



PLANNING COMMISSION AGENDA

March 24, 2009, 7:00 p.m.

Burien City Hall
15811 Ambaum Blvd. SW (Suite C)
Burien, Washington 98166-3066

I. ROLL CALL

II. AGENDA CONFIRMATION

III. PUBLIC COMMENT Public comments allowed on items not scheduled for a public hearing on tonight's agenda.

**IV. APPROVAL OF
MINUTES** February 24, 2009
March 10, 2009

V. OLD BUSINESS Continuing Discussion on Sustainability Strategy

VI. NEW BUSINESS None

VII. PLANNING COMMISSION COMMUNICATIONS

VIII. DIRECTOR'S REPORT

IX. ADJOURNMENT

Future Agendas (Tentative) April 14, 2009:

- Continuing discussion on sustainability
- Public hearing, discussion and possible recommendation on proposed amendments to Burien Municipal Code Title 19 (Zoning Code)—Off-site commercial parking

April 28, 2009:

- Continuing discussion on sustainability

Planning Commissioners

Brian Bennett
Stacie Grae (Vice Chair)

Jim Clingan
Rebecca McInteer

Joe Fitzgibbon
Janet Shull (Chair)

**CITY OF BURIEN, WASHINGTON
MEMORANDUM**

DATE: March 18, 2009
TO: Planning Commission
FROM: Jeremy Hammar, Planning Intern
SUBJECT: March 24th Meeting

PURPOSE:

The purpose of this agenda is for the continued discussion on Sustainability. We have created a preliminary outline of a sustainability strategy based upon the discussions Planning Commission has already had. We hope to build upon this outline with input from the Planning Commission.

1. Introduction & Policy framework
 - a. Purpose
 - i. To ensure that the social, environmental and economic systems that make up the city are providing a healthy and meaningful life for residents and visitors alike.
 - b. Definition
 - i. To meet the needs of the present without compromising the ability of future generations to meet their own needs.
 - c. Areas of Focus
 - i. Carbon emissions
 - ii. Community outreach and support
 - iii. Waste reduction and resource conservation
 - iv. Sustainable development
 - d. Overarching Goals
 - i. Sustainability and decision making
 - ii. Reduce carbon emissions
 - iii. Protection of ecosystems
 - iv. Increased quality of life
 - v. Community participation
 - vi. Continuous improvement
2. Methodology
 - a. Assessment of current practices
 - i. City of Burien
 1. Recycling
 2. Conserving resources
 3. Sustainability Committee
 - ii. Current policies
 1. Federal and State
 2. US Mayor's Climate Protection Agreement

- 3. Commute Trip Reduction
- 4. Miller Creek Restoration
- iii. Citizen efforts
 - 1. Sustainable Burien
- iv. Business efforts
- b. Look at what similar cities are doing
 - i. Draw from best practices from other cities
 - 1. Shoreline
 - 2. Others??
 - ii. Learn from what has worked, and what hasn't
 - iii. Apply elements of other plans to fit Burien
- c. Identify the stakeholders for sustainability
- d. Staff involvement
 - i. Who will be involved?
 - ii. What responsibilities will they have?
- e. Community involvement
- f. Create Strategy
 - i. Create a framework that provides structure
 - ii. Create a baseline
 - iii. Focus on "executable tasks"
 - iv. Engage the community and build capacity for citizen involvement
 - v. Start small and scale up
 - vi. Develop and integrate the sustainability program into all City functions

3. Strategy

- a. Carbon emissions
 - i. Why is it important?
 - ii. What is already being done
 - iii. Recommendations
 - iv. Indicators
- b. Community
 - i. Why is it important?
 - ii. What is already being done?
 - iii. Recommendations
 - iv. Indicators
- c. Waste reduction and resource conservation
 - i. Why is it Important?
 - ii. What is already being done?
 - 1. Recycling
 - 2. Biodegradable food containers at some restaurants
 - 3. Sustainable Burien
 - iii. Recommendations
 - 1. Reduction of solid waste
 - 2. Outreach and education for businesses
 - 3. Composting
 - 4. Recycling

- 5. Ecosystem management
 - a. Restoration of streams/wetlands/beaches
 - 6. Use of newer technologies
 - iv. Indicators
 - d. Sustainable development
 - i. Why is it Important?
 - ii. What is already being done?
 - iii. Recommendations
 - iv. Indicators
4. Implementation
 - a. Short term Priorities
 - i. Review all recommendations
 - 1. Why are they priorities?
 - 2. How big of priorities are they?
 - 3. How quickly can they be accomplished?
 - 4. Note important things to consider in the implementation of each recommendation
 - ii. Identify Easy wins
 - 1. Plans which quickly show improvements
 - 2. Gain support by achieving early successes
 - iii. Input Sustainability into city and departmental missions.
 - iv. Create baseline
 - b. Long term Priorities
 - i. Bigger picture
 - ii. Loftier goals
 - iii. Thinking ahead
 - c. Capacity assessment
 - i. The city's capacity to implement the recommendation contained in the strategy
 - 1. Cost
 - 2. Staff
 - 3. other
 - d. Allocate resources
 - i. Costs
 - ii. Priorities
 - iii. Who manages the effort?
 - e. Updates
 - i. Will the strategy be updated periodically?
 - ii. How often is the strategy updated?
 - iii. Who is in charge of this?

City of Burien

BURIEN PLANNING COMMISSION MEETING
March 10, 2009
7:00 p.m.
Shared Conference Room, Burien City Hall
MINUTES

Planning Commission Members Present:

Janet Shull, Stacie Grage, Jim Clingan, Brian Bennett; Joe Fitzgibbon; Rebecca McInteer

Absent: None

Others Present:

Chip Davis, planner; Liz Ockwell, assistant planner

Roll Call

Janet Shull called the meeting to order at 7:05 p.m. At the call of the roll all commissioners were present except Commissioner Fitzgibbon and Commissioner McInteer. Commissioner Fitzgibbon arrived at 7:15 p.m.; Commissioner McInteer arrived at 7:22 p.m.

Agenda Confirmation

Motion to approve the agenda as printed was made by Commissioner Grage. Second was by Commissioner Clingan and the motion carried unanimously.

Public Comment

None

Approval of Minutes

Motion to approved the minutes of February 10, 2009, was made by Commissioner Clingan; second was by Commissioner Grage. The motion carried unanimously.

Old Business

None

New Business

- A. Discussion of proposed amendments to Burien Municipal Code Chapter 10.60 – Commute Trip Reduction Plan

Assistant planner Liz Ockwell introduced the commissioners to Commute Trip Reduction (CTR), noting that the state legislature passed legislation in 1991 relating to commute trip reduction in the Clean Air Act, intending to improve air quality, reduce traffic congestion and reduce the consumption of fuel by encouraging alternative modes of transportation. The law was modified in 2006, altering the goals to directly deal with congestion and delay issues.

Employers must participate if they have 100 or more full-time employees working at a single worksite. Although the City of Burien doesn't employ 100 people, Highline Hospital does, thus triggering a

requirement that the City of Burien also participate in CTR. The City has hired King County to administer the program.

CTR reduces the effects of climate change, manages demand on the transportation system in the state's most populated counties, reduces traffic delays, helps preserve infrastructure, holds affected employers accountable, and promotes partnerships and collaboration.

The City is required by state law to update its CTR ordinance and promote the program. The proposed amendments to the City's CTR ordinance would streamline the City's Commute Trip Reduction Plan and update some terminology. New goals and targets will help the program function more efficiently.

Ms. Ockwell will be presenting the proposed amendments to the City Council at its March 23rd meeting; tonight is the night for the Planning Commission to make its comments before the proposed amendments go to the council.

Commissioner Clingan asked if it was true that if the hospital wasn't in Burien, the city has no other employers large enough to trigger the requirement to participate in CTR. Ms. Ockwell replied that that is correct. The key is 100 or more full-time employees at a single worksite, meaning the school district wouldn't trigger the requirement because its employees are scattered among many worksites and another large employer, Fred Meyer, has many part-time employees, so it isn't affected.

Commissioner Bennett asked if the hospital has had, or will have, a chance to comment on the proposed amendments. Ms. Ockwell replied that it hasn't been sent to the hospital directly, but it has been sent to King County, which administers the hospital's program, and she has received King County's comments.

Chair Shull asked if the amendments would result in any significant changes to what the City or hospital are currently doing to meet CTR goals. Ms. Ockwell stated that it wouldn't change much; the amendments primarily streamline the City's program and focus the goals.

Chair Shull asked if it would be wise to add Discover Burien and Sustainable Burien to the list of community groups on page 15 of the City's plan. Ms. Ockwell replied that she agreed, noting that CTR isn't required for everyone, but voluntary participation is encouraged.

Commissioner Fitzgibbon said that on page 21 of the plan it states there is no financial gap for the bike and pedestrian lane improvements in the City's Urban Center, but it was his understanding that there is a gap. He asked for clarification. Ms. Ockwell said she doesn't know. Commissioner Fitzgibbon said he would like to know if there is a gap between what the City currently provides in bicycle and pedestrian improvements and what it would like to provide, and the size of the gap. Chip Davis, planner, noted that all major road projects being undertaken by the City are required to include a bike/pedestrian component. He further explained that City doesn't have an ongoing funding source for bicycle/pedestrian improvements; the funding comes when programs become available and the City applies for funds, or a developer has a project that may include a requirement to build a bike/pedestrian component. Commissioner Fitzgibbon would like to see the bike/pedestrian plan projects prioritized for future funding opportunities. Mr. Davis said he'll see if a presentation on the Bike and Pedestrian Plan can be made to the Planning Commission at a future date.

Returning to the topic of the proposed amendments to the CTR ordinance, Commissioner Bennett asked if the City can take on the work of administering the CTR program rather than King County. Ms. Ockwell replied that it would be difficult, requiring at least a half-time commitment from a staff member to develop incentive programs, conduct surveys, compile statistics and do all the other related tasks that King County currently handles on the City's behalf. It wouldn't be cost-effective for the City to take on the full responsibility of administering the program when there is only one affected employer in the city. Larger cities with many affected employers run their own programs, but the County administers the program for the many small jurisdictions in the county who can't afford to do it themselves. Commissioner Bennett said he would like to know if the City is receiving its fair share of services from

the County for the cost, which is \$4,000. Mr. Davis noted that the County's CTR representative will be at the City Council meeting on March 23; that might be a good time to ask that question.

There were no further questions or concerns from the commissioners.

B. Discussion of proposed amendment to Burien Municipal Code Title 19 (Zoning Code) – Off-site commercial parking

Mr. Davis reviewed the background of the proposed amendment. The owner of the northern portion of the property formerly occupied by BBC Dodge has approached the City asking if valet airport parking would be an allowed use on his property, which is in the SPA-3 Gateway zone. The owner stated he is facing the hardship of trying to replace a 17-year tenant during an economic downturn and the only prospective tenant he has at this time proposes valet airport parking. The owner reasoned that since a car dealer occupied the space for so many years, airport parking is not much different than cars parked waiting to be sold.

Because the property is located in the SPA-3 Gateway zone, a major entrance to Burien, the proposed off-site commercial parking is envisioned by the property owner and staff as an interim use. Ideally, at some time in the future the property may be the site of a hotel or other business suitable for the gateway into Burien.

Mr. Davis explained that originally a zoning code interpretation was considered, but it was decided that would not give staff enough assurance that the property wouldn't be developed into something unsuitable for the gateway. Staff is proposing a new definition for the off-site commercial parking use and allowing off-site commercial parking as an interim use in the SPA-3 and CR (Regional Commercial) zones with limitations. The use would be limited to properties used currently or within the past 12 months for new and/or used auto sales, and will be allowed only until July 1, 2012, after which the use will be illegal and must be removed. It is anticipated the economy will have recovered sufficiently by that date that other, more appropriate uses, may be developed. Also, in the SPA-4 use chart, "off-site parking" would be amended to read "off-site commercial parking." The July 1 deadline makes it clear that the use is limited and gives businesses a little more than three years to amortize their costs so they won't be able to make a "taking" claim against the City.

Commissioner Clingan said it wouldn't bother him if the use extended to the entire piece of property, rather than see a vacant corner at the gateway. Mr. Davis said the request is only for the portion owned by the requestor, but staff is approaching it on the assumption the entire property could be used in this manner. Chair Shull noted that an April 1 date is listed in the draft amended use zone charts; Mr. Davis said he would be correcting that to the July 1 date.

Commissioner Grage said she would love to see that location used as a hotel and feels this would be a reasonable interim use until the economy improves. She likes having a defined end date for the interim use.

Commissioner Bennett asked if the potential lessee is open to a short-term lease. Mr. Davis said the property owner would have preferred an immediate decision that would allow him to sign a lease with the proposed tenant right away. The zone code amendment approach requires a public hearing and City Council approval. The property owner would prefer the interim use to be open-ended, to allow the market to decide when to end it. So far he has only an expression of interest from a prospective tenant; no commitments have been made.

Commissioner Fitzgibbon agreed that the property, as part of the gateway, is too important to the City's long-term vision not to have a sunset date on the interim use. He said he would not support the proposed amendment if it were open ended.

Commissioner Bennett asked what the process would be to extend the period of use sometime down the line. Mr. Davis explained that it would be the same process as the current one, thus giving the Planning Commission and City Council an element of control.

Commissioner McInteer asked what sort of development would go on the site for off-site commercial parking. Mr. Davis said the City anticipates a very minimalist operation, just the parked cars and a shuttle bus to take customers to and from the airport. Signage, landscaping and other requirements would still need to be addressed.

Chair Shull said what she likes about the proposed amendment is that the interim use has a deadline. She does not think it's an appropriate permanent use for the zone.

Mr. Davis noted that the proposed amendment will be back before the Planning Commission for a public hearing on April 14th.

Planning Commission Communications

None

Director's Report

None

Adjournment

Motion to adjourn was made by Commissioner Grage. Chair Shull adjourned the meeting at 8:10 p.m.

Approved: _____

Janet Shull, chair
Planning Commission

City of Burien

BURIEN PLANNING COMMISSION MEETING

February 24, 2009

7:00 p.m.

Shared Conference Room, Burien City Hall

MINUTES

Planning Commission Members Present:

Janet Shull, Stacie Grage, Jim Clingan, Brian Bennett; Joe Fitzgibbon

Absent: Rebecca McInteer

Others Present:

Jeremy Hammar, Planning intern

Roll Call

Janet Shull called the meeting to order at 7:03 p.m.

Agenda Confirmation

Motion to approve the agenda as printed was made by Commissioner Clingan. Second was by Commissioner Fitzgibbon and the motion carried unanimously.

Public Comment

John Levitch, 2651 SW 164th Place, asked the commission for its help in rezoning a piece of property he owns at 202 SW 155th Street. About three years ago he attended a pre-application meeting with City planners to begin the process of building an office building on the site. The City required surface water management improvements that were cost prohibitive, so he moved his business to Renton. He now is trying to sell the property. He said it is zoned multiple [family]. Mr. Levitch said he has received five offers on the property, but after the prospective buyers talk to the City the offers have gone away, mainly because, he said, the City told them they can't do 50 percent office, 50 percent residential, and the City also told one man who just wanted to use his garage that that can't be done either. He wants the property rezoned commercial so he can sell it. He asked if he does that by being persistent or by hiring an attorney; he asked the commissioners for help.

Chair Shull thanked Mr. Levitch for coming to the meeting; she then explained the Planning Commission's role as an advisory committee. She then explained that there is an annual process for requesting zoning code and Comprehensive Plan map amendments, which ultimately are decided by the City Council. Mr. Levitch expressed frustration at the whole situation. Chair Shull suggested Mr. Levitch go back to the Planning Department to find out the deadline and process for applying for zoning code and Comprehensive Plan map amendments. Mr. Levitch stated that he thinks the City is not business friendly and says he is concerned as a citizen of Burien that the City is turning businesses away.

Approval of Minutes

None

Old Business

A. Discussion on Sustainability

Two representatives of Sustainable Burien, Kevin Alexander and Bob Edgar, were present for a roundtable discussion with the commissioners.

Chair Shull explained where the commission is currently at in the process of developing a sustainability program. Mr. Alexander asked what falls into the Planning Commission's jurisdiction and whether the sustainability program would be limited to what the Planning Commission normally does or will the program address the entire City? Chair Shull replied that she isn't sure of the scope of the program at this time; the commission is still in the initial process of exploring the topic of sustainability. In response to the first part of the question, Chair Shull explained that the commission primarily is involved with changes to the zoning code, changes to the Comprehensive Plan, serving as a citizen sounding board for the City Council and forwarding recommendations to the council. Sometimes, she added, the commissioners are asked to look at matters that are related to land use, such as transportation impact fees. She said she would prefer to see the commission make a recommendation to the City Council on how best to proceed with the development of a sustainability program, not that the commissioners would prepare that strategy.

Bob Edgar described the history of Sustainable Burien, saying it was formed in August 2008, although the organizers of the group began meeting a little more than a year ago. He said the focus of the group is generally education about sustainability and actions individuals can take toward sustainability. Sometimes this means bringing in a guest speaker. The group also collects coupons for the local food bank, to help its money stretch further; also members participate in food sharing and gleaning to benefit the food bank. The group is trying to raise public awareness. Mr. Alexander said there is a subgroup working to develop community garden plots, something that would be a good candidate for the City's neighborhood grant program funding. He said the group will be most visible at this year's Strawberry Festival. Mr. Alexander said the group is divided into "pods" of interest – energy, transportation, food, environment and community. He said a couple of people are working on getting a Zipcar in Burien.

Commissioner Grage suggested that one group of people Sustainable Burien can tap into for community outreach is high school students, many of whom have community service requirements.

Mr. Edgar noted that Sustainable Burien would like to work with businesses to determine a set of criteria that, if met, would enable individual businesses to be labeled as meeting certain sustainable practices, which the businesses then could use as a marketing draw to attract customers who are concerned about sustainability and may encourage other businesses to do likewise.

Mr. Alexander said the City could set an example by putting solar panels on the roof of the new City Hall and electrical outlets in the parking lot for electric cars. Mr. Edgar added that the City already is working on low impact development guidelines.

Chair Shull reviewed the options brought forward as examples at the last Planning Commission meeting – a program modeled on Shoreline's approach, working with a consultant team to facilitate public workshops and a stakeholder group; the ICLEI Emissions Inventory plan, focusing primarily on environment and air quality; and a comprehensive plan modification, inserting sustainability goals. She asked Mr. Edgar and Mr. Alexander what they thought of the options.

Mr. Edgar said he would like to see the City make all decisions using a sustainability thought process. Mr. Alexander said the City has to decide if it will focus only on the City's operations or does it want to encourage the businesses and the community as a whole to live sustainably.

Chair Shull then asked the other commissioners for their thoughts on the topic.

Commissioner Fitzgibbon said he believes the program should be as broad as possible.

Commissioner Bennett noted that Scott Greenberg, Community Development director, is leading a group of City staff that is examining how to make City operations more sustainable. He said the Commission should look at the broader picture.

Commissioner Grage thinks that each group – Sustainable Burien, the staff group, and the Planning Commission – should bring its own perspective to the discussion to ensure a broad scope, involving everyone. She encourages a great deal of outreach and public participation.

Commissioner Clingan encouraged the commission to take a thorough and measured approach, rather than rush into doing something quickly. He added that if the City isn't doing it well itself, it will have no credibility in pushing the residents and businesses to make changes. The City needs to lead by example.

Chair Shull said she really hopes residents will become involved in this effort and said once a decision is made on the scope of the project perhaps Sustainable Burien will help get the word out and encourage participation by residents. In turn, Sustainable Burien might gain in membership.

Mr. Alexander said one of the things the City should do it look at the permitting process to be sure the City is ready when applicants propose using new technologies to be more sustainable. There are a lot of options and a lot of things to keep track of, he added. He suggested planting fruit trees when replanting in parks; by making them community trees, residents can help themselves to the fruit.

There was general consensus that using an experienced consultant would help focus the work into manageable pieces; Mr. Alexander noted he would like to see the City hire a local consultant, but allowed that there may not be an experienced consultant in the area. He added that incentivizing will be more effective than regulation.

Chair Shull said she is feeling a lot of support for a strategy similar to Shoreline's. Commissioner Grage agreed that a task force encompassing the business community, Sustainable Burien, the parks department and the Planning Commission would be effective. Mr. Edgar said that may be the place to start, with a core group of stakeholders including various elements of City government and representatives of business, the community and the school district. Chair Shull added the hospital, local utilities and public safety organizations.

Summarizing, Chair Shull said she thinks the city is very fortunate to have both City leadership and grassroots efforts and value in a sustainability program, noting that not all communities have both. Mr. Alexander said he is impressed with a lot of the things the City is doing and a lot of its goals relating to sustainability, and although a lot of it isn't happening yet, the City is thinking about it and doing the things that are easy to do as a first step.

The next meeting of Sustainable Burien is Sunday, March 8, 2-4 p.m. at the Burien Library. The guest speaker will talk about the impact of sustainability on businesses.

New Business

None

Planning Commission Communications

None

Director's Report

None

Adjournment

Motion to adjourn was made by Commissioner Clingan; Commissioner Grage seconded. Chair Shull adjourned the meeting at 8:20 p.m.

Approved: _____

Janet Shull, chair
Planning Commission

DRAFT