



# PLANNING COMMISSION REGULAR MEETING AGENDA

Thursday, March 5, 2020  
7:00 p.m.

Council Chamber · Shoreline City Hall  
17500 Midvale Ave N  
Shoreline, WA 98133

	<u>Estimated Time</u>
<b>1. CALL TO ORDER</b>	7:00
<b>2. ROLL CALL</b>	7:01
<b>3. APPROVAL OF AGENDA</b>	7:02
<b>4. APPROVAL OF MINUTES</b>	7:03
a. <a href="#">February 20, 2020 Draft Minutes</a>	

## **Public Comment and Testimony at Planning Commission**

*During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled later on the agenda. During Public Hearings and Study Sessions, public testimony/comment occurs after initial questions by the Commission which follows the presentation of each staff report. In all cases, speakers are asked to come to the podium to have their comments recorded, state their first and last name, and city of residence. The Chair has discretion to limit or extend time limitations and the number of people permitted to speak. Generally, individuals may speak for three minutes or less, depending on the number of people wishing to speak. When representing the official position of an agency or City-recognized organization, a speaker will be given 5 minutes. Questions for staff will be directed to staff through the Commission.*

<b>5. GENERAL PUBLIC COMMENT</b>	7:05
<b>6. STUDY ITEMS:</b>	
a. <a href="#">CUP Code Amendments for R8/R12 Zones</a>	7:10
<b>7. DIRECTOR'S REPORT</b>	7:55
<b>8. UNFINISHED BUSINESS</b>	8:05
<b>9. NEW BUSINESS</b>	8:06
<b>10. REPORTS OF COMMITTEES &amp;     COMMISSIONERS/ANNOUNCEMENTS</b>	8:07
<b>11. AGENDA FOR March 19, 2020 &amp; April 2, 2020</b>	8:08
<b>12. ADJOURNMENT</b>	8:10

*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.*

**DRAFT**  
**CITY OF SHORELINE**

**SHORELINE PLANNING COMMISSION**  
**MINUTES OF REGULAR MEETING**

February 20, 2020  
7:00 P.M.

Shoreline City Hall  
Council Chamber

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**Commissioners Present**

Chair Montero  
Vice Chair Mork  
Commissioner Craft  
Commissioner Davis  
Commissioner Lin  
Commissioner Malek  
Commissioner Maul

**Staff Present**

Nora Gierloff, Planning Manager, Planning and Community Development  
Nora Daley-Peng, Senior Transportation Planner  
Carla Hoekzema, Planning Commission Clerk

**CALL TO ORDER**

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

**ROLL CALL**

Upon roll call by Ms. Hoekzema the following Commissioners were present: Chair Montero, Vice Chair Mork, and Commissioners Craft, Davis, Lin, Malek and Maul.

**APPROVAL OF AGENDA**

The agenda was accepted as presented.

**APPROVAL OF MINUTES**

The minutes of February 6, 2020 were accepted as presented.

**GENERAL PUBLIC COMMENT**

There were no general public comments.

**STUDY ITEM: 185<sup>th</sup> STREET MULTIMODAL CORRIDOR STRATEGY**

Ms. Daley-Peng advised that the goal of the 185<sup>th</sup> Street Multimodal Corridor Strategy was to create a vision for the 185<sup>th</sup> Street Corridor that is future focused and supports the needs of all users (i.e. drivers,

pedestrians, cyclists, skateboarders and transit riders and operators). The 185<sup>th</sup> Street Corridor is composed of three streets: N/NE 185<sup>th</sup> Street, 10<sup>th</sup> Avenue NE and NE 180<sup>th</sup> Street. The corridor was defined during the 185<sup>th</sup> Station Subarea planning process, with the intent to connect the Aurora Corridor and the North City Business District with the new transportation hub (light rail station) that will be opened in 2024.

Ms. Daley-Peng said the process was kicked off with an outreach series in the fall of 2018 that included a bike tour, walking tour, community drop-in meetings, open house, stakeholder meetings and online surveys. The feedback was used to develop draft options for the three streets, as well as evaluation criteria to compare the options. The options and criteria were presented to the City Council and the public in the spring of 2019. The recommended Preferred Option was presented to and accepted by the City Council in July of 2019. Staff spent the remainder of the summer and early fall refining the Preferred Option, which was adopted by the City Council in October of 2019. Currently, staff is working to package the final report that will be published in about a month.

Ms. Daley-Peng explained that the corridor has distinct characteristics throughout, and no one size fits all. The team's approach was to divide the corridor into five segments and develop typical mid-block cross sections for each one. She walked the Commission through the preferred options for each of the corridor segments:

- **Segment A – NE 185<sup>th</sup> Street (between Fremont Avenue N and Midvale Avenue NE).** Many of the improvements on Aurora Avenue turn the corner at this intersection and set up the lane configuration for how the street can operate today and into the future. Early on, the team took an approach of not making any changes inside the curb-to-curb roadway. However, as the project evolved and they received community feedback, it was pointed out that they needed to take a look at how to outfit the pedestrian and bicycle network better. It is a missing link to the vision of a complete street. The preferred option provides a bike path that would be level with and adjacent to the sidewalk. The spaces would be separated, and room would also be provided to accommodate the standard amenity zone and trees.

Chair Montero noted that there are two lights between between Aurora Avenue and Midvale Avenue NE. He asked how the street would transition from four lanes to six. Ms. Daley-Peng responded that, just west of Fred Meyer, the number of lanes drops from 5 (4 travel lanes and 1 center turn lane) to four. The entire Midvale intersection would have to be rebuilt to accommodate the transition.

Commissioner Craft asked if the City has a diagram to illustrate the proposed channelization. Ms. Daley-Peng said the study did not include an engineering/channelization plan, but the idea is to address lane changes at the intersections. Testing was done related to lane changes and intersection treatments (signalized and roundabouts) were modeled. It was determined that either treatment would support the type of volumes anticipated in the future. However, she anticipates saturation in terms of automobile capacity. Design and engineering for each of the segments will be done in phases moving forward.

Ms. Daley-Peng advised that there is a pull-down plan for each of the sections, which enables you to see, in illustrative form, what the lanes, bike paths, etc. will look like. There is also a separate chapter for the intersections, themselves.

- **Segment B – N/NE 185<sup>th</sup> Street (between Midvale Avenue N to 5<sup>th</sup> Avenue NE).** The configuration for this cross section would accommodate four lanes (2 travel lanes and 2 outside Business Access and Transit (BAT) lanes) for frequent bus service and vehicles making right turns. The plan utilizes an asymmetrical approach to the eventual preferred option by holding the north curb to preserve mature trees where possible. The south side of the street is predominantly where the powerlines are located, and aggressive pruning of the trees has been required. The intent is to create a street for the future that provides all of the benefits of a lush green canopy. The bike lanes would be moved from the street to a sidewalk level bike path, and extra wide sidewalks would create a flex zone for amenities such as sidewalk cafes.

Commissioner Craft asked if the trees on the south side of the street would be removed. Ms. Daley-Peng answered that the trees would need to be removed to create space for the bike path, sidewalk and flex zone.

- **Segment C – NE 185<sup>th</sup> Street (between 5<sup>th</sup> Avenue NE to 10<sup>th</sup> Avenue NE).** Sound Transit will do a significant amount of the improvements in this segment to get ready for light rail. The configuration will be three lanes (2 travel lanes, and a center turn lane), buffered bike lanes, and enhanced pedestrian zones.
- **Segment D – 10<sup>th</sup> Avenue NE (between NE 185<sup>th</sup> Street to NE 180<sup>th</sup> Street).** The volumes on this street are lower than NE 185<sup>th</sup> Street, but they are looking at the corridor for multimodal travel. Part of King County Metro’s long-range plan (Metro Connects) is to establish a route that mirrors the Z configuration of NE 185<sup>th</sup> Street to 10<sup>th</sup> Avenue NE, NE 180<sup>th</sup> Street up to North City, and then beyond to Lake Forest Park. It is important for the development of this cross section that the lanes be at least 11 feet wide to support buses moving through the space. Through outreach, they also learned that having separation from vehicles for bikes was important, and buffered bike lanes will be provided. An asymmetrical approach was also used for this street to respond to the different zoning districts. The west side of the street is zoned MUR-70” and the east side is zoned for MUR-35’. On-street parking will be provided on the west side to support ground-floor retail and/or visitor parking. An 8-foot flex zone and amenity zone would also be provided on both sides of the street.

Chair Montero commented that most of the bicycle traffic actually goes north and cuts around Perkins Lane. Ms. Daley-Peng said they looked north and south beyond the project segment and made recommendations for the 2020 Engineering and Design Manual update. The recommendation was to extend buffered bike lanes on 10<sup>th</sup> Avenue NE all the way to Perkins Avenue, NE 175<sup>th</sup> Street, and NE 195<sup>th</sup> Street. They recommended a shared-use path on the west side of the street north of NE 195<sup>th</sup> Street as part of the alignment of the Trail Along the Rail. When development projects come in for approval, the Engineering and Design Manual will help guide the required frontage improvements and dedications.

- **Segment E – 180<sup>th</sup> Street (between 10<sup>th</sup> Avenue NE and 15<sup>th</sup> Avenue NE).** The right-of-way on this street is more constrained (60 feet). There is a hill environment, and the current bicycle facilities are sharrows. The goal is to provide more protection, at least on the uphill side, for cyclists via a buffered bike lane. On the downhill side, they were able to fit in an extra wide 6-foot bike lane and still provide 11-foot travel lanes to support both buses and cars. Amenity zones would be located on both sides of the street. This segment of the City is rapidly redeveloping, and they worked hard to accommodate what has recently been constructed and is currently being constructed.

Ms. Daley-Peng observed that Shoreline’s population continues to grow, and they need park space for people to enjoy. The team identified four opportunity sites along the corridor for better multimodal connections, placemaking and enhanced open space. The sites include:

- **Opportunity Site 1** is the corner open lot behind Spiro’s, which recently received a beautiful gateway mural.
- **Opportunity Site 2** is an empty lot on the south side of NE 185<sup>th</sup> Street near the Ashworth Intersection. Some King County Conservation Funds were received for some property acquisition.
- **Opportunity Site 3** is a trail concept for the Trail Along the Rail that roughly runs parallel to the future light rail.
- **Opportunity Site 4** is already Rotary Park, but the concept is to expand.

Commissioner Maul asked if Opportunity Site 2 is owned by King County. Ms. Daley-Peng clarified that the City received King County Conservation Funding to purchase the land, with an agreement that 85% of the land must fit within the definition of open space in perpetuity. However, it can be used as public space.

Ms. Daley-Peng summarized that this is a significant project, and currently, the City has no funding for implementation. The most effective near-term strategy will be setting the vision and aligning incremental redevelopment of frontage improvements so the amenity zones, curbs, bike paths and sidewalks that are built moving forward are consistent with the vision. The City will coordinate with transit agencies (Sound Transit, Community Transit, and Metro) on both near-term improvements such as bus stops and long-term transit planning. Both Metro and Community Transit plan to make connections to the light rail station from the day it opens.

Ms. Daley-Peng summarized that the project delivery approach has been broken into three phases: near-term (now and 5 years out), mid-term (5 to 10 years) and long-term (10+ years). With adoption of the preferred option, changes will soon be made to the Engineering and Design Manual. Staff will continue to work with transit agencies to move the near-term improvements forward. The one physical part of the project that might be able to move forward in the next five years is the Meridian Avenue intersection design, which is one of the City’s designated growth projects and can be funded via a larger pot of money the City receives from traffic impact fees. The mid-term projects could include segment improvements,

intersection improvements, etc. The City will be looking for partnerships and grant funding to stretch the dollars and set the City up for construction of each of the segments in 10 years.

Commissioner Lin observed that, as proposed, NE 185<sup>th</sup> Street past Fremont Avenue would be narrowed down from six to three lanes. Ms. Daley-Peng responded that Segment A does not propose any changes to the configuration from curb-to-curb. The current situation is what is needed to work today and into the future. Until another study has been done for NE 185<sup>th</sup> Street from Fremont Avenue heading west, the roadway will continue to operate as it does today. The intent is to make improvements outside of the curb-to-curb, expanding the pedestrian and bicycle area of the right-of-way.

Commissioner Davis pointed out that development would continue to occur near intersections where the transitions will happen, but it will take quite a while for the intersections to be redeveloped. She asked if new development would have to adhere to the new standards in the Engineering Design Manual to accommodate City work that will come at a later date. Ms. Daley-Peng said the idea is to make sure the curb is in the right location and to work through right-of-way dedication to make the pedestrian, bicycle and amenity zone improvements at some point in the future. Commissioner Davis summarized that new development would not be required to provide the bike lanes as part of a project, but they would be required to provide the wider sidewalk segments. The City would have to add the bike lanes and roadway changes at a later time. Ms. Daley-Peng clarified that the approach would be to maintain the bike lanes on NE 185<sup>th</sup> Street until the City is able to complete the project. However, through incremental redevelopment, the City will ask for a 12-foot dedication, which would be wide enough to build an amenity zone, bike path and sidewalk.

Commissioner Malek asked if staff has had any dialogue with groups such as developers of the Paceline Project. Their entire design concept centers around being able to commute via bicycle, and a 10-year timeline for implementation might not work for them. He suspects that other developers might want to follow suit. Ms. Daley-Peng said several stakeholder meetings were held, including two, well-attended sessions with active developers in Shoreline. She is not sure that representatives from Paceline were present at those meetings, but she has talked to one of the owners. They are very interested in understanding the City's bike network now and into the future. Developers might end up setting the pace for implementation, and having a plan is very important in order to coordinate the efforts of developers with the City's vision.

Commissioner Maul observed that the light rail station will open in 4 years, and the current plan has a 10-year implementation plan. However, it does not include anything about widening the bridge that causes the bottleneck. Unless the bridge is addressed, it will become a significant deterrent. Ms. Daley-Peng said there has been a lot of conversation about widening the bridge, going back to the City negotiating with Sound Transit on mitigation. The City and Sound Transit agreed that the bridge was seismically fit and should not be widened. The current 3-lane configuration is enough to support the transit trips, but the roadway would fail today's standards for auto trip level of service. A bridge wider than Aurora would be needed to continue to move cars the way they do today. The goal is to balance all modes of transportation and maintain a neighborhood corridor character.

Commissioner Maul observed that the neighborhoods will be further away from the light rail stations, and he does not anticipate there will be a neighborhood feel as you approach the bridge. It seems like the plan attempts to make the current system fit what is existing and not really planning for the future.

Commissioner Mork recalled that a number of citizens have commented to the Commission regarding 5<sup>th</sup> Avenue NE and how it isn't currently working. She asked how the plan would impact traffic on this street. Ms. Daley-Peng said the initial plan called for Segment B to be N/NE 185<sup>th</sup> Street between Midvale Avenue and 2<sup>nd</sup> Avenue NE, which is where Sound Transit's mitigation starts. However, based on public feedback and high-level traffic modeling, they learned that a lot of trips come on and off of 5<sup>th</sup> Avenue, especially west of the bridge. To address this, the 4-lane configuration in Segment B was extended all the way to just before the bridge so that the volumes could be received on 5<sup>th</sup> Avenue NE. There is less volume on 5<sup>th</sup> Avenue NE east of the bridge, but it will be closed for more than a year while it is realigned by Sound Transit to fit both the train tracks and the Trail Along the Rail. There is a plan in place to reroute traffic to 10<sup>th</sup> Avenue NE while that leg of 5<sup>th</sup> Avenue NE is closed, and Sound Transit will build a temporary urban compact roundabout to manage traffic through the intersection.

Chair Montero asked if the Trail Along the Rail would be completed at the same time as the Sound Transit project. Ms. Daley-Peng answered that Sound Transit would build the shared-use path on the segment on 5<sup>th</sup> Avenue NE between NE 180<sup>th</sup> Street up to NE 185<sup>th</sup> Street as part of reconstructing the street. Sound Transit will also build a shared-use path along the perimeter of the station on both NE 185<sup>th</sup> Street and 8<sup>th</sup> Avenue NE. This equates to nearly 10 blocks of shared-use path.

Chair Montero said the only funding source he sees in the plan is for the segment between Meridian and NE 185<sup>th</sup> Street. He assumes that Segment C will be primarily funded by Sound Transit. Ms. Daley-Peng agreed that Sound Transit would fund about 80% of the work for Segment C, and the idea is that the City would fill in the gaps. This year will be the first time that the plan will be incorporated into the Transportation Improvement Plan, which is presented to the City Council for review and approval each spring. She anticipates that some parts of the plan's implementation will be moved into the Capital Improvement Plan, and the City will start looking for grant opportunities.

Commissioner Craft asked the total cost of implementing Segments A, B, D and E. Ms. Daley-Peng answered that the total cost to implement all of the segments is \$80 million. Commissioner Craft asked about the cost of bridge replacement, and Ms. Daley-Peng didn't have an answer. Commissioner Craft commented that the value proposition of spending \$80 million on something that doesn't get you all the way there doesn't seem to be a good use of funding. He suggested it would be wise for the City to take a hard look at spending an extra \$30 to \$40 million to buttress or additionally reinforce the bridge so it can be expanded. In the long term, that would be a much better idea than trying to shoehorn a concept, at the cost of \$80 million, into something they know is set up to provide a level of service that would be detrimental to the overall operational efficiency of the station.

Ms. Daley-Peng said they need to have a conversation about how the City is evolving. Rather than continuing to encourage auto trips for dense, mixed-use areas around the station, they need to move to a multimodal level of service and start talking about mobility trips. This conversation will occur as part of the Transportation Master Plan update. Chair Craft summarized that the idea is to make vehicular transportation so unpalatable that people choose other modes of transportation. It would be outstanding

to create a carbon free environment, but for the next 30 years, he predicts there will still be a ton of vehicles that need to channel through each day. He suggested that they need to create the capacity, recognizing it could be reduced in the future if it's no longer needed.

Commissioner Malek asked if there are other high-density areas where this model functions or is the City doing something completely new and forward thinking. Ms. Daley-Peng said they have studied models from Bellevue, Kenmore, Olympia, and Bellingham. These communities have adopted multimodal level of service, but there are a lot of different ways to address it. It will be a process of discussing and weighing options.

**STUDY ITEM: FINLAND MOBILITY FELLOWSHIP**

Ms. Daley-Peng commented that one of her roles as the City's Transportation Planner is to foster the City's transformation from an auto-oriented suburb to a people-centered community that offers a diverse set of transportation options. The Jennings Randolph International Fellowship allowed her an opportunity to learn firsthand about Helsinki, Finland's mobility system and bring that experience back to the City. Through her research, she learned about three intertwined aspects of Helsinki's mobility plan:

- **Policy Transformations.** Finland's population is roughly 5.5 million, which is the size of some of the United State's metro regions. Helsinki's population is about .5 million. Because they are small, they are also nimble. They offer a high quality of life, which attracts talent. Finland was just named the happiest country in the world for the second year in a row. Anne Berner, Finland's former Transport and Communications Minister, had a business woman's background, and she didn't care about being reelected. Instead, she wanted to spearhead policy changes to encourage seamless mobility services between public and private transportation enterprises. The City of Helsinki set a goal that, by 2030, they would be the world's most attractive and knowledgeable city for experimentation and innovation. The policy transformation needed to meet the goal included rewriting laws that would promote trip data, sharing between public and private enterprises and supporting micro-mobility trips (ride hailing, bike share, autonomous transport). These national policies set the table for Finland's smart mobility menu.

Helsinki Central Railway Station is the backbone of the City's transportation system. It opened in 1919 and is still a beehive of activity that is used by about 400,000 people per day. It offers a lot of fast, affordable options for people to make local trips. She learned that building mobility options off of a strong public transport hub is absolutely key. They have the rail, and the lighter weight options on the surface spring off of it.

Helsinki has an open space network (Green Fingers, Blue Palm) that has been in place for more than 100 years. There are six greenbelts that extend from the harbor up and fan out through the City. These parkways provide greenery and ways for people to move via jogging, biking, walking, car, tram, etc. Together they create a network of open spaces and pathways that allow people to play and move comfortably throughout the city.

In Helsinki's city center, 36% of the trips are made by walking and 11% by biking. In Shoreline and many other cities in the United states, only about 2% of the trips are made by walking. This



is a testimony to the success of Helsinki's great pedestrian and bicycle network. It is also a result of Helsinki's City Bikes Program that launched in 2016 and attracted more bicycle users through shared convenience. She met with Oskari Kaupinmaki, Helsinki's Bicycle Traffic Project Coordinator, who stressed that when you make good bicycling infrastructure, you get a better pedestrian environment, as well, and it's safer for everyone. She and Mr. Kaupinmaki biked on the mile-long Baana, which opened in 2016. It is a converted railroad line into a pedestrian and bicycle trail that connects the downtown with the western harbor. It is heavily used and already needs to be expanded. Mr. Kaupinmaki shared some ideas that could be utilized in Shoreline.

Helsinki has been able to increase bike ridership by soliciting ideas from the public such as, more secure bicycle parking, more extensive and connective bike networks, safer bike trails through more separation from vehicles, well-maintained bicycle facilities, especially in the winter, and better detours around construction.

- **Innovation.** The widespread use of smart phones and the rise of a sharing economy has shifted personal choices from ownership to shared usership. Using a GPS-interfaced app on smart phones, customers have a menu of travel options at their fingertips, including pricing information, real-time pickup locations and the ability to pay per trip or set up a monthly travel pass. She met with representatives from a startup company (Whim) and downloaded and successfully used their app while she was in Helsinki to purchase tickets for metro, bus, City Bikes and a ferry ride. She shared how the Whim platform works and its philosophy of putting the consumer first. Whim continues to create and expand to provide more and more options for its users.
- **Network.** She took a day trip to Espoo, and met with Johanna Nyberg, the Head of City Traffic and Project Manager for City Bikes in Espoo. Espoo has a lot in common with Shoreline, and she wanted to see if the offerings she saw in Helsinki would be scalable to a smaller community like Shoreline. One of Ms. Nyberg's mottos is to provide direct pedestrian and bicycle access from stations from every direction. Espoo, like Shoreline, built and opened five metro stations, with a new line into Helsinki. Ms. Nyberg was part of the pedestrian and bicycle network planning around the stations. She also felt strongly that bicycle and pedestrian access should be maintained throughout construction. She uses data she receives from City Bike users to inform how to rebalance and add more bike stations.

Ms. Daley-Peng commented that Shoreline is part of one of the fastest growing regions in the nation. In the next 30 years, the region is expected to grow more than 40%. The goal is to grow but at the same time keep the cities likeable and loveable. She suggested the answer might lie in how they synergize growth with transportation choices. Two light rail stations will open in Shoreline in just four years, and the timing couldn't be better for the City to shape the future for multimodal transportation within the community and beyond. Shoreline has already put a few policies in place to move in that direction.

Chair Montero asked if the City Bike Program offers both standard and e-bikes, and Ms. Daley-Peng answered standard only. Chair Montero asked if there is also a lot of motorcycle and/or scooter traffic in Helsinki. Ms. Daley-Peng said she didn't see a lot of motorcycle traffic, but there are some electric scooters. They are having problems with people competing for space on the sidewalks, too. Chair

Montero asked if helmets are provided or if people have to use their own. Ms. Daley-Peng said helmets are optional, and she brought her own.

Vice Chair Mork asked about the terrain in Helsinki. Ms. Daley-Peng said there are some hills, but the terrain is quite gentle. Vice Chair Mork asked if people of every age group use the bicycles. Ms. Daley-Peng said she mostly saw business people biking in Helsinki, and City Bikes are limited to people who are 16 years and older.

Chair Montero asked if the open space network is mostly recreational or if it also provides transportation between cities and districts. Ms. Daley-Peng said a lot are boulevards that support cars and buses, but sometimes they branch off into just pedestrian and bicycle paths through beautiful, green spaces. They also have lovely parkways along the waterfront and hop overs to some of the islands. Chair Montero asked if the section along the railroad is similar to what Shoreline is doing with its Rails to Trails Project. Ms. Daley-Peng answered affirmatively.

Commissioner Lin asked if Espoo has extensive bike and pedestrian trails like Helsinki. Ms. Daley-Peng said her impression is that there aren't as many. Like Shoreline, there are places that don't have sidewalks. She noticed that people were very compliant to the rules, and drivers yield to buses, pedestrians and bicyclists.

Chair Montero observed that conversations about cars versus pedestrians/bicyclists can be controversial in Shoreline. He asked if this attitude is prevalent in Helsinki, too. Ms. Daley-Peng said Helsinki has some of the same struggles that exist in cities in the United States. There are still plenty of cars and traffic jams, and they don't believe they will ever reach the point of being a car-free city. However, Helsinki is working to position itself to be a global city and attract international talent. They see quality of life, pedestrian pathways, parkways, bicycle paths, saunas, etc. as economic benefits, and the government is leading the change.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

There was no new business.

**REPORTS OF COMMITTEES AND COMMISSIONER ANNOUNCEMENTS**

There were no committee reports or Commissioner announcements.

**AGENDA FOR NEXT MEETING**

Ms. Gierloff said the March 5<sup>th</sup> agenda will be a continued work session on proposed Development Code amendments related to professional offices in R-8 and R-12 zones.

**ADJOURNMENT**

The meeting was adjourned at 8:25 p.m.

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William Montero  
Chair, Planning Commission

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Carla Hoekzema  
Clerk, Planning Commission

**6a. Staff Report - CUP Code Amendments for R8/R12 Zones**

Planning Commission Meeting Date: March 5, 2020

Agenda Item: 6a.

**PLANNING COMMISSION AGENDA ITEM**

CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Professional Offices in R-8 and R-12 Zoning Districts  
**DEPARTMENT:** Planning & Community Development  
**PRESENTED BY:** Steven Szafran, AICP, Senior Planner  
Nora Gierloff, Planning Manager

Public Hearing  
 Discussion

Study Session  
 Update

Recommendation Only  
 Other

**INTRODUCTION**

This is a continuation of the Planning Commission's discussion on February 6, 2020. The Commission provided comment and direction for changes to the proposed Development Code amendments related to Professional Offices in the R-8 and R-12 zoning districts. The Commission directed Staff to more narrowly focus the proposed Development Code amendments to Professional Offices in the R-8 and R-12 zones and focus on criteria for Professional Offices that may mitigate impacts to residential uses in those zones.

The need for these amendments arose in December 2019 when the City Council adopted Ordinance No. 881 which added "professional offices" to Land Use Element Policy LU2 (LU2).

To implement the amendment adopted by Council, Staff is proposing amendments to the Development Code Chapters 20.20 – Definitions, 20.30 – Procedures and Administration, and 20.40 – Uses.

Based on the February 6 discussion, Staff prepared revised definitions for Professional Offices and a new definition of Outdoor Storage. Staff is recommending that the newly defined uses be added to the SMC 20.40 Uses. Staff is also proposing that the Conditional Use Permit (CUP) process in SMC 20.30.300 be used to determine if a Professional Office should be permitted, permitted with conditions, or denied in the R-8 and R-12 zoning districts on a case by case basis.

While reviewing the CUP process, Staff noted that the CUP process is silent on such provisions as permit expiration, transferability of permit, and permit revocation. Thus, Staff has proposed amendments to address those issues.

**BACKGROUND**

Approved By: Project Manager \_\_\_\_\_ Planning Director NG

## 6a. Staff Report - CUP Code Amendments for R8/R12 Zones

In December 2019, the City Council adopted an amendment to Comprehensive Plan, Land Use Element Policy LU-2 so as to allow for “professional offices” within the R-8 and R-12 zoning districts. The Policy now states:

*LU2: The Medium Density Residential land use designation allows single-family dwelling units, duplexes, triplexes, zero lot line houses, townhouses, and cottage housing. Apartments and professional offices may be allowed under certain conditions. The permitted base density for this designation may not exceed 12 dwelling units per acre.*

Currently, SMC 20.20.040 defines a “Professional Office” as:

*An office used as a place of business by licensed professionals, or persons in other generally recognized professions, which use training or knowledge of a technical, scientific or other academic discipline as opposed to manual skills, and which does not involve outside storage or fabrication, or on-site sale or transfer of commodity.*

And, SMC 20.40.130 Use Tables does not permit this use within the R-8 and R-12 zoning districts. Therefore, changes to the Development Code are required to implement the amendment to Policy LU2. The proposed Development Code amendments will address restrictions on siting and conditions under which such uses may be permitted within the R-8 and R-12 zoning districts, including access, proximity to commercial zones, hours of operation, parking, setbacks, lighting, and signs.

### **ANALYSIS**

To implement the City Council’s amendment to Policy LU2, Staff is suggesting the following Development Code amendments which would address the siting of Professional Offices in the R-8 and R-12 zones through a Conditional Use Permit process:

- Clarify and revise the definition of Professional Office.
- Add a definition for Outdoor Storage.
- Add provisions to SMC 20.30.300 Conditional Use Permits regarding revocation, transferability, expiration, and extension.
- Add Professional Offices to the R-8 and R-12 column in Use Table 20.40.130.
- Add indexed criteria to SMC 20.50 Subchapter 3 for Professional Offices.

**Attachment A** lists each proposed Development Code amendment with Staff’s justification for the amendment, proposed Development Code language, and Staff’s recommendation.

### **Development Code Amendment Decision Criteria**

In accordance with SMC 20.30.350.A, an amendment to the Development Code is a mechanism by which the City may bring its land use and development regulations into conformity with the Comprehensive Plan or respond to changing conditions or needs of the City.

## 6a. Staff Report - CUP Code Amendments for R8/R12 Zones

The Planning Commission makes a recommendation to the City Council, which is the final decision-maker on whether to approve or deny an amendment to the Development Code. The following are the Decision Criteria used to analyze a proposed amendment:

### 1. *The amendment is in accordance with the Comprehensive Plan*

Staff has determined that the proposed amendments are consistent with the following Comprehensive Plan Goals and Policies:

*Goal Land Use (LU)1 - Encourage development that creates a variety of housing, shopping, entertainment, recreation, gathering spaces, employment, and services that are accessible to neighborhoods.*

*Policy LU 2 - The Medium Density Residential land use designation allows single-family dwelling units, duplexes, triplexes, zero lot line houses, townhouses, and cottage housing. Apartments and professional offices may be allowed under certain conditions. The permitted base density for this designation may not exceed 12 dwelling units per acre.*

*Policy LU 7 - promote small-scale commercial activity areas within neighborhoods that encourage walkability, provide opportunities for employment and “third places”;*

Staff Analysis: The proposed amendments will encourage a variety of lower-intensity commercial uses in medium-density neighborhoods. In addition, offices in the R-8 and R-12 zoning districts promote small-scale commercial activity that provide for opportunities for employment.

*Goal Economic Development (ED) VI: Support employers and new businesses that create more and better jobs.*

*Goal ED VIII: Promote and support vibrant activities and businesses that grow the local economy.*

*Policy ED13: Support and retain small businesses and create an environment where new businesses can flourish.*

Staff Analysis: The proposed amendments will support existing and future employers by allowing businesses to grow in place and by allowing new businesses to locate within more neighborhoods throughout the City of Shoreline.

*Policy Community Development Policy (CD) 4 – Buffer the visual impact on residential areas of commercial, office, industrial, and institutional development.*

Staff Analysis: The proposed amendments will allow office uses throughout residential neighborhoods potentially increasing conflicts between single-family homes and commercial uses. The Development Code addresses transitional

## 6a. Staff Report - CUP Code Amendments for R8/R12 Zones

setbacks and landscape buffers when commercial development locates adjacent to single-family uses. These requirements will lessen the impact of new offices adjacent to single-family uses.

*Policy LU 15: Reduce impacts to single-family neighborhoods adjacent to mixed-use and commercial land uses regarding traffic, noise, and glare through design standards and other development criteria.*

Staff Analysis: Allowing offices in the R-8 and R-12 zones will increase commercial traffic, parking, noise, lighting, and general activity in single-family neighborhoods. Proposed indexed criteria for Professional Offices will reduce impacts to single-family neighborhoods by limiting hours of operation; requiring specific proximity to other commercial zones and arterial streets; prohibiting outdoor storage; regulating outdoor lighting; and regulating signage.

### **2. The amendment will not adversely affect the public health, safety or general welfare**

The proposed amendment will not adversely affect the public health, safety, or general welfare of the residents of Shoreline. The proposed amendments will allow Professional Offices in a very limited area of the city. When considering the condition that Professional Offices must be on an Arterial Street and adjacent to high-density and commercial zones, the total number of parcels that may allow a Professional Office is 92 (**Attachment B**). In addition, Staff has recommended indexed criteria, or conditions, that will further limit the impact of Professional Offices in the R-8 and R-12 zones.

The amendments to the Conditional Use Permit procedures and administration in SMC 20.30.300 will give the Director greater discretion and authority in approving, revoking, and transferring conditional uses. If a permittee has not met the conditions of approval or indexed criteria associated with a Professional Office, the Director may revoke an issued Conditional Use Permit and start code enforcement procedures outlined in SMC 20.30.760.

### **3. The amendment is not contrary to the best interest of the citizens and property owners of the City of Shoreline.**

The proposed amendments are not contrary to the best interest of the residents and property owners of the City of Shoreline. Currently, the City allows home-based businesses in all residential zones and allowing Professional Offices in the R-8 and R-12 zones may add a negligible impact over a home-based business. Allowing Professional Offices may cause additional traffic, parking, and general activity throughout a neighborhood, but those factors can be mitigated through the proposed indexed criteria for Professional Offices.

## **TIMING AND SCHEDULE**

A public hearing is tentatively scheduled on this topic at the April 2, 2020 Planning Commission meeting.

## **6a. Staff Report - CUP Code Amendments for R8/R12 Zones**

### **RECOMMENDATION**

This meeting is for study and discussion purposes only. Staff will bring back a formal recommendation at the public hearing on April 2, 2020.

### **ATTACHMENTS**

Attachment A – Proposed Development Code Amendments

Attachment B – R-8 and R-12 Map Adjacent to Arterial Street and High-Density/Commercial Zones



# CUP Amendments - Att. A - Proposed Development Code Amendments

Blue Text indicates revisions from February 6 PC Discussion

## 20.20. – Definitions

*Justification – Ordinance 881 amended Comprehensive Plan Policy LU2 to allow professional offices in the Medium Density Residential Land Use designation, or the R-8 and R-12 zones. Since professional offices will be allowed in the R-8 and R-12 zones, staff analyzed the existing definitions for professional office to ensure that other, more intense uses, could not be considered professional offices. For example, a contractor's office may be compatible in residential zones, but the accessory uses, and equipment associated with a contractor's office may not.*

*Staff is proposing amendments to the definition of professional office that clarify the type of uses that may occur as a part of the office and add a provision that professional offices shall not include outdoor storage or onsite transfer of commodities. Per the definition, a professional office is a place of business for licensed professionals such as attorneys and accountants and not professions that need a simple registration. Additionally, if professional offices are to become allowed in these zones, there must be additional constraints placed on the definition to ensure the business will not cause undue impacts to adjacent residents and the surrounding neighborhood.*

~~*In order to accommodate certain businesses that do not qualify as a Professional Office but operate similarly, staff is proposing new definitions and uses for Construction Services Office/Yard and Contractor Construction Services Office.*~~

~~*A Contractor Construction Services Office is generally an office for the operation of a small contractor and construction services business that may, with certain conditions, be able to locate in residential neighborhoods with little impact. The definition includes provisions for no outdoor storage, no storage of building materials, and provisions for an onsite showroom.*~~

~~*A Construction Services Office/Yard is generally a more intense construction business where building materials, heavy equipment, tools, machinery, and vehicles are stored outdoors.*~~

*Because Outdoor Storage is being introduced into the definition of professional office, staff is proposing a definition for outdoor storage. Outdoor storage includes equipment, materials, machinery, or other goods associated with a business stored outside of a building for business purposes. The definition has been amended to state that materials used for maintenance of the home shall not be considered outdoor storage.*

<u>Construction Services Office/Yard</u>	<del><u>An office primarily engaged in the provision of general contracting or subcontracting services in the building construction trade.</u></del>
	<del><u>Construction yards include administrative offices, workshops, and the indoor or outdoor storage of tools, equipment, machinery, materials, and vehicles.</u></del>

# CUP Amendments - Att. A - Proposed Development Code Amendments

Contractor Construction Services Office A type of professional office used for the general administrative and accounting functions of a licensed contractor including new construction, additions, and remodels. The office may include a showroom to display sample merchandise connected to their services to view and select for subsequent delivery to the customer's residence, business or project location. Offices may include fully enclosed storage facilities but no outdoor storage is allowed.

Outdoor Storage The storage of any products, materials, equipment, machinery, or scrap outside the confines of a fully enclosed building. Outdoor storage does not include items used for household maintenance such as hoses, ladders, wheelbarrows, and gardening equipment.

Professional Office An office used as a place of business by licensed professionals, or persons in other generally recognized professions, which use training or knowledge of a technical, scientific or other academic discipline as opposed to manual skills, and which does not involve outside storage or fabrication, or on-site sale or transfer of commodity.

An office used as a place of business by licensed professionals, such as attorneys, accountants, architects, and engineers, or persons in other generally recognized professions, which use training or knowledge of a technical, scientific or other academic discipline as opposed to manual skills. Professional offices shall not involve outside storage, fabrication, or on-site transfer of commodity.

## **20.30 – Procedures and Administration**

*Justification – At the December 2, 2019 City Council meeting, Council raised several questions about the administration of existing and proposed Conditional Use Permits. Those questions included:*

- 1. Can a CUP be revoked?*
- 2. If yes, what criteria would be used for revocation?*
- 3. Does a CUP run with the land or is it personal to the permittee?*

## **CUP Amendments - Att. A - Proposed Development Code Amendments**

### *4. Can a CUP be abandoned?*

*In addition to addressing Council concerns, staff has also proposed adding a provision for extending an approved CUP.*

*The first amendment to SMC 20.30.300 adds provisions for suspension, revocation or limitation of a CUP. This section allows the Director to revoke a CUP if the permit holder has failed to comply with any terms or conditions of approval, the permit holder has committed a code violation or created a public nuisance in the course of performing activities subject to that permit, the permit was issued in error or on the basis of materially incorrect information supplied to the City, or permit fees or costs were paid to the City by check and returned from a financial institution marked nonsufficient funds (NSF) or cancelled. Revocation is proposed to be carried out through the notice and order provisions of SMC 20.30.760.*

*Second, staff is proposing a transferability section that states a CUP shall run with the permittee unless the Director states in the conditions of approval of the CUP that the CUP is issued to a specific site. This provision allows the Director the flexibility to approve a CUP based on unique attributes of a business that may not be appropriate once a permittee has left the site and the approval of that use is still active. Also, tying the CUP to the applicant allows the Department to review additional CUP applicants to ensure future uses are still appropriate for the neighborhood.*

*Third, the city's CUP provisions did not include a section for expiration. The SMC currently has a two-year expiration for permits when there has been no initial activity to effectuate the permitted use based on the filing of a building permit. There is no SMC provision related to the expiration of a permit once the permitted activity has commenced. Once a CUP is granted, it will last so long as the conditions that were agreed upon continue to be followed. Within the City's nonconforming use provisions in SMC 20.30.280, a legal nonconforming use is considered abandoned when its use has been discontinued for 12 consecutive months. As other cities have done (Lynnwood & Puyallup), this same time period will be used for CUPs.*

*Lastly, the City's CUP provisions do not include a section for extension. Staff is proposing a provision to allow the Director to grant an extension of an approved CUP that has not commenced not to exceed 180 days. Such extension of time shall be based upon findings that the proposed project is in substantial conformance, as to use, size, and site layout, to the issued permit; and there has been no material change of circumstances applicable to the property since the granting of said permit which would be injurious to the neighborhood or otherwise detrimental to the public health, safety and general welfare.*

*20.30.300 Conditional use permit-CUP (Type B action).*

## **CUP Amendments - Att. A - Proposed Development Code Amendments**

A. Purpose. The purpose of a conditional use permit is to locate a permitted use on a particular property, subject to conditions placed on the permitted use to ensure compatibility with nearby land uses.

B. Decision Criteria. A conditional use permit may be granted by the City, only if the applicant demonstrates that:

1. The conditional use is compatible with the Comprehensive Plan and designed in a manner which is compatible with the character and appearance with the existing or proposed development in the vicinity of the subject property;
2. The location, size and height of buildings, structures, walls and fences, and screening vegetation for the conditional use shall not hinder neighborhood circulation or discourage the permitted development or use of neighboring properties;
3. The conditional use is designed in a manner that is compatible with the physical characteristics of the subject property;
4. Requested modifications to standards are limited to those which will mitigate impacts in a manner equal to or greater than the standards of this title;
5. The conditional use is not in conflict with the health and safety of the community;
6. The proposed location shall not result in either the detrimental over-concentration of a particular use within the City or within the immediate area of the proposed use, unless the proposed use is deemed a public necessity;
7. The conditional use is such that pedestrian and vehicular traffic associated with the use will not be hazardous or conflict with existing and anticipated traffic in the neighborhood; and
8. The conditional use will be supported by adequate public facilities or services and will not adversely affect public services to the surrounding area or conditions can be established to mitigate adverse impacts on such facilities.

C. Suspension or Revocation of Permit.

1. The Director may suspend or revoke any conditional use permit whenever:
  - a. The permit holder has failed to substantially comply with any terms or conditions of the permit's approval;
  - b. The permit holder has committed a violation of any applicable state or local law in the course of performing activities subject to the permit;
  - c. The use for which the permit was granted is being exercised as to be detrimental to the public health, safety, or general welfare, or so as to constitute a public nuisance;

## **CUP Amendments - Att. A - Proposed Development Code Amendments**

- d. The permit was issued in error or on the basis of materially incorrect information supplied to the City; or
    - e. Permit fees or costs were paid to the City by check and returned from a financial institution marked nonsufficient funds (NSF) or cancelled.
  - 2. The Director shall issue a notice and order in the same manner as provided in SMC 20.30.760.
    - a. The notice and order shall clearly set forth the date that the conditional use permit shall be suspended or revoked.
    - b. The permit holder may appeal the notice and order to the Hearing Examiner as provided in SMC 20.30.790. The filing of such appeal shall stay the suspension or revocation date during the pendency of the appeal.
    - c. The Hearing Examiner shall issue a written decision to affirm, modify, or overrule the suspension or revocation, with or without additional conditions, such as allowing the permit holder a reasonable period to cure the violation(s).
  - 3. Notwithstanding any other provision of this subchapter, the Director may immediately suspend operations under any permit by issuing a stop work order.
  - 4. If a conditional use permit has been suspended or revoked, continuation of the use shall be considered an illegal occupancy and subject to every legal remedy available to the City, including civil penalties at provided for in SMC 20.30.770(D).

### D. Transferability

Unless otherwise restricted by the terms and conditions at issuance of the conditional use permit, the conditional use permit shall [be assigned to the applicant and to a specific parcel](#). [A new CUP shall be required in a permit holder desires to relocate the use permitted under a CUP to a new parcel](#). If a CUP is determined to run with the land and the Director finds it in the public interest, the Director may require that it be recorded in the form of a covenant with the King County Recorder's Office. Compliance with the terms and conditions of the conditional use permit are the responsibility of the current property owner, whether the applicant or a successor.

### E. Expiration

- 1. Any conditional use permit which is issued and not utilized within the time specified in the permit or, if no time is specified, within two (2) years from the date of the City's final decision shall expire and become null and void.
- 2. A conditional use permit shall be considered utilized for the purpose of this section upon submittal of:

## **CUP Amendments - Att. A - Proposed Development Code Amendments**

a. a complete application for all building permits required in the case of a conditional use permit for a use which would require new construction;

b. an application for a certificate of occupancy and business license in the case of a conditional use permit which does not involve new construction;  
or

c. in the case of an outdoor use, evidence that the subject parcel has been and is being utilized in accordance with the terms and conditions of the conditional use permit.

3. If after a conditional use has been established and maintained in accordance with the terms of the conditional use permit, the conditional use is discontinued for a period of 12 consecutive months, the permit shall expire and become null and void.

### F. Extension

Upon written request by a property owner or their authorized representative prior to the date of conditional use permit expiration, the Director may grant an extension of time up to but not exceeding 180 days. Such extension of time shall be based upon findings that the proposed project is in substantial conformance, as to use, size, and site layout, to the issued permit; and there has been no material change of circumstances applicable to the property since the granting of said permit which would be injurious to the neighborhood or otherwise detrimental to the public health, safety and general welfare.

### **20.40 – Uses**

*Justification – The following amendments add uses to the nonresidential use table defined in the definitions section in SMC 20.20. The first amendment adds professional offices as a conditional use with indexed criteria in the R-8 and R-12 zones. This amendment implements the policy adopted by Council on December 9, 2019 that added professional offices to the Medium-Density Residential land use category in Policy LU2.*

~~*The second amendment adds Construction Services Office/Yard as a use. Since this use is more intense than a typical office use, staff is proposing to add this use in the Mixed-Business zone.*~~

~~*The third amendment adds Contractor Construction Services Office as a use. The proposed use, like professional offices, is a conditional use with indexed criteria in the R-8 and R-12 zones, a conditional use in the R-18 through TC-4 zones and permitted in the commercial zones.*~~

**CUP Amendments - Att. A - Proposed Development Code Amendments**

NAICS #	SPECIFIC LAND USE	R4-R6	R8-R12	R18-R48	TC-4	NB	CB	MB	TC-1, 2 & 3
RETAIL/SERVICE									
	<u>Construction Services Office/Yard</u>							<u>P</u>	
	<u>Contractor Construction Services Office</u>		<u>C-i</u>	<u>C</u>	<u>C</u>	<u>P</u>	<u>P</u>	<u>P</u>	<u>P</u>
	Professional Office		<u>C-i</u>	C	C	P	P	P	P

*Justification – The following amendment adds criteria, or conditions, to the use described in the nonresidential use table above. The purpose of adding decision criteria is to ensure the proposed use does not cause a negative effect to surrounding neighbors and cause the least disruption throughout the city’s neighborhoods. ~~The first addition is the indexed criteria for a contractor construction services office. The indexed criteria address location of a potential business, hours and days of operation, no outdoor storage, signs, and outdoor lighting.~~*

**20.40.295 – Contractor Construction Services Office**

A Contractor Construction Services Office is allowed in the R-8 and R-12 zones with the approval of a Conditional Use Permit subject to the following conditions:

1. Located on an arterial street or within 400 feet of an arterial street.
2. Hours of operation are limited to 7am to 6pm Monday through Friday and 10am to 5pm Saturday and Sunday.
3. Subject parcel is abutting a R-18 through R-48 zone or abutting a Neighborhood Business, Community Business, Mixed Business, or TC 1,2, or 3 zone.
4. No outdoor storage.
5. Parking shall be on a paved surface, pervious concrete, or pavers. No commercial parking is allowed in required side or rear setbacks abutting single family residential uses.
6. Compliance with all dimensional requirements set forth in Table SMC 20.50.020(1), except minimum density.

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~~7. One sign complying with Table 20.50.540(G) is allowed but may not be internally illuminated.~~

~~8. Outdoor lighting shall comply with SMC 20.50.240(H).~~

~~9. No onsite transfer of merchandise.~~

~~10. Showrooms shall be limited to 50 percent of the net floor area of the building.~~

~~11. Parking areas shall be screened from adjacent single-family residential uses by either a 6-foot opaque fence or Type-1 landscape buffer.~~

~~The second addition is the indexed criteria for a professional office. Like the indexed criteria for Contractor Construction Services Office, the indexed criteria address location of a potential business, hours and days of operation, no outdoor storage, signs, and outdoor lighting. Since professional offices will most likely mirror the intensity of a Contractor Construction Services Office, the indexed criteria is the same.~~

The following indexed criteria applies to Professional Office when located in the R-8 and R-12 zones. The first criteria require that professional offices either be located on an arterial street or abutting a R-18 through R-48 zone or abutting a Neighborhood Business, Community Business, Mixed Business, or TC 1,2, or 3 zone. Criterion #1 ensures that proposed professional offices are located along busier, more travelled streets and away from more local, residential areas and will also provide transitions between higher intensity commercial uses and denser housing between lower-intensity residential uses in the R-6, R-8, and R-12 zones. By implementing Criterion #1, there may be 92 parcels eligible for a Professional Office. A map depicting the eligible parcels is included as **Attachment B**.

Criterion #2 limits the hours of operation to citywide standards which is Monday-Friday, 7am to 10pm and Saturday and Sunday, 9am to 10pm. These are the same hours of operation for a home occupation.

Criterion #3 limits onsite sales to appointment only. This limits the amount of onsite customer activity since all appointments are made in advance and limits the number of customer trips to and from the site.

Criterion #4 restricts any outdoor storage related to the business. Outdoor storage does not count those items related to the home or residential units onsite. These items may include hoses, wheelbarrows, ladders, gardening equipment, and lawnmowers.

Criterion #5 limits commercial vehicles to those allowed as part of a home-based business. Parking requirements are based on the use of the property. For example, a site with a Professional Office and apartments are required to provide 1 parking space for every 500 square feet of office and parking for the residential units. It's also helpful to note that on property occupied by a single-family detached residence or duplex, the



## **CUP Amendments - Att. A - Proposed Development Code Amendments**

*total number of vehicles wholly or partially parked or stored outside of a building or carport shall not exceed six, excluding a maximum combination of any two boats, recreational vehicles, or trailers.*

*Criteria #6 says that parking must be on an approved surface and that no customer parking may be in the side or rear setbacks. The intent behind this requirement is to provide a buffer between customer parking and residential uses adjacent to the Professional Office. The setback is intended to provide a screened and/or landscaped area to protect neighbors from car lights and noise.*

*Criteria #7 restricts onsite transfer of merchandise. This requirement restricts the sales and storing of goods in the Professional Office which limits the amount of delivery trucks and moving activity that occurs within the office.*

*Criteria #8, #9, and #10 requires that the Professional Office comply with the zoning dimensional, sign, and lighting standards of the zone. For example, a Professional Office in a R-8 zone must meet R-8 setbacks, R-8 height, R-8 building coverage, and R-8 Hardscape maximums.*

*Criteria #11 requires that parking areas for Professional Offices must be screened from adjacent single-family residential uses by either a 6-foot opaque fence or Type-1 landscape buffer. This requirement will screen headlights that may shine onto adjacent single-family homes.*

*The following list of indexed criteria are required when any Professional Office locates within an R-8 or R-12 zone. In addition, when an applicant submits a Conditional Use Permit application, the Director has the authority to add additional conditions to mitigate the unique impacts of a specific business or a specific site.*

### **20.40.475 – Professional Offices**

A Professional Office is allowed in the R-8 and R-12 zones with the approval of a Conditional Use Permit and subject to the following conditions:

1. Located on an arterial street or abutting a R-18 through R-48 zone or abutting a Neighborhood Business, Community Business, Mixed Business, or TC 1,2, or 3 zone.

2. Hours of operation are limited to 7am to 10pm Monday through Friday and 9am to 10pm Saturday and Sunday.

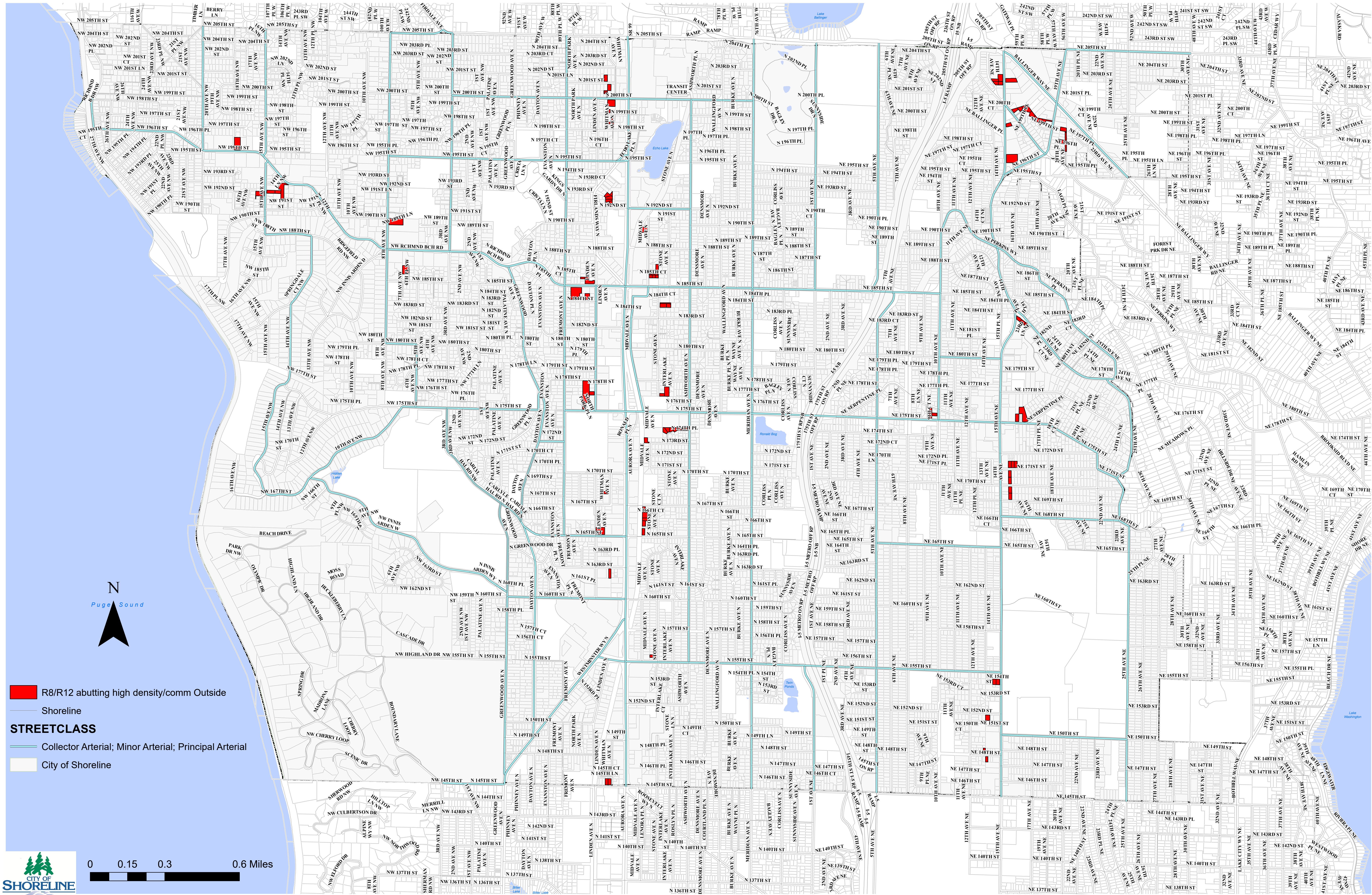
3. Services provided shall be scheduled by appointment only.

4. No outdoor storage.

5. The office may use or store a vehicle for pickup of materials used by the office or the distribution of products from the site, provided such vehicles shall not exceed a gross weight of 14,000 pounds, a height of nine feet and a length of 22 feet

## **CUP Amendments - Att. A - Proposed Development Code Amendments**

6. Parking shall be on a paved surface, pervious concrete, or pavers. No [customer/client](#) parking is allowed in required side or rear setbacks.
7. No on-site transfer of merchandise.
8. Compliance with all dimensional requirements set forth in Table SMC 20.50.020(1), except density.
9. One sign complying with Table 20.50.540(G) is allowed but may not be internally illuminated.
10. Outdoor lighting shall comply with SMC 20.50.240(H).
11. Parking areas shall be screened from adjacent single-family residential uses by either a 6-foot opaque fence or Type-1 landscape buffer.



- R8/R12 abutting high density/comm Outside
- Shoreline
- STREETCLASS**
- Collector Arterial; Minor Arterial; Principal Arterial
- City of Shoreline

0 0.15 0.3 0.6 Miles