



CITY OF BLAINE

COMMUNITY DEVELOPMENT SERVICES DEPARTMENT

435 MARTIN STREET, STE. 3000 • BLAINE, WA • 98230

PHONE: (360) 332-8311 • FAX: (360) 543-9978 • WEBSITE: www.cityofblaine.com

Proposed Meeting Topic Schedule

To: Ad Hoc Downtown Advisory Committee

From: Stacie Pratschner, AICP, RPA: Community Development Services Director

Date: February 16, 2022

Re: **Proposed topics and meeting schedule through the end of 2023Q2**

Background

On February 10, 2022, the Community Development Service (“CDS” of “the Department”) Director sent an email to the ad hoc Advisory Committee (**Attachment A**) proposing a schedule of topics for deliberation through the end of the second quarter of 2023.¹ The purpose of this memo is to memorialize that correspondence (**Attachment A**).

The following proposed syllabus synthesizes what CDS understands are the topics of interest to the Committee. CDS respectfully requests that the Committee review the following proposal and provide guidance to the Department on their amenability to the proposed schedule.

Meeting Date*	Proposed Topic(s)	Category
February 16	✓ Vision Statement	Comprehensive Plan Updates
March 2	✓ Review Goals and Policies	
	✓ Finalize proposed Vision Statement, and proposed updates to Goals and Policies	
March 16 or 23	✓ Parking Standards - Residential and Commercial	Blaine Municipal Code / Engineering Design Standards
April 13	✓ Finalize Parking Standards recommendations	
April 27	✓ Height Standards	

¹ The Project Charter adopted by Council per [Resolution 1897-22](#) anticipates the ad hoc Committee holding meetings through mid-2023.

* Updated to reflect Committee scheduled meeting dates

May 11	✓ Finalize Height Standards recommendations	Blaine Municipal Code/ Engineering Design Standards
May 25	✓ Setbacks ✓ Design Standards	
June 8	✓ Finalize Setbacks Standards recommendations ✓ Finalize Design Standards recommendations	
June 22	✓ Façade Improvement Grant Program ✓ Vacancy Permits (or ORD) ✓ Long term Committee(s) ✓ Development Incentives	Programs / Education and Outreach
July 6	✓ Finalize recommendations on programmatic approaches and education/outreach (June 8 topics)	
July 20	✓ Review final package of recommendations with the Committee	Transmit to Planning Commission and City Manager, as appropriate.