

Memo

To: Planning Commission Members
From: Richard Hart, Planning Manager
CC: David Nemens, Community Development Director
Date: November 18, 2010
Re: Discussion of Potential Planning Commission Work Plan Tasks for 2011

Based upon Planning Commission and staff discussion at the Nov. 4 Meeting, the Community Development Staff is providing the Planning Commission with a list of potential work program tasks for 2011. The Commission asked staff to provide some magnitude of time involved with each project and our suggested priority for the Commission to consider, as you prepare your recommendation to the Council in a joint study session in January or February, 2011. The list below provides that information.

The Commission traditionally meets with the Council at the 2nd Council meeting in January or the 1st meeting in February to make a recommendation on work program tasks for the upcoming year. The Council then makes a final decision on tasks and priorities for the Commission working with staff based upon resources.

Given the current staff resources, it is unlikely that all 100% of these tasks can be accomplished, but it is always good to have a list from which to choose.

The first three tasks are required by State and local statutes. The next two-tasks four and five-have been directed by the Council. Task six is necessary because it was inadvertently left out of the recently adopted downtown design standards & guidelines. Task seven is necessary as the City is totally overhauling it's city website and the Community Development Department elements and references to forms, documents, programs, and services must be revised to be up to date and more user friendly. Task eight is a high priority of both the City manager and the Community Development staff since it relates to future development of the downtown, including projects such as the Valley Medical health facilities and any future housing or other projects. Tasks seven & eight will be ongoing all year long, will require substantial hours, and will depend upon staff availability. Task nine consists of three zoning code amendments that have always been on our long-range list of code amendments for several years. While these tasks need to be corrected, we have adjusted to them with the current language for years and can probably survive another year.

- 1.) **Completion of the Shoreline Master Program Adoption by Council** {Required by Statute and DOE Contract} 400 staff hours-Richard and Salina
- 2.) **Annual Comprehensive Plan Docket** {Required by State and Local Statute} 1000 hours-Richard, Scott, Nelson, Don & Salina
 - a.) New Shoreline Master Program Element
 - b.) Revised Parks & Recreation Element
 - c.) Revised Capital Facilities Element
 - d.) Revised Downtown Element with Street Grid
- 3.) **Development of Zoning Regulations for Electric Vehicle Charging Stations** {Required by State Statute} 200 staff hours-Richard & Salina
- 4.) **Revised Zoning Regulations for Banner Signs** {Directed by Council} 60 staff hours-Richard, Salina & Louis.
- 5.) **Municipal Code Changes for Deferral of Collection of Traffic Impact Fees** {Directed by Council} 60 staff hours-David, Glenn, Don & Salina
- 6.) **Zoning Code Amendment to give CD Director ability to designate street types in TC Zone for determining design guidelines when public street type is not so designated.** {Staff Concern} 40 staff hours-David & Salina
- 7.) **Update Community Development Website: Forms, Documents & Services** {Staff Concern} 200 staff hours David, Kelly, Robert, & Salina
- 8.) **Water & Sewer Infrastructure Needs in Downtown Zones** {Major Concern of City Manager & Staff} 400 staff hours-David, Salina, Nelson, Don, City Manager & Utility Companies
- 9.) **Continuing Zoning Code Amendments** {Staff Concern}
 - a.) Revise Right-of-Way Vacation Chapter in Zoning Code to meet State requirements per RCW 60 staff hours-Salina & Nelson
 - b.) Revision of Definitions Section in Zoning Code 150 staff hours-Richard & Salina
 - c.) Revision of Wireless Communication Regulations in the Zoning Code 150 staff hours-Salina & Richard