

# City of Kenmore Annual Docket Public Participation Process: 2008

## Docket Overview

The annual docket is an opportunity for the City and private applicants to request amendments to the City’s Comprehensive Plan and related development regulations. Details of the City of Kenmore docket process are outlined in KMC 19.20.060.

The City Council determines which docket items are appropriate for consideration each year and assigns the docket items for review. Generally, docket items resulting in Comprehensive Plan amendments require review and recommendation by the Planning Commission or Downtown Task Force. Development regulations that do not require Comprehensive Plan Amendments are generally reviewed by the City Council, though the City Council may refer development regulations to the Planning Commission or Downtown Task Force. The City Council determines whether the Comprehensive Plan or development regulation docket items should be approved.

In accordance with the City Council direction at the February 4, 2008 meeting, Table 1 summarizes the 2008 Docket work program based on threshold criteria set forth in KMC 19.20.080.

**Table 1. Summary of 2008 Docket**

2008 Docket Item	Docket Year/Review Body
Bastyr University	2008 – Planning Commission*
Uncodified Land Use – Public and Private Institution (PPI)	2008 – Planning Commission
Capital Facilities Element	2008 – Planning Commission/City Council (part of budget)
Transportation Element	2008 – Planning Commission if items are referred, otherwise City Council
Community Business Height	2008 – Downtown Task Force
Infill Development	2008 – City Council

\*The review of the Bastyr University docket item depends on the submittal of a master plan by the University in accordance with Comprehensive Plan Policies. Depending on the timing of the master plan submittal, the study of this item is subject to change on the calendar and could roll into 2009.

In addition, two items are identified for initiation in 2008 that will be developed into 2009 docket items:

- Shoreline Master Program Update (2009 Docket) – Part of Planning Commission work program in 2008.

- Transit Oriented Development (2009 Docket) – Part of Downtown Task Force work program in 2008.

## Public Participation

State law requires a public participation plan for comprehensive plan and development regulation amendments considered as part of the annual docket process (see RCW 36.70A.130 (2) and RCW 36.70A.140). The City of Kenmore established its annual docket public participation process in Chapter 19.20 of the Kenmore Municipal Code (KMC) when it adopted Ordinance No. 06-0255 in December 2006.

KMC 19.20.020B states that this chapter of the Kenmore zoning code establishes the means of public participation in the comprehensive plan and development regulation amendment process as required by RCW 36.70A.130(2) and RCW 36.70A.140.

KMC 19.20.060E2 establishes the City's public participation plan for its annual docket:

2. **Public Participation Plan.** Public participation shall consist of at minimum, a public hearing before the planning commission. The director of community development is further authorized to establish additional public participation for a particular matter at the beginning of the annual docket process, utilizing types of participation including but not limited to: public meetings, workshops, and/or open houses.

Table 2 below identifies a public participation plan that includes Planning Commission, Downtown Task Force, and City Council public meetings and open houses, as well as public hearings.

## Additional Information/Future Schedule Updates

This public participation plan may be revised periodically as needed. The public is encouraged to review meeting agendas for the most current docket topics at: [www.cityofkenmore.com](http://www.cityofkenmore.com). Links to agendas and materials are available for each advisory body and the City Council.

Questions or comments regarding the 2008 Docket Process may be directed to Debbie Bent, Kenmore Community Development Director, or Jill Ding, Senior Planner, at 425-398-8900.

**Table 2. 2008 Docket Public Participation Plan Schedule**

<b>Date</b>	<b>Planning Commission</b>	<b>Downtown Task Force</b>	<b>City Council</b>
Date TBD			
February 20	2008 Docket Introduction 2009 Docket Prep: Shorelines		
February 27		2008 Docket Introduction Community Business height – Discuss method and schedule of review	
March 5	Public Private Institution (PPI) Study Session #1 2009 Docket Prep: Shorelines		
March 12		Study Session #1 Introductory Study Session on CB Zone maximum height/view issues	
March 17			Study Session: Bastyr University
March 19	PPI designation Study Session #2 2009 Docket Prep: Shorelines		
March 26		TOD Memo on Introduction & Resources (2009) Study Session #2 on Community Business (CB) Height	
April 2	PPI designation Study Session #3		
April 7			
April 9		(meeting cancelled)	
April 16	PPI designation Study Session #4		
April 21			Study Session: Transportation Element
April 23		TOD Study Session #1 (2009 Docket Prep) – Joint Meeting with City Council	TOD Study Session (2009 Docket Prep) – Joint Meeting with Downtown Task Force
April 30		Meeting moved to May 7	
May 5			
May 7	PPI designation Study Session #5	Study Session #3 on Community Business (CB) Height	
May 14		Study Session #4 CB Zone Height	
May 15			Special Study Session: Infill Development

<b>Date</b>	<b>Planning Commission</b>	<b>Downtown Task Force</b>	<b>City Council</b>
May 19			
May 21	PPI designation Study Session #6		
May 28		Study Session #5 CB Zone Height	
June 2			
June 4	PPI designation Study Session #7 2009 Docket Prep: Shorelines		
June 9			
June 11	Special Meeting: Bastyr University Planning Process	Study Session #6 CB Zone Height	
June 16			
June 18	Open House on Draft 2008 Docket Proposals (or proposals in current state) prior to Planning Commission meeting PPI designation Study Session #8		
June 23			
June 25		Study Session #7 CB Zone Height	
June 30			Study Session: Parks and Transportation Element Impact Fees
July 2	Assume no meeting this week due to holiday on July 4		
July 7	(see City Council column)	(see City Council column)	Study Session: Infill development Report on progress on 2008 Docket items: PPI
July 9		Study Session #8 CB Zone Height TOD Study Session #2	
July 10			Special Study Session: Parks and Transportation Element Impact Fees
July 14			
July 16	Revised proposals as needed: PPI proposal #9		

<b>Date</b>	<b>Planning Commission</b>	<b>Downtown Task Force</b>	<b>City Council</b>
July 21			Report on progress on 2008 Docket items: CB Zone Height
July 23		Pre-Meeting Open House on CB Height Proposal (6 pm – 7:30 pm) Study Session #9 CB Zone Height	
August 6	Revised proposals as needed: PPI proposal #10 2009 Docket Prep: Shorelines		
August 13	Revised proposals as needed: PPI proposal #11		
August	(assumed break for remainder of August through week of Labor Day)	(assumed break for August through week of Labor Day )	(assumed break for August through week of Labor Day )
September 3	2009 Docket Prep: Shorelines		
September 8			Proposed amendments to development regulations related to infill (Introduction)
September 10	Public Hearing 2008 Comp Plan Docket (special meeting)	Public Hearing 2008 Comp Plan Docket (regular meeting)	
September 15			Infill Study Session – discussion
September 17	Deliberation 2008 Comp Plan Docket		
September 22			Public hearing for Ordinance proposed amendments to development regulations related to infill (and discussion)
September 24		Deliberation 2008 Comp Plan Docket	
October 1	(possible 2nd deliberation date)		
October 6	(see City Council column)	(see City Council column)	Infill Study Session Discussion
October 8		(possible 2nd deliberation date) Study Session #3TOD (2009)	
October 13	(see City Council column)	(see City Council column)	Potential Infill ordinance adoption. 2008 Annual Docket proposed amendments to Comp Plan and Development Regulations (Introduction)

<b>Date</b>	<b>Planning Commission</b>	<b>Downtown Task Force</b>	<b>City Council</b>
October 15	2009 Docket Prep Shorelines: open house		
October 20	(see City Council column)	(see City Council column)	2008 Annual Docket Discussion
October 22		TOD Study Session #4 (2009)	
October 27	(see City Council column)	(see City Council column)	Public Hearing on 2008 Comp Plan Docket (Possible 2 <sup>nd</sup> date for Action on Infill ordinance)
November 3			2008 Annual Docket Discussion
November 5	2009 Docket Prep: Shorelines		
November 10			Potential Action on 2008 Comp Plan Docket (Possible discussion of City-initiated 2009 Docket items)
November 12		TOD Study Session #5 (2009)	
November 17			Potential 2008 Annual Docket Discussion
November 24			Possible 2 <sup>nd</sup> date for Action on 2008 Comp Plan Docket (Possible discussion of City-initiated 2009 Docket items)
December	(assumed December break)	(assumed December break)	(No Docket discussion - possible back-up action date on Dec. 8)