

**CITY OF SNOHOMISH
Snohomish, Washington**

ORDINANCE 2403

**AN ORDINANCE OF THE CITY OF SNOHOMISH, WASHINGTON
CREATING A MIDTOWN PLANNING DISTRICT TASK FORCE**

WHEREAS, Snohomish Municipal Code 2.06.010(A) provides for the creation of committees by Ordinance of the City Council, and SMC 2.06.010(B) provides for Special Committees to investigate a special subject; and

WHEREAS, the City Council desires to create a Special Committee to be called the Midtown Planning District Task Force to investigate how regulations for the Commercial Land Use Designation Area on Avenue D from Sixth Street north to SR9 can be amended to facilitate development and redevelopment; and

WHEREAS, the Midtown Planning District Task Force will be directed by these 2019-2020 City Council goals:

- Explore incentives and regulatory tools the City can use to facilitate the development of additional affordable housing units;
- Complete a land use feasibility study of the areas around SR9, Bickford Avenue, and Avenue D that are north of Sixth Street, which includes the County-owned vacant 9.5 acre property by Avenue D and 13th Street, to understand which land use designations would best spur economic development;
- Explore opportunities to diversify the City's economy and revenues that provide basic services like law enforcement and transportation; and

WHEREAS, the Midtown Planning District Task Force will make recommendations and provide input on how to implement these five Comprehensive Plan goals and their associated policies:

GOAL LU 1: Designate adequate lands for existing and future land use needs of Snohomish.

LU 1.1: Capacity. Maintain capacity to accommodate the City's residential and employment growth targets as adopted in the Countywide Planning Policies.

GOAL LU 2: Manage growth and community change in accordance with the values and vision of the Snohomish community of residents, land owners, and business people, and consistent with the Growth Management Act.

LU 2.1: Innovative zoning. Utilize innovative zoning models to increase density and achieve other policy goals where it will not adversely affect the character of existing neighborhoods.

- LU 2.3: Residential densities. Evaluate options for increasing district-wide residential densities where it will not have a detrimental effect on infrastructure and existing neighborhoods and where adequate accommodations are made for public spaces and pedestrian facilities.
- LU 2.4: Innovative design. Consider innovative design concepts for public and private sites, buildings, and infrastructure to distinguish districts and to continue, improve, and promote the livability of the City and its districts.
- LU 2.5: Design standards. Continue to improve and apply the adopted design standards to preserve the character of the City and its districts.

GOAL LU 3: Preserve and enhance the quality of character of and connections between the City’s residential and mixed-use neighborhoods.

- LU 3.1: Neighborhood studies. Support natural neighborhoods within the city in a review of land use, infrastructure, amenities, circulation, and connections to other areas of the city.
- LU 3.2: Neighborhood improvements. Consider opportunities for capital improvements and modification to land use plans based on the findings of neighborhood studies.

GOAL LU 5: Accommodate a range of housing types and residential densities to provide living options for the spectrum of ages, lifestyles, and economic segments of the City’s population.

- MF 5.1: Density range. Provide a range of density options for multi-family development types.
- MF 5.2: Multi-family location. Medium and high density development should be located near public amenities in order to provide easy access.
- MF 5.3: Multi-family access. Design of multi-family development should provide clear and convenient pedestrian access to the public sidewalk. Buildings rather than the parking area should be the predominant appearance of the site.

GOAL LU 6: Develop thriving commercial areas that are safe, attractive, and convenient.

- CO 6.1: Commercial capacity. Designate adequate mixed-use areas to provide for a variety of commercial activities with differing characteristics and emphases as described below:
 - a. Commercial. Concentrations of retail and service uses in neighborhood and community shopping centers or commercial corridors along arterials. Such commercial areas should provide a wide range of convenience, general merchandise, and specialty goods and services and may incorporate multi-family development to create vibrant centers.
- CO 6.2: Traffic. All commercial development should be carefully located and designed to eliminate or minimize adverse impact of heavy traffic volumes, and to separate automobiles from pedestrian traffic.

- CO 6.3: Commercial centers. Commercial centers should be developed so as to encourage aesthetic site arrangements of buildings with landscaping and adequate off-street parking areas and contain pedestrian friendly orientation.
- CO 6.7 Commercial design. All new commercial development should be designed to be compatible with the character of the neighborhood and immediate context of the site and consistent with applicable design standards; and

WHEREAS, the City Council desires broad community input to help develop a strategy that will attract, retain and grow a diverse and stable economic base that supports needed goods, services and jobs for residents, while preserving, protecting and enhancing existing single-family neighborhoods; and

WHEREAS, an expanded tax base will allow the City to maintain essential public services such as police, fire (through the Fire District), parks and street maintenance, and lessen the tax burden on residents; and

WHEREAS, the result of revised development regulations for the Commercial Land Use Designation Area will be a thriving and revitalized Midtown that will create jobs, and increase residents' shopping, housing, work, and activity choices; and

WHEREAS, the site of the former Snohomish County Public Works Yard at 1201 Bonneville Avenue was declared surplus by Snohomish County and is being prepared for sale or development. The City Council wishes to work proactively with the community to update the Commercial Land Use Designation Area's development regulations so this important site is redeveloped in a manner consistent with the community's vision that makes the best use of the property;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SNOHOMISH, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. **Midtown Planning District Task Force Established.** The City Council hereby establishes the Midtown Planning District Task Force. Applications for consideration of appointment to the Task Force will be received by the City Clerk through 4:00 p.m. on March 3, 2020.

Section 2. **Purpose.** The purpose of the Task Force is to review the City's codes, standards, and policies applicable to the portion of the Commercial Land Use Designation Area on Avenue D from Sixth Street to SR9, for their impact on how the area, including the site of the former Snohomish County Public Works Yard, can redevelop in a manner consistent with the community's vision in order to:

- Generate economic development;
- Increase housing options in the City;
- Create new and preserve existing affordable housing units; and
- Promote job growth.

Section 3. Membership.

- A. The Task Force shall consist of 10-13 members, appointed by the Mayor and subject to confirmation by the City Council.
1. The members shall include:
 - a. Two Planning Commissioners;
 - b. Two Economic Development Committee members;
 - c. Two Design Review Board members; and
 - d. Five to seven at-large members with areas of expertise and knowledge in any or all of the following:
 - i. Land Use
 - ii. Design
 - iii. Business operations
 - iv. Land development/construction
 - v. Real estate market
 - vi. Banks/financing
 - vii. Neighborhood residents' perspectives
 - viii. Housing affordability
 - ix. Environmental sustainability
 2. The above is the ideal composition of the Task Force; however, if the number of applicants does not support filling all positions as described, the composition may be modified. The list should not be construed to mean no more than two members of the Planning Commission, Economic Development Committee, and Design Review Board may be on the Task Force.
- B. The membership of the Task Force shall be diverse in its members' experience, background, age, and expertise.
- C. Two City Councilmembers shall be named as liaisons to the Task Force.
- D. A majority of the Task Force members shall reside within City limits or the Urban Growth Area.
- E. Task Force members should:
1. Be able to represent perspectives of stakeholders and the broader community.
 2. Have a high degree of commitment and be able to attend the scheduled Task Force meetings and Public Open House.
 3. Have good communication skills and ability to listen to and work well with others.
 4. Be able to bring new views and information to Task Force members.

Section 4. Powers, Duties/Expectations, and Tasks. The Task Force will work with City staff and consultants and consider public input to develop recommendations to the Planning Commission for amending codes, standards, and policies for the Commercial Land Use Designation Area along Avenue D from Sixth Street to SR9.

A. Powers.

1. The Task Force will not have any formal decision-making authority.
2. Task Force members may:
 - a. Request additional information and analysis from City staff and consultants.
 - b. Bring their own information and analysis to the Task Force for its consideration.
3. The Task Force should:
 - a. Offer input on the process being used and suggest changes if necessary.
 - b. Work with other Task Force members and City staff and consultants on methods to maximize public input.
4. The Task Force shall:
 - a. Consider all public input to inform their recommendations.
 - b. Share with the entire Task Force all information and communications they receive outside of Task Force meetings regarding the Midtown Planning District project.
 - c. Balance the community's desires with market feasibility realities.
 - d. Work collaboratively with the staff and consultants in drafting final recommendations regarding policies, regulations, and design principles/standards.
 - e. Make recommendations to the Planning Commission on changes to Comprehensive Plan policies and the development regulations and standards for the Commercial Land Use Designation Area on Avenue D from Sixth Street north to SR9.

B. Duties and Expectations. Task Force members will:

1. Attend all four scheduled meetings of the Task Force and the scheduled Public Open House.
2. Receive, discuss and respond to information and analysis shared before and during meetings with thoughtful insights, perspectives and ideas.
3. Review comments and information provided during the public process.
4. Bring a community-wide perspective and participate in a constructive manner in the discussion of viable alternatives, creative solutions and potential trade-offs.
5. Make recommendations to the Planning Commission.

C. Tasks. Task Force members will complete the following tasks during their meetings:

1. Task 1 - Participate in visioning exercise.
2. Task 2 - Participate in visual preference survey.
3. Task 3 - Review and comment on draft policies, principles, regulations, and standards.
4. Task 4 - Attend public open house to represent process and to listen to public input.
5. Task 5 - After considering public input from open house and other sources, select recommended design principles, development code amendments, and new Comprehensive Plan policies to the Planning Commission.

Section 5. Midtown Planning District Task Force Member Responsibilities and Operating Principles.

A. Midtown Planning District Task Force Member Responsibilities.

1. Mandatory attendance at all four scheduled Task Force meetings and scheduled Public Open House.
2. Contribute constructively to the Task Force discussion.
3. Consider and discuss issues from a community-wide perspective, as well as that of particular stakeholders.
4. Understand and be able to articulate the Task Force's purpose, responsibilities, and work plan.
5. Communicate and coordinate with City staff and consultants to:
 - a. Represent the Task Force's perspective on key issues; and
 - b. Convey information from the Task Force back to the community.
6. As necessary, participate in the Task Force's community outreach efforts.
7. Review and provide comments on draft reports.
8. Provide feedback to the Task Force Chair(s), City staff, and consultants on Task Force process and progress.
9. Make recommendations to the Planning Commission

B. Midtown Planning District Task Force Operating Principles.

1. The Task Force will operate by consensus. All members' positions will be respected and considered, and wherever possible the group will work collaboratively to reach consensus on recommendations.
2. The Task Force will communicate questions, issues and suggestions to its City staff liaison, who will coordinate actions and responses among staff and the Task Force.
3. Task Force meetings will start and end on time.
4. Meeting summaries will be prepared following each meeting, summarizing the issues discussed and the decisions reached. A list of members present will be included in the meeting summary.
5. E-mail communications among Task Force members shall be conveyed to the City staff liaison, to coordinate information sharing among Task Force members. No communication intended to reach a consensus on any issue shall be sent via email.
6. The Task Force will consist of "principals only" - no alternates.

Section 6. Compensation. The Task Force shall serve without compensation.

Section 7. Governing Authority. The City Council is the governing authority of the Task Force and has the discretion and authority to approve (or disapprove) all procedures, processes, actions or recommendations of the Task Force.

Section 8. Compliance with Statute, Ordinances, and Policies. The Task Force shall comply with the Open Public Meetings Act, the Code of Ethics for Municipal Offices, and other applicable laws, ordinances, and City policies.

Section 9. Organization. The Task Force will select a Chairperson and Vice-Chairperson at its first meeting. The Task Force may create and fill such other offices as it may determine in its discretion. The Vice-Chairperson shall preside in the absence of the Chairperson. The Chairperson and Vice-Chairperson shall be voting members of the Task Force. Meetings of the Task Force shall be guided by *Robert's Rules of Order, 11th Edition*.

Section 10. The Committee will meet as scheduled or needed from March 2020 through December 31, 2020, at which time the City Council will re-evaluate the need to continue. A majority of the members of the Task Force shall constitute a quorum. The Task Force shall keep a written record of its meetings, findings, and determinations, which shall be public record.

Section 11. Voting. An affirmative vote of the majority of all members present shall be necessary to approve any action, decision or matter before the Task Force.

Section 12. Vacancies and Removal of Members. Vacancies occurring shall be filled by the Mayor and confirmed by the City Council. Appointees serve at the pleasure of the City Council and may be removed by majority vote of the Council with or without cause at any time.

Section 13. Staff Support. The Mayor shall assign City staff to support the Task Force assignments.

Section 14. Term. Appointed Task Force members shall serve a term commencing March 17, 2020 and end on December 31, 2020, unless the Task Force is extended beyond December 31, 2020 by action of the City Council, in which case the term shall continue until the Task Force is terminated by the City Council.

Section 15. Effective Date. This Ordinance shall be effective five (5) days after adoption and publication by summary.

ADOPTED by the City Council and **APPROVED** by the Mayor this 18th day of February, 2020.

CITY OF SNOHOMISH

By John T. Kartak
John T. Kartak, Mayor

ATTEST:

By Pat Adams
Pat Adams, City Clerk

APPROVED AS TO FORM:

By Grant K. Weed
Grant K. Weed, City Attorney

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