

## 6b. Staff Report - Planning Commission's Annual Report to City Council

Planning Commission Meeting Date: February 16, 2023

Agenda Item: 6b.

### PLANNING COMMISSION AGENDA ITEM

CITY OF SHORELINE, WASHINGTON

**AGENDA TITLE:** Planning Commission's Annual Report to City Council

**DEPARTMENT:** Planning and Community Development

**PRESENTED BY:** Andrew Bauer, Planning Manager

Steven Szafran, Senior Planner

Public Hearing

Discussion

Study Session

Update

Recommendation On

Other

#### DISCUSSION

Shoreline Municipal Code section 2.20.060 Duties-Responsibilities (F) states "The planning commission shall submit written periodic reports annually to the city council setting forth its progress in completing its work program for the current fiscal year." Traditionally, the Planning Commission has submitted a letter to the City Council in advance of the annual joint City Council and Planning Commission dinner meeting. Because of Covid restrictions, the Planning Commission has not met with the Council since February 2020. **Attachment A** is a draft letter prepared by staff that may serve as the annual report to the City Council. Staff would like to discuss the letter with the Planning Commission and receive feedback.

#### TIMING AND SCHEDULE

The Planning Commission's letter (**Attachment A**) needs to be finalized no later than April 20, 2023, for inclusion in the staff report packet for the May 8, 2023 dinner meeting. If the Planning Commission would like to review the letter again before the letter is signed by the Planning Commission Chair, then review of the letter can be added to an upcoming Planning Commission meeting agenda.

#### RECOMMENDATION

Staff recommends that the Planning Commission review the letter and provide staff with feedback for the final draft.

#### ATTACHMENTS

Attachment A - DRAFT letter to City Council from the Planning Commission.

Approved By:

Project Manager \_\_\_\_\_

Planning Director \_\_\_\_\_

# Att. A - Draft letter to City Council from the Planning Commission



City of Shoreline  
Planning  
Commission

Pam Sager  
Chair

Julius Rwamashongye  
Vice Chair

Janelle Callahan

Andy Galuska

Mei-shiou Lin

Christopher Mosier

Leslie Brinson

May 8, 2023

Mayor Scully and Members of the City Council:

Shoreline Municipal Code section 2.20.060 Duties-Responsibilities (F) states “The planning commission shall submit written periodic reports annually to the city council setting forth its progress in completing its work program for the current fiscal year.” The purpose of this letter is to serve as the annual report to the City Council by including a summary of the Planning Commission’s activities for the past year. First, two new Commissioners were appointed in March 2022 – Leslie Brinson and Christopher Mosier.

Since our last annual report to Council on February 8, 2020, the Planning Commission has advised the Council on several projects of note. The Planning Commission spent 2021 and 2022 studying and providing recommendations to the Council on:

- 2021 and 2022 Comprehensive Plan Amendments including a complete update to the Transportation Element and review of key components of the revised Transportation Master Plan.
- Housing Action Plan.
- Permanent regulations for Outdoor Seating.
- Permanent regulations related to Enhanced Shelters.
- Cottage Housing Development Code Amendments.
- Transfer of Development Rights Program and TDR Development Code Amendments (ongoing).
- Development Code Amendments including updates to the tree code, SEPA updates, and various administrative amendments.
- Development Code Amendments related to the MUR-70’ zone.
- Informational meetings on topics such as the Middle Housing Public Participation Plan, the 2024 Comprehensive Plan Public Participation Plan, and Community Land Trusts.
- Training for those Commissioners that attended the Washington Chapter American Planning Association annual conference in Vancouver, WA.

The Commission is looking forward to continuing work in 2023 to address:

- The 2024 Comprehensive Plan update;
- Middle Housing as part of the 2024 Comprehensive Plan update;
- The update of the Parks, Recreation, Open Space, and Arts Plan;
- Public Outreach and open houses related to the 2024 Comprehensive Plan update; and
- Transfer of Development Rights Development Code Amendments.

**Att. A - Draft letter to City Council from the Planning Commission**

The Commission looks forward to this exciting and meaningful work that is before us and to supporting the Community's and Council's goals.

Thank you for your support.

Sincerely,

Pam Sager, Planning Commission Chair

DRAFT