



**PLANNING COMMISSION AGENDA**  
July 23, 2014, 7:00 p.m.  
Multipurpose Room/Council Chamber  
Burien City Hall, 400 SW 152<sup>nd</sup> Street  
Burien, Washington 98166

**This meeting can be watched live on Burien Cable Channel 21 or streaming live and archived video on [www.burienmedia.org](http://www.burienmedia.org)**

**1. ROLL CALL**

**2. AGENDA CONFIRMATION**

**3. APPROVAL OF MINUTES**      June 25, 2014

**4. PUBLIC COMMENT**      Public comment will be accepted on topics not scheduled for a public hearing.

**5. OLD BUSINESS**      a. Utility Element text amendments follow up

**6. NEW BUSINESS**

- a. King County Buildable Lands Draft Report Presentation and recommended updates to growth target policy language.
- b. Planning Commission By-Law Updates
- c. Economic Development Sub-Committee Appointments

**7. PLANNING COMMISSION COMMUNICATIONS**

**8. DIRECTOR'S REPORT**

**9. ADJOURNMENT**

**Future Agendas (Tentative)**

August 13, 2014

- Comprehensive Plan Element Updates

August 27, 2014

- Comprehensive Plan Element Updates

Planning Commissioners

Butch Henderson	Jim Clingan (Chair)	Curtis Olsen
Amy Rosenfield	Joey Martinez (Vice Chair)	Douglas Weber
	Brooks Stanfield	

*City of Burien*

BURIEN PLANNING COMMISSION  
June 25, 2014  
7:00 p.m.  
Multipurpose Room/Council Chambers  
MINUTES

To hear the Planning Commission's full discussion of a specific topic or the complete meeting, the following resources are available:

- Watch the video-stream available on the City website, [www.burienwa.gov](http://www.burienwa.gov)
- Check out a DVD of the Council Meeting from the Burien Library
- Order a DVD of the meeting from the City Clerk, (206) 241-4647

**CALL TO ORDER**

Chair Jim Clingan called the June 25, 2014, meeting of the Burien Planning Commission to order at 7:00 p.m.

**ROLL CALL**

Present: Jim Clingan, Butch Henderson, Joey Martinez, Curtis Olsen, Amy Rosenfield, Brooks Stanfield

Absent: Douglas Weber

Administrative staff present: David Johanson, senior planner; Chip Davis, Community Development director

**AGENDA CONFIRMATION**

Direction/Action

**Motion** was made by Vice Chair Martinez, seconded by Commissioner Henderson, to approve the agenda for the June 25, 2014, meeting. Motion passed 6-0.

**APPROVAL OF MINUTES**

Direction/Action

**Motion** was made by Vice Chair Martinez, seconded by Commissioner Henderson, and passed 6-0 to approve the minutes of the May 28, 2014, meeting.

**PUBLIC COMMENT**

None

**OLD BUSINESS**

**2014 Comprehensive Plan – Continuing discussion regarding Utilities Element updates**

David Johanson, senior planner, reviewed the work the commission has done on the Utilities Element so far. He noted that the commissioners are working on a public hearing draft of the element, which will be set aside until all the elements with proposed updates are ready for one hearing later in the year.

He then reviewed the changes to the draft goals and policies spreadsheet since the previous meeting.

Mr. Johanson noted that the fire flow requirements in the current Pol. UT 1.6 are specific standards found in various codes, including the International Fire Code, and that level of detail may not be appropriate in the City's Comprehensive Plan.

There was discussion about language addressing if and when homes on septic tanks would be required to connect to sewer. Staff will look into clarifying the proposed goal/policy language point #2 under Sewer on page 5 of the spreadsheet.

Mr. Johanson noted the proposed changes to Pol. UT 4.2 regarding waste diversion (reduction or recycling). He gave the commissioners summaries of the City's waste stream for 2012 and 2013 and noted that there is room for improvement in the multifamily and commercial categories. He also said work needs to be done to improve tracking of the data.

**Direction/Action**

Mr. Johanson will do follow-up work on two items.

**NEW BUSINESS**

None

**PLANNING COMMISSION COMMUNICATIONS**

None.

**DIRECTOR'S REPORT**

Chip Davis, Community Development director, announced that the Growth Management Hearings Board issued a ruling on June 16<sup>th</sup> upholding Burien's Shoreline Master Program.

He also noted there will be a review of the Planning Commission bylaws coming up to incorporate changes made by the City Council and possibly implementing some conduct and behaviors amendments that are being considered by the other advisory boards as well.

**ADJOURNMENT**

**Direction/Action**

Commissioner Martinez moved for adjournment; Commissioner Henderson seconded. Motion carried 6-0. The meeting was adjourned at 7:56 p.m.

**APPROVED:** \_\_\_\_\_

\_\_\_\_\_  
Jim Clingan, chair  
Planning Commission

**CITY OF BURIEN, WASHINGTON  
MEMORANDUM**

**DATE:** July 16, 2014  
**TO:** Burien Planning Commission  
**FROM:** David Johanson, AICP, Senior Planner   
**SUBJECT:** Economic Development Subcommittee Appointments

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**PURPOSE**

The purpose of this agenda item is to request two Planning Commissions as volunteers and one alternate to serve on a subcommittee to draft and recommend updates to the Economic Development Element.

**BACKGROUND**

The Economic Development Element was last updated in 2009. This element, along with other elements and private requests will be packaged and presented to the City Council before the end of the year. The City Council is currently working on proposed Economic Development Goals and Actions in preparation of the 2015-2016 budget process.

**SUBCOMMITTEE DETAILS**

Who – The economic development subcommittee will consist of the following;

2 – BEDP members (Business and Economic Development Partnership)

2 – Planning Commission members

Staff supporting the committee will consist of a Planner and the Economic Development Manager.

What – The objective of the subcommittee will be to review the existing comprehensive plan element and prepare recommendations to both the BEDP and Planning Commission.

When – It is anticipated the meetings will occur weekly in the month of September. It is anticipated the meetings will occur during business hours.

Where – Meetings will be held at City Hall and be open to the public.

The City Council will be discussing economic development goals at their July 28, 2014 meeting.

**ACTION**

Staff is requesting two volunteers from the Planning Commission along with one alternate to serve on an economic development subcommittee.

Ultimately the proposed text amendments will be combined with other changes and a public hearing will be held on multiple amendment packages. Formal action on the complete set of text and/or other changes will occur later in the year. It is our intent to create one full package of amendments for a formal recommendation by the Commission in late October.

**CITY OF BURIEN, WASHINGTON  
MEMORANDUM**

**DATE:** July 16, 2014  
**TO:** Burien Planning Commission  
**FROM:** David Johanson, AICP, Senior Planner   
**SUBJECT:** King County Buildable Lands Draft Report Presentation and recommended updates to growth target policy language.

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**PURPOSE**

The purpose of this agenda item is for the Planning Commission to receive a brief presentation regarding the 2014 Buildable Lands Report. Staff is also requesting the Commission come to a consensus regarding text amendment to Policy LU 2.1 and Table 2-LU 2.1 that incorporate growth target data from the report.

**BACKGROUND**

The following is an excerpt from the 2014 Buildable Lands Report.

“The 1997 Buildable Lands amendment to the Growth Management Act requires six western Washington counties and the cities within them, to measure their land supply (in acres) and land capacity (in housing units and jobs). The intent is to ensure that these counties and their cities have sufficient capacity – realistically measured – to accommodate forecasted growth. The amendment requires data on actual achieved densities during the preceding five years of development and a snapshot of land capacity.”

“The 2014 Buildable Lands Report (BLR) builds on and updates the work done in the 2007 BLR. It fulfills requirements of RCW 36.70A.215 to report on residential and job changes since the 2007 BLR and to provide an updated picture of the county’s overall capacity to accommodate growth. The 2014 BLR reports on the six-year period from January 2006 to January 2012 for King County and each of the 39 cities. It measures each jurisdiction’s land supply and land capacity and updates those capacities to 2012. The BLR then compares the jurisdiction’s growth capacity to updated housing and job growth targets covering the period 2006 through 2031 that were adopted in 2009 and ratified in 2010. The BLR’s comparison evaluates whether the jurisdiction has sufficient capacity to accommodate growth through 2031.”

The following are the next steps in buildable lands report approval process.

July 23: Action by the GMPC on the Final 2014 BLR (4pm, PSRC Boardroom)

Late July: final submission to Washington State Department of Commerce.

**LOCAL POLICY UPDATES**

The city has local policy that is directly related to the growth targets and land capacity analysis associated with the buildable land report. Policy LU 2.1 encompasses our local commitment to provide sufficient housing and employment capacity consistent with regional and county planning documents. Given that new information is now available from the buildable lands report, and that we must plan for a 20 year

period, the following policy changes are being recommended. The current policy was adopted by the City Council in 2013 along with other land use element amendments.

Pol. LU 2.1 Accommodate growth targets for the planning period ending in 2034~~5~~as shown in Table 2-LU 2.1 (Countywide Growth Targets 2006 to 2043~~5~~). Implement appropriate zoning regulations and develop infrastructure to support growth represented by the targets, to the extent that market forces will allow.

In addition table 2-LU 2.1 is also being amended to be consistent with the new capacity and growth target information as well as to comply with the 20 year planning horizon standard. Please see the recommended changes to the table inserted below. The recommended changes to the table were previously mentioned during the Housing element update process which was considered by the commission in February this year. At that time definitive figures were not available and are now recommended to be included in the table.

**TABLE 2-LU 2.1**  
**Countywide Growth Targets (2006 to 2034~~5~~)**

Existing Housing <sup>1</sup>	Housing Target <sup>2</sup>	Housing Capacity <sup>4</sup>
<del>13,916</del>	<del>4,440</del>	<del>4,575</del>
<u>19,828</u>	<u>5,150</u>	<u>4,908</u>
Existing Employment <sup>3</sup>	Employment Target <sup>2</sup>	Employment Capacity <sup>4</sup>
<del>11,572</del>	<del>4,960</del>	<del>7,308</del>
<u>12,062</u>	<u>8,780</u>	<u>8,848</u>

<sup>1</sup> - Washington State Office of Financial Management, April 2012, <http://www.ofm.wa.gov/pop/april/default.asp> 2014 King County Buildable Lands Report

<sup>2</sup> - Countywide Planning Policies 3-21-14-2014 King County Buildable Lands Report, including Annexation Area Targets

<sup>3</sup> - PSRC 2011 Covered Employment Estimates by Jurisdiction Burien Land Use Capacity Analysis, 2012 and 2014 King County Buildable Lands Report

<sup>4</sup> - Burien Land Use Capacity Analysis, 2012

**ACTION**

No formal action is requested at this time. Staff is requesting that the Planning Commission review and discuss the proposed changes to the Comprehensive Plan text and the table.

The proposed text amendments will be combined with other changes and a public hearing will be held on multiple amendment packages. Formal action (recommendations to the City Council) on the complete set of text and/or other changes will occur later in the year. It is our intent to create one full package of amendments for a formal recommendation by the Commission in late October.

**Attachments:**

1 – King County Buildable Lands Report 2014, excerpts

# **I. EXECUTIVE SUMMARY**

## **The 2014 Buildable Lands Report**

The 1997 Buildable Lands amendment to the Growth Management Act requires six western Washington counties and the cities within them, to measure their land supply (in acres) and land capacity (in housing units and jobs). The intent is to ensure that these counties and their cities have sufficient capacity – realistically measured – to accommodate forecasted growth. The amendment requires data on actual achieved densities during the preceding five years of development and a snapshot of land capacity.

This 2014 Buildable Lands Report (BLR) builds on and updates the strong work done in the 2007 BLR. It fulfills requirements of RCW 36.70A.215 to report on residential and job changes since the 2007 BLR and to provide an updated picture of the county’s overall capacity to accommodate growth. The 2014 BLR reports on the six-year period from January 2006 to January 2012 for King County and each of the 39 cities. It measures each jurisdiction’s land supply and land capacity and updates those capacities to 2012. The BLR then compares the jurisdiction’s growth capacity to updated housing and job growth targets covering the period 2006 through 2031 that were adopted in 2009 and ratified in 2010. The BLR’s comparison evaluates whether the jurisdiction has sufficient capacity to accommodate growth through 2031. This 2014 BLR demonstrates that King County continues to have sufficient capacity to accommodate targeted levels of growth of both housing units and jobs.

## **Context of Regional Plans**

The BLR is one component of implementing the King County Countywide Planning Policies (CPPs), which in turn help to carry out VISION 2040. The VISION 2040 regional plan, adopted in 2008 by the assembled jurisdictions of the Puget Sound Regional Council, sets forth the region’s Regional Growth Strategy (RGS). The RGS calls for growth to be focused in (1) the Urban Growth Areas of the Puget Sound counties; (2) the region’s largest and most complete cities containing designated urban centers; and (3) within those designated urban centers. To further that goal, this BLR is structured into five “Regional Geographies” as outlined in VISION covering King County’s Urban Growth Area. In the Regional Geography hierarchy, there are four types of cities: Metropolitan Cities, Core Cities with designated Urban Centers, Larger Cities, and Small Cities. A fifth Regional Geography is that part of unincorporated King County within the Urban Growth Area. The Rural Area and Natural Resource Lands outside the UGA are not intended to accommodate growth and are not analyzed in this Report.

This BLR covers a volatile and atypical period of growth (and in some regards, decline). Consequently, the 2014 BLR draws information from the 2007 BLR, which reported on a robust period of growth. Achieved densities and – for some cities – land capacity data are brought forward from the 2007 BLR into this 2014 BLR. Half of King County’s jurisdictions reported sufficient housing and job capacity in 2007 to absorb even the higher numbers in the new 2006-31 targets. Those cities, including most of the Small Cities, carried forward their 2007 BLR

density and capacity calculations into this 2014 BLR. The remaining cities required new analysis of land capacity to overcome a shortfall of capacity with respect to the new targets as part of their process of developing new comprehensive plans. The result of the new analysis prepared for this 2014 BLR was that all of the cities demonstrated that they now have sufficient capacity to accommodate their targets.

## **Summary of Findings – Development Activity**

Development patterns changed during the 2006 – 2012 reporting period, including a shift of growth from unincorporated areas and Small and Larger Cities into the two Metro Cities. Multifamily and commercial development outside Seattle decreased significantly. This was especially true during 2009 and 2010, the worst of the Great Recession years that saw a precipitous fall-off of construction and shift out of multifamily construction. Single family construction fell off as well, but not as dramatically as apartment and condominium construction. Between 2008 and 2010, the number of wage and salary jobs decreased by 86,000 or 8%, which represented the biggest decline since the Boeing Bust of 1971. Recovery had been slow – even by 2012 - with only half of King County’s 40 jurisdictions recovering to the number of jobs they had in 2006. It is clear that employment growth is still in transition out of the Great Recession. Office vacancy rates climbed as jobs disappeared in 2009, 2010 and 2011. By the end of the reporting period occupancy rates had not yet returned to pre-Recession levels, especially outside Seattle.

Residential growth during this volatile period occurred almost entirely within the Urban Growth Area, and to a large extent within designated urban centers, especially in Seattle. Job growth recovered later in this period, and was focused in Seattle and a few Core Cities.

## **Summary of Findings – Targets and Capacity**

The research done for this 2014 BLR shows that Urban King County as a whole continues to have sufficient capacity for growth to 2031 and beyond. Each of the five urban Regional Geography groups has sufficient capacity for residential growth, and all but one (urban unincorporated King County) for employment growth. The King County UGA has a generous surplus of capacity to contain growth: more than double the housing target and more than 150% of the job target. King County also has adequate capacity for other non-residential growth within the UGA to support the forecasted housing and job growth. Most of the county’s capacity is contained in the top two Regional Geographies – Metro and Core Cities. In fact, those two together have 81% of the county’s housing capacity (343,000 out of an urban countywide total of 425,000 housing units). Metro and Core Cities also have 83% of the county’s job-growth capacity (524,000 of 631,000 job capacity).

This increased capability of cities to absorb growth is occurring chiefly in designated urban centers that focus future employment with housing in mixed-use zones and districts. Cities are using a variety of planning tools to increase capacity and ensure that targets can be met. These tools, such as parcel-specific development agreements and encouragement of building with multiple uses, are

creating dense, vibrant, walkable mixed-use districts in urban and suburban places formerly dominated by one-story buildings and parking lots.

On the employment side, all four city geographies (Metro, Core, Larger and Small) have sufficient capacity to meet their new job targets and each of the cities in those categories also has sufficient capacity. However, urban unincorporated King County currently has a minor shortfall of job capacity. The 2007 BLR reported that unincorporated areas together had plenty of job capacity but annexations over the succeeding six years took away more capacity than the associated job targets. In the countywide context, the shortfall in urban unincorporated King County is not a major issue. The vast majority of King County's capacity to accommodate employment growth is properly located in the Metro and Core cities.

# CITY OF BURIEN

## 1. RESIDENTIAL DEVELOPMENT

From 2006 to 2012, Burien issued permits for just over 200 new housing units, all single family.

- In 2010, the City annexed North Highline Area X, with about 5,500 additional housing units, and its own growth target of 540 units.
- Burien now has 19,800 housing units and a housing target to plan for 4,100 additional units by 2031.
- The City has begun redevelopment of its downtown area with city investment in a new city hall, library and public square to encourage private investment in downtown.

### Residential Development Activity: 2001-2005

Zoned Density (max. du/acre)	Gross Area (acres)	Critical Areas (acres)	ROWS (acres)	Public Purpose (acres)	Net Area (acres)	# Lots or Units	Net Density (units/ac)
0 - 3 du/acre							
3 - 5 du/acre	2.0	0.0	0.0	0.0	2.0	8	4.0
5 - 7 du/acre	14.4	0.0	1.3	0.2	12.9	58	4.5
7 - 9 du/acre							
> 9 du/acre	1.1	0.0	0.1	0.0	1.1	13	12.2
<b>Plats Total</b>	<b>17.5</b>	<b>0.0</b>	<b>1.4</b>	<b>0.2</b>	<b>15.9</b>	<b>79</b>	<b>5.0</b>

### Single-Family Permits Issued

0 - 3 du/acre							
3 - 5 du/acre					10.4	33	3.2
5 - 7 du/acre			Not Applicable		16.9	77	4.6
7 - 9 du/acre							
> 9 du/acre					0.9	9	10.5
<b>SF Pmts Total</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>n/a</b>	<b>28.2</b>	<b>119</b>	<b>4.2</b>

### Multifamily Permits Issued

< 9 du/acre							
9 - 13 du/acre							
13 - 19 du/acre							
19 - 31 du/acre	0.7	0.0	0.0	0.0	0.7	11	16.2
31 - 48 du/acre							
48 + du/acre	0.2	0.0	0.0	0.0	0.2	8	46.6
Other zones	2.7	0.0	0.0	0.0	2.7	101	36.8
<b>MF Pmts Total</b>	<b>3.6</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>	<b>3.6</b>	<b>120</b>	<b>33.4</b>

<u>Housing Unit Update, 2006 to 2012</u>			
	Single Family*	Multi-family	Total Hous'g Units
2006 Base Year	8,386	5,530	13,916
+ 2006-12 Permits	212	0	212
= 2012 H.U. (old body)	8,598	5,530	14,128
Plus anxn, adjustmt	3,800	1,900	5,700
<b>= 2012 Adj. H. Units</b>	<b>12,398</b>	<b>7,430</b>	<b>19,828</b>

\* single family includes mobile homes

### Growth Target Update, 2006 to 2012

Housing Growth Target (2006-2031)	3,900
<u>Housing Unit Change: 2006-2012</u>	
Net New SF Units Permitted	-212
Net New MF Units Permitted	0
Net New Units, Annex Area	-89
Net New Units (2006-2012)	-301
Plus Annexat'n Area Target	540
<b>Net Adjustment to Target</b>	<b>239</b>
<b>Net Adjustment to Target</b>	<b>239</b>
<b>Remaining Target (2012-2031)</b>	<b>4,139</b>

**2. RESIDENTIAL LAND SUPPLY AND CAPACITY**

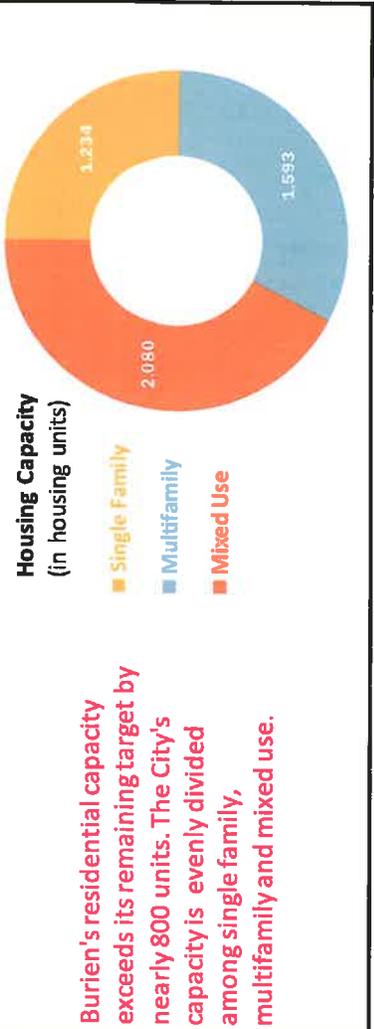
**CITY OF BURRIEN**

*Residential Land Supply and Dwelling Unit Capacity (2012)*

Neighborhoods	Residential Capacity		Gross acres	Critical Areas	ROW & Public Purpose Discount	Market Factor	Net Available Acres	Assumed Density	Net Capacity
	Vacant	Redev							
<b>Single Family</b>									
	280.3	163.1			12.2	10%	94.5	4.5 / 5.5	436
	696.4	197.8			52.3	15% / 25%	379.4	4.5 / 5.5	798
<b>Total</b>	<b>976.70</b>	<b>360.90</b>			<b>24%</b>		<b>473.9</b>		<b>1,234</b>
<b>Multifamily</b>									
	42.9	5.3			13.4	15% / 25%	21.8	11 / 35	640
	105.1	8.5			12.4	15% / 25%	75.2	11 / 35	953
<b>Total</b>	<b>148.0</b>	<b>13.8</b>					<b>97.0</b>		<b>1,593</b>
<b>Neighborhood Total</b>	<b>1,124.7</b>	<b>374.7</b>					<b>570.9</b>		<b>2,827</b>
<b>Mixed Use</b>									
	4.8	0.0			0.0	25%	3.5	100	279
	20.0	0.0			0.2	25%	14.8	100	1,185
<b>Mixed Use Total</b>	<b>24.7</b>	<b>0.0</b>			<b>3%</b>		<b>18.3</b>		<b>2,080</b>
<b>All Housing</b>									
	328.0	168.4			25.6	10%	119.8		1,355
	821.5	206.3			64.8	25%	469.4		2,936
<b>Total</b>	<b>1,149.4</b>	<b>374.7</b>			<b>90.4</b>		<b>589.2</b>		<b>4,907</b>

*Capacity (2012) vs Housing Growth Target (2012 - 2031)*

Capacity (units)	
Single-Family Zones	1,234
Single-Family Capacity in Pipeline	0
Multifamily Zones	1,593
Multifamily Capacity in Pipeline	0
Mixed-Use Zones - downtown	1,464
Capacity in Pipeline	616
Other Adjustments	0
<b>Total Capacity (units)</b>	<b>4,907</b>
<b>Remaining Housing Target (2012-2031)</b>	<b>4,139</b>
<b>Surplus/Deficit Capacity</b>	<b>768</b>



### 3. COMMERCIAL-INDUSTRIAL DEVELOPMENT AND EMPLOYMENT

### CITY OF BURIEN

- Burien lost both commercial and industrial jobs between 2006 and 2012, even accounting for the Area X annexation with about 2,000 jobs.
- The 2010 annexation of North Highline Area X had capacity for hundreds of added jobs.
- With adjustments for annexation and job losses during the reporting period, Burien's current target is just over 7,500 jobs to accommodate.
- The City's capacity is for more than 8,800 jobs, including refilling vacant spaces and new capacity in downtown and other developments.

#### Non-Residential Land Supply (Acres)

Zoned Density (max. du/acre)	Gross Area (acres)	Critical Areas (acres)	ROWS (acres)	Public Purpose (acres)	Net Area (acres)	Market Factor	Net-net Area (acres)
Vacant / Redev.							
Commercial	119.1	0.4	4	0.0	115.2	10%/25%	99.0
Mixed-Use	24.7	0.0	0	0.2	24.4	25%	18.3
Industrial	68.7	5.7	2	0.0	61.1	10%/15%	55.0
<b>Non-Res Land Total</b>	<b>212.5</b>	<b>6.0</b>	<b>5</b>	<b>0.2</b>	<b>200.8</b>		<b>172.3</b>

#### Employment Capacity (2012)

	Net Land (mil.sq.ft.)	Assumed FAR	Existing Floor (s.f.)	Floor Area Capac (million sq.ft.)	Sq. ft. per Employee	Job Capacity
Commercial	4.31	0.32/0.99	0.28	2.41	250/450	5,952
Industrial	2.40	0.34	0.07	0.97	450/1000	176
<b>Neighborhood Total</b>						<b>6,128</b>

#### Neighborhoods

Commercial	4.31	0.32/0.99	0.28	2.41	250/450	5,952
Industrial	2.40	0.34	0.07	0.97	450/1000	176
<b>Neighborhood Total</b>						<b>6,128</b>

#### Mixed-Use / Urban Center

Mixed Use Vacant	0.15	2.50	0.15	0.08	293	253
Mixed Use Redevelopable	0.65	2.50	0.15	0.15	300	509
<b>Mixed-Use Total</b>	<b>0.80</b>	<b>2.50</b>	<b>0.15</b>	<b>0.23</b>	<b>296</b>	<b>762</b>

#### City Total

Commercial	4.31	0.30/0.31	0.28	2.41	250/450	5,952
Mixed-Use	0.80	0.30/2.00	0.15	0.23	296	762
Industrial	2.40	0.42/0.40	0.07	0.97	450/1000	176
Jobs in Pipeline						0
<b>City Total</b>	<b>7.51</b>		<b>0.50</b>	<b>3.61</b>		<b>6,890</b>

Employment Update, 2006 to 2012			
	Comm'l	Indust.	Total
	Jobs	Jobs*	Employment
2006 Base Year	12,026	1,993	14,020
2006-12 Change	-1,219	-738	-1,958
<b>= 2012 Jobs</b>	<b>10,807</b>	<b>1,255</b>	<b>12,062</b>
Adjustments			0
<b>= 2012 Job Total</b>	<b>10,807</b>	<b>1,255</b>	<b>12,062</b>

\* industrial = manufacturing, construction, wholesale, transp.

#### Growth Target Update, 2006 to 2012

<b>Jobs Growth Target (2006-2031)</b>	<b>4,600</b>
<b>Jobs Changes, 2006-2012:</b>	
Plus Annexat'n Area Target	1,010
Plus Job Loss, 2006-2012	1958
<b>Net Adjustment to Target</b>	<b>2,968</b>
Net Adjustment to Target	2,968
<b>Remaining Target (2012-2031)</b>	<b>7,568</b>
<b>2012 Job Capacity</b> [from table to left]	<b>6,890</b>
Adjustment to capacity**	1,958
<b>Final 2012 Job Capacity</b>	<b>8,848</b>
<b>Surplus/Deficit Capacity</b>	<b>1,280</b>

\*\*capacity created by job loss: empty cubicles can be refilled.

**CITY OF BURIEN, WASHINGTON  
MEMORANDUM**

**DATE:** July 16, 2014  
**TO:** Burien Planning Commission  
**FROM:** Charles W. "Chip" Davis, AICP, Community Development Director   
**SUBJECT:** Planning Commission By-laws Amendment

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**PURPOSE**

The purpose of this agenda item is for the Planning Commission to review proposed amendments to the Planning Commission's by-laws.

**BACKGROUND**

At their 2012 retreat, the City Council identified policies and procedures for advisory boards and commissions as an item for future study session discussion. On August 27, 2012, the City Council discussed boards and commissions at their study session and directed staff to bring back a number of changes to the Burien Municipal Code sections applying to each board or commission. The objective of these changes was to standardized common elements between the Planning Commission, Business & Economic Development Partnership, Parks Board and Arts Commission. Ordinance No. 566 incorporating the recommended amendments was adopted by the City council on October 22, 2012 and is included as Attachment 1.

The following table summarizes the adopted changes to the BMC and resulting changes to the Planning Commission By-laws:

<b>TOPIC</b>	<b>BMC SECTION</b>	<b>BY-LAWS SECTION</b>
<b>Term limits (two terms)</b>	2.45.020(2)	II.9
<b>City employees ineligible for membership</b>	2.45.020(2)	II.10
<b>Number of unexcused absences allowed (25%)</b>	2.45.020(3)	II.8

When Staff was researching a proposal for possible changes to the Planning Commission By-laws, we determined that the October 22, 2012 amendments were never incorporated in the Planning Commission Bylaws. With Community Development Director Scott Greenberg leaving the City of Burien in October of 2012 and the Planning Commission holding no meetings between October 9, 2012 and March 13, 2013 the proposed amendments were never acted on by the Planning Commission.

A draft of the proposed by-law changes is Attachment 2.

**ALTERNATIVES**

1. Recommend approval of proposed amendments as shown on Attachment 2 (Staff Recommendation).
2. Recommend approval of proposed amendments as shown on Attachment 2, with modifications.

## **RECOMMENDED MOTION**

Following Commission discussion about the proposed amendments, we are requesting the Planning Commission recommend amending the by-laws to conform with the previously approved amendments to BMC 2.45. Per the adopted bylaws, the amendments will be forwarded to the Burien City Council for their approval.

### **Attachments:**

1. Ordinance No. 566, Adopted October 22, 2012
2. Draft proposed Planning Commission By-laws, dated July 1, 2014

# CITY OF BURIEN, WASHINGTON

## ORDINANCE NO. 566

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### AN ORDINANCE OF THE CITY OF BURIEN, WASHINGTON, AMENDING TITLE 2 OF THE BURIEN MUNICIPAL CODE RELATING TO THE MEMBERSHIP AND MEETINGS OF THE PLANNING COMMISSION, BUSINESS AND ECONOMIC DEVELOPMENT PARTNERSHIP, PARKS AND RECREATION ADVISORY BOARD, AND ARTS COMMISSION

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THE CITY COUNCIL OF THE CITY OF BURIEN, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Chapter 2.45 of the Burien Municipal Code, Planning Commission, is hereby amended by amending BMC 2.45.020 and 2.45.030 and adding BMC 2.45.050 to read as follows:

#### **2.45.020 Membership.**

(1) Number of Members. The planning commission shall consist of seven voting members.

(2) Appointment. All members of the planning commission shall be appointed by the city council. The four positions filled in 2003 (Positions 1, 2, 3, and 4) shall be appointed for terms expiring March 31, 2006, or until their successors are duly appointed and confirmed. The three incumbent positions (Positions 5, 6, and 7) shall expire March 31, 2004, or until their successors are duly appointed and confirmed. Subsequent appointments for full terms shall begin as of April 1st and shall be for four-year terms, or until their successors are duly appointed and confirmed. There shall be a term limit of two consecutive full terms. After a two year absence, members may be reappointed. Members must reside within the city. The planning commission shall at all times include between five and seven voting members. All planning commission members shall be selected without respect to political affiliation and shall serve without compensation. The city council shall attempt, but shall not be obligated, to appoint planning commission members so that all geographic areas of the city are represented. Employees of the City of Burien are not eligible. [Ord. 566 § 1, 2012]

(3) Removal. Planning commission members may be removed by a majority vote of the entire city council for neglect of duty, conflict of interest, malfeasance in office or other just cause. Members may be removed if they have unexcused absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences. ~~including absence for more than eight regular meetings in a calendar year.~~ The city manager shall notify the city council of any such absences. The decision of the city council shall be final and there shall be no appeal therefrom. [Ord. 566 § 1, 2012]

(4) Vacancies. Vacancies occurring other than through the expiration of a term shall be filled for the unexpired term in the same manner as for appointments as provided in this chapter. [Ord. 388 § 2, 2003; Ord. 187 § 2, 1996; Ord. 113 § 2, 1995]

**2.45.030 Meetings.**

(1) The planning commission shall hold such regular and special meetings as may be necessary to complete its responsibilities. The planning commission shall elect from among its members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. A majority of the planning commission members shall constitute a quorum for the transaction of business, and a majority vote of members present shall be necessary to carry any motion. Staff will prepare meeting agendas with advice from the chair.

(2) The planning commission shall adopt such rules and regulations as are necessary for the conduct of its business.

**2.45.050 City staff support.**

Administrative staff support shall be provided by the community development director or any other designee of the city manager. Said staff support shall be responsible for the agenda packets, written record of the proceedings of the planning commission, and such other support as necessary to enable the planning commission to conduct business and carry out its duties and responsibilities.

Section 2. Chapter 2.50 of the Burien Municipal Code, Business and Economic Development Partnership, is hereby amended by amending BMC 2.50.020 and 2.50.030 and adding BMC 2.50.050 to read as follows:

**2.50.020 Membership.**

(1) Number, Terms and Qualifications of Members. The partnership shall consist of 14 appointed members and one nonvoting ex officio member. Appointed members shall serve four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed. The appointments shall be staggered with every odd-numbered year, half of the members due for re-appointment or replacement.

The voting membership shall be selected with a goal of having predominantly business representation. To the extent available, representation should include applicants from the following areas serving Burien:

- (a) Business owners, managers and employees;
- (b) Commercial property owners;
- (c) Chambers of commerce and merchants' associations;
- (d) Burien city residents;

(e) Employment and job training services;

(f) Education;

(g) Others with interest in Burien.

In addition, the city manager or the city manager's designee shall be a nonvoting ex officio member of the partnership.

(2) Appointment. Members of the partnership shall be appointed by the city council in a manner consistent with the council's appointment procedures. Members shall be selected without respect to political affiliation and shall serve without compensation. Employees of the City of Burien are not eligible.

(3) There shall be a term limit of two consecutive full terms. After a two year absence, members may be reappointed. [Ord. 566 § 1, 2012]

(4) Removal. Members may be removed by a majority vote of the entire city council. The decision of the city council shall be final and there shall be no appeal therefrom. Members may be removed if they have unexcused absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences.

(5) Vacancies. Vacancies occurring other than through the expiration of the term shall be filled for the unexpired term in the same manner as for appointments as provided in this chapter. [Ord. 258 § 2, 1999; Ord. 114 § 2, 1995]

#### **2.50.030 Meetings.**

(1) The partnership shall hold such regular and special meetings as may be necessary to complete its responsibilities. The partnership shall elect from among its members a chair who shall preside at all meetings and a vice chair who shall preside in the absence of the chair. A majority of the partnership members shall constitute a quorum for the transaction of business, and a majority vote of those present shall be necessary to carry any motion. Staff will prepare meeting agendas with advice from the chair.

(2) The partnership shall adopt bylaws and such rules and regulations as are necessary for the conduct of its business, subject to approval by the city council. [Ord. 258 § 3, 1999; Ord. 114 § 3, 1995]

#### **2.50.050 City staff support.**

Administrative staff support shall be provided by the economic development manager or any other designee of the city manager. Said staff support shall be responsible for the agenda packets, written record of the proceedings of the partnership, and such other support as necessary to enable the partnership to conduct business and carry out its duties and responsibilities.

Section 3. Chapter 2.55 of the Burien Municipal Code, Parks and Recreation Advisory Board, is hereby amended by amending BMC 2.55.020, 2.55.040, and 2.55.050 to read as follows:

**2.55.020 Creation – Eligibility.**

(1) There is hereby created an advisory parks and recreation board, consisting of seven voting members, each appointed by a majority vote of the city council, from among the residents of the city. Appointments shall be made from citizens of recognized fitness for the position, based on a demonstrated interest in parks and recreation, dedication to representing the interests of the public, and to some degree, based on professional training/expertise in related fields. Employees of the City of Burien are not eligible to be appointed to the board.

(2) The Council may also appoint alternate (non-voting) members. The Board may from time to time create short-term ad-hoc committees that include non-members who are deemed important in performing the Board's duties. Tenure shall vary with the need as determined by the Board's voting members. Non-members and alternate members shall not have voting rights.

**2.55.040 Terms of board members – Vacancies.**

(1) Except as noted in subsection (2) of this section, board members shall be appointed to four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed; provided, that the term of the member's successor will be shortened by the length of the hold-over and will be considered a full term. Members of the board may be excused by majority vote of the city council. Vacancies shall be filled for the remaining unexpired portion of the term being filled. Members may be removed if they have unexcused absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences.

(2) During the initial organization of the Board, three of the members shall be appointed to two-year terms to stagger initial membership expiration.

(3) There shall be a term limit of two consecutive full terms. A member who has served two full terms may reapply to serve on the board after a period of two years has elapsed.

**2.55.050 Officers – Meetings – Quorum – Records.**

(1) Members of the Board shall meet and organize by electing from the members of the Board a Chair and Vice-Chair and such other officers as may be necessary. The Chair and Vice-Chair shall be elected for a one-year term. All Board members present are eligible to vote. In the event the Chair is unable to complete his or her term, the Vice-Chair will assume the position of the Chair until the expiration of the one-year term, and a new Vice-Chair shall be elected.

(2) The chair shall preside at all meetings of the board and in his or her absence, the vice-chair shall preside. Staff will prepare meeting agendas with advice from the chair.

(3) A majority of the Board shall constitute a quorum, and ~~four (4) affirmative votes shall be necessary to carry any proposition~~ a majority vote of those present shall be necessary to carry any motion.

(4) A meeting of the Board shall be held at least once a month.

Section 4. Chapter 2.60 of the Burien Municipal Code, Arts Commission, is hereby amended by amending BMC 2.60.020, 2.60.040, and 2.60.050 and adding BMC 2.60.070 to read as follows:

**2.60.020 Creation – Eligibility.**

(1) There is hereby created an advisory arts commission, consisting of nine voting members, each appointed by a majority vote of the city council, from among the residents of the city. Appointments shall emphasize citizens involved in nonprofit arts organizations. Employees of the City of Burien are not eligible to be appointed to the commission.

(2) The council may also appoint alternate (non-voting) members. The commission may from time to time create short-term ad-hoc committees that include non-members who are deemed important in performing the commission's duties. Tenure shall vary with the need as determined by the commission's voting members. Non-members and alternate members shall not have voting rights.

**2.60.040 Terms of commission members – Vacancies.**

(1) Except as noted in subsection (2) of this section, commission members shall be appointed to four-year terms running from April 1st through March 31st, or until a member's successor is duly appointed and confirmed; provided, that the term of the member's successor will be shortened by the length of the hold-over and will be considered a full term. Members of the commission may be excused by majority vote of the city council. Vacancies shall be filled for the remaining unexpired portion of the term being filled. Members may be removed if they have unexcused absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences.

(2) During the initial organization of the Commission, three of the members shall be appointed to two-year terms to stagger initial membership expiration.

(3) There shall be a term limit of two consecutive full terms. A member who has served two full terms may reapply to serve on the board after a period of two years has elapsed.

**2.60.050 Officers – Meetings – Quorum – Records.**

(1) Members of the Commission shall meet and organize by electing from the members of the Commission a Chair, Vice-Chair, Recording Secretary, and such other officers as may be necessary.

The Chair and Vice-Chair shall be elected for a one-year term. All Commission members present are eligible to vote. In the event the Chair is unable to complete his or her term, the Vice-Chair will assume the position of the Chair until the expiration of the one-year term, and a new Vice-Chair shall be elected.

(2) The chair shall preside at all meetings of the commission and in his or her absence, the vice-chair shall preside. The recording secretary shall keep and publish a summary of the minutes and provide those minutes to the city clerk. Staff will prepare meeting agendas with advice from the chair.

(3) A majority of the commission shall constitute a quorum, and ~~five affirmative votes shall be necessary to carry any proposition~~ a majority vote of those present shall be necessary to carry any motion.

(4) A meeting of the Commission shall be held at least once a month.

**2.60.070 City staff support.**

Administrative staff support shall be provided by the parks and recreation manager or any other designee of the city manager. Said staff support shall be responsible for the agenda packets, written record of the proceedings of the arts commission, and such other support as necessary to enable the arts commission to conduct business and carry out its duties and responsibilities.

Section 5. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 6. Effective Date. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City, and shall take effect and be in full force five (5) days after publications.

**ADOPTED** by the City Council at a regular meeting thereof on the 22<sup>nd</sup> day of October 2012.

CITY OF BURIEN  
/s/ Brian Bennett, Mayor

ATTEST/AUTHENTICATED:  
/s/ Monica Lusk, City Clerk

Approved as to form:  
/s/ Craig D. Knutson, City Attorney

Filed with the City Clerk: October 22, 2012

Passed by the City Council: October 22, 2012  
Ordinance No.: 567  
Date of Publication: October 25, 2012



**DRAFT**  
**PLANNING COMMISSION BY-LAWS**  
**July 1, 2014**

The role of the Burien Planning Commission is to advise the City Council on policy and to guide the development of the City, particularly the Comprehensive Plan and the Land Use Code.

Article I

Responsibility

The Planning Commission shall carry out the responsibilities designated by ordinance and other duties assigned by the City Council. The members of the Planning Commission accept the responsibility of the office and declare their intention to execute the duties defined under the State and Municipal law to the best of their ability and to respect and observe the requirements established by the City Council.

Article II

Organization of the Commission

1. A Chairperson and Vice-Chairperson shall be elected by a majority of the Commissioners at the second regular meeting in July of each year, or as soon thereafter as feasible. A quorum must be present to elect the Chairperson and Vice-Chairperson.
2. If the term of the Chairperson ends prior to the election of Chair and Vice-Chairperson, the Commission shall elect an interim Chair until the regularly-scheduled election.
3. In the absence of the Chairperson and the Vice-Chairperson, a Chairperson pro tem shall be elected informally by the members present to conduct the meeting.
4. In the event of the resignation of the Chairperson or Vice-Chairperson, the Commission shall expeditiously elect a new officer to fill the vacancy for the unexpired term.
5. The Chairperson shall preside at all Commission meetings and have the powers generally assigned such office in conducting the meetings.
6. It shall be the Chairperson's duty to see that the transaction of Commission business is in accord with these By-laws.
7. The Planning Commission, by majority vote of those present may create special committees and assign one or more members to such committees.
8. If a Commission member has unexcused absences totaling 25% of the regularly scheduled meetings for the calendar year or three consecutive unexcused absences more than eight (8) total absences from regularly scheduled meetings in a calendar year, the Chairperson shall inform the City Council who may appoint a new Commission member to fill the member's term.
9. There shall be a term limit of two consecutive full terms. After a two year absence, Planning Commissioners may be reappointed.
10. No person shall hold the office of member of the Planning Commission unless that person is a resident of the city. If a member of the Planning Commission ceases to be a resident of the city, the office must be vacated.

11. Employees of the City of Burien are not eligible to be a member of the Planning Commission.
12. A quorum is a majority of the commission.

### Article III

#### Meetings

The Commission shall determine a regular meeting time (time, place, and frequency) as necessary.

1. All meetings of the Commission shall be open to the public.
2. Executive sessions may be held only with prior City Council approval and in accord with the requirements imposed by RCW 42.30.110 and 42.30.140.
3. To conduct official Planning Commission business, a quorum must be present. If no quorum exists due to members leaving the meeting, no official action can be taken.
4. All meetings of the Planning Commission shall be governed by these by-laws. Where the by-laws do not state otherwise, the parliamentary rules and procedures contained in the current edition of *Roberts Rules of Order* shall apply.
5. To the extent it does not violate public notice requirements, the printed agenda of a regular meeting may be modified, supplemented, or revised at the beginning of the meeting by the affirmative vote of the majority of Commission members present.
6. The Planning Commission may devote part of its meetings to an informational study session during which no comments from the public will be permitted, unless the Chairperson or a majority, on a case-by-case basis, decides otherwise.
7. Action is taken by a majority vote of the members present and voting.
8. After 9pm the Planning Commission shall hear no new agenda items, unless a majority of the Commissioners present should decide otherwise.
9. A staff person will be responsible for the written recording of all Planning Commission meetings. All minutes will be forwarded to the City Clerk and be made part of a permanent record.

### Article IV

#### Conflict of Interest and Appearance of Fairness

Any member of the Commission who in his or her opinion has an interest in any matter before the Commission that would prejudice his or her actions shall so publicly indicate and shall step down and refrain from voting and any manner of participation with respect to the matter in question so as to avoid any possible conflict of interest or violation of the appearance of fairness. The Planning Commission is subject to the City's ethics ordinance, Resolution 115 (attached).

### Article V

#### Agenda

1. The preparation of the agenda will be the duty of the Community Development Director or his/her designee, and he or she will coordinate that preparation with the Chairperson.

2. The agenda may be divided into sections and continue until subsequent meetings when it is apparent that one meeting will not be sufficient to complete the scheduled business.
3. Copies of the agenda will be available to all Commission members at least two days prior to a regular meeting date.
4. The agenda will indicate whether the Planning Commission intends to take formal action on a particular matter.
5. The Commission may continue a public hearing to a future date only for the purpose of accepting new written or oral testimony solely from anyone who had signed up to speak on the original hearing date but did not have the opportunity to testify. A continued public hearing does not require new public notice. Once a public hearing is closed, it cannot be re-opened without issuance of a new public notice.
6. The agenda shall be confirmed at the beginning of each meeting.

#### Article VI

##### Study Sessions

A substantial amount of the Planning Commission's work is conducted at informal study sessions.

1. The Commission shall consider information and recommendations from staff and comments from the public during the study session.
2. Based on staff, public, and Commission input, the Commission determines its recommendations to be forwarded to the City Council.

#### Article VII

##### Public Comment

1. Each speaker is limited to 3 minutes speaking time. If a speaker is representing an organization, that speaker shall be granted 5 minutes speaking time.
2. Members of the public attending study sessions may only speak if acknowledged by the Chairperson.
3. If audience dialogue becomes disruptive, the Chairperson may recess the meeting or request that the meeting be adjourned.
4. To communicate with the Commission on a matter not scheduled for Public Hearing, the public may write a letter and/or speak during the duration of each meeting entitled "Public Comment" near the beginning of the agenda.

#### Article VIII

##### Amending By-Laws

1. The Planning Commission at a regularly scheduled meeting may amend these by-laws.
2. The Burien City Council must approve all amendments.