Joint Commission Work Plan
Scope and Key Components

1. **Scope.** The Interim Report of the Stakeholder Group is the foundation and major reference for this work. The draft updated vision statement (included in the Interim Report) was preliminarily endorsed by the City Council on September 8, 2015. Direction from City Council includes:
   a. Work within existing boundaries of the Town Center zone.
   b. Proceed without waiting for resolution of Sound Transit-related issues.

2. **Major Deliverables:** Recommend revisions to:
   a. The Town Center Development Code, including design guidelines.
   b. Portions of the City Comprehensive Plan directly related to the Town Center, including refinements to the draft Town Center vision statement.

3. **Components:**
   a. Develop and issue a Vision Statement communications piece.
      i. Type and nature of additional visuals
      ii. *At end of the process...* return to review of Vision statement and recommend any edits, wordsmithing.

   Comments from Commissioners:
   1. Encourage heavy emphasis on graphics in the communications piece.

   b. Work plan should confirm any additional studies needed & timeframe to complete them. Potential consultant studies previously mentioned include:
      i. Traffic analysis of proposed code. ($15,000 +/-) **[mandatory]**
      ii. Review and assessment of proposed incentives. ($12,000-$20,000 +/-)
      iii. Review and assessment of proposed retail frontage requirements. ($5,000-$25,000, depending on whether a market analysis is included)
      iv. Parking inventory?
Additional studies/timing issues suggested by Joint Commission members:

1. Poll to gauge community support
2. Confirm # of dwelling units under current v. proposed code
3. Market analysis including evaluation of incentives and frontage requirements (see items ii and iii above).
4. Do traffic study sooner rather than later
5. Do a parking study

c. Focus work on **same major topics as Interim Report**.
   i. Building Height Limits
   ii. Incentives Program: Proposed Mandatory and Elective Building Components.
   iii. Parking Standards (not fully addressed by TCSG)
   iv. Street Frontage Use and Improvements Standards
   v. Mid-Block Pedestrian Connections
   vi. Retail Frontage Requirements
   vii. Public Open Spaces
   viii. Other as needed.

d. **Working sessions without public comment, supplemented by separate, additional public hearings.** Public comment will be encouraged online and compiled and shared with the Joint Commission as part of every agenda.

Additional working sessions suggested by Commission members:

1. Working session(s) with TC landowners and developers to specifically address their concerns

e. **Written updates** on 1st of every month for the City Council.

Other Commissioner suggestions:

1. Integrate SEPA compliance into the work, rather than do a SEPA checklist.
2. Joint commission structure seems unwieldy—use subcommittees where possible.
Major Substantive Topics/Areas and related studies

- Based on Interim Report.
- Smaller boxes expected to take less time.
- Blue and Green items are closely related.

Note: Colored blocks indicate where in the code outline these topics would be addressed.
DRAFT OUTLINE OF PROPOSED MICC CHAPTER 19.11
Town Center Development and Design Standards

Sections
19.11.010 General
19.11.020 Land Uses
19.11.030 Development Standards
19.11.040 Street Design Standards in Town Center
19.11.050 Site Design Standards in Town Center
19.11.060 Building Architectural Standards in Town Center
19.11.060 Administration

19.11.010 General
A. Purpose
B. Intent
C. Applicability
D. Sub-Areas Described:
   i. TC-5
   ii. TC-4
   iii. TC-3
   iv. TCMF-3

19.11.020 Land Uses
A. Permitted and Conditional Uses
B. Accessory Uses
C. Non-conforming Use
D. Retail Frontage Requirements

19.11.030 Development Standards
A. TC-5
   a. Setbacks - Building placement
   b. Height – massing diagram
   c. Frontages – sidewalks, build to lines?
   d. Incentives
B. TC-4
   a. Setbacks - Building placement
   b. Height – massing diagram
   c. Frontages – sidewalks, build to lines?
   d. Incentives
C. TC-3
   a. Setbacks - Building placement
   b. Height – massing diagram
   c. Frontages – sidewalks, build to lines?
d. Incentives

D. TCMF-3
   a. Setbacks- Building placement
   b. Height – massing diagram
   c. Frontages – sidewalks, build to lines?
   d. Incentives

19.11.040 Street Design Standards in the Town Center

19.11.050 Site Design Standards in the Town Center

i. Parking
   a. Stalls based on use and gross square feet (table)
   b. Shared parking
   c. Structured parking
   d. Walk off parking
   e. Repurposing of Parking Stalls Prohibited.

ii. Loading Space

iii. Drive-Through Facilities

iv. Lighting (see old section 19.11.090)
   a. Light Fixtures
   b. Shielding
   c. Lamping
   d. Entry lighting
   e. Building lighting and display window lighting
   f. Parking area lighting
   g. Neon lighting

v. Screening (see old section 19.11.080)
   a. Above Ground Screening
   b. Grade Level Landscape Screening

vi. Landscaping (see old section 19.11.100)
   a. Landscaping Standards
      Plant Species
      Trees and Groundcover
      Amount and location
      Continuity
      Irrigation
      Maintenance
   b. Parking Lots
   c. Building entries
   d. Building facades

vii. Signs (see old section 19.11.120)
19.11.060 Building Architectural Standards in Town Center

i. Massing and Articulation
ii. Upper story stepbacks
iii. Fenestration
iv. Street facing facades
v. Long buildings
vi. Walls
vii. Entrances
viii. Roofs
ix. Canopies and Awnings
x. Courtyards
xi. Materials and Color (see old section 19.11.070)
   a. Building materials
   b. Prohibited Materials
   c. Colors

19.11.070 Administration (see old section 19.11.130)
A. Design Review. Design review procedures are set forth at MICC 19.15.040(F).
B. Conditional Use Permit Review

Comprehensive Plan Policies
Draft Work Plan

General Approach: (Similar to how Planning Commission developed the update to the Comprehensive Plan)

(1) Staff brings work forward in packages by topic areas. Recommendations based on Interim Report direction where available.
   - Topics scheduled to hear foundational pieces first (e.g., height and sub-areas), and considering complexity of topics and requirements for outside consultant work.
(2) Joint Commission discusses and gives staff preliminary direction.
(3) Staff brings adjusted material back at subsequent meeting for a preliminary “thumbs up”; Subcommittees formed to work issues in interim if needed.
(4) “Thumbs up” material is added to package/list for next public hearing.
(5) Two public hearings, separate and in addition to Joint Commission “Study Sessions” (which are without public comment), conducted before final Planning Commission recommendation.
(6) No final recommendations until end of the process.

NOTES:
- All agenda packets will include copies of public comment received since last meeting, with opportunity to discuss.
- Each substantive item briefing will incorporate suggested adjustments to Comprehensive Plan policies.
- Staff will keep a running list of information requests and follow up actions/information.
- Written monthly updates will be provided to the City Council.
## DRAFT Work Plan Calendar – Meetings, Agenda Items, Public Outreach/Input Opportunities

<table>
<thead>
<tr>
<th>Month</th>
<th>Joint Commission Meetings, Council Meetings, and Public Outreach/Input</th>
<th>Subcommittees, Other “schedule tools”</th>
<th>Outside Consultant Work</th>
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</thead>
</table>
| OCTOBER | Meeting #1 (October 7)  
  • Introductions  
  • Public Comment  
  • Interim Report | | |
| | Meeting #2 (Oct. 21):  
  • Public Comment  
  • Joint Commission Operating Rules  
  • Work Plan Review/recommendation to City Council  
    • Council Action Nov. 5  
  • Town Center Vision  
    • Existing visuals, recommended additional visuals  
    • Public communication piece format, messaging | Create subcommittee to work on communications | |
| | Recommendations to Council: Work Plan, Vision Communication piece (preferred formats, additional visuals recommended) | | |
| NOVEMBER | Council action on Work Plan and Requests for Additional Consultant Work (Nov. 2) | Create subcommittee on architectural design standards, and? TCLG to provide input on visuals for vision communications piece. | Firm engaged to do additional visuals (1) for communication piece; (2) for design code. |
| | Meeting #3 (Saturday – Long Meeting) STUDY SESSION  
  • Subareas  
  • Building Heights  
  • Setbacks and other architectural building design standards  
    Review and sign-off on Vision Communication Piece (using existing draft updated Town Center vision statement text) | | |
| | Council action to extend Moratorium (Nov. 16) | | |
| DECEMBER | VISION COMMUNICATION PIECE CIRCULATED/PUBLISHED | Visual Piece completed | |
| | Meeting #4 (December 2) STUDY SESSION  
  • Incentives Program: Introductory discussion  
  • Open Space  
  • Follow up discussion/ Prelim. Thumbs up? : Subareas, Building Heights | | Possible panel discussion with developers/others with low-rise mixed-use development experience |
<table>
<thead>
<tr>
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<tr>
<td></td>
<td><strong>Meeting #5 (December 16) STUDY SESSION</strong></td>
<td></td>
<td>Review of Incentives approach initiated.</td>
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<td>• Incentives Program: discussion &amp; approve direction to consultant</td>
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<td>Review of Retail Frontage Requirements initiated</td>
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<td>• Street Standards</td>
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<td>• Land Uses/Retail Frontages</td>
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<td>• Re-cap 2015 Traffic Study (completed for comp. plan update)</td>
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<td><strong>Meeting #6 (January__) STUDY SESSION</strong></td>
<td>Create Vision Statement Subcommittee</td>
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<td><strong>JANUARY</strong></td>
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<td></td>
<td>• Review of input on vision communication piece</td>
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<td>• Follow-up discussion/Prelim Thumbs up?: Land Uses/Retail Frontage and Street Standards</td>
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<td>• Follow-up discussion/Prelim Thumbs up?: Setbacks and other architectural building design standards</td>
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<td></td>
<td><strong>PUBLIC HEARING #1 (January)</strong></td>
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<td></td>
<td>• Vision Statement</td>
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<td>• Building Heights, subareas</td>
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<td>• Land Uses/Retail Frontage</td>
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<td>• Setbacks &amp; architectural design standards</td>
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<td>• Street standards</td>
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<td><strong>Council Retreat – Presentation from/ Discussion with Joint Commission (January __)</strong></td>
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<td><strong>Meeting # 7 (January __) STUDY SESSION</strong></td>
<td>Incentives review Presented</td>
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<td>• Review of comments from Public Session, Council retreat, direction to staff.</td>
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<td>• Purpose &amp; Intent language.</td>
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<td>• Direction on any revisions to vision statement (Subcommittee report)</td>
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<td>• Incentives Report from Consultant, direction to staff.</td>
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<td><strong>FEBRUARY</strong></td>
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<td><strong>Meeting # 8 (February __) STUDY SESSION</strong></td>
<td>Retail Frontage Requirements review presented.</td>
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<td>• Retail Frontage Report from consultant presented, direction to staff</td>
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<td>• Parking standards</td>
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<td>• Presentation on current traffic analysis/projections.</td>
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<td>• Other code provisions reviewed</td>
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<td>Month</td>
<td>Joint Commission Meetings, Council Meetings, and <strong>Public Outreach/Input</strong></td>
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<td>Meeting #9 (February __) STUDY SESSION</td>
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<td>• Follow-up and Discussion/Prelim Thumbs up?: Incentives Program</td>
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<td>• Follow-up and discussion/Prelim Thumbs up?: Retail Frontage requirements</td>
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<td>• Follow-up and discussion/Prelim Thumbs up?: Parking Standards</td>
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<td>MARCH</td>
<td>Meeting #10 STUDY SESSION</td>
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<td>Traffic analysis initiated</td>
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<td>• Carryover from Meeting #9 as needed</td>
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<td>• Review of all draft code provisions</td>
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<td>• Prepare for Public Hearing #2</td>
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<td><strong>PUBLIC HEARING #2</strong></td>
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<td>• Full code and Town Center-related Comprehensive Plan amendment package (new items: Incentives Program, Retail Frontage, purpose, intent, other code adjustments)</td>
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<td>APRIL</td>
<td>Meeting #11 STUDY SESSION</td>
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<td>Traffic analysis completed</td>
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<td>• Review of input from Public Hearing</td>
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<td>• Report on traffic study</td>
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<td>• Direction to Staff on all Code amendments</td>
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<td><strong>PUBLIC HEARING #3</strong> on formal package to be recommended</td>
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<td>Meeting #12 ACTION MEETING</td>
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<td>JUNE</td>
<td>• Final recommendations on code amendments and Comprehensive Plan amendment</td>
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<td><strong>Council review of proposed code, comprehensive plan begins</strong></td>
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