar at 801-2501 or via email at jtovar@shorelinewa.gov or Steve Cohn at 801-2511 or via email at scohn@shorelinewa.gov.

Recommendation

Staff recommends that the Council and Planning Commission discuss the above topics at their joint meeting on April 25.

Attachments

1. Comprehensive Plan Update Timeline
2. Long Range Planning Work Program, dated 4/12/2011

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Work Task: COMPREHENSIVE PLAN UPDATE
Last Updated: 3/17/11

| Work Task: COMPREHENSIVE PLAN UPDATE Last Updated: 3/17/11 | 2011 | | | | | | | | | | | | 2012 | | | | | | | | | | | |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| | #### | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | #### | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec |
| 14.1 - Vision and Framework Goals (adopted 5/11/2009) | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.2 - Staff develops preliminary scope | X | X | X | X | X | | | | | | | | | | | | | | | | | | | |
| 14.2a City Council Comp Plan Update Retreat | | | X | | | | | | | | | | | | | | | | | | | | | |
| 14.2b City Council adopts final direction on scope of Update | | | | | X | | | | | | | | | | | | | | | | | | | |
| 14.3 - Discussion/decision on Urban Growth Center designation | | | | X | X | X | X | X | X | | | | | | | | | | | | | | | |
| 14.4 - Community outreach to gather new ideas (consistent with current Vision Statements) | | | | | X | X | X | X | X | | | | | | | | | | | | | | | |
| 14.5 - Commission reviews update suggestions and decides whether to include in update process | | | | | | | | | | X | X | | | | | | | | | | | | | |
| 14.6 - In-house review of Elements: | | | | | | | | | | | | | | | | | | | | | | | | |
| 14.6a - Land Use and Future Land Use Map | | | | | X | X | X | X | | | | | | | | | | | | | | | | |
| 14.6b - Housing | | | | | X | X | X | X | | | | | | | | | | | | | | | | |
| 14.6c - Transportation | | | | | | | X | X | X | X | X | | | | | | | | | | | | | |
| 14.6d - Parks, Recreation, and Open Space | | | | | | | X | X | X | X | X | | | | | | | | | | | | | |
| 14.6f - Capital Facilities | | | | | | | | | | X | X | X | X | X | | | | | | | | | | |
| 14.6g - Utilities | | | | | | | | | | | X | X | X | X | X | | | | | | | | | |
| 14.6h - Shoreline Master Program | | | | | | | | | X | X | X | | | | | | | | | | | | | |
| 14.6i - Economic Development | | | | | X | X | X | X | | | | | | | | | | | | | | | | |
| 14.6j - Community/Urban Design | | | | | | | | | X | X | X | X | X | | | | | | | | | | | |
| 14.7 - Growth Targets and City-wide allocation scenarios (revisit if Growth Ctr is adopted) | | | | | | | | | | | | | X | X | X | | | | | | | | | |
| 14.8 - Report out to Commission about recommended changes | | | | | | | | | | | | | | X | | X | | | | | | | | |
| 14.9 - Public outreach about staff recommended changes | | | | | | | | | | | | | | | | X | | X | | | | | | |
| 14.10 - Commission review of recommended changes/public hearing/recommendation | | | | | | | | | | | | | | | | | X | X | X | X | X | X | | |
| 14.11 -SEPA analysis, will include new traffic model run if Growth Ctr proposal is adopted | | | | | | | | | | | | | | | | X | X | X | X | | | | | |
| 14.12 - Revisons to elements if warranted because of SEPA analysis | | | | | | | | | | | | | | | | | X | X | X | | | | | |
| 14.13 - Council Check-in/Plan review begins October 2012/Adoption Dec 2012 | | | | | X | | | | X | | | | | X | | | | X | | | | | X | XX |
| 14.14 - General outreach/webpage/Currents etc | | | | | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X | X |

Legend
X Staff
X Planning Commission
X City Council

2010-2012 Long Range Planning Work Program

| Legend | | Commission Role | x | Staff Role | XX | Council Adoption | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------|------|------------|------|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Revised 4/12/11 | | Sta | 2010 | 2011 | 2012 | | | | | | | | | | | | | | | | | | | | | |
| Work Task 1 Aldercrest Study and Zoning Implementation | | BL | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 1.1 - Analysis and Recommendation | | | | | x | x | x | x | | | | | | | | | | | | | | | | | | |
| 1.2 - Commission Review | | | | | | | | x | x | x | x | | | | | | | | | | | | | | | |
| 1.3 - Council Review and Adoption | | | | | | | | | | | XX | | | | | | | | | | | | | | | |
| Work Task 2 Development Code Amendments | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 2.1 - Compatibility amendment (not currently scheduled) | | BL | | | | | | | | | | | | | | | ? | ? | ? | ? | ? | | | | | |
| 2.2 - Single Family Dwelling Unit Scale (not currently scheduled) | | MR | | | | | | | | | | | | | | | ? | ? | ? | ? | ? | | | | | |
| 2.4 - Tree Regulations | | PC & BL | x | x | x | x | x | x | x | x | x | x | x | x | x | | x | | XX | | | | | | | |
| Work Task 3 Design Review | | PC | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 3.1 - Consultant and Staff Proposal Development (only Town Center, not other comm'l areas) | | | x | x | x | x | x | x | x | x | x | x | x | XX | | | | | | | | | | | | |
| 3.3 - Design Stds for other areas (not currently scheduled) | | | | | | | | | | | | | | | ? | ? | ? | ? | ? | ? | | | | | | |
| Work Task 4 Code Amendments | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 4.1 - Development Code Amendment Packages (including Animal Control and possible city-wide code revisions stemming from SE Neighborhood Plan implementation) | | SS & MR | x | x | | x | | XX | | | | | | x | x | | x | | XX | | | | | | | |
| 4.2 - Reg Reform (Permanent Transfer of Rezones, Master Plans etc. from PC to Hearing Ex) | | SC & BL | | | | | | | | x | | | | x | XX | | | | | | | | | | | |
| Work Task 5 Light Rail Alignment Planning | | JT & SC | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 5.1 - Staff analysis | | | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | |
| 5.2 - Council direction | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Work Task 6 Functional Plan Updates | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | x | May | Jun |
| 6.1 - Transportation Master Plan Update | | DL | x | x | x | x | x | x | x | x | x | x | x | x | x | x | XX | | | | | | | | | |
| 6.2 - Shoreline Master Program (review and adoption) | | MR | x | x | x | x | x | x | x | x | x | x | x | | x | | x | XX | | | | | | | | |
| 6.3 - Parks Master Plan Update | | SC | | | x | x | x | x | x | x | x | x | x | XX | | | | | | | | | | | | |
| Work Task 7 Point Wells | | JT | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 7.1 - Subarea Plan Amendment | | | | | | | | | x | XX | | | | | | | | | | | | | | | | |
| 7.2 - Developer Agreement and Corridor Study | | SC & JT | | | | | | | | | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | | | | |
| 7.3 - Legislative Process | | | | | | | | | x | x | x | x | x | | | | | | | | | | | | | |
| 7.4 - Ongoing staff monitoring/commenting/coordination on Pt Wells SEPA and subsequent permits | | | | | | | | | | | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | |

2010-2012 Long Range Planning Work Program

| Legend | | Commission Role | x | Staff Role | XX | Council Adoption | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------------|------|------------|-----|------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Revised 4/12/11 | | Sta | 2010 | 2011 | | 2012 | | | | | | | | | | | | | | | | | | | | |
| Work Task 8 Town Center Subarea Plan | | PC | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 8.1 - Staff and consultants conduct community outreach | | | x | x | x | x | x | x | x | x | | | | | | | | | | | | | | | | |
| 8.2 - Staff prepares Plan & Code Amendments for Town Center | | | x | x | x | x | x | x | x | x | x | x | x | | | | | | | | | | | | | |
| 8.3 - Plan & Code amendments reviewed by Planning Commission | | | x | x | x | | | | x | | x | | x | | | | | | | | | | | | | |
| 8.4 - Planned Action/EIS | | DL | | | | | | | x | x | x | x | x | XX | | | | | | | | | | | | |
| 8.5 - Council adopts Plan and Code Amendments | | | | | | | | | | | | | | XX | | | | | | | | | | | | |
| Work Task 9 SE Neighborhoods Plan and Zoning update | | MR | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 9.1 - Zoning Implementation | | MR & SC | x | | x | x | x | x | | x | x | | | | x | x | XX | | | | | | | | | |
| Work Task 10 Master Development Plan Public Health Lab | | SS | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 11.1 - PC Review and Council Adoption | | | x | x | x | x | | | | | | | | | | | | | | | | | | | | |
| 11.2 - CPA Review and Adoption | | | | x | x | | | XX | | | | | | | | | | | | | | | | | | |
| Work Task 12 Master Dev Pln for Shoreline CC - expected application March/April 2011 | | SS | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 12.2 - Master Development Plan | | | | | | | | | x | x | x | x | x | x | x | x | x | XX | | | | | | | | |
| Work Task 13 Census Analysis | | SC | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 13.1 - Review and analyze/compare to regional and state data | | | | | | | x | x | | x | x | | x | x | x | | | | | | | | | | | |
| Work Task 14 Comprehensive Plan Update (see separate sheet) | | | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| | | | | | | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | x | |
| Work Task 15 Rezones | | SS | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 15.1 Estimate approx 2 per year | | | | | | | | | | | | | | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | ? | |
| Work Task 16 CPA Docket | | SC/SS | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun |
| 16.1 - 2010 CPA docket | | | | x | x | x | x | XX | | | | | | | | | | | | | | | | | | |
| 16.2 - 2011 CPA docket | | | | | | | | | | x | XX | | x | x | x | x | x | x | XX | | | | | | | |