

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

Planning Commission Meeting Date: January 3, 2019

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: Paul Cohen, City Planning Manager

Public Hearing Study Session Recommendation On
 Discussion Update 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. 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 January 24, 2019 for inclusion in the staff report packet for the February 11th 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 January 17th Planning Commission meeting agenda.

RECOMMENDATION

No action is required. 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 for 2/11/19 Council Dinner Meeting

Approved By:

Project Manager 

Planning Director 



City of Shoreline
Planning
Commission

William Montero
Chair

Laura Mork
Vice Chair

Easton Craft

Suzanne Davis

Mei-shiou Lin

Jack Malek

David Maul

February 11, 2019

Mayor Hall 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 Spring 2018 – Suzanne Davis and Mei-shiou Lin. There are no Commissioners that have terms ending in 2019.

Since our last annual report to Council on January 4, 2018, the Planning Commission has advised the Council on several projects of note. The Planning Commission spent 2018 studying and providing recommendations to the Council on:

- 2018 Comprehensive Plan Amendments – included Surface Water Master Plan, Point Wells Subarea Plan, Removal of the Master Street Plan from the Transportation Master Plan, and Amending Policy LU10;
- 2018 Batch of Development Code Amendments – included 35 administrative, clarifying, policy, and private-initiative amendments;
- Residential Care Facilities including other types of city-wide care facilities;
- Consolidated Subdivision Process;
- Expansion of the Deep Green Incentive Program; and
- MUR-70’ Trees Code Amendments.

The Commission is looking forward to continuing work with staff in 2019 to address:

- Single-family Attached Design Guidelines;
- Wireless Telecommunication Facilities for Small Cell Equipment;
- Shoreline Master Program;
- Shoreline Place Development Agreement; and
- Easement and Dedication Amendments

The Commission especially looks forward to the City’s workplan to address the community-wide topic of housing choices and protections in our single-family neighborhoods in 2020.

Thank you for your support.

Sincerely,

William Montero, Planning Commission Chair