

**City of Kenmore  
Planning Commission Meeting  
February 4, 2020 @ 7:00 p.m.**

**Planning Commission Members – In Attendance**

Mark Ohrenschall, Chair  
Carol Baker  
Suzanne Greathouse  
Nathan Loutsis  
Mike Mulcare  
Dennis Olson  
Mike Vanderlinde

**Consultants & Staff**

Lauri Anderson, Principal Planner  
Maura Query, Administrative Assistant

**1. CALL TO ORDER**

The meeting was called to order by Chair Ohrenschall at 7:00 p.m.

**2. ELECTION OF OFFICERS**

Commissioner Vanderlinde made a motion to elect Mark Ohrenschall as the Planning Commission Chair. Commissioner Baker seconded the motion. The motion passed unanimously.

Commissioner Baker made a motion to elect Suzanne Greathouse as Planning Commission Vice Chair. Commissioner Olson seconded the motion. The motion passed unanimously.

**3. CITIZEN COMMENTS**

There were no citizen comments at this meeting.

**4. APPROVAL OF MINUTES**

There was a motion made by Commissioner Baker to adopt all meeting minutes as written. Commissioner Olson seconded the motion. The motion to approve all minutes as written passed unanimously.

- September 3, 2019 Meeting Minutes
- October 1, 2019 Meeting Minutes
- October 22, 2019 Meeting Minutes
- November 5, 2019 Meeting Minutes

- November 19, 2019 Meeting Minutes
- December 3, 2019 Meeting Minutes

## **5. AGENDA ITEMS**

City staff provided an update to the Commissioners. City Council approved the 2020 docket. This meeting will review the projects for the upcoming year and provide a status on projects from last year.

There are four projects for this year. The PROS Plan Element of the Comprehensive Plan will be the first because the PROS Plan was recently reviewed, and the information is fresh. While Council can't adopt the Comprehensive Plan Amendments until the end of the year, the intention is to present the PROS Plan Element early and have it ready for adoption.

Two projects come from the Housing Strategy Plan. The first is to find creative and flexible ways to review and process affordable housing projects. Potential changes to the development agreement chapter of code will be considered. Senior housing may be looked at as part of the project. The second priority within the Housing Strategy Plan is the missing middle housing (duplexes, cottages, etc/). This is likely to be started in the summer of 2020. There may be an earlier conversation with Council to understand the scope. A panelist from the Missing Middle Housing open house may be asked to do an audit of the city's code to see where there may be constraints.

Incentives to office development is the fourth project priority for the Planning Commission in 2020. This project came as a result of the economic development strategy. A consultant audited the city's current zoning code and thought it was great. A few areas were discovered where changes can be made to make it better.

There may be changes to the capital facilities development element in the Comprehensive Plan in the fall as a result of the PROS element changes.

There was a brief conversation regarding affordable housing. The Commissioners had questions regarding the rezoning considerations and understanding Council's thoughts on this. There was a desire for more information to understand the objectives and new target goals. The topic of community engagement/feedback regarding most acceptable or wanted housing types came up.

The PROS Plan element was discussed. The Commissioners were asking for more information regarding how the element is different from the complete plan. The element was described as a condensation of the PROS Plan for the Comprehensive Plan. It would give a background, demographic information, reference the PROS Plan for details, and focus on the goals, objectives, and policies. It is restructured and refined information from the complete PROS Plan.

The Commissioners had questions regarding the office development incentives. There was discussion on whether there would be land use or zoning changes, and whether or not there would be tax incentives. Changes to development standards are a possibility with mixed use buildings (second story floor height was brought up as an example). There is no indication of area rezoning.

The meeting shifted focus from upcoming projects in 2020 to completed projects in 2019.

The PROS Plan is on the Council agenda for approval and adoption on February 10, 2020. The RCO deadline is March 1, 2020. There was a brief conversation on the Council meeting from February 3, 2020 and whether it would affect the PROS Plan adoption.

Accessory Dwelling Units will be looked at by Council on February 24, 2020. Council requested information to be brought back to them. The ADU owner survey information and footprint schematics were given as examples of materials that Council wants to delve into. The hope is to have a policy direction on February 24, 2020.

The Commissioners had additional questions regarding what type of information City Council wanted or is questioning. The owner occupancy requirements, parking, minimum lot size for attached and detached ADUs, door regulations, and size for detached and attached ADUs were given as examples.

Critical Area rules went into effect. In December, the Department of Ecology notified City staff of the changes they wanted, staff worked on the changes and sent them back to the Department of Ecology. At the end of December, the City received a letter of conditional approval, indicating that if the City makes the changes indicated in the draft, then the Department of Ecology will approve the shoreline regulations. The hope is to bring this to Council on February 24, 2020. If it is approved by Council, the Department of Ecology will then be notified, and the new ordinances will go into effect fourteen days after Ecology issues their final letter.

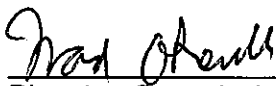
The conversation came back to ADU regulations and the additional information that Council is asking for. There were questions and brainstorming ideas regarding how the Commissioners can better capture their conversations, background, logic followed, and decision-making process/reasons to present to Council. The goal of providing the right summary of background on decisions came up. A question was asked about what other jurisdictions do, and potentially creating an outline or guidelines for presentations on Planning Commission recommendations to City Council. There is an idea to try and anticipate the questions Council might have and include links to documents with more detailed information on specific topics, so the Councilmembers can dive deeper in areas they are interested in.

There was a motion to cancel the February 18, 2020 Planning Commission meeting, made by Commissioner Loutsis. It was seconded by Commissioner Baker. The motion was unanimously approved.

The next Planning Commission meeting is scheduled for March 3, 2020 and it will be an introduction to the Parks Element.

**6. ADJOURNMENT**

Chair Ohrenschall adjourned the meeting at 7:49 p.m.



Planning Commission

Approved by Planning Commission on: March 3, 2020