

DRAFT

CITY OF SHORELINE

SHORELINE PLANNING COMMISSION  
MINUTES OF RETREAT MEETING

May 15, 2014  
6:00 P.M.

Shoreline City Hall  
Council Chamber

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**Commissioners Present**

Chair Scully  
Commissioner Malek  
Commissioner Maul  
Commissioner Montero  
Commissioner Moss  
Commissioner Strandberg

**Staff Present**

Rachael Markle, Director, Planning and Community Development  
Paul Cohen, Senior Planner, Planning and Community Development  
Steve Szafran, Senior Planner, Planning and Community Development  
Debbie Tarry, City Manager  
Lisa Basher, Planning Commission Clerk

**Commissioners Absent**

Vice Chair Craft (excused)

**WELCOME**

Rachael Markle welcomed commissioners to the meeting, invited them to start eating and explained that Lisa Basher would be facilitating the meeting. She then turned it over to Ms. Basher who introduced City Manager Debbie Tarry

**CITY MANAGER VISION**

**Debbie Tarry, City Manager**, described her 'Vision' as the City Manager. Ms. Terry explained that, as the City Manager, it is her responsibility to provide clear direction on organizational priorities; manage the Cities resources and set clear expectations for staff. She reviewed that the City Leadership Team is made up of City's department directors who are accountable to accomplishing the City Council's goals and work plan within their Departments. The department directors will work with managers and supervisors to develop the critical leadership skills needed to accomplish the long-term needs of the City.

Ms. Basher said she appreciates that the City Manager is very transparent and keeps staff up-to-date about what is going on by providing weekly updates. Chair Scully suggested that the weekly updates be forwarded to the Planning Commission, and Ms. Basher agreed to do that.

Chair Scully commented that in the years he has worked with City staff, he observed that there are very few conflicts and everyone seems to work well with each other.

Commissioner Moss noted that Ms. Tarry, Ms. Markle, Mr. Cohen and Mr. Szafran have been with the City for a number of years. She thanked them for their support and willingness to provide the Commission with what they need to work for and with the citizens.

### **ICE BREAKER**

To get to know each other better, the Commissioners participated in an ice breaker exercise.

### **PARLIAMENTARY PROCEDURES**

Ms. Markle introduced Ann MacFarlane, Jurassic Parliament, who was present to make a presentation regarding parliamentary procedures. Ms. MacFarlane provided brief history of Roberts Rules of Order, which started as a pocket manual to provide guidance on how to conduct public meetings but has been subsequently altered to become long and complicated. She said the purpose of her presentation is to distill the manual to make it more assessable and easier to implement. She explained the following types of organizations:

- **Accountability Hierarchy**
- **Voluntary Association**

Ms. MacFarlane explained that leaders of voluntary associations have three different types of duties:

- **Manage or Administer**
- **Lead**
- **Preside**

Ms. MacFarlane reviewed the “Six Principles of Meetings,” created by Jim Lockrie, a Canadian Parliamentarian:

- **The majority must be allowed to rule.**
- **The minority have rights that must be respected.**
- **Members have a right to information to help make decisions.**
- **Courtesy and respect are required.**
- **All members have equal rights, privileges and obligations.**
- **All members have a right to an efficient meeting.**

Using a role play situation to further illustrate the motion process, Ms. MacFarlane reviewed the eight steps for a motion and how motions can be amended or referred to committee.

1. A member makes a motion.
2. Another member seconds the motion.
3. “Presider” states the motion.
4. Members debate the motion and amend it if desired.

5. “Presider” states the motion again and calls for a vote. The “presider” must call for the negative or the vote is not legitimate.
6. Members vote on the motion.
7. “Presider” states the results of the vote, whether motion passes or fails, and what will happen as a result of the vote.
8. “Presider” moves on to the next item of business.

Ms. MacFarlane concluded her presentation by stressing the importance of each member taking full possession of her/his powers as a Commissioner. She closed with the following quotation from Tao Te Ching, which outlines her wish for the Commission, “The best leader is one whose existence is barely known. Next best, is one who is loved and praised. Next best is one who is feared, and worst of all is one who is despised. If you fail to trust people, they will not prove to be trustworthy. Therefore, guide others by quietly relying on Dao and when the work is done, the people will say, ‘we did this ourselves.’”

The Commission inquired if Ms. MacFarlane would be available to speak to other groups, such as neighborhood associations. Ms. MacFarlane answered affirmatively and encouraged Commissioners to contact her if they have parliamentary questions.

### **DISCUSSION AND FEEDBACK**

- **Packets**

Ms. Basher requested feedback about the timing and content of the Commission Packets. It was discussed that some Commissioners pick up paper copies of the packets and others access the information via the City’s website. The Commissioners agreed that the current timing for the packets works well. Commissioner Moss asked that attachments that are germane to a topic of discussion be made available to Commissioners in paper form instead of simply a link to where it can be found on line.

- **Administrative Support**

Ms. Basher advised that the Information Technology (IT) Department now requires that passwords for City accounts be changed every three months. She agreed to meet with Commissioners individually to help them access and use their City accounts. She reminded the Commissioners not to use their personal email addresses for Planning Commission business, as it can create problems if someone makes a public records request. It is best to have all emails related to Planning Commission business in the City account.

The Commissioners requested that staff provide a wallet-sized card with the staff and Planning Commissioner’s phone numbers. Ms. Basher agreed to provide the cards at the next meeting.

- **Training**

Mr. Cohen asked the Commission for feedback on whether the training opportunities provided throughout the year by the City are sufficient or if they would like more. The Commission said they appreciate the information about training opportunities that is provided by staff.

- **Staff Reports and Analysis**

Ms. Cohen requested feedback about whether the Staff Reports and Analysis provided for each agenda topic have been adequate for the Commissioners to make informed decisions. Chair Scully said it would be helpful for staff to involve the Commission earlier in the process for issues that will require more debate. He requested that staff notify the Commissioners of upcoming discussions as early as possible and provide as much information as possible to get them thinking. The remainder of the Commissioners concurred and suggested that information could be provided as part of the Director's Report. It was also noted that Facebook, Nextdoor and other websites are excellent sources for additional information and community feedback.

- **Additional Study Sessions for Complex Issues**

The Commissioners expressed concern that when a study session is held just two weeks prior to a public hearing, staff does not always have an opportunity to provide all of the answers to the Commission's questions prior the public hearing. The Commissioners requested that there be a second study session prior to each public hearing to allow the staff to follow up on questions from the initial study session. It was discussed that if the Commissioners feel they need more information or more time to absorb the information before making a recommendation, they could also continue the public hearing to a date certain and no additional notice would be required. They discussed how this new process would be helpful for items coming before the Commission in the coming months.

- **Scheduling Gaps and Meeting Content**

Director Markle recognized the importance of keeping Commission meeting dates consistent, but she also wants to respect the Commissioners time. Although the Commission's agenda for the next several months is full, she asked them to share their thoughts about cancelling meetings if there are no substantial items for the agenda. Mr. Szafran pointed out that when light rail station area planning gets underway, it may even be necessary to have additional meetings.

The Commissioners agreed that meetings should be cancelled if there are no substantial agenda items. However, it was noted that agendas could be filled with items on their "parking lot" agenda or preliminary study sessions on items that are scheduled to come before them in the future. For example, staff could present their research on various tools that might be considered during the light rail station area planning process such as affordable housing, housing choices, and neighborhood character.

- **Director's Report**

Director Markle reminded the Commission of their earlier request that she provide information to the them as early as possible regarding things that are happening in the City, particularly those that

pertain to the Planning Commission's work. Commissioner Moss said she would also be interested in learning what is going on at the State and regional levels that might influence the Commission's work. It was noted that much of this information is available in the report that is published weekly by the City Manager.

- **Feedback for Chair**

The Commission expressed support for informal meetings, with the exception of public hearings, where more order and structure is needed.

- **Tour of 145<sup>th</sup> Light Rail Station Area**

The Commission discussed that tours are often helpful to add context to their future discussions, and they particularly noted that a tour of the 145<sup>th</sup> Street Light Rail Station Area would be helpful in the near future. It was also suggested that a tour of developments that illustrate different types of housing opportunities would be helpful as they begin discussing housing choices and neighborhood character. Perhaps the staff could create an inventory of current developments the Commissioners could visit on their own.

The Commission agreed that it would be helpful for staff to provide periodic updates related to projects such as the Community Renewal Project, which do not come before the Commission for review but have a significant impact to the community.

### **REVIEW ACTION ITEMS**

Ms. Basher reviewed the action items from the meeting as follows:

- Reset the appointments for Planning Commission on the Outlook Calendar.
- Bring wallet cards with contact information for Commissioners and staff to the next meeting.
- When training meetings are held, an Outlook invite instead of an email should be sent out with the heading, "Training Opportunity."
- Have an additional meeting between the first study session and the public hearing.
- Use the option to defer the public hearing if there are more questions, and bring a calendar to schedule the deferred hearing to a date certain.
- Provide updates on "hot button" issues as part of the Director's report.
- Assist Commissioners in resetting passwords for their City accounts.
- Rather than cancelling meetings, agendas could be filled with items on the "parking lot" agenda or preliminary study sessions on items that are scheduled to come before them in the future.
- Schedule a tour of the 145<sup>th</sup> Street Station Area, good and bad cottage housing developments, and current projects that are being developed.
- Provide updates on the Community Renewal Project.

### **TRIVIA BREAK**

The Commission participated in a game of Shoreline trivia.

**ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

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Keith Scully  
Chair, Planning Commission

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Lisa Basher  
Clerk, Planning Commission