



AGENDA

PLANNING COMMISSION

VIRTUAL/ELECTRONIC REGULAR MEETING

Thursday, April 7, 2022
7:00 p.m.

Held Remotely on Zoom

<https://us02web.zoom.us/j/89007057071?pwd=b2ZYamVNV0VGMTZhSzRkc0ovMTNuUT09>

Passcode: 847642

In an effort to curtail the spread of the COVID-19 virus, the Planning Commission meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.

The Planning Commission is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting.

Please see the information listed below to access all of these options:



[Click here to watch live streaming video of the Meeting on shorelinewa.gov](#)



Attend the Meeting via Zoom Webinar:

<https://us02web.zoom.us/j/89007057071?pwd=b2ZYamVNV0VGMTZhSzRkc0ovMTNuUT09>

Passcode: 847642



Call into the Live Meeting: (253) 215-8782 - Webinar ID: 890 0705 7071



[Click Here to Sign-Up to Provide Oral Testimony](#)

Pre-registration is required by 6:30 p.m. the night of the meeting.



[Click Here to Submit Written Public Comment](#)

Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.

	<u>Estimated Time</u>
1. CALL TO ORDER	7:00
2. SWEARING IN CEREMONY by MAYOR SCULLY	7:01
3. ROLL CALL	7:05
4. APPROVAL OF AGENDA	7:06
5. APPROVAL OF MINUTES FROM:	7:07
a. March 17, 2022 - Draft Minutes	

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. Please be advised that each speaker's testimony

is being recorded. Speakers are asked to sign-up by 6:30 p.m. the night of the meeting. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed. In all cases, speakers are asked to 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.

6. GENERAL PUBLIC COMMENT	7:08
7. STUDY ITEMS	
a. Transportation Master Plan Update: Draft Modal Plans	7:10
b. MUR70' Zone Development Code Amendments	7:50
8. UNFINISHED BUSINESS	8:20
9. NEW BUSINESS	
a. Planning Commission Rules of Procedure Update for Hybrid Meetings	8:21
b. Election of Chair & Vice Chair	8:30
10. REPORTS OF COMMITTEES & COMMISSIONERS/ANNOUNCEMENTS	8:43
11. AGENDA FOR Next meeting – April 21, 2022	8:44
12. ADJOURNMENT	8:45

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
(Via Zoom)

March 17, 2022
7:00 P.M.

Commissioners Present

Chair Pam Sager
Vice Chair Julius Rwamashongye
Commissioner Janelle Callahan
Commissioner Andy Galuska
Commissioner Mei-shiou Lin

Staff Present

Steve Szafran, Senior Planner
Carla Hoekzema, Planning Commission Clerk
Nora Daley-Peng, Senior Transportation Planner

Absent:

Commissioner Jack Malek (excused)

CALL TO ORDER

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

ROLL CALL

Senior Planner Szafran called the roll.

APPROVAL OF AGENDA

The agenda was accepted as presented.

APPROVAL OF MINUTES

The minutes of February 17, 2022 were accepted as presented.

GENERAL PUBLIC COMMENT

There were no general public comments.

STUDY ITEM: TMP Update: Draft Prioritization Metrics, Draft Performance Measures, and Upcoming Outreach Series 3

Senior Transportation Planner Daley-Peng gave the update on the Transportation Master Plan (TMP). She briefed the Commission on the purpose of the TMP, the project timeline, vision statement, and goals. The goals are to prioritize safety, provide multimodal options, protect the environment, seek equity, plan a connected community, and foster a vibrant community. She noted that each of the six goals have a purpose statement which have been endorsed by the City Council. The goals and purposes have helped to inform the project evaluation framework. Staff will be seeking feedback from the public, the Planning Commission, and City Council about a Draft Prioritization Metrics during the upcoming Outreach Series 3. Draft Performance Measures will quantify the contributions of newly constructed transportation projects towards achieving the TMP vision and goals. Outreach Series 3 will be conducted from April 19 through May 8 to share the results of what the team heard from the public to date, get feedback on the Draft Modal Plans and the Draft Project Prioritization & Performance Process. The Outreach Series 3 events and activities will include pop-ups in various locations, an online survey, and pre-recorded mini presentations on the TMP webpage with a strong effort to reach underrepresented community members. Staff plans to return to the Planning Commission in early April with Draft Modal Plans and Policies.

Comments and Questions:

Vice Chair Rwamashongye praised staff for the excellent work and presentation. He commended the goals and purposes of the TMP, noting it shows that Shoreline is ready to move forward and poised to receive grants.

Commissioner Lin asked about the yard signs. Ms. Daley-Peng explained that staff has coordinated with the road crew to distribute these throughout the city. The signs have a QR code to direct people to the website with the dates of the outreach series. They generally try to pair an English sign with one in one in Mandarin or Spanish. They also try to place them on corners or along the interurban trail or other areas with high visibility. After the campaign, the roads crew picks them all up. This has been a good way to get the information out.

Commissioner Callahan also commended staff for their great work. She is excited to see the draft list of priorities and is curious about the range of types of projects. Are they considering small projects as well as larger ones? Ms. Daley-Peng recommended being nimble and able to prepare for all different types of grant funding that might be available. Commissioner Callahan wondered about things like speed humps or other traffic calming measures. Ms. Daley-Peng replied those would be more of a program than a project. They are usually triggered by community or neighborhoods getting together to request traffic calming solutions. Staff cares deeply about traffic safety and keeps track of collision locations. The data collected could trigger a big or small project.

Commissioner Lin asked how the prioritization process might work. Ms. Daley-Peng explained that staff will develop the set of prioritization metrics before there is a draft project list. Staff wants to get feedback and buy-in on the process of how projects will be scored. The intent is that this will be a data-driven process rather than complaint-driven so it will be fair and equitable. In developing the Draft Modal Plans, staff looked at feedback from the public as well as technical analysis for each one of the modes. As part of this the consultant team built a future travel demand model so they can understand

how increased population and job growth will impact automobile traffic. There are also metrics related to equity in terms of age, income, communities of color, communities with disabilities, and communities with limited English speakers. They are looking at several different data sources including safety, equity, multimodal connections, connections throughout the community.

Chair Sager also thanked staff. She is looking forward to seeing the Draft Modal Plans.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

REPORTS OF COMMITTEES AND COMMISSIONER ANNOUNCEMENTS

Commissioner Callahan reported that last week she attended the Fircrest School Campus Master Development Plan early community input meeting. She complimented the staff for their contributions and their role in this. She is excited about the plans.

AGENDA FOR NEXT MEETING

Staff reviewed the agenda for the next meeting which is scheduled for April 7, 2022.

ADJOURNMENT

The meeting was adjourned at 7:35 p.m.

Pam Sager
Chair, Planning Commission

Carla Hoekzema
Clerk, Planning Commission

7a. Transportation Master Plan Update: Draft Modal Plans

Planning Commission Meeting Date: April 7, 2022

Agenda Item 7a.

PLANNING COMMISSION AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Transportation Master Plan Update: Draft Modal Plans
DEPARTMENT: Public Works
PRESENTED BY: Nora Daley-Peng, Senior Transportation Planner

- | | | |
|--|--|--|
| <input type="checkbox"/> Public Hearing | <input type="checkbox"/> Study Session | <input type="checkbox"/> Recommendation Only |
| <input checked="" type="checkbox"/> Discussion | <input type="checkbox"/> Update | <input type="checkbox"/> Other |

INTRODUCTION

This staff report provides the overview to tonight’s presentation and discussion about the Transportation Master Plan (TMP) draft Transit, Shared-use Mobility, Pedestrian, Bicycle Plans. This is the fifth of a series of briefings to the Planning Commission about the TMP update. No action is required tonight.

BACKGROUND

The City is currently updating its TMP to better serve the community’s current and future transportation needs. The TMP supports all forms of travel – by foot, bicycle, skateboard, scooter, stroller, wheelchair, transit, motorcycle, automobile, etc. The TMP update will guide local and regional transportation investments and define the City’s future transportation policies, programs, and projects for the next 20 years. With the coming arrival of light rail transit, new and higher frequency bus service, new pedestrian/bicycle connections, land use changes, and anticipated population growth, the TMP update provides an opportunity to better align transportation goals, objectives, and policies with the City’s Comprehensive Plan.

The last update to the TMP was in 2011. The TMP, which serves as the supporting analysis for the City’s Comprehensive Plan Transportation Element (TE), must be updated to align with the City’s Comprehensive Plan 2024 periodic update, meet the Growth Management Act requirements, maintain the City’s eligibility for pursuing future grant funding; and set transportation policies for guiding the development of Shoreline.

Since the TE/TMP update will require an amendment to the Comprehensive Plan, the role of the Planning Commission will be to provide feedback on the development of the TE/TMP update and ultimately make a recommendation to City Council to adopt the TE/TMP update through the Comprehensive Plan amendment docket process.

6a. Transportation Master Plan Update: Draft Modal Plans

PROCESS AND SCHEDULE

In fall 2020, the City launched a multi-year process to update the TMP with the goal of adoption by the end of 2022. City staff has and will continue briefing the Planning Commission throughout the process and seek their feedback on the development of the TMP update.

To date, the project team has assessed existing conditions, conducted two rounds of public outreach, developed the TMP Vision and Goals and draft project evaluation criteria, and developed a future city-wide travel demand model to assist with forecasting the increase in vehicular travel over the next 20 years based on Shoreline's anticipated growth in population and jobs. The project team has also developed a draft process for prioritizing transportation projects and reporting their performance over time. In addition, the project developed draft modal plans which will be presented tonight.

Currently, the team is getting ready to launch Outreach Series 3 in April and developing a draft project list. The following overview schedule shows key milestones for the TMP update process.



DRAFT MODAL PLANS

Since the start of work on the TMP update, staff with the aid of community participation have progressed in several areas. Tonight, staff will brief the Commission on the draft modal plans for riding transit, using shared-use mobility devices (e.g., e-bikes, e-scooters, etc.), and walking in Shoreline. Please note that staff will return to Council to present the draft modal plan for bicycling in Shoreline in mid-April 2022.

The 2020 Shoreline Resident Satisfaction Survey revealed greater support for transit and multimodal options. Moreover, with the coming arrival of light rail transit, new and higher frequency bus service, new pedestrian/bicycle connections, and up zoning in station areas and along Aurora Avenue will accelerate the need for a more flexible, multimodal system that supports a variety of mobility options.

To date, the project team has conducted two outreach efforts for the TMP update. Community feedback from Outreach Series 1 and 2 informed the development of the draft modal plans.

DRAFT TRANSIT PLAN

Overview of Transit Component

The City is actively working with Sound Transit, King County Metro, and Community Transit to plan effective bus connections to/from the future light rail stations as well as throughout our city. Since King County Metro, Community Transit, and Sound Transit

6a. Transportation Master Plan Update: Draft Modal Plans

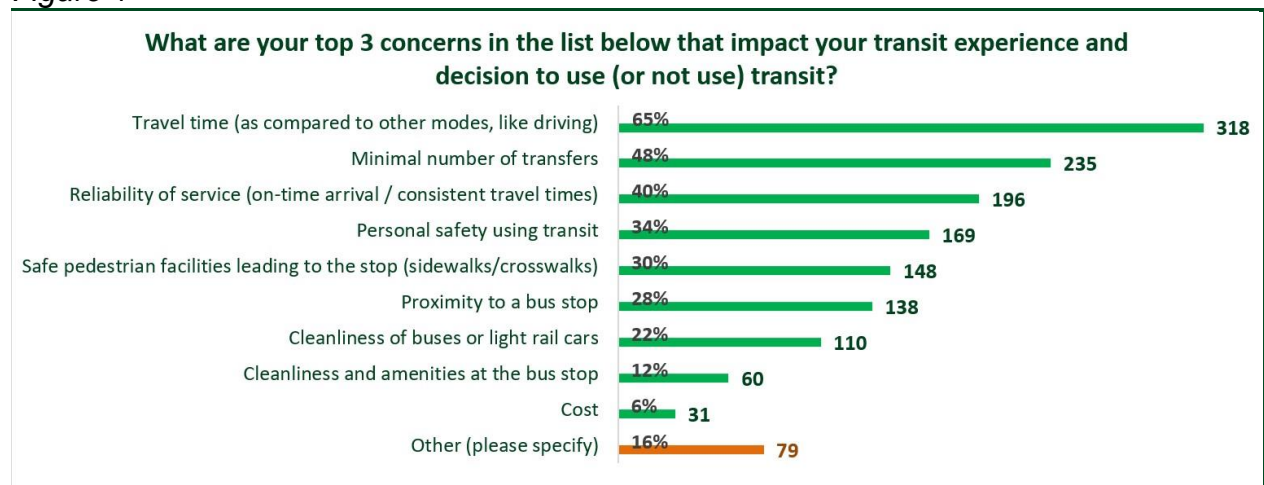
operate transit service in Shoreline, the City’s investments in transit service are generally limited to providing access to transit and hosting transit service on city streets. Although transit agencies are responsible for determining route locations, frequency, and bus stop treatments, the City is empowered to advocate for additional transit service (i.e., transit routes/ service areas) to enhance speed and reliability; and for transit stops and stations along city roadways.

Community Input on Transit

Public transit in Shoreline is a key component for a complete transportation network to transport all ages and abilities to local destinations and connections to regional transportation systems, such as light rail, and the destinations they service. To better understand interest in using transit, the project team asked people in the Outreach Series 2 survey if they were taking transit now and/or interested in taking transit in the future. Over 80% of respondents answered positively.

The Outreach Series 2 survey also asked participants to choose their top three concerns that impact their transit experience and decision to use (or not use) transit. Figure 1 shows the results. The top three choices reflect time, convenience, and reliability. The next two top choices were related to personal safety. Over 20 percent of the survey responses also listed proximity to a bus stop and cleanliness of buses/light rail cars as top concerns. The comments in the “other” category mostly fit broadly within the choices offered in the survey with some expanded or specific detail.

Figure 1



Draft Transit Plan Approach

Using the community’s input, the project team developed the draft Transit Plan (see Attachment A) to illustrate the City’s vision for a complete and connected transit network. Development of the draft Transit Plan involved identifying the following:

- Priority connections between key destinations, including neighborhood centers and major regional destinations, based on travel needs and demand, and desired connections between transit services.
- Frequent transit service that could connect Shoreline’s growth centers to the region, and neighborhoods to urban centers and the regional transit spine. Each

6a. Transportation Master Plan Update: Draft Modal Plans

connection is designed to meet a wide variety of user groups and trip purposes and meet the needs of multiple markets.

- Preferred travel paths that represent a balance between travel speed and coverage (access to transit) for Shoreline's growth centers and neighborhoods.
- Appropriate "Service Families" that define the desired level of service in terms of the frequency of service by time of day. These standards are established by identifying potential transit demand based on population and employment density measures (persons and jobs per acre), as well as overall travel demand measures (all-day person trips) along the corridor.

DRAFT SHARED-USE MOBILITY PLAN

Overview of Shared-use Mobility Component

Shared-use mobility is a rapidly emerging concept in transportation planning. It focuses on providing multiple forms of transportation that people can share either at the same time such as taking a bus, carpool, or light rail or one after the other, such as using bike share, scooter share, or car share. In concept, shared-use mobility hubs (mobility hubs) are places of connectivity where different modes of transportation come together seamlessly at concentrations of employment, housing, shopping, and recreation. Mobility hubs can include space for bike share, scooter share, car share, as well as curb space for ride hailing services/pickups like Uber and Lyft. They also can provide creature comforts like public bathrooms, information kiosks, outdoor seating, bike parking, public art, and cell-phone recharging stations.

To better understand the state of the practice of shared-use mobility and how the City's policies, programs, and infrastructure could be updated to provide the public with more shared-use mobility options, the City engaged with the University of Washington Evans School Consulting Lab to research how shared-use mobility hubs can support movement in and through Shoreline. The findings of Evans School Consulting Lab's research and analysis on the topic of the future of Shoreline's shared-use mobility, is included in *Making Better Connections: Shoreline Shared-Use Mobility Study* at <https://www.shorelinewa.gov/home/showpublisheddocument/51668/637570211379130000>

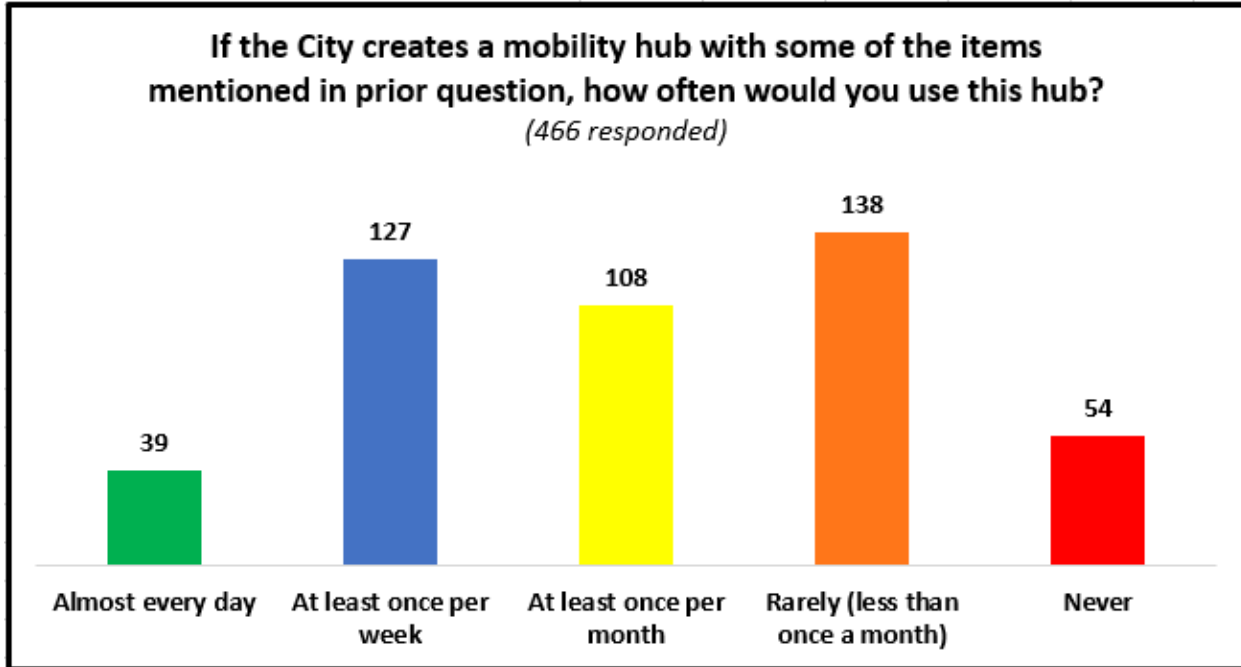
Community Input on Shared-use Mobility

During Outreach Series 1 and 2, community members shared their thoughts about shared-use mobility through outreach events and surveys. Community members had a range of responses from excitement and curiosity with questions about implementation of shared-use mobility, to some hesitancy and questions about safety.

During Outreach Series 1, the project team asked the public for their opinions about shared-use mobility hubs. The survey asked participants if they would use mobility hubs if created in the City. Figure 2 shows a full range of responses with approximately similar numbers of those that would use the facility daily/weekly (166 participants) to those that would rarely or never use these (192 count). Over 100 participants indicated they would use these about once a month.

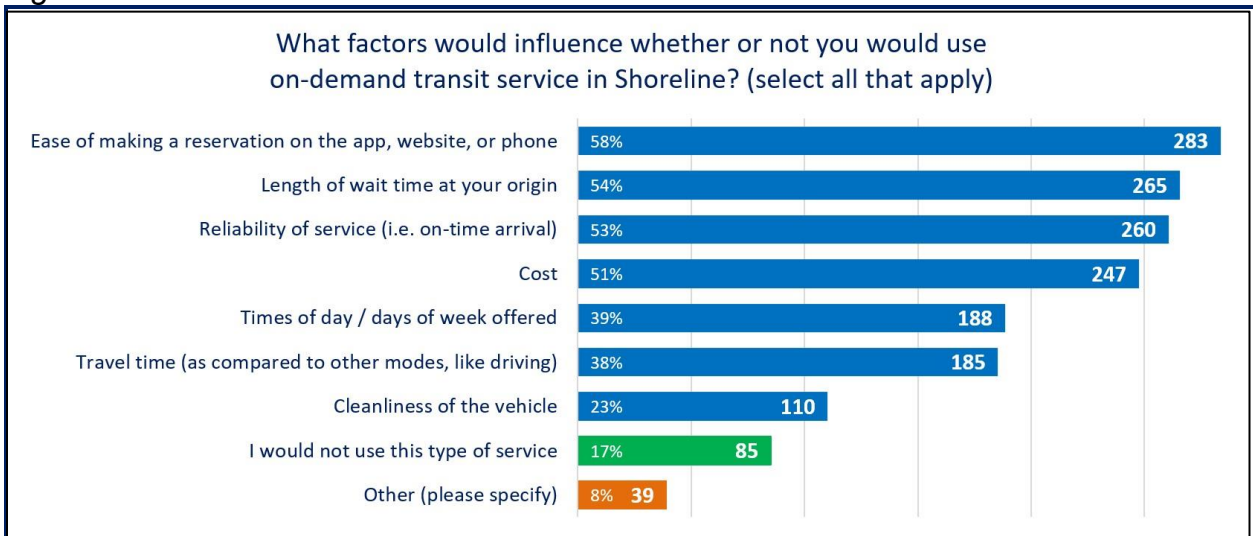
6a. Transportation Master Plan Update: Draft Modal Plans

Figure 2



During Outreach Series 2, the project team asked the public for their opinions about “on-demand transit”, a concept that allows a person to request to be picked up by a smaller vehicle at place of origin using a mobile app, a website, or a phone, and taken either to a transit stop or other destination. The survey asked a question regarding this type of service to understand possible interest and the factors that would make it desirable to use. Figure 3 shows the results. Ease of making the reservation, wait time, reliability, and cost were all highly valued factors. Available days/times and travel times also ranked high. About 17% of those answering this question indicated they would not use this type of service if it were offered.

Figure 3



6a. Transportation Master Plan Update: Draft Modal Plans

Draft Shared-use Mobility Plan Approach

The project team is building on the Evans School Consulting Lab’s study by integrating the concept of shared-use mobility hubs into the TMP update. To maximize the use of the upcoming light rail and to reduce auto dependency, the project team developed a draft Shared-use Mobility Plan (see Attachment B) to be shared with the public during Outreach Series 3. The draft Shared-use Mobility Plan shows proposed mobility hubs in strategic locations across Shoreline to enable residents, workers, and visitors to access key destinations like the new light rail stations, commercial centers, and parks without driving. The proposed mobility hubs are categorized into three typologies to inform what features and amenities should be available at each location.

- **Regional hubs** are near light rail stations or major bus stations and should have the most features and amenities, as they will support the largest quantity of people from within and outside of Shoreline.
- **Central hubs** will connect to key locations in Shoreline and should have sufficient amenities to support commuting, leisure, and recreation at and around hubs.
- **Neighborhood hubs** are the smallest type of mobility hubs and should focus on simple, pedestrian-friendly, and comfortable amenities for local communities.

DRAFT PEDESTRIAN PLAN

Overview of Existing Pedestrian-related Plans

The current TMP includes a Pedestrian System Plan that identifies key roadways needing sidewalks to create a city-wide pedestrian network. In June 2017, the City began a process to create a Sidewalk Prioritization Plan as early work for this TMP update. Major components of the plan included developing a data-driven process for prioritizing sidewalk improvements and researching and recommending ways to fund the priority projects. The process took over a year to complete including extensive involvement of a resident Sidewalk Advisory Committee (SAC) and included public input through two open houses and online surveys.

The project team worked with the SAC to develop a data-driven system for prioritizing projects. Metrics were created to rate the sidewalk segments of the Pedestrian System Plan based on safety, equity, proximity, and connectivity criteria. In June 2018, Council adopted the 2018 Sidewalk Prioritization Plan (map) as the City’s “roadmap” for prioritizing the construction of a continuous, city-wide sidewalk network.

The Sidewalk Prioritization Plan lives and is updated outside of the TMP as the level of specificity is too detailed to be included in the TMP which is a high-level, 20-year policy document. The City intends to update the data inputs into the Sidewalk Prioritization Plan approximately every five years timed with the availability of new U.S. Census data, traffic collision data, and updated development activity; and to revisit the prioritization criteria and metrics every 10 years in coordination with each TMP update. The five-year update cycle would put the next update of the Sidewalk Prioritization Plan in approximately 2023.

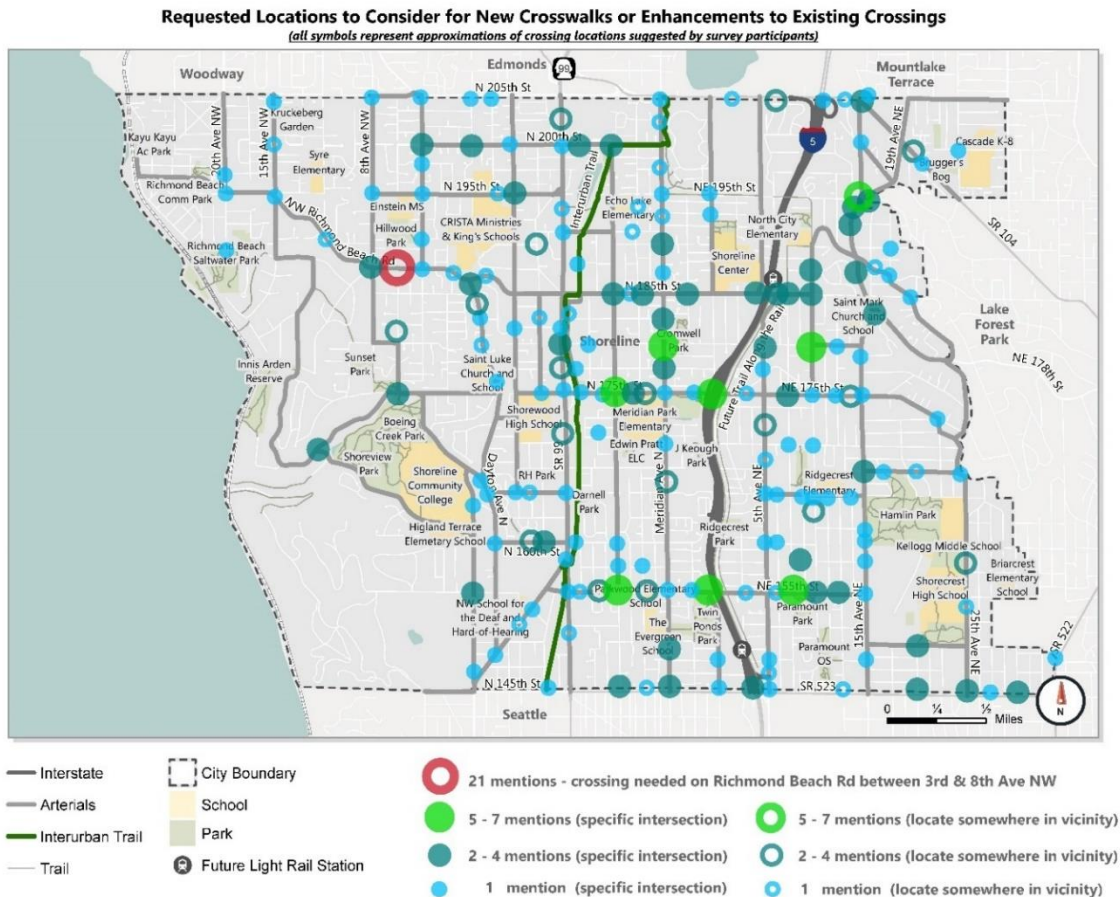
6a. Transportation Master Plan Update: Draft Modal Plans

Community Input on Pedestrian Travel in addition to Sidewalks

The sidewalk network established in the Sidewalk Prioritization Plan is a key component of the draft Pedestrian Plan, but not the only component. To develop a vision for a comprehensive pedestrian network, the project team asked the public during Outreach Series 2 about where improved or new pedestrian roadway crossings and pathways through unimproved right-of-way (ROW) might complement the sidewalk network.

City staff aggregated the results of community input on where they would like to see new or enhanced crossings throughout the City (see Figure 4). The input received showed a crossing on Richmond Beach Road between 3rd and 8th Avenue NW received the most mentions. N 155th Street was listed as needing more frequent crossings. Many survey participants requested safer, more visible crossings at Twin Ponds and Paramount Parks as they reported that drivers tend not to see pedestrians at these locations. Safe crossings in the Ridgecrest Business District, near Cromwell Park, along the northern portion of 15th Avenue NE, at I-5 interchanges, and to Meridian Park Elementary School were some of the other areas that received many submittals.

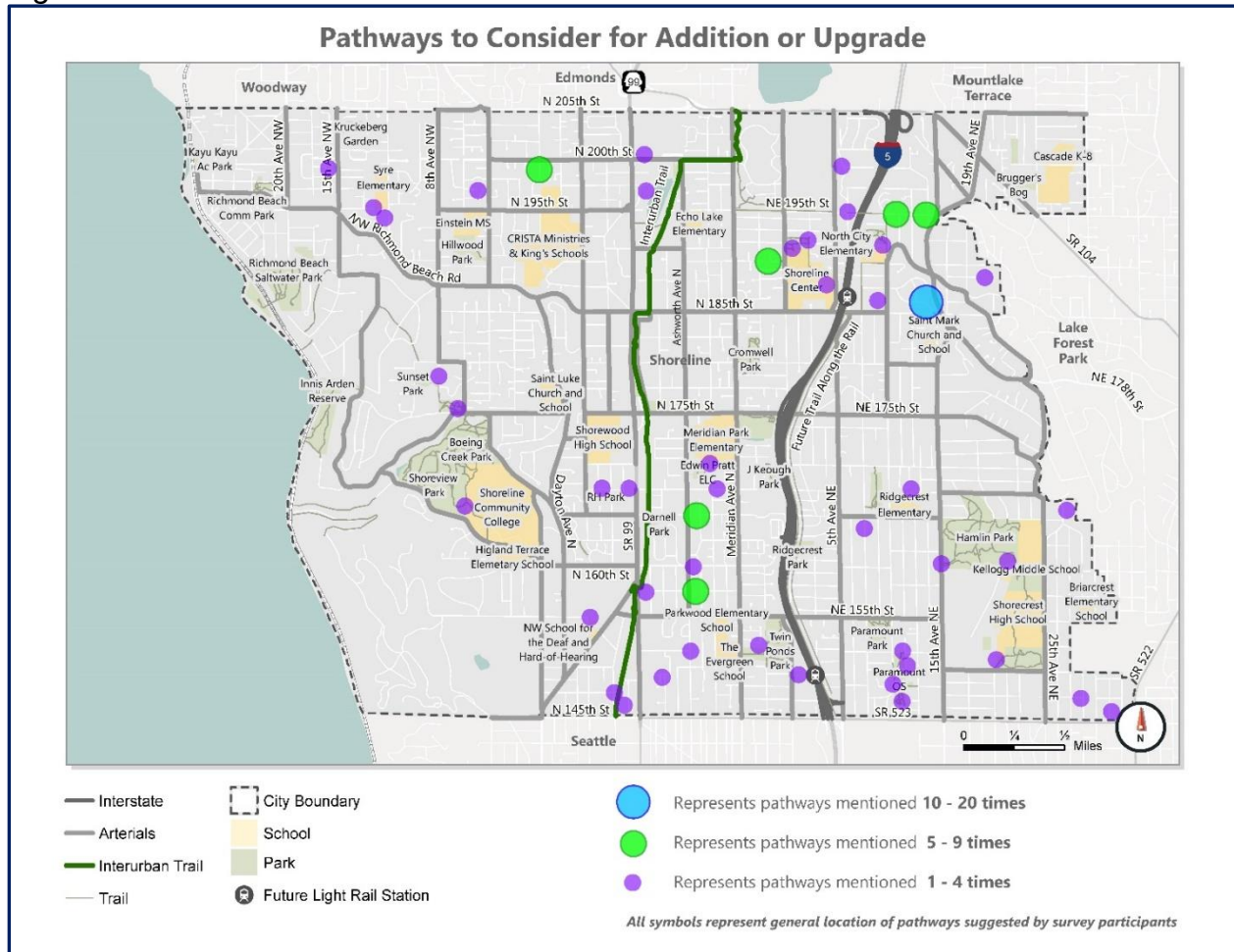
Figure 4



6a. Transportation Master Plan Update: Draft Modal Plans

City staff aggregated the results of community input on where they would like to see new or enhanced pathways through unimproved ROW (see Figure 5).

Figure 5



The location mentioned most often with 19 submittals is an informal pathway through unimproved ROW at 185th Street / 14th Avenue NE to NE 184th Place / 15th Place NE. This pathway connects North City neighbors to 15th Avenue NE and the business district allowing an alternative to traversing a busy stretch of 15th Avenue NE with no sidewalk.

Six other locations were mentioned 5 – 9 times. These include:

- Two connections between Ashworth Avenue and Densmore Avenue (at N 157th Street and at N 165th Street)
- Two connections along 195th Street (approximately 10th to 11th Avenue NE and 14th to 15th Avenue NE)
- Near Shoreline Center off 190th Street between Corliss Avenue N and 1st Avenue N
- Near King's School at Greenwood Place N south of N 200th Street

6a. Transportation Master Plan Update: Draft Modal Plans

Draft Pedestrian Plan Approach

The project team developed the Draft Pedestrian Plan (see Attachment C) as an update to the current Pedestrian System Plan. The proposed simplified title of draft Pedestrian Plan is to create a consistent naming convention among the draft modal plans (i.e., draft Transit, Shared-use Mobility, Pedestrian, Bicycle, and Automobile Plans).

The draft Pedestrian Plan illustrates the City's existing and future sidewalks per the Sidewalk Prioritization Plan. The project team did not propose any additional future sidewalk segments to the draft Pedestrian Plan because this effort was accomplished through the Sidewalk Prioritization Plan process as early work for the TMP update. During the Sidewalk Prioritization Plan process, the City worked with the SAC, the community, and Council to identify new segments of future sidewalks for the Sidewalk Prioritization Plan.

In addition to depicting the existing and future sidewalk network, the draft Pedestrian Plan also includes existing pedestrian/bicycle bridges and the future 148th St Non-Motorized Bridge as well as existing trails and the future Trail Along the Rail.

While the City currently has no funding for new or improved pathways through unimproved ROW, the draft Pedestrian Plan includes the locations of unimproved ROW to identify where there may be future opportunities to incorporate new or enhanced pathways within the City's pedestrian network. The draft Pedestrian Plan shows unimproved ROW broken into the following two categories:

- Unimproved ROW associated with a future sidewalk project in the Sidewalk Prioritization Plan.
- Unimproved ROW that is not part of the Sidewalk Prioritization Plan.

The project team did not include new or improved crossing improvements in the draft Pedestrian Plan because crossing treatments require traffic analysis to determine if they will effectively address safety for all modes. In spring 2022, the project team will compare the community's suggested new or improved crossing improvement locations with the City's traffic safety hot spots (from the Annual Traffic Safety Report) to identify where potential crossing improvements could be integrated into the draft TMP transportation projects list.

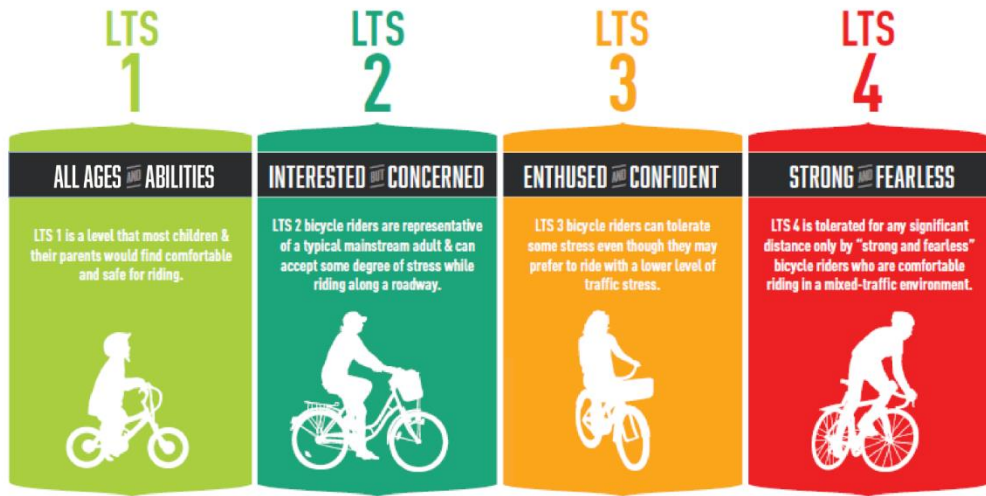
DRAFT BICYCLE PLAN

Overview of Bicycle Component

Identifying and working to achieve a complete bicycle network in Shoreline is an important piece of the overall transportation network. The project team developed a draft bicycle network for Shoreline that considers how users should be accommodated in terms of level of traffic stress (LTS), which is the current state of the practice in planning bicycle facilities. This approach provides a framework for designing bicycle facilities that meet the needs of the intended users of the network. Figure 6 shows the four typical categories of cyclists, each of which requires different levels of accommodation to feel comfortable using the network.

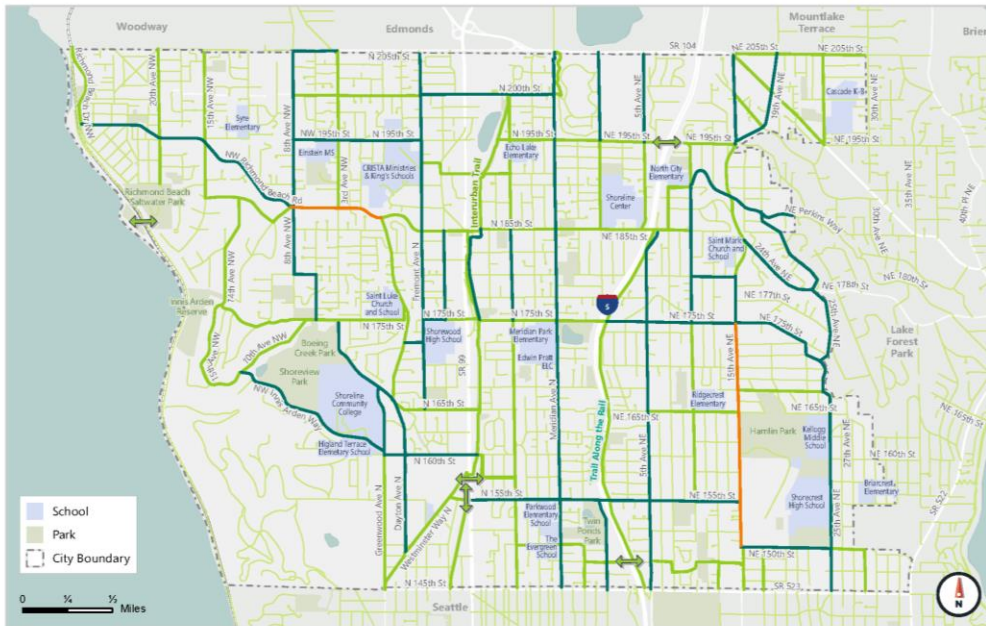
6a. Transportation Master Plan Update: Draft Modal Plans

Figure 6



In developing the bicycle network, the project team identified a draft Bicycle LTS Vision with a network of LTS 1, 2, and 3 routes in Shoreline (see Figure 7). In general, it is recommended that the City work towards providing a connected network where a “low stress” route (LTS 1 or 2) is available within a short distance of one’s origin and destination. This network considers variables like grade and freeway crossings, in addition to the typical variables that impact the comfort of roadway for bicycling, such as traffic speeds and traffic volumes. These variables help to determine an appropriate type of separation.

Figure 7



- Desired Minimum Level of Traffic Stress (LTS)
- 1
- 2
- 3
- Local Road (LTS 1)
- Pedestrian/Bicycle Bridge (LTS 1)

City of Shoreline
Draft Bicycle Level of Traffic Stress (LTS) Vision

6a. Transportation Master Plan Update: Draft Modal Plans

Figure 8 proposed how LTS could be measured on specific streets and can guide the identification of capital treatments to provide the City’s desired LTS level on individual streets.

Figure 8

Speed Limit (mph)	Traffic Volume	No Marking	Sharrow Lane Marking	Striped Bike Lane	Buffered Bike Lane	Protected Bike Lane	Physically Separated Bike Path
≤25	Local streets	1	1	1	1	1	1
	Up to 7k	3	2	2	2	1	1
	≥7k	3	3	2	2	1	1
30	<15k	4	3	2	2	1	1
	15-25k	4	4	3	3	3	1
	≥25k	4	4	3	3	3	1
35	<25k	4	4	3	3	3	1
	≥25k	4	4	4	3	3	1
40	Any volume	4	4	4	4	3	1

Community Input on Bicycle Travel

During Outreach Series 2, the project team asked the public if there were more streets with bicycle facilities that match your comfort level, would you bicycle more? 240 of 500 survey participants responded yes to this question (see Figure 9).

A final bicycling related question on the survey asked participants to list up to three roadways on which they would want to be more comfortable bicycling and why there is a concern. This information helps to identify possible streets/corridors to help fill in gaps in the network with connections that provide a comfortable level of bicycle facilities. Figure 10 shows streets that survey responders submitted either as the entire corridor or portions of these streets. Any street section submitted was included in the count for the overall street corridor.

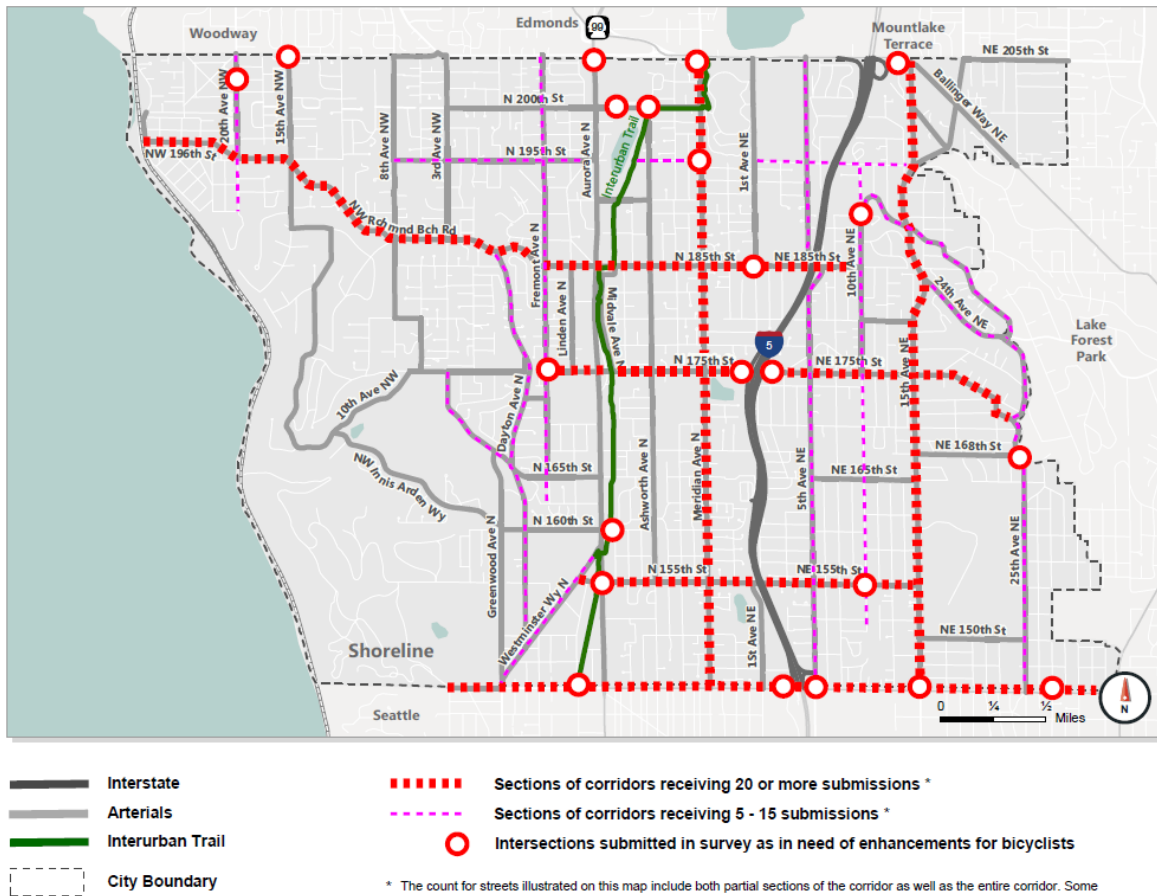
Figure 9



6a. Transportation Master Plan Update: Draft Modal Plans

Figure 10

Roadways & Intersections Submitted in Survey 2 for Bicycling Comfort



The survey results indicated that the majority of survey participants would feel most comfortable with designated space for bicyclists that is separated from traffic and along streets with lower speed limits (or enforced speed limits) for vehicles. Many sections of roadway were pointed out as key connections throughout the City. Connections to light rail stations were important as well as beyond city limits to the Interurban Trail (beyond Shoreline’s borders), Burke-Gilman Trail, Lake Forest Park, Town Center, Edmonds, and Seattle destinations. Bicyclists shared that although they may appreciate facilities off busy corridors, they do not want to be put on confusing, circuitous routes that are difficult to follow. Many comments supported bicycle facilities to be incorporated as part of their growing neighborhoods.

Draft Bicycle Plan Approach

Using the community’s input and LTS analysis approach described above, the project team developed the draft Bicycle Plan (see Attachment D) to illustrate the City’s vision for a complete and connected bicycle network. Development of the draft Bicycle Plan involved identifying the following:

- Existing and future pedestrian/bicycle bridges – these are critical connections enabling people walking and biking to traverse the city, including crossing major roadways like Aurora and I-5.

6a. Transportation Master Plan Update: Draft Modal Plans

- Existing and future trails (i.e., existing Interurban Trail and future Trail Along the Rail) - these are fully-separated, low-stress facilities that provide desirable connections for users of all ages and all abilities.
- Existing and future trail connections, such as the existing Interurban-Burke-Gilman Trails North Connector and Interurban-Burke-Gilman Trails South Connector and planned 145th Off Corridor Bike Network, which will help users navigate from trails to their final destinations. While these routes have various bike facility types, they tend to leverage low-speed, low volume local streets.
- Existing and future bike facility – These are facilities that are provided along arterial streets to accommodate their target bicycle user type. While the draft LTS Vision (Figure 7) and street characteristics (Figure 8) guide the facility that should be provided, these lines in the draft Bicycle Plan show where the City plans to make additional investments in its bike network.

PUBLIC AND STAKEHOLDER ENGAGEMENT

Public involvement is an essential component of the TMP update process. There continues to be multiple opportunities throughout the process for the public and stakeholders to learn about future transportation needs, envision improvements, and give feedback.

To date, the City has conducted two outreach efforts. Community feedback from Outreach Series 1 and 2 helped the project team develop the draft modal plans.

In Outreach Series 1, the City asked the public about their transportation needs and priorities. See Outreach Series 1 Summary at <https://www.shorelinewa.gov/home/showpublisheddocument/51358/6375287577801000>

In Outreach Series 2, we asked the public where they would like to see improvements for walking, bicycling, riding transit, using shared-use mobility devices, and driving. See Outreach Series 2 Summary at <https://www.shorelinewa.gov/home/showpublisheddocument/53625/6377475142034300>

The project team will conduct Outreach Series 3 in April 2022 to share what the City has heard from the community to date and get feedback on draft modal plans for walking, biking, taking transit, using shared-use mobility vehicles, and driving in Shoreline. The team will also ask for input on the draft prioritization metrics and performance measures.

The TMP will serve the entire community, so it is critical to understand who lives, works, studies, and plays in Shoreline and what their needs are, especially ones whose needs have been systemically neglected. For Outreach Series 3, the project team will endeavor to engage with more people who are typically underrepresented like Black, Indigenous, and People of Color (BIPOC), youth, older adults, people with disabilities, people with low incomes, and people with limited English language skills.

6a. Transportation Master Plan Update: Draft Modal Plans

NEXT STEPS

The project team is also preparing to conduct Outreach Series 3 in April 2022 to share what the City has heard from the community to date and get feedback on draft modal plans and policies for walking, biking, taking transit, using shared-use mobility vehicles, and driving in Shoreline. The team will also ask for input on the draft prioritization metrics and performance measures.

ADDITIONAL INFORMATION

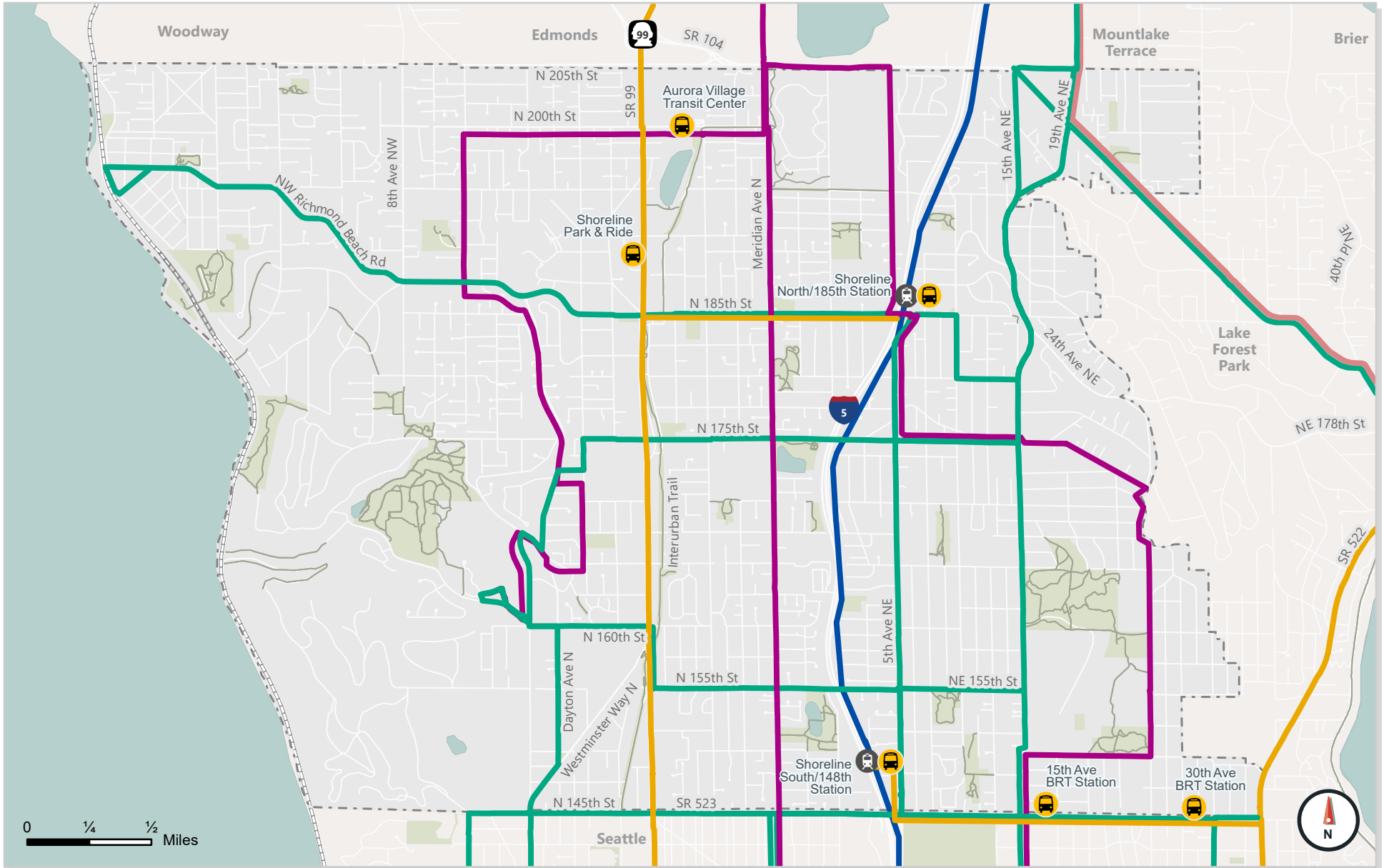
For more information about the TMP update, please visit the project webpage <https://www.shorelinewa.gov/tmp> or contact Nora Daley-Peng, Senior Transportation Planner, at ndaleypeng@shorelinewa.gov or (206) 801-2483.










RECOMMENDATION

Tonight's presentation is for discussion only. No recommendation action is required.

ATTACHMENTS

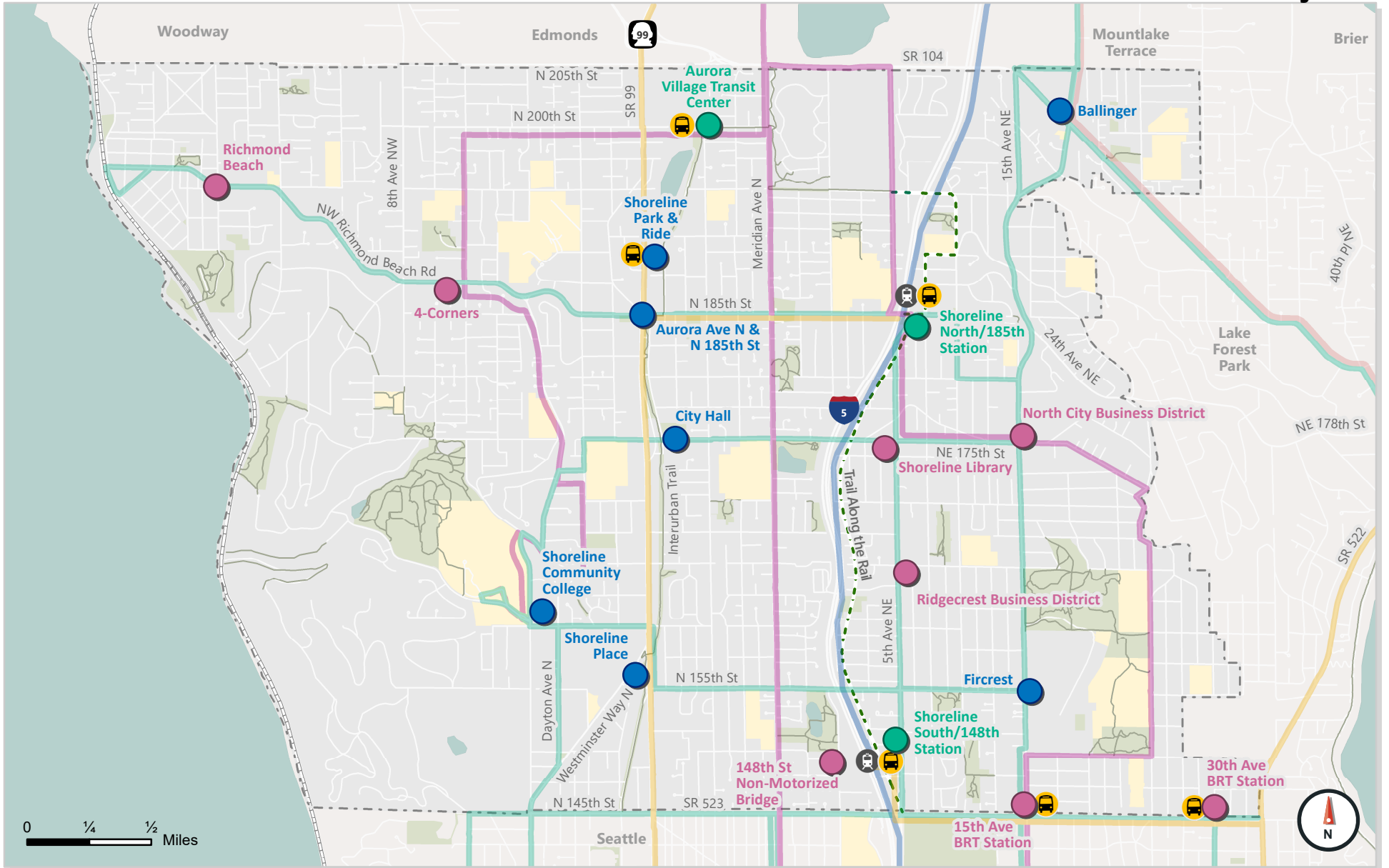
- Attachment A – Draft Transit Plan
- Attachment B – Draft Shared-use Mobility Plan
- Attachment C – Draft Pedestrian Plan
- Attachment D – Draft Bicycle Plan



-  City Boundary
-  Existing Trail
-  Light Rail Station
-  BRT Station*
-  Light Rail Service
-  "Bus Rapid Transit" Bus Service
-  Frequent Bus Service
-  Express Bus Service
-  Local Bus Service

*There are additional BRT stops on Aurora Avenue not shown on this map.

Att. B - TMP Draft Shared-Use Mobility Plan



Recommended Shared-Use Mobility Hubs

- Regional Mobility Hub
- Central Mobility Hub
- Neighborhood Mobility Hub

City Boundary

Existing Trail

Future Trail

Light Rail Station

BRT Station

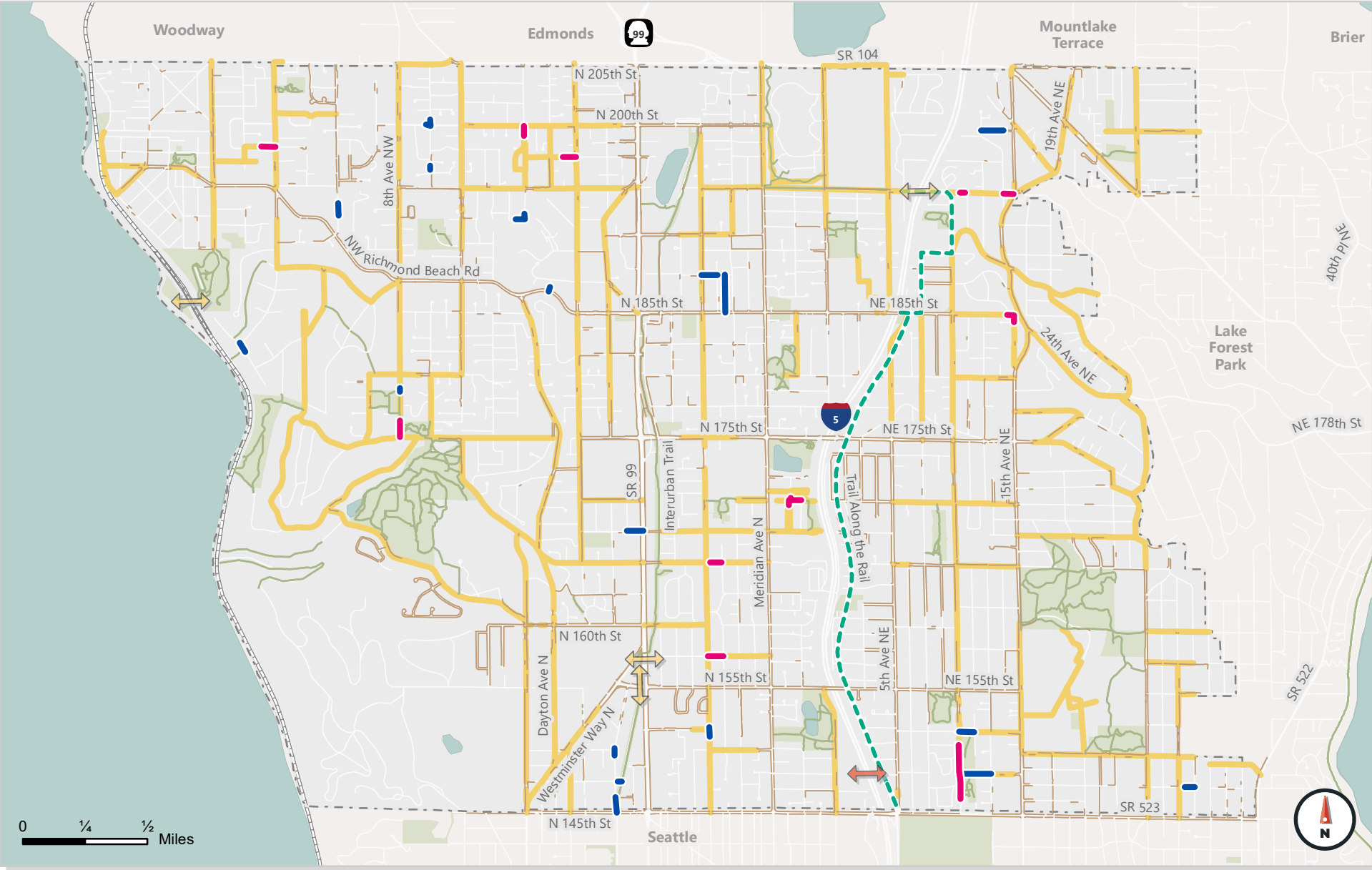
Light Rail Service

"Bus Rapid Transit" Bus Service

Frequent Bus Service

Express Bus Service

Local Bus Service



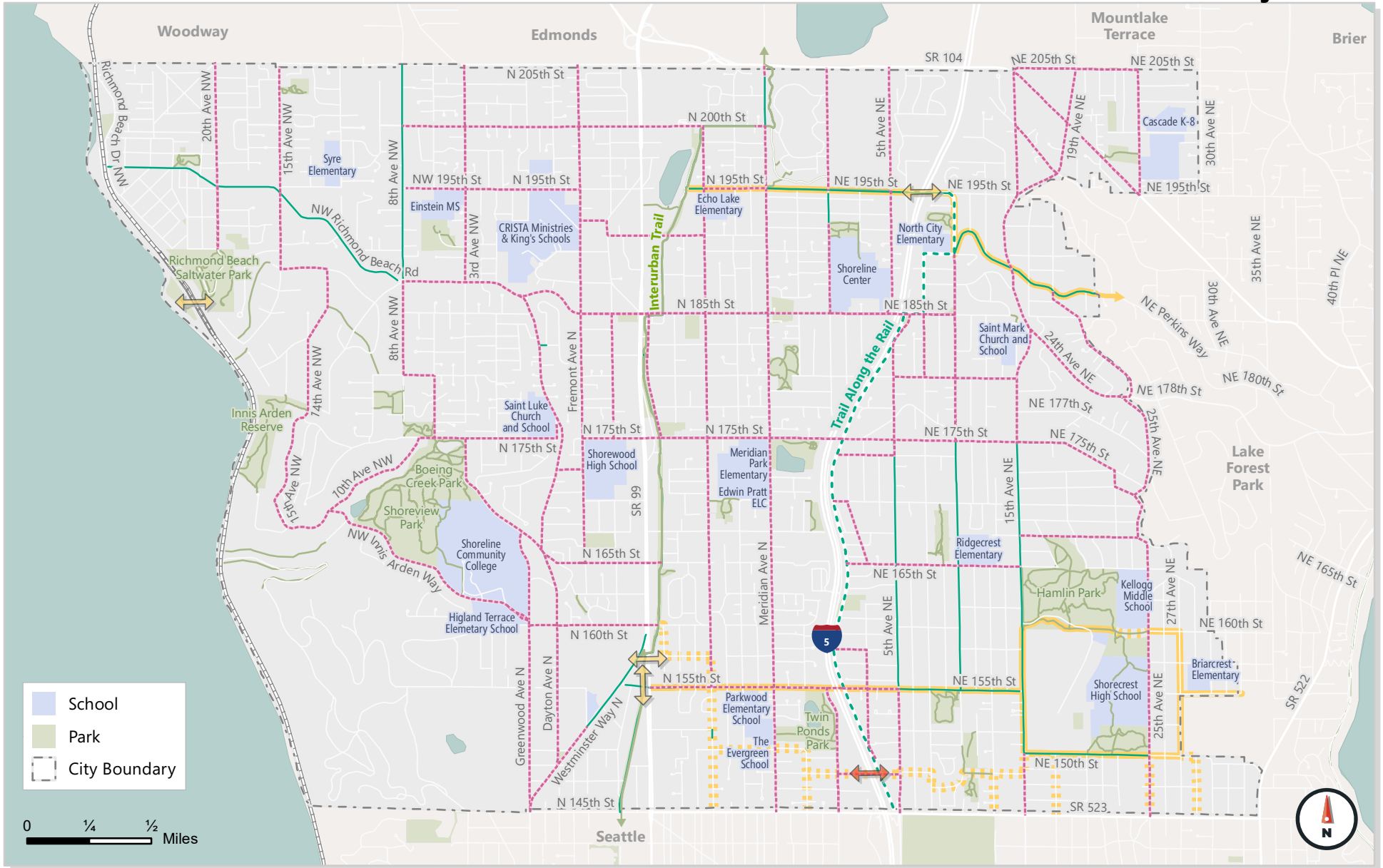
- Planned Sidewalk from Sidewalk Prioritization Plan
- **Unimproved Right-of-Way:** Associated with a sidewalk project in the Sidewalk Prioritization Plan
- Not part of the Sidewalk Prioritization Plan (conditions vary)

- Existing Sidewalk
- Existing Trail
- - - Future Trail
- City Boundary

- ↔ Existing Pedestrian/Bicycle Bridge
- ↔ 148th St Future Pedestrian/Bicycle Bridge

City of Shoreline
Draft Pedestrian Plan

Att. D - TMP Draft Bicycle Plan



- Existing Bicycle Facility
- Existing Trail Connection
- Existing Trail
- Existing Pedestrian/Bicycle Bridge
- City of Shoreline
- Planned Bicycle Facility*
- Future Trail Connection
- Future Trail
- 148th St Future Pedestrian/Bicycle Bridge
- Draft Bicycle Plan**

* Bike facility type to be determined based Level of Traffic Stress (LTS) Vision.

PLANNING COMMISSION AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: MUR-70' Zone Development Code Amendments

DEPARTMENT: Planning & Community Development

PRESENTED BY: Andrew Bauer, Planning Manager

Public Hearing

Study Session

Recommendation Only

Discussion

Update

Other

INTRODUCTION

As part of an ongoing discussion of ways to facilitate development in the MUR-70' zone Planning Commission discussed and gave direction on draft Development Code amendments at the January 20, 2022 meeting. The draft amendments relate to expanded parking reductions and revisions to the building height and development agreement requirements.

At tonight's meeting, staff will present updated draft Development Code amendments for the MUR-70' zone.

BACKGROUND

The City's light rail station subarea plans were adopted in 2015 and 2016, respectively. The plans call for the subareas surrounding the future light rail stations to transform into compact transit-oriented communities with a range of housing types, open space, and services. The plans are generally performing as anticipated through the first 6+ years since adoption.

Some of the development challenges identified in the plans are playing out, such as aggregating small lots into sites large enough to accommodate the scale of development envisioned – particularly in the MUR-70' zone where the highest density development is allowed.

Even with these challenges, there are more than 1,200 new apartment units in varying stages of the permit pipeline. However, as with any plan, refinements and updates are periodically needed to respond to feedback and outcomes observed. The purpose of these Development Code amendments is to refine the code to facilitate better development outcomes in the MUR-70' zone without compromising on core elements of the plans which advance the broader citywide goals such as creating housing choices affordable to range of income levels and supporting sustainability goals.

7b. Staff Report - MUR70' Zone Development Code Amendments

Previous Planning Commission Discussions

At the December 3, 2020 Planning Commission meeting the 185th Station Subarea Plan Progress Report was presented which included an update on growth within the 185th subarea and key findings. The staff report can be viewed at the following link:

<https://www.shorelinewa.gov/home/showpublisheddocument/50349/637419051635830000>.

On October 25, 2021, a joint meeting was convened between the City Council and Planning Commission to discuss a range of potential Development Code amendments for the MUR-70' zone. The staff report can be viewed at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport102521-8a.pdf>.

At the December 2, 2021 meeting, Planning Commission directed staff to prepare Development Code amendments that would allow further parking reductions as well as explore options that would increase the building height allowance and development agreement threshold. The staff report can be viewed at the following link:

<https://www.shorelinewa.gov/home/showpublisheddocument/53473/637733632657730000>.

At the January 20, 2022 meeting, Planning Commission discussed draft Development Code amendments to allow parking reductions of up to 50 percent in the MUR-70' zone and a building height allowance of up to 100 feet without a development agreement. The staff report can be viewed at the following link:

<https://www.shorelinewa.gov/home/showpublisheddocument/53925/637776876707100000>.

DEVELOPER STAKEHOLDER GROUP FEEDBACK

Staff presented at the March 17, 2022 Developer Stakeholder Meeting the draft Development Code amendments and solicited comments and feedback. Discussion at the meeting continued to reinforce many of the issues already discussed with developers, the Council, and Planning Commission. Comments from the stakeholder group included:

- The rental market in Shoreline does not justify the costs associated with steel and concrete high rise construction (8+ stories)
- One attendee stated that even if the land were free, it is likely that in the current market a high rise building would not be financially viable in Shoreline
- It is always a positive move by the City when potential uncertainty can be removed, such as the development agreement process
- A clear and fast process can be one of the biggest benefits offered from the City
- Some acknowledged the City's proactive steps to be positioned to attract high rise construction for when the market is ready
- Any additional allowances for further reductions of parking are beneficial

7b. Staff Report - MUR70' Zone Development Code Amendments

RESPONSES TO PLANNING COMMISSION QUESTIONS

The Planning Commission discussed the draft amendments at the January 20th meeting. Below is a summary of the questions and responses:

1. Graphics or examples of different building heights would be helpful.

Response: Attachment C includes several examples of buildings of varying height. The height in feet is estimated based on the number of stories. The visuals are intended to provide the Commission a sense of scale and intensity for varying building heights.

2. How does the City’s height allowance compare to other cities? Do other cities require a development agreement or similar process for high rise buildings?

Response: Below is a table comparing the maximum height allowances and review processes for comparable cities with existing or future light rail stations.

Table 1 – Height and Review Process Comparison

	Shoreline	Mountlake Terrace	Lynnwood	Bellevue (Spring District)	Seattle (Northgate Station)	Seattle (Roosevelt Station)
Max. Height	140'	12 stories 150' max	350' in some areas 140' otherwise	150'	240' at station block 145' adjacent blocks	95'
Process	Public Hearing Council Decision	Public Hearing Council Decision	Public Notice Director Decision	Public Notice Director Decision	Public Notice* Director Decision	Public Notice* Director Decision

**some applications will require a public meeting in addition to public notice*

PARKING REDUCTIONS

The draft amendments for parking reductions (Attachment A) would establish provisions to reduce off-street parking requirements up to 50%, with approval of a Transportation Demand Management (TDM) Plan.

SMC 20.50.400.F is proposed to be removed as a “cleanup” to a conflicting statement in the subsection above it in subsection ‘E’ and clarification added to subsection ‘B’ that reductions under the Deep Green Incentive Program cannot be combined with other reductions. Otherwise, these amendments are unchanged since the January 20th meeting and a discussion of the amendments is in the January 20th staff report at the

7b. Staff Report - MUR70' Zone Development Code Amendments

following link:

<https://www.shorelinewa.gov/home/showpublisheddocument/53925/637776876707100000>.

Table 2 below summarizes the current regulation and the proposed regulations.

Table 2 – Parking Reductions

Current Regulation	Proposed Draft Regulation
25% parking reduction for sites within ¼ mile of high capacity transit stop (e.g. light rail, bus rapid transit)	New developments within MUR-70' with 100+ dwelling units or 10,000 sq ft of commercial can get up to 50% parking reduction with approval of a Transportation Demand Management Plan (TDM)

BUILDING HEIGHT AND DEVELOPMENT AGREEMENT PROCESS

The draft amendments for building height and the development agreement process would allow development of up to 140 feet without a development agreement, but subject to a neighborhood meeting and ADR review. Additional standards would also apply (see Table 3 below).

Table 3 – Height and Development Agreement Amendments

Current Regulation	Proposed Draft Regulation
70' – base height	70' – base height
80' – 10% significant trees retained	80' – 10% significant trees retained
90' – 20% significant trees retained; OR Deep Green Incentive Program	90' – 20% significant trees retained; OR Deep Green Incentive Program
140' – Development Agreement required: <ul style="list-style-type: none"> • 20% units affordable at 60% AMI; OR 10% units affordable at 50% AMI • LEED Gold development • 90% of parking within structure • Agreement to purchase Transfer of Development Rights (TDR) credits • Park space dedication • Two of the following: <ul style="list-style-type: none"> ○ Site utilizes combined heat and power infrastructure or district energy ○ 40,000 sq ft commercial ○ 30% ground floor devoted to neighborhood amenities ○ 2% building valuation contributed toward parks, open space, art, or recreation ○ Off site frontage improvements to connect nearby amenities 	140' – subject to a neighborhood meeting and ADR review and the following: <ul style="list-style-type: none"> • 20% units affordable at 60% AMI; OR 10% units affordable at 50% AMI • 10,000 sq ft commercial; OR 30% ground floor devoted to neighborhood amenities • 1% of building valuation contributed toward art/placemaking open and accessible to the public • Off site infrastructure improvements or added amenities such as wayfinding, lighting, transit shelter

7b. Staff Report - MUR70' Zone Development Code Amendments

<ul style="list-style-type: none">○ Street-to-street public access such as alley or path	
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Refinements Since January 20th Meeting

The draft amendments (Attachment B) have been refined since the January 20th Planning Commission meeting. The refinements are based on discussion and feedback from the Commission and additional staff review, including preliminary review for consistency with the Final Environmental Impact Statements (FEIS) for the 145th and 185th subarea plans. The primary differences since the January 20th meeting include:

Base Height

The earlier draft proposed raising the base height in the MUR-70' zone to 80 feet (but not higher than 7 stories) and changing the height incentives for significant tree retention to be measured in stories instead of feet. Upon further review, the administration of building height using two different methods (feet and stories) would be cumbersome. Keeping the base height at 70 feet also continues to offer the same value for the significant tree retention height bonus, whereas increasing the base height outright may have removed some of the value as buildings would not have needed the incentive unless going to 8 or 9 stories.

Development Agreement

The earlier draft amendments included a height allowance of 100 feet without requiring a development agreement. Buildings over 100 feet and up to the maximum 140 feet would have required a development agreement. Based on feedback from the Commission and developer stakeholder group, the requirement for a development agreement has been removed entirely. A development agreement would remain optional for any development.

Neighborhood Meeting and Administrative Design Review

In lieu of a development agreement, the draft amendments now include a provision that developments exceeding the base height (and not qualifying for an existing incentive) conduct a neighborhood meeting and go through an Administrative Design Review (ADR) process.

The ADR process is a Type A administrative review and occurs prior to building permit and site development applications being filed. The ADR process is currently the mechanism for departures from design standards to be granted. Recent developments in the MUR-70' zone have utilized the ADR process related to design standard departures and including this requirement to exceed the base height allowance provides additional review to ensure the project will meet applicable design standards and the additional requirements for high rises.

Furthermore, the FEIS documents for both the 145th and 185th subarea plans noted the "public process" associated with the development agreement was a requirement to achieve additional height. The draft amendments remove the need for a public hearing and City Council decision associated with the development agreement, but instead require a neighborhood meeting.

7b. Staff Report - MUR70' Zone Development Code Amendments

Like other developments that must provide a neighborhood meeting, notice would be provided to property owners within 500 feet of the development and would provide an early opportunity for the applicant to share the project with neighbors and get comments and feedback prior to filing application with the City (SMC 20.30.090).

Requirements to Achieve Maximum 140 Feet Height

As noted above, the draft amendments would require a neighborhood meeting and ADR process to achieve the maximum 140 feet. The existing additional requirements for the maximum height are proposed to be revised and incorporated as development standards (without a development agreement). Some of the requirements are proposed to be removed entirely.

Below are the development agreement requirements that are proposed to be removed, or revised, and a brief explanation of the changes:

1. Affordable Housing: The requirements for affordable housing are unchanged. They now reference the existing provisions in SMC 20.40.235.
2. LEED Gold: The requirement the entire development be built to LEED Gold standards is proposed to be removed. This standard is duplicative because development in the MUR-70' zone must meet the Built Green 4-Star certification, which is a roughly equivalent (if not slightly higher) green certification (SMC 20.40.046.D).
3. Structured Parking: The requirement that at least 90 percent of parking be within a structure is proposed to be removed. The development being proposed are incorporating structured parking even without this requirement. In addition, existing design standards should adequately address the placement and screening of any surface parking stalls.
4. Provision for Park Space: The requirement for dedication of park space is proposed to be revised to include park, recreation, open space, or plaza area and clarifies this area is in addition to what is already required within the commercial and multifamily design standards. Furthermore, the existing requirement was adopted in 2015 (Ord. No. 706), prior to the adoption of Park Impact Fees in 2017 (Ord. No. 786). Park impact fees are now collected per development and are used to fund parks acquisitions and improvements throughout the City.
5. Purchase of TDR Credits: The requirement to purchase transfer of development rights (TDR) credits is proposed to be removed. Future amendments will establish a TDR program within the City and at that time it is possible TDR requirements could be included once again as a requirement. However, at this time the City's TDR program is not in a position to manage a transaction.
6. District Energy: The requirement for the use of district energy or combined heat and power infrastructure is proposed to be removed. This option is unlikely to be utilized as it requires large-scale developments to be coordinated and planned at the outset to incorporate integrated energy solutions. The existing context in the

7b. Staff Report - MUR70' Zone Development Code Amendments

MUR-70' zone presents a challenge with the need to aggregate not only multiple lots for one development but many developments to make district energy feasible. The requirement is proposed to be removed, however, there would be no restrictions to preclude a development utilizing these technologies on their own or as part of a green building certification associated with the City's Deep Green Incentive Program.

7. Commercial Space: The requirement for 40,000 square feet of commercial space has been revised down to 10,000 square feet. For context, a drug store or specialty grocer (example Trader Joe's) typically range in size from 10,000-15,000 gross square feet in size.

While creating new commercial space remains a goal for the MUR-70' zones, there is economic analysis to suggest a lack of market demand for commercial space, particularly in the early stages of the subarea's transformation. Requiring too much commercial space and too soon could have negative outcomes and negatively impact the viability of a development. Providing commercial space would be one of the two available options to achieve the maximum building height.

8. Ground Floor Amenities: There are no substantive changes to the requirement for 30 percent of the ground floor area be devoted to neighborhood amenities requirement. Clarification has been included to note the ground floor amenity space should be located at-grade and adjacent to the sidewalk or pathway. Providing a ground floor amenity would be one of the two available options to achieve the maximum building height.
9. Financial Contribution to Parks: The requirement to provide two percent of the building construction valuation toward parks or open space has been revised. As noted above, the City now has a Park Impact Fee assessed on new development which was not in place at the time this provision was originally adopted in 2015. This requirement instead has been revised to assess a one percent fee on the building construction valuation to be contributed toward art or place making amenities.

A recent seven story building listed the permit valuation at approximately \$44M, or \$6.29M per story. Using the per story breakdown, an 11 story building would be valued at more than \$69M (change in the more expensive construction type is not accounted for). In this example, the applicant would need to provide \$690,000 (1 percent of the valuation) to art and placemaking amenities.

10. Off-Site Improvements: The requirement for off site improvements to amenities is proposed to be revised to more broadly encompass a range of potential improvements a development could propose that would provide a public benefit to the subarea.

Taken together, the draft amendments are intended to remove regulatory barriers to high rise construction and facilitate growth that allow more people to live in proximity to the light rail stations. The additional requirements to achieve the added height are

7b. Staff Report - MUR70' Zone Development Code Amendments

intended to be important components of creating a complete neighborhood with housing affordable to a range of households, parks/open space, art, and the infrastructure to support it.

NEXT STEPS

The next steps are as follows:

- Refine draft Development Code amendments based on direction at tonight's meeting
- Prepare SEPA environmental analysis and issue a determination
- Planning Commission holds public hearing and issues recommendation to Council
- City Council consideration and final action

RECOMMENDATION

There is no staff recommendation at this time. Staff is seeking direction and feedback on the draft Development Code amendments.

ATTACHMENTS

Attachment A – Draft Development Code Amendments for Parking Reductions; SMC 20.50.400.

Attachment B – Draft Development Code Amendments for Height and Development Agreements

Attachment C – Building Height Examples

Att. A Draft Dev. Code Amendments for Parking Reductions SMC 20.50.400
Draft Development Code Amendments – MUR-70' Zone

Rev. 3/24/2022

SMC 20.50.400 Reductions to minimum parking requirements.

- A. Reductions of up to 25 percent may be approved by the Director when subsection (A)(1) of this section is met, or when a combination of two or more of the following subsections (A)(2) through (9) of this section is met:
1. A high-capacity transit service stop (e.g., bus rapid transit, light rail) is within one-quarter mile of the development's property line. This provision applies to developments seeking reductions prior to and after commencement of revenue service at new stops.
 2. A parking demand analysis prepared by a qualified professional demonstrates that parking demand can be satisfied with a reduced parking requirement.
 3. There is a shared parking agreement with nearby parcels within reasonable proximity where land uses do not have conflicting parking demands. A record on title with King County is required.
 4. A parking management plan is prepared by the applicant according to criteria established by the Director.
 5. A City-approved residential parking zone (RPZ) is established for the surrounding neighborhood within a one-quarter mile radius of the development's property line. The management cost for the RPZ must be paid by the applicant and/or property owner on an annual basis.
 6. A public access easement that is a minimum of eight feet wide, safely lit, and connects through a parcel between at least two different rights-of-way. The access easement shall be developed with a sidewalk or shared use path that complies with the Engineering Design Manual. This easement may include other pedestrian facilities such as plazas and bike facilities.
 7. Retention of at least 20 percent of the significant trees on a site zoned MUR-70'.
 8. Replacement of all significant trees removed on a site zoned MUR-70' as follows:
 - a. One existing significant tree of eight inches in diameter at breast height for conifers or 12 inches in diameter at breast height for all others equals one new tree.
 - b. Each additional three inches in diameter at breast height equals one additional new tree, up to three trees per significant tree removed.

Att. A Draft Dev. Code Amendments for Parking Reductions SMC 20.50.400
Draft Development Code Amendments – MUR-70' Zone

Rev. 3/24/2022

- c. Minimum Size Requirements for Replacement Trees Under this Subsection. Deciduous trees shall be at least one and one-half inches in caliper and evergreens at least six feet in height.
 9. On-site dedicated parking spaces for a car-sharing service with an agreement with the provider(s).
- B. Parking reductions for Deep Green Incentive Program projects are set forth in SMC 20.50.630. Reductions granted under the Deep Green Incentive Program shall not be combined with the parking reductions in subsections A and C of this section.
- C. Parking reductions of up to 50 percent may be approved for new residential, mixed-use, and commercial development in the MUR-70' zone containing 100 dwelling units or more, or 10,000 gross square feet of commercial floor area or more, provided the following criteria are satisfied:
1. A Transportation Demand Management Plan is prepared by a qualified professional and shall:
 - a. Assess actual parking demand based on proposed land uses and the existing and future neighborhood land use context;
 - b. Identify project-specific strategies, which may include strategies on a list established and maintained by the Director, that will be implemented to reduce the development's parking demand; and
 - c. Establish clear performance objectives and a mechanism for ongoing monitoring and adjustment of the TDM strategies to adapt to changing conditions throughout the life of the development.
 2. Upon request by the City, the owner shall provide parking utilization data for the development and an assessment of the TDM Plan's performance and whether it is meeting objectives. If deficiencies in meeting objectives are found, the owner shall revise the plan and it shall be reviewed pursuant to subsection (C) of this section.
- ~~C~~D. A request for a parking reduction shall be processed as a Type A action, as set forth in SMC 20.30, Subchapter 2.
- ~~D~~E. When granting a parking reduction, the Director may impose performance standards and conditions of approval on a project, including a financial guarantee.
- ~~E~~F. Reductions of up to 50 percent may be approved by the Director for the portion of housing providing low-income housing units that are 60 percent of AMI or less as defined by the U.S. Department of Housing and Urban Development. This parking reduction may be combined with parking reductions identified in subsection A of this section.

Att. A Draft Dev. Code Amendments for Parking Reductions SMC 20.50.400
Draft Development Code Amendments – MUR-70' Zone

Rev. 3/24/2022

- F. ~~Parking reductions for affordable housing or the Deep Green Incentive Program may not be combined with parking reductions identified in subsection A of this section.~~

Att. B - Draft Dev. Code Amendments for Height and Development Agreements
Draft Development Code Amendments – MUR-70’ Zone

Rev. 3/24/2022

SMC 20.30.297 Administrative Design Review (Type A).

A. Administrative design review approval of departures from the design standards in SMC 20.50.160 through 20.50.190, 20.50.220 through 20.50.250, 20.50.450 through 20.50.510 and SMC 20.50.530 through 20.50.620 shall be granted by the Director upon their finding that the departure is:

1. Consistent with the purposes or intent of the applicable subsections; or
2. Justified due to unusual site constraints so that meeting the design standards represents a hardship to achieving full development potential.

B. Projects applying for the Deep Green Incentive Program by certifying through the Living Building or Community Challenge, Petal Recognition, Emerald Star, LEED-Platinum, 5-Star, 4-Star, PHIUS+, PHIUS+ Source Zero/Salmon Safe, or Zero Energy/Salmon Safe programs may receive departures from development standards under Chapters 20.40, 20.50, 20.60, and/or 20.70 SMC upon the Director’s finding that the departures meet subsections (A)(1) and/or (2) of this section, and as further described under SMC 20.50.630. Submittal documents shall include proof of enrollment in the programs listed above.

C. Developments in the MUR-70’ zone exceeding the base height and which are not utilizing the significant tree retention height incentive in Table 20.50.020(2), footnote 12, or the height incentive within the Deep Green Incentive Program in SMC 20.50.630, shall be subject to Administrative Design Review approval. The Director shall grant approval of developments up to 140 feet in height upon their finding that the development:

1. Is consistent with the goals and policies of the Comprehensive Plan; and
2. Will be supported by adequate infrastructure, facilities, and public services to serve the development; and
3. Conducts a neighborhood meeting, in accordance with SMC 20.30.090, prior to application.

SMC 20.50.020 Dimensional requirements.

A. Table 20.50.020(1) – Densities and Dimensions in Residential Zones.

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

Residential Zones								
STANDARDS	R-4	R-6	R-8	R-12	R-18	R-24	R-48	TC-4
Base Density: Dwelling Units/Acre	4 du/ac	6 du/ac (7)	8 du/ac	12 du/ac	18 du/ac	24 du/ac	48 du/ac	Based on bldg. bulk limits

Att. B - Draft Dev. Code Amendments for Height and Development Agreements

Draft Development Code Amendments – MUR-70’ Zone

Rev. 3/24/2022

Residential Zones								
STANDARDS	R-4	R-6	R-8	R-12	R-18	R-24	R-48	TC-4
Min. Density	4 du/ac	4 du/ac	4 du/ac	6 du/ac	8 du/ac	10 du/ac	12 du/ac	Based on bldg. bulk limits
Min. Lot Width (2)	50 ft	50 ft	50 ft	30 ft	30 ft	30 ft	30 ft	N/A
Min. Lot Area (2) (13)	7,200 sq ft	7,200 sq ft	5,000 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	2,500 sq ft	N/A
Min. Front Yard Setback (2) (3) (14)	20 ft	20 ft	10 ft	10 ft	10 ft	10 ft	10 ft	10 ft
Min. Rear Yard Setback (2) (4) (5)	15 ft	15 ft	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Min. Side Yard Setback (2) (4) (5)	5 ft min.	5 ft min.	5 ft	5 ft	5 ft	5 ft	5 ft	5 ft
Base Height (9)	30 ft (35 ft with pitched roof)	30 ft (35 ft with pitched roof)	35 ft	35 ft	35 ft (40 ft with pitched roof)	35 ft (40 ft with pitched roof) (16)	35 ft (40 ft with pitched roof) (8) (16)	35 ft (16)
Max. Building Coverage (2) (6)	35%	35%	45%	55%	60%	70%	70%	N/A
Max. Hardscape (2) (6)	45%	50%	65%	75%	85%	85%	90%	90%

Table 20.50.020(2) – Densities and Dimensions in Mixed Use Residential Zones.

Note: Exceptions to the numerical standards in this table are noted in parentheses and described below.

STANDARDS	MUR-35'	MUR-45'	MUR-70' (10)
Base Density: Dwelling Units/Acre	N/A	N/A	N/A
Min. Density	12 du/ac (17)	18 du/ac	48 du/ac
Min. Lot Width (2)	N/A	N/A	N/A
Min. Lot Area (2)	N/A	N/A	N/A
Min. Front Yard Setback (2) (3)	0 ft if located on an arterial street	15 ft if located on 185th Street (15)	15 ft if located on 185th Street (15)

Att. B - Draft Dev. Code Amendments for Height and Development Agreements

Draft Development Code Amendments – MUR-70’ Zone

Rev. 3/24/2022

STANDARDS	MUR-35'	MUR-45'	MUR-70' (40)
	10 ft on nonarterial street 22 ft if located on 145th Street (15)	0 ft if located on an arterial street 10 ft on nonarterial street 22 ft if located on 145th Street (15)	22 ft if located on 145th Street (15) 0 ft if located on all other streets
Min. Rear Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft (20)
Min. Side Yard Setback (2) (4) (5)	5 ft	5 ft	5 ft (20)
Base Height (9) (16)	35 ft	45 ft	70 ft (11) (12) (13)
Max. Building Coverage (2) (6)	N/A	N/A	N/A
Max. Hardscape (2) (6)	85%	90%	90%

Exceptions to Table 20.50.020(1) and Table 20.50.020(2):

(1) Repealed by Ord. 462.

(2) These standards may be modified to allow unit lot developments, mixed single-family attached developments and zero lot line developments. Setback variations apply to internal lot lines only. Overall site must comply with setbacks, building coverage and hardscape limitations; limitations for individual lots may be modified.

(3) For single-family detached development exceptions to front yard setback requirements, please see SMC 20.50.070.

(4) For single-family detached development exceptions to rear and side yard setbacks, please see SMC 20.50.080.

(5) For developments consisting of three or more dwellings located on a single parcel, the building setback shall be 15 feet along any property line abutting R-4 or R-6 zones. Please see SMC 20.50.160.

(6) The maximum building coverage shall be 35 percent and the maximum hardscape area shall be 50 percent for single-family detached development located in the R-12 zone.

(7) The base density for single-family detached dwellings on a single lot that is less than 14,400 square feet shall be calculated using a whole number, without rounding up, except when a single lot is divided by a zone boundary. Refer to subsection (D)(2)(a) of this section for calculation of density when a single lot is divided by a zone boundary.

(8) For development on R-48 lots abutting R-12, R-18, R-24, R-48, NB, CB, MB, CZ and TC-1, 2 and 3 zoned lots, the maximum height allowed is 50 feet and may be increased to a maximum of 60 feet with the approval of a conditional use permit.

Att. B - Draft Dev. Code Amendments for Height and Development Agreements
Draft Development Code Amendments – MUR-70' Zone

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(9) Base height for public and private K through 12 schools in all zoning districts except R-4 is 50 feet. Base height may be exceeded by gymnasiums to 55 feet and by theater fly spaces to 72 feet.

(10) ~~Dimensional standards in the MUR-70' zone may be modified with an approved development agreement.~~ Repealed

(11) Developments that exceed the base height and do not qualify for a height bonus within the Deep Green Incentive Program in SMC 20.50.630, or the significant tree retention bonus in footnotes 12 below, or the allowable exceptions to height in SMC 20.50.050, may develop to the maximum allowable height of 140 feet, subject Administrative Design Review approval and to the following:~~The maximum allowable height in the MUR-70' zone is 140 feet with an approved development agreement.~~

a. The affordable housing requirements for MUR-70'+ in SMC 20.40.235 are satisfied;

b. One of the following are provided:

1. The development provides commercial space of at least 10,000 square feet; or

2. Thirty percent of the ground floor area within the development is devoted to neighborhood amenities that include areas open and accessible for the community, office space for nonprofit organizations, an eating or drinking establishment, or other space that may be used for community functions. The neighborhood amenity area should be at grade and adjacent to sidewalks or pedestrian paths.

c. The development shall provide park, recreation, open space, or plaza area open and accessible to the public. The area shall be in addition to the requirements for Public Places and Multifamily Open Space in SMC 20.50.240 subsection (F) and (G);

d. The development shall provide one percent of the building construction valuation to be paid by the applicant for contribution toward art or placemaking amenities that are open and accessible to the public; and

e. The development shall provide subarea improvements such as utility infrastructure system improvements, off-site frontage improvements (consistent with the Engineering Development Manual), or installation of amenities such as transit stop shelters, lighting, or wayfinding signage.

(12) Base height in the MUR-70' zone may be increased up to 80 feet when at least 10 percent of the significant trees on site are retained and up to 90 feet when at least 20 percent of the significant trees on site are retained.

(13) All building facades in the MUR-70' zone fronting on any street shall be stepped back a minimum of 10 feet for that portion of the building above 45 feet in height. Alternatively, a building in the MUR-70' zone may be set back 10 feet at ground level instead of providing a 10-foot step-back at 45 feet in height. MUR-70' fronting on 185th Street shall be set back an

Att. B - Draft Dev. Code Amendments for Height and Development Agreements
Draft Development Code Amendments – MUR-70' Zone

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additional 10 feet to use this alternative because the current 15-foot setback is planned for street dedication and widening of 185th Street.

(14) The minimum lot area may be reduced proportional to the amount of land needed for dedication of facilities to the City as defined in Chapter 20.70 SMC.

(15) The exact setback along 145th Street (Lake City Way to Fremont Avenue) and 185th Street (Fremont Avenue to 10th Avenue NE), up to the maximum described in Table 20.50.020(2), will be determined by the Public Works Department through a development application.

(16) Base height may be exceeded by 15 feet for rooftop structures such as elevators, arbors, shelters, barbeque enclosures and other structures that provide open space amenities.

(17) Single-family detached dwellings that do not meet the minimum density are permitted in the MUR-35' zone subject to the R-6 development standards.

(18) The minimum front yard setback in the MUR-70' zone may be reduced to five feet on a nonarterial street if 20 percent of the significant trees on site are retained.

(19) The maximum hardscape for public and private kindergarten through grade 12 schools is 75 percent.

(20) Setback may be reduced to zero feet when a direct pedestrian connection is provided to adjacent light rail transit stations, light rail transit parking garages, transit park and ride lots, or transit access facilities.

SMC 20.30.255 Development agreement (Type L).

A. **Purpose.** To define the development of property in order to implement framework goals to achieve the City's adopted vision as stated in the Comprehensive Plan. A development agreement is permitted in all zones and may modify development standards contained in Chapter 20.50 SMC. ~~A development agreement in the MUR-70' zone may be approved to allow increased development potential above the zoning requirements in Chapter 20.50 SMC.~~

B. **Development Agreement Contents (General).** A development agreement shall set forth the development standards and other provisions that shall apply to govern and vest the development, use, and mitigation of the development of the real property for the duration specified in the agreement (RCW 36.70B.170). Each development agreement approved by the City Council shall contain the development standards applicable to the subject real property. For the purposes of this section, "development standards" includes, but is not limited to:

1. Project elements such as permitted uses, residential densities, and nonresidential densities and intensities or building sizes;

2. The amount and payment of impact fees imposed or agreed to in accordance with any applicable provisions of State law, any reimbursement provisions, other financial contributions by the property owner, inspection fees, or dedications;

Att. B - Draft Dev. Code Amendments for Height and Development Agreements
Draft Development Code Amendments – MUR-70' Zone

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3. Mitigation measures, development conditions, and other requirements under Chapter 43.21C RCW;
4. Design standards such as maximum heights, setbacks, drainage and water quality requirements, landscaping, and other development features;
5. Affordable housing units;
6. Parks and open space preservation;
7. Phasing of development;
8. Review procedures and standards for implementing decisions;
9. A build-out or vesting period for applicable standards;
10. Any other appropriate development requirement or procedure;
11. Preservation of significant trees; and
12. Connecting, establishing, and improving nonmotorized access.

C. Decision Criteria. A development agreement (~~general development agreement and development agreements in order to increase height above 70 feet~~) may be granted by the City only if the applicant demonstrates that:

1. The project is consistent with goals and policies of the Comprehensive Plan. If the project is located within a subarea plan, then the project shall be consistent with the goals and policies of the subarea plan.
2. The proposed development uses innovative, aesthetic, energy-efficient and environmentally sustainable architecture and site design.
3. There is either sufficient capacity and infrastructure (e.g., roads, sidewalks, bike lanes) that meet the City's adopted level of service standards (as confirmed by the performance of a transportation impact analysis) in the transportation system (motorized and nonmotorized) to safely support the development proposed in all future phases or there will be adequate capacity and infrastructure by the time each phase of development is completed. If capacity or infrastructure must be increased to support the proposed development agreement, then the applicant must identify a plan for funding their proportionate share of the improvements.
4. There is either sufficient capacity within public services such as water, sewer and stormwater to adequately serve the development proposal in all future phases, or there will be adequate capacity available by the time each phase of development is completed. If capacity must be increased to support the proposed development agreement, then the applicant must identify a plan for funding their proportionate share of the improvements.

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5. The development agreement proposal contains architectural design (including but not limited to building setbacks, insets, facade breaks, roofline variations) and site design standards, landscaping, provisions for open space and/or recreation areas, retention of significant trees, parking/traffic management and multimodal transportation improvements and other features that minimize conflicts and create transitions between the proposal site and property zoned R-4, R-6, R-8 or MUR-35'.

6. The project is consistent with the standards of the critical areas regulations, Chapter 20.80 SMC, Critical Areas, or Shoreline Master Program, SMC Title 20, Division II, and applicable permits/approvals are obtained.

~~D. **Development Agreement Contents for Property Zoned MUR-70' in Order to Increase Height Above 70 Feet.** Each development agreement approved by the City Council for property zoned MUR-70' for increased development potential above the provision of the MUR-70' zone shall contain the following:~~

~~1. Twenty percent of the housing units constructed on site shall be affordable to those earning less than 60 percent of the median income for King County adjusted for household size. The units shall remain affordable for a period of no less than 99 years. The number of affordable housing units may be decreased to 10 percent if the level of affordability is increased to 50 percent of the median income for King County adjusted for household size. A fee in lieu of constructing any fractional portion of mandatory units is based on the adopted fee schedule (Chapter 3.01 SMC). Full units are not eligible for the fee in lieu option and must be built on site. The fee will be specified in SMC Title 3.~~

~~2. Entire development is built to LEED Gold standards.~~

~~3. Structured parking for at least 90 percent of the required parking spaces for a development. Structured parking includes underground parking, under-building parking and aboveground parking garage. Unstructured parking shall be located interior to the site.~~

~~4. An agreement to purchase transfer of development rights (TDR) credits at a rate of \$5,000 per unit up to a maximum of 50 TDRs per development agreement as authorized by the City Council and not to exceed Shoreline's allocation of TDR credits.~~

~~5. Applicant shall dedicate park space sufficient to accommodate each projected resident of the development, to be determined by a formula to be established by rule in consultation with the Parks Board. Dedicated space must be open and accessible to the public from a public street.~~

~~6. Development agreements in MUR-70' shall include at least two of the following components and may not be combined:~~

~~a. Entire site uses combined heat and power infrastructure or district energy.~~

~~b. Commercial space of at least 40,000 square feet.~~

~~c. Thirty percent of the ground floor area for neighborhood amenities that may include areas open and accessible for the community, office space for nonprofit~~

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Draft Development Code Amendments – MUR-70' Zone

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~~organizations, an eating or drinking establishment, or other space that may be used for community functions.~~

~~d.—Two percent of the building construction valuation shall be paid by the property owner/developer to the City to fund public parks, open space, art, or other recreational opportunities open and accessible to the public within the station subarea as defined in the City's Parks, Recreation, and Open Space Plan.~~

~~e.—Provide additional off-site frontage improvements (as required by the Engineering Development Manual) that connect a proposed development to amenities near the subject project. Amenities may include transit stops, light rail station, commercial uses, etc.~~

~~f.—Providing street-to-street dedicated public access. Examples include an alley, pedestrian/bicycle path, or other nonmotorized vehicle trail.~~

ED. **Development Agreement Approval Procedures.** The City Council may approve development agreements through the following procedure:

1. A development agreement application incorporating the elements stated in subsection B of this section may be submitted by a property owner with any additional related information as determined by the Director. After staff review and SEPA compliance, the Planning Commission shall conduct a public hearing on the application. The Planning Commission shall then make a recommendation to the City Council pursuant to the criteria set forth in subsection C of this section and the applicable goals and policies of the Comprehensive Plan. The City Council shall approve, approve with additional conditions, or deny the development agreement. The City Council shall approve the development agreement by ordinance or resolution;
2. **Recorded Development Agreement.** Upon City Council approval of a development agreement under the procedure set forth in this subsection E, the property owner shall execute and record the development agreement with the King County Recorder's Office to run with the land and bind and govern development of the property.

SMC 20.40.235 Affordable housing, light rail station subareas.

A. The purpose of this index criterion is to implement the goals and policies adopted in the Comprehensive Plan to provide housing opportunities for all economic groups in the City's light rail station subareas. It is also the purpose of this criterion to:

1. Ensure a portion of the housing provided in the City is affordable housing;
2. Create an affordable housing program that may be used with other local housing incentives authorized by the City Council, such as a multifamily tax exemption program, and other public and private resources to promote affordable housing;
3. Use increased development capacity created by the mixed-use residential zones to develop voluntary and mandatory programs for affordable housing.

Att. B - Draft Dev. Code Amendments for Height and Development Agreements
Draft Development Code Amendments – MUR-70' Zone

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B. Affordable housing is voluntary in MUR-35' and mandatory in the MUR-45' and MUR-70' zones. The following provisions shall apply to all affordable housing units required by, or allowed through, any provisions of the Shoreline Municipal Code:

1. The City provides various incentives and other public resources to promote affordable housing. Specific regulations providing for affordable housing are described below:

	MUR-70'+	MUR-70'	MUR-45'	MUR-35'
Mandatory Participation	Yes	Yes	Yes	No
Incentives (3) (4)	Height may be increased above 70 ft.; no density limits; and may be eligible for 12-year, <u>or 20-year</u> property tax exemption (PTE) pursuant to Chapter 3.27 SMC; permit fee reduction pursuant to SMC 20.40.235(F); and impact fee reduction pursuant to SMC Title 3.	Entitlement of 70 ft. height; no density limits; and may be eligible for 12-year, <u>or 20-year</u> property tax exemption (PTE) pursuant to Chapter 3.27 SMC; permit fee reduction pursuant to SMC 20.40.235(F); and impact fee reduction pursuant to SMC Title 3.	Entitlement of 45 ft. height; no density limits; and may be eligible for 12-year, <u>or 20-year</u> property tax exemption (PTE) pursuant to Chapter 3.27 SMC; permit fee reduction pursuant to SMC 20.40.235(F); and impact fee reduction pursuant to SMC Title 3.	No density limits; and may be eligible for 12-year, <u>or 20-year</u> property tax exemption (PTE) pursuant to Chapter 3.27 SMC; permit fee reduction pursuant to SMC 20.40.235(F); and impact fee reduction pursuant to SMC Title 3.
Studio, 1 bedroom (3) (4)	20% of rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size; or 10% of rental units shall be affordable to households making 50% or less of the median income for King County adjusted for household size.	20% of rental units shall be affordable to households making 70% or less of the median income for King County adjusted for household size; or 10% of rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size.		
2+ bedrooms (3) (4)	20% of the rental units shall be affordable to households making	20% of the rental units shall be affordable to households making 80% or less of the median income for King County adjusted for household size; or		

Att. B - Draft Dev. Code Amendments for Height and Development Agreements

Draft Development Code Amendments – MUR-70’ Zone

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	MUR-70'+	MUR-70'	MUR-45'	MUR-35'
	70% or less of the median income for King County adjusted for household size; or 10% of the rental units shall be affordable to households making 60% or less of the median income for King County adjusted for household size.	10% of the rental units shall be affordable to households making 70% or less of the median income for King County adjusted for household size.		

2. Payment in lieu of constructing any fractional portion of mandatory units is available upon City Council's establishment of a fee in lieu formula. See subsection (E)(1) of this section. Full units are not eligible for fee in lieu option and must be built on site.

3. In order to be eligible for a property tax exemption pursuant to Chapter 3.27 SMC, 20 percent of units must be built to affordability standards.

4. In order to be eligible for permit or impact fee reductions or waivers, units must be affordable to households making 60 percent or less of the King County area median income.

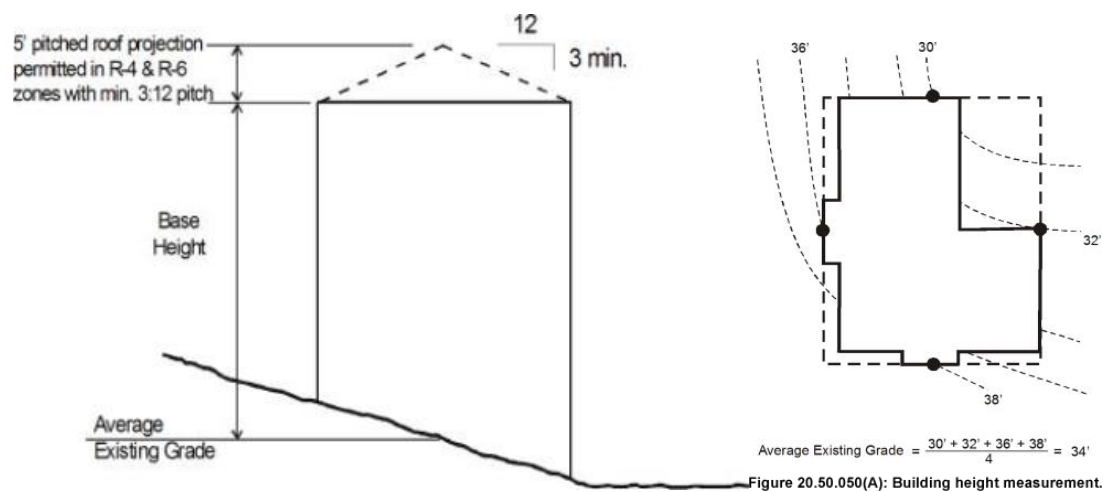
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Building Height Examples

Examples

Generally, a story of a building is anywhere from 10-15 feet high. The taller the structure, the larger the story is likely to be. Shoreline's commercial design standards require all ground floor commercial spaces to be constructed with a minimum floor-to-ceiling height of 18 feet, and a minimum clear height of 15 feet. This means that mixed-use buildings with ground floor commercial will have a larger ground level story.

For the purposes of the zoning code, building height is measured from the average existing grade to the peak of the structure:



35' Height

30-35' is the maximum height in the City's low density residential zone districts, as well as the MUR-35 zone district. This height allows for typical single-family dwellings, duplexes, and 2-3 story townhomes.

Example: corner of 3rd Ave NE and NE 180th St (Shoreline)



Att. C - Building Height Examples

Example: 18322 1st Ave NE (Shoreline)



45' Height

45' is the maximum height in the City's MUR-45 zone district. This height allows for 3-4 story townhomes, condos and apartments.

Example: Townhomes at Northeast Ellis Drive and 8th Avenue Northeast (Issaquah Highlands)



Att. C - Building Height Examples



60' Height

A 60' height limit results in up to 4-5 stories, depending on grade change.

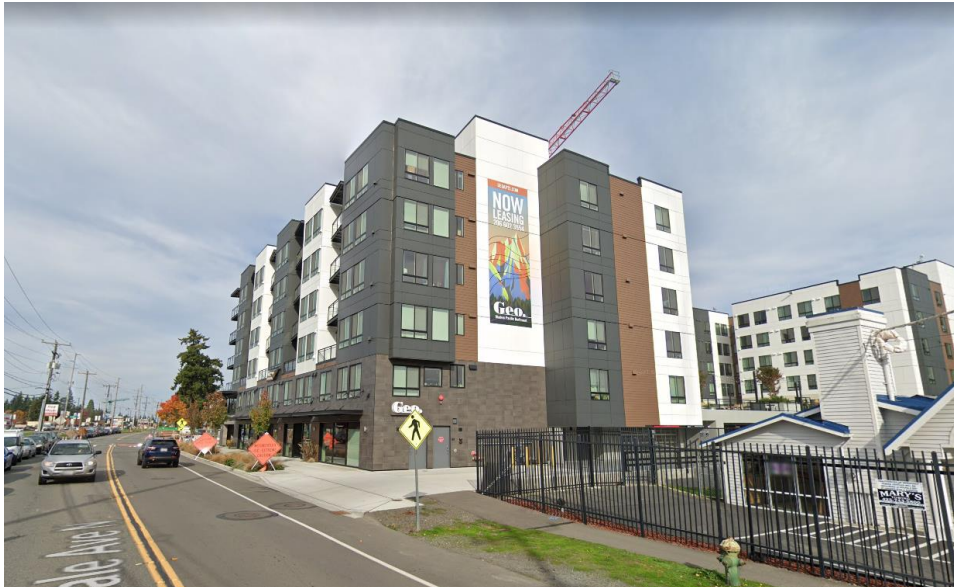
Example: Postmark Apartments at NE 175th St and 15th Ave NE (Shoreline)



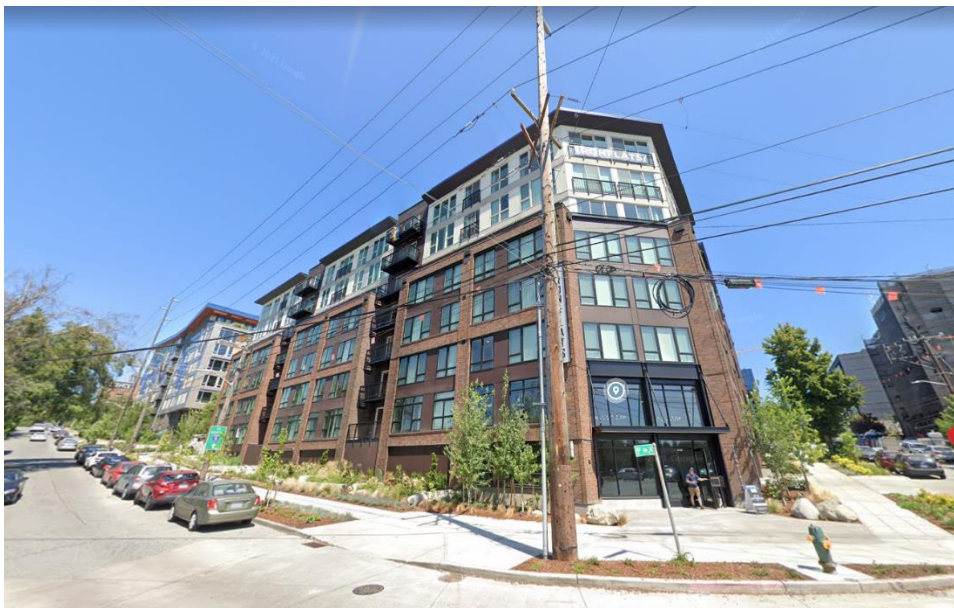
70' Height

A 70' height limit results in up to 7 stories, depending on grade change. Five-over-two or five-over-one podium designs, referencing five floors of timber frame over a concrete podium base, are popular given height limits and building code requirements. This mid-rise height is popular for apartment complexes throughout the region.

Example: Geo Apartments at Midvale Ave N and NE 180th St (Shoreline)



Example: Ironflats Apartments, NE 66th St and 8th Ave NE (Seattle)



100' Height

100' height limits allow for up to 9-10 stories, depending on grade change.

Melrose Avenue and Pine Street (Seattle – Capitol Hill)



Staybridge Suites at Mercer Street and Fairview Avenue North (Seattle – SLU)



Att. C - Building Height Examples

120' Height

120' height limits allow for up to 10-11 stories, depending on grade change.

Example: Seattle University residence hall at 1107 E Madison St (Seattle – Capitol Hill)



140' height

140' height limits allow for up to 12-13 stories, depending on grade change.

Example: Mirabella Retirement Community at 116 Fairview Ave N (Seattle – SLU) 12 stories above grade



Att. C - Building Height Examples

Example: Amazon Brazil building, 400 9th Ave N (Seattle – SLU) approx. 12 stories above grade, ground floor commercial use.



Planning Commission Meeting Date: April 7, 2022

Agenda Item: 9a.

PLANNING COMMISSION AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Amending Planning Commission Rules of Procedure

DEPARTMENT: Planning & Community Development

PRESENTED BY: Andrew Bauer, Planning Manager

Public Hearing

Study Session

Recommendation Only

Discussion

Update

Other: Action

INTRODUCTION

The Planning Commission’s Rules of Procedure (Rules) were recently amended in December 2019 and assist in the orderly conduct of the Commission’s business. Tonight, the Commission is to consider amendments to its Rules related to remote attendance at Commission meetings along with in-person and on-line public comment.

Pursuant to Article IX(A), the Rules may be amended at any regular meeting or special meeting by a majority vote of the Planning Commission as a whole (four (4) affirmative votes).

DISCUSSION

In April 2020, as a result of the COVID-19 pandemic, the Planning Commission held its first remote electronic meeting with all Commissioner’s attending remotely. With the passage of Resolution No. 459 on June 1, 2020, the Shoreline City Council directed that all Boards and Commissions suspend any rules or practices that require meetings to occur in person and to hold all meetings virtually through videoconferencing software and to continue to do so until the City Council directed otherwise. In addition, in March 2020, Washington’s Governor issued Proclamation 20-28 prohibiting public agencies from holding in-person meetings.

In November 2021, with the passage of Resolution No. 485, the City Council updated their Rules to allow for Councilmembers and City Staff to attend meetings remotely, as needed, and to continue to allow the public to participate over the telephone or on-line.

With the 2022 Legislative Session, the Legislature passed, and the Governor signed Engrossed Substitute House Bill 1329. This House Bill amended the Open Public Meetings Act, chapter 42.30 RCW, not only in recognition of the benefit remote participation by the public provides to the government but also the ability to conduct remote meetings in event of an emergency.

Approved By: Project Manager: _____ Planning Director: _____

9a. SR - Planning Commission Rules Of Procedure Update

Attachment A are the proposed amendments to the Planning Commission's Rules of Procedures. These amendments are largely parallel to those adopted by the City Council and provide the ability of a Commissioner to attend remotely and the procedures for such remote attendance. The amendments also denote that the public can participate in two ways – in-person and on-line/telephone. Lastly, there is a single housekeeping amendment to change any use of "By Laws" to "Rules of Procedure."

RECOMMENDATION

Staff recommends that the Planning Commission discuss the proposed amendments and vote to approve those amendments to the Commission's Rules of Procedure so as to become effective upon approval by a majority of the Commission.

ATTACHMENTS

Attachment A: Amended Commission Rules of Procedure

Approved By: Project Manager: ____ Planning Director: ____

CITY OF SHORELINE
Planning Commission Rules of Procedure

Original Adoption
February 15, 1996

Revisions
November 6, 1997
October 15, 1998
January 18, 2001
April 5, 2001
April 3, 2003
April 7, 2005
March 16, 2006
May 1, 2008
October 1, 2009
March 18, 2010
December 1, 2011
March 7, 2013
October 6, 2016
July 18, 2019
December 5, 2019
April 7, 2022

ARTICLE I - AUTHORITY AND PURPOSE

As authorized by RCW 35A.63.020, on July 31, 1995, the Shoreline City Council adopted Ordinance 36, creating the Shoreline Planning Commission. Chapter 2.20 of the Shoreline Municipal Code (SMC) provides for the membership, organization, and duties of the Planning Commission.

The Planning Commission serves as an advisory body to the City Council. The purpose of the Planning Commission, as set forth in SMC 2.20.010, is to provide guidance and direction for Shoreline’s future growth through continued review and improvement to Shoreline’s comprehensive land use plan, zoning code, shoreline management, environmental protection, and related land use documents.

Pursuant to SMC 2.20.030, the Planning Commission is authorized to adopt such rules and regulations as are necessary for the conduct of its business. These Rules of Procedure Bylaws are such rules and regulations.

ARTICLE II - MEMBERSHIP

A. Appointment and Term

1. The Planning Commission shall consist of seven (7) Commissioners, appointed by majority vote of the City Council.
2. Each Commissioner shall be appointed for a term of four (4) consecutive years. No Commissioner shall serve longer than two (2) consecutive terms. A Commissioner who has served more than half a term is considered to have served a full term.
3. New Commissioners, or those reappointed for an additional term, shall be sworn in by the Mayor, Deputy Mayor, or other designated City Councilmember.

B. Resignation of Office

Any Commissioner desiring to resign from the Planning Commission shall provide written notice of his/her resignation as soon as reasonably possible, but no less than thirty (30) calendar days prior to the effective date of resignation except under extenuating circumstances. Written notice shall be submitted to the Clerk of the Planning Commission. The Clerk shall promptly present the resignation to the City Council.

C. Removal or Forfeiture of Office

1. A Commissioner must be a resident or own property within the City of Shoreline. If at any time during a Commissioner's term a Commissioner fails to reside or own property in the City of Shoreline, then the Commissioner shall be deemed to have forfeited his/her appointment. Forfeiture is effective immediately as the individual no longer satisfies the qualifications of membership set forth in SMC 2.20.020.
2. Commissioners may be removed by a majority vote of the City Council for neglect of duty, conflict of interests, malfeasance in office, or other just cause, including unexcused absence.

D. Vacancies

Vacancies occurring other than through the expiration of terms shall be filled for the unexpired terms by the City Council in the same manner as for appointments as provided in Shoreline Municipal Code 2.20.020(C).

ARTICLE III - DUTIES OF THE COMMISSION, OFFICERS, AND CLERK

A. Duties of the Commission

1. The Planning Commission shall undertake the duties and responsibilities as set forth in SMC 2.20.060 and any other duties as may be conferred upon the Planning Commission from time to time by ordinance, resolution, or motion of the City Council.
2. When participating in a recommendation, it shall be the obligation of every Commissioner to be familiar with the facts on a matter in order to reach an informed, reasoned decision. If a Commissioner was absent from a meeting, the Commissioner shall familiarize himself/herself with the subject matter, using the file of record and the video recording of the meeting.

B. Officers

Planning Commission Officers shall consist of a Chair and a Vice-Chair; both appointed members of the Planning Commission and voted into office by the Planning Commission.

1. Chair of the Planning Commission

- a. The Chair shall be a full voting member of the Planning Commission.
- b. The Chair shall serve as the Presiding Officer for all meetings and public hearings and shall:
 - i. Call the meeting to order and adjourn the meeting,
 - ii. Keep the meeting to its order of business,
 - iii. Control discussion in an orderly manner,
 - iv. Give each Commissioner an opportunity to speak when recognized by the Chair,
 - v. Permit public participation at the appropriate times, and
 - vi. Maintain the decorum, respect, and order of the meeting or hearing.
- c. The Chair shall appoint all committees and their respective chairs; and may act as an ex-officio member of a committee but without voting privileges. Prior to making such appointments, the Chair shall solicit interest from Commissioners as to service.
- d. The Chair may delegate duties to other Commissioners with the consent of the Planning Commission.
- e. The Chair may speak on behalf of the Planning Commission before the City Council, the public, and City staff. When the Chair is representing the Planning Commission, the Chair must support and advocate the official position of the Planning Commission, not a personal viewpoint.
- f. The Chair shall sign all official papers involving the authority of the Planning Commission which are transmitted to the City Council.

2. Vice Chair of the Planning Commission

The Vice Chair shall assume the duties and powers of the Chair when the Chair is absent.

3. Chair Pro Tem of the Planning Commission

In absence of both the Chair and Vice Chair, members shall elect a Chair pro tem in the same manner as the Chair is appointed in Article IV Elections.

4. Term

The term of an Officer shall be defined as one year. An Officer may serve in the same capacity for no more than two (2) consecutive one-year terms.

C. Clerk of the Planning Commission

1. The Clerk shall prepare and post the agendas of all regular and special meetings and all notices of cancellation for such meetings. [The agenda shall provide the method for remote attendance at a meeting by the Public.](#)
2. At the minimum, the Clerk shall post agendas and notices of cancellation on the bulletin board at the Shoreline City Hall and on the City's website.
3. The Clerk shall prepare summary minutes, which must be approved by the Planning Commission.
4. The Clerk shall record each meeting of the Planning Commission either by audio or audio/visual.

5. The Clerk shall retain such recordings, minutes, and any official records of the Planning Commission, including staff reports and recommendations, in conformance with chapter 40.14 RCW and the Local Government Common Records Retention Schedule.

ARTICLE IV – ELECTIONS

A. Elections

The Planning Commission shall elect a Chair and a Vice Chair each year. Generally, the Chair and Vice Chair shall be elected and take office annually at the first regular public meeting of the Planning Commission in April of each year. Such election shall take place as the first item of new business of that meeting, and elected Officers shall immediately assume their duties at the close of elections.

B. Election of the Chair

The election of Chair will be conducted by the Clerk of the Planning Commission. No one Commissioner may nominate more than one (1) person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second. The Clerk will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nomination, the Clerk will ask again for further nominations and if there are none, the Clerk will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for the Chair takes place in the order nominations were made. Only affirmative votes shall be given, and Commissioners will be asked to vote by a raise of hands. As soon as one of the nominees receives a majority vote of the Planning Commission as a whole (four (4) affirmative votes), the Clerk will declare him/her elected. No votes will be taken on the remaining nominees. A tie vote results in a failed nomination. If none of the nominees receives a majority vote, the Clerk will call for nominations again and repeat the process until a single candidate receives a majority vote.

C. Election of Vice Chair

Upon election, the Chair conducts the election for Vice Chair following the same process set forth for the election of the Chair.

D. Vacancies

1. Should the Office of Chair be vacated prior to the completion of the Term, the Vice-Chair shall become the Chair and assume the duties and responsibilities of the Chair for the remainder of the said Term. The new Chair shall then conduct elections for a new Vice-Chair.
2. Should the Office of the Vice-Chair be vacated prior to the completion of the Term, the Chair shall conduct elections for a new Vice-Chair to serve out the remainder of the Term at the next regular meeting.
3. Time spent fulfilling a vacated Term shall not count towards the two (2) consecutive Term limit for Chair and for Vice-Chair.

ARTICLE V - MEETINGS

All Planning Commission regular and special meetings and hearings shall be properly noticed and

open to the public in compliance with the requirements of the Open Public Meetings Act (OPMA), chapter 42.30 RCW, as amended from time to time, and this Article.

Meetings of the Planning Commission shall be held in the Council Chambers of Shoreline City Hall, 17500 Midvale Avenue N, Shoreline, Washington. All meetings shall be held at this location except when the Planning Commission, by majority vote of those present at any regular or special meeting, directs otherwise.

A. Regular Meetings.

1. Regular meetings shall be held at 7:00 pm on the first and third Thursday of each month. Should a regular meeting day be an observed legal holiday, the scheduled meeting shall be postponed to the succeeding Thursday, unless a majority of the Planning Commission, at the immediately preceding regular meeting, vote to select another day or to cancel the meeting.
2. Any Planning Commission meeting, present or future, regular or special, may be cancelled by a majority vote of the Planning Commissioners present at the meeting where cancellation is being considered. The Chair, or Vice Chair if serving as Chair pro tem, may cancel a Planning Commission meeting for lack of agenda items.
3. The Clerk of the Planning Commission shall post timely notice of the cancelled meeting as provided in this Article.

B. Special Meetings

1. Special meetings may be called by the Chair of the Planning Commission, the City Council or Mayor, City Manager, or by the request of any four (4) Commissioners by delivering written notice personally or by electronic mail to each member of the Commission at least 24 hours before the time specified for the proposed special meeting.
2. Notices of special meetings shall conform to the requirements of the OPMA and specify the time and place of the special meeting and the subjects to be considered, and no subject other than those specified in the notice shall be considered.
3. No special meetings shall be scheduled between December 15th and the end of the year.
4. The agenda for a special meeting need not conform to that specified in Section C of this Article.

C. Order of Business

The order of business for each regular meeting of the Commission shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. General Public Comment
6. Public Hearings
 - a. Staff/Applicant Presentation
 - b. Public Testimony
7. Study Items
 - a. Staff/Applicant Presentation

- b. Public Comment
- 8. Director's Report (optional)
- 9. Unfinished Business
- 10. New Business
- 11. Reports of Committees/Commissioners/Announcements
- 12. Agenda for next meeting
- 13. Adjournment

D. Public Comment and Testimony

Planning Commission regular meetings may allow the public to express its views in-person in the Council Chambers or remotely through the telephone or online during ~~three (3)~~ comment periods: "General Public Comment", "Public Hearing Testimony" and "Study Item Public Comment".

- 1. During General Public Comment, the Planning Commission will take public comment on any subject which is not specifically scheduled on that meeting's agenda. General Public Comment at a Special Meeting is not required.
- 2. During Public Hearings or Study Sessions, the Planning Commission will take public testimony and/or comment after the Staff Presentation and any initial questions by the Commissioners which follows the presentation.
- 3. Individuals may speak for three (3) consecutive minutes or less, depending on the number of people wishing to speak. If more than ten (10) people are signed up to speak for any of the comment periods, each speaker will be allocated two (2) minutes.
- 4. An individual may only speak once on an agenda item unless the Chair authorizes otherwise. Time cannot be donated by one speaker to another.
- 5. The Chair or the Vice Chair, acting as Chair pro tem, has discretion to limit or extend time limitations and the number of people permitted to speak.
- 6. The Clerk of the Planning Commission shall be the timekeeper for all public comment or testimony.
- 7. The Chair shall advise all speakers that their testimony or comment is being recorded and to address the Planning Commission with all testimony or comments. ~~In all cases, speakers are asked to come to the podium to have their testimony or comments recorded. Individuals appearing in-person wishing to speak to agenda items must sign up prior to the start of the Agenda Item 6 and will be called to speak first, generally in the order in which they have signed. Individuals participating remotely wishing to speak to agenda items must sign up at least thirty (30) minutes prior to the start of the meeting and will be called on after in-person speakers. Speakers will, generally speak in the order in which they have signed.~~ Each speaker must begin by clearly stating their first and last name, city of residence, and if applicable, the organization they are representing.
- 8. Prior to closing the testimony or comment period, the Chair shall inquire if there are any additional speakers, in-person or remote, other than those that have signed up and previously spoken, and if there are they shall be allowed to speak.
- 8.9. Any person making disruptive, impertinent, ~~or~~ slandorous or threatening remarks while addressing the Planning Commission or during the meeting shall be asked to leave the Council Chambers by the Chair and barred from further audience before the Planning Commission at that meeting. If the person is participating in the meeting remotely, the Presiding Officer/Chair shall ask the Clerk of the Planning Commission to remove them

from the online video conferencing application or telephone connection.

9.10. Speakers will not be permitted to present comments or testimony via electronic methods (e.g. PowerPoint or screen sharing). Speakers attending in person [JAT1] may utilize visual aids; hardcopies of visual aids may be submitted to the Clerk for distribution to the Planning Commission.

E. Noticing

1. The Clerk of the Planning Commission shall cause the preliminary agenda for the forthcoming Planning Commission meeting to be posted on the bulletin board at Shoreline City Hall and on the City's website at least twenty-four (24) hours in advance of the meeting's start time.
2. Except when not reasonably possible, the Clerk of the Planning Commission shall make staff reports and supporting documentation for any meeting or public hearing available on the City's website at least seven (7) days in advance of the meeting. However, no staff report shall be made available less than five (5) days in advance of a hearing.
3. The Clerk of the Planning Commission shall provide notice of the agenda, staff reports, and supporting documentation available through any other means, including electronic mail to persons requesting notice, as deemed necessary by the Planning Commission or the City Manager.
4. Notice of a public hearing before the Planning Commission shall conform to SMC Chapter 20.30 Subchapter 4 and shall be the responsibility of the Planning and Community Development Department.

ARTICLE VI - RULES OF MEETINGS

A. Attendance

1. Attendance is expected of each Commissioner at all regular and special meetings. In the event that a Commissioner must miss a meeting, that Commissioner must notify the Clerk of the Planning Commission as soon as reasonably possible prior to the meeting. If a Commissioner is unable to contact the Clerk, the Commissioner shall contact the Director of Planning and Community Development, who shall convey the message to the Chair.
2. If a Commissioner fails to provide the required notice, the absence will be considered unexcused. The unexcused absence of a Commissioner from more than three (3) consecutive regular meetings may be cause for removal.
3. Emergency requests for an absence may be considered. The Chair may approve such an absence.

B. Remote Attendance.— The Commission recognizes the benefits of full attendance of its members at regular, special, and emergency meetings and expects Commissioners to attend meetings in-person. However, remote attendance by a Commissioner who is not able to be physically present, whether for all or part of a meeting, is allowed as needed subject to the following:

1. Notice: A Commissioner shall contact the Chair and the Clerk no later than three (3) hours prior to the Commission meeting for which they will attend remotely. If the Commissioner is unable to contact the Chair or the Clerk, the Commissioner shall contact the Planning Director, who shall convey the message to the

Chair/Presiding Officer.

After the Clerk has called the roll at a meeting, the Presiding OfficerChair shall indicate any Commissioner attending remotely. If joining after roll call, the Presiding OfficerChair shall note the time the Commissioner joined and, if before adjournment, when the Commissioner left. The Clerk will document both the remote attendance and times of attendance, if applicable, in the minutes.

2. Commissioner Remote Attendance Requirements:

- a. Remote attendance by a Commissioner shall be through the City's approved online videoconferencing application.
- b. A Commissioner's camera should be turned on when participating in the meeting.
- c. In order to effectively preside over the meeting, the Presiding OfficerChair needs to be physically present at the meeting, unless the entire Commission is remote. The Chair may attend the meeting remotely with the Vice Chair or another Commissioner presiding over the meeting from the physical meeting location.
- d. A Commissioner attending remotely will be marked present, counting towards a quorum and can vote during the meeting as if they were physically present.
- e. A Commissioner attending remotely must be able to hear public comment or testimony and staff's presentation in real time.

3. Staff Remote Attendance: The Director of Planning and Community Development will work with City Staff to determine whether attendance at a Planning Commission meeting should be in-person or whether remote attendance is appropriate.

B.C. Quorum

At all Planning Commission meetings, the presence of four (4) Commissioners constitutes a quorum and is required for transaction of business and the taking of official action. In the absence of a quorum, the Commissioners present at the meeting shall adjourn that meeting to a later date.

C.D. Rules of Procedure

The most current edition of Robert's Rules of Order Newly Revised shall provide the basis for meeting structure and official decisions shall be made by motion and vote of the Planning Commission. The Clerk of the Planning Commission or, if in attendance, the City Attorney or Assistant City Attorney, shall serve as the parliamentarian for the Commission, however, each Commissioner should adhere to Robert's Rules of Order.

D.E. Voting

1. Each Commissioner shall have one (1) vote.
2. Only Commissioners present at a meeting may vote. No vote may be cast by proxy.
3. All votes shall be taken by voice, except that at the request of any Commissioner, a roll call vote shall be taken by the Clerk of the Planning Commission.
4. In instances where a vote is called for or required, the present majority is sufficient to act (providing a quorum is present).
5. If a Commissioner is silent on a vote, it shall be recorded as an affirmative vote. If a Commissioner abstains, it shall be recorded as an abstention and not included in the vote tally.
6. The Chair may vote on any issue. If the Chair does not vote on an issue and the vote results in a tie, then the Chair shall vote to resolve the issue. No action is taken if the

Chair votes and the tie continues.

7. A majority vote shall carry, and minority opinions shall be formally registered in the summary minutes and reported to the City Council.

E.F. Adjournment, Recess, and Continuance

1. Meetings shall be adjourned by a majority vote of the Planning Commission or by the Chair when it appears that there is no further business to be conducted.
2. The Planning Commission may, by a majority vote or consensus, recess a meeting for a short break. The proposal to recess may set a time limit or can be until the Chair calls the meeting back to order.
3. Any meeting may, by majority vote of present members, be continued to any subsequent meeting of the Planning Commission. Whenever a meeting is continued, the Chair shall state the time and place for the continued meeting. Notice of the continuation shall be posted as soon as reasonably possible on the bulletin board in Shoreline City Hall and the City's website.

ARTICLE VII - COMMITTEES

Committees may be appointed by the Chair and serve at the pleasure of the Planning Commission.

A. Committees

1. A committee shall consist of no more than three (3) Commissioners, with the chair of the committee selected by the Chair.
2. A Committee shall be formed based on subject areas and shall analyze issues and receive subject matter briefings in advance of full Planning Commission consideration.
3. A Committee shall establish their own meeting schedule, and the deliberations thereof shall take the form of written reports, submitted to the entire Planning Commission.

B. Committee Meetings

Meetings of committees are not required to conform to the notice and recording keeping provisions of Article III or Article IV. HOWEVER, if a member of the public requests attendance at a committee meeting, the committee shall accommodate such a request.

ARTICLE VIII - CODE OF ETHICS AND DECORUM

A Planning Commissioner is a representative of the City of Shoreline and, therefore, a Commissioner's actions should reflect that representation.

- A.** Members of the Planning Commission shall fully comply with chapter 42.23 RCW, Code of Ethics for Municipal Officers, and the most current version of the City of Shoreline Code of Ethics, as adopted by the City Council.
- B.** Members of the Planning Commission shall fully comply with chapter 42.30 RCW, Open Public Meetings Act, including RCW 42.30.205 which requires training on the OPMA's requirements.
- C.** While the Planning Commission is in session, a Commissioner shall neither, by

conversation or otherwise, delay or interrupt the meeting or the peace of the Planning Commission, nor disrupt any Commissioner while speaking nor refuse to obey the orders of the Chair.

- D.** To preserve the integrity of the Planning Commission, if a Commissioner reasonably believes that he/she has a conflict of interest in regard to a matter before the Planning Commission, the Commissioner should recuse himself/herself from discussion or vote on the matter and shall leave the Council Chambers while the matter is under consideration. A Commissioner may seek advice from the City Attorney or Assistant City Attorney in making this determination.
- E.** If a Commissioner is meeting with, speaking to, or otherwise appearing before a member of the public, group, or other governmental agency, the Commissioner shall clearly state that his/her statement reflects their personal opinion if it is not the official position of the Planning Commission.

ARTICLE IX - AMENDMENTS

- A.** These ~~Bylaws~~ [Rules of Procedure](#) may be amended at any regular meeting or special meeting by a majority vote of the Planning Commission as a whole (four (4) affirmative votes).
- B.** Prior to amending these ~~Bylaws~~ [Rules of Procedure](#), the Chair may appoint a committee to prepare proposed amendments and said committee shall present its recommendation to the Planning Commission. However, any Commissioner may propose an amendment at any time provided that a copy of any proposed amendments shall be furnished to each Commissioner at least three (3) working days prior to the date of the meeting that it will be considered.
- C.** The Chair shall timely cause the City Council to be advised of all adopted amendments and shall direct the Clerk of the Planning Commission to reflect such amendments in the public record.