



## AGENDA

### City Council Study Session

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4:30 PM - Monday, February 5, 2018

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	<b>CALL TO ORDER</b>	<b>4:30 p.m.</b>
	<b>TOPICS</b>	
2 - 22	1. <b>Discussion:</b> Amendments to Sammamish Municipal Code (SMC) 19A.08.190 prohibiting the circumvention of zoning density with the division of land <a href="#">View Agenda Item</a>	<b>4:30 pm</b>
23 - 57	2. <b>Discussion:</b> Urban Forest Management Plan <a href="#">View Agenda Item</a>	<b>5:00 pm</b>
	<b>EXECUTIVE SESSION – IF NECESSARY</b>	
	<b>ADJOURNMENT</b>	<b>6:30pm</b>

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

**Agenda Bill**  
 City Council Study Session  
 February 05, 2018



<b>SUBJECT:</b>	A presentation on amendments to Sammamish Municipal Code (SMC) 19A.08.190 prohibiting the circumvention of zoning density with the division of land.	
<b>DATE SUBMITTED:</b>	January 31, 2018	
<b>DEPARTMENT:</b>	Community Development	
<b>NEEDED FROM COUNCIL:</b>	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
<b>RECOMMENDATION:</b>	N/A	
<b>EXHIBITS:</b>	<a href="#">Exhibit 1 - Ordinance O2017-442</a> <a href="#">Exhibit 2 - Planning Commission Recommendation</a> <a href="#">Exhibit 3 - City Council Presentation</a>	
<b>BUDGET:</b>		
Total dollar amount	<input type="checkbox"/>	<b>Approved in budget</b>
Fund(s)	<input type="checkbox"/>	<b>Budget reallocation required</b>
	<input checked="" type="checkbox"/>	<b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

**ISSUE BEFORE COUNCIL:**

Does the City Council want to ensure the City of Sammamish continues to consistently develop to net density?

**KEY FACTS AND INFORMATION SUMMARY:**

**SUMMARY STATEMENT**

On September 5, 2017 City Council declared an emergency related to prohibiting the circumvention of zoning density with the division of land and adopted Ordinance O2017-442 (Exhibit 1). Specifically, Sammamish Municipal Code (SMC) 19A.08.190 was amended to include language that this section

applies to further division of all land so that current zoning densities in the City would apply in all appropriate instances.

This emergency Ordinance is valid for a period of 6 months. City Council directed staff and the Planning Commission to conduct a complete legislative review of the amendments to SMC 19A.08.190 during this period. Three options were considered in this legislative review:

1. Revert to the original code language of SMC 19A.08.190 prior to the emergency Ordinance.
2. Permanent adoption of the amendments to SMC 19A.08.190 contained in the emergency Ordinance.
3. Permanent adoption of the amendments to SMC 19A.08.190 contained in the emergency Ordinance with additional amendments.

The Planning Commission completed a work session on October 19, 2017 and held a Public Hearing on November 2, 2017 before deliberating on a recommendation to City Council. On November 2, by a vote of 5 - 1 the Planning Commission recommended amendments to SMC 19A.08.190 as presented in Option (3.) and detailed in the Planning Commission Recommendation (Exhibit 2).

The staff presentation on amendments to SMC 19A.08.190 prohibiting the circumvention of zoning density with the division of land is included for City Council review (Exhibit 3).

#### **BACKGROUND**

In 2005, the City Council adopted Ordinance O2005-174 requiring density to be calculated on a net basis as opposed to a gross basis as previously done under the jurisdiction of King County. Calculating density on a net basis in Sammamish removes environmentally sensitive areas and associated buffers as well as road areas and associated improvements from the gross amount of land available for a development.

In 2010, the City Council adopted Ordinance O2010-284 replacing SMC Title 19, Subdivisions with SMC Title 19A, Land Division. The intent of this Ordinance was to improve clarity and completeness and make appropriate revisions to the provisions governing land division in the City. SMC 19A.08.190 was included in this Ordinance. Subsequently, the City has received requests regarding the potential division of tracts into buildable lots. The City's response has been to apply SMC 19A.08.190 equally to both "lots" and "tracts" to prohibit the circumvention of zoning density with the division of land. It has been the understanding of staff this was the intent when City Council adopted the 2010 Ordinance in order that net densities be observed.

One such request occurred in 2015 for a tract in "The Laurels" subdivision. In this case, the subdivision was submitted prior to City incorporation and density was calculated using the gross density basis under King County code. The gross density yield was 117 lots. In The Laurels, a total of 107 lots were built out over a period of years. Under state subdivision statute, the vesting for The Laurels expired in early 2013, thereby requiring any new application for subdivision to conform with the net density basis under the City of Sammamish code. The core problem for this tract in The Laurels is the net density yield for the original subdivision boundaries is 88 lots – far less than what has already been built.

When informed of how the City applied SMC 19A.08.190 to tracts and that the net density had already been exceeded, a formal request for a Director's Code Interpretation was made in March 2016 ("Interpretation"). The City issued an Interpretation in August 2016 consistent with its historic application of SMC 19A.08.190, which was subsequently appealed to the Hearing Examiner. In November 2016, the Hearing Examiner affirmed the Interpretation, which was subsequently appealed to Superior Court. Finally, in September 2017 a Court Order was issued, in summary stating that tracts are not lots for the purposes of application for SMC 19A.08.190 and therefore tracts may be divided without regard for the density previously used.

The key amendment contained in the emergency Ordinance to amend SMC 19A.08.190 to address this Court Order was the addition of a specific reference to the further division "or alteration of a future development tract/reserve tract" as the SMC defines the terms "lot" and "tract" exclusive of one another. This amendment allows the City to continue to apply SMC 19A.08.190 equally to both "lots" and "tracts" to prohibit the circumvention of zoning density with the division of land as it has done through interpretation since 2010.

Since the adoption of the emergency Ordinance, planning staff, legal staff and the Planning Commission have completed additional analysis of the language in SMC 19A.08.190. This analysis concluded that the words "future development tract/reserve" when removed from the amendment allows SMC 19A.08.190 to apply to all tracts which is reflected in the additional amendments of Option (3.) as follows:

**19A.08.190 Circumvention of zoning density prohibited.**

A legal lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. ~~Provided, However, such further division of a lot or alteration of a future development tract/reserve tract shall not only be permitted if to the extent that~~ the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceeds the density allowed under current zoning.

The definition of tract in SMC 19A.04.340 explains a tract can be used for a multitude of purposes including, but not limited to reserve, recreation, open space, critical areas, stormwater facilities, utility facilities and access. The amendments in the emergency Ordinance unnecessarily restricted tracts intended for "future development/reserve" purposes, hence the staff recommendation to remove this specificity.

**CONCLUSION**

In consideration for City Council making a final decision in its legislative review to amend SMC 19A.08.190, the fundamental question to ask is, "Does the City Council want to ensure the City of Sammamish continues to consistently develop to net density?"

Given the substantial legislative history – through policy and regulation the City of Sammamish has developed, including Ordinance O2005-174 requiring density to be calculated on a net basis as opposed to a gross basis, the language in Option (3.) represents the most comprehensive solution to amending SMC 19A.08.190.

**FINANCIAL IMPACT:**

N/A

**OTHER ALTERNATIVES CONSIDERED:**

As highlighted in the Summary Statement, 3 options were considered for the amendments to SMC 19A.08.190 in this legislative review as follows:

1. Revert to the original code language of SMC 19A.08.190 prior to the emergency Ordinance.

**19A.08.190 Circumvention of zoning density prohibited.**

A legal lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. However, such further division of a lot shall not be permitted if the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan exceeds the density allowed under current zoning.

2. Permanent adoption of the amendments to SMC 19A.08.190 contained in the emergency Ordinance.

**19A.08.190 Circumvention of zoning density prohibited.**

A legal lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. Provided, ~~However, such~~ further division of a lot or alteration of a future development tract/reserve tract shall not only be permitted if to the extent that the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceeds the density allowed under current zoning.

3. Permanent adoption of the amendments to SMC 19A.08.190 contained in the emergency Ordinance with additional amendments.

**19A.08.190 Circumvention of zoning density prohibited.**

A legal lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. Provided, ~~However, such~~ further division of a lot or alteration of a future development tract/reserve tract shall not only be permitted if to the extent that the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceeds the density allowed under current zoning.

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

Emergency Ordinance O2017-442

**CITY OF SAMMAMISH  
WASHINGTON**

**ORDINANCE NO. O2017- 442**

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**AN ORDINANCE OF THE CITY OF SAMMAMISH,  
WASHINGTON, ADOPTING INTERIM DEVELOPMENT  
REGULATIONS AS AUTHORIZED BY THE GROWTH  
MANAGEMENT ACT RELATING TO TITLE 19A AND  
PROHIBITING THE CIRCUMVENTION OF ZONING  
DENSITY; PROVIDING FOR SEVERABILITY; AND  
DECLARING AN EMERGENCY**

WHEREAS, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim development regulations; and

WHEREAS, in 2010, to promote the public health, safety, aesthetics, and welfare, the City of Sammamish ("City") adopted section 19A.08.190, Circumvention of zoning density prohibited, of the Sammamish Municipal Code ("SMC") to prevent further subdivision of land that had been previously divided when the new division of land would exceed the density allowed under current City zoning; and

WHEREAS, it was the City Council's intent that section 19A.08.190 SMC would apply to further division of all land so that current zoning densities in the City would apply rather than prior King County zoning densities or former City zoning densities; and

WHEREAS, applications for division of land will be reviewed to determine what density was already used within the original plat and only if there is unused density under current zoning may further division of land be allowed, or may a tract be altered to become a lot and therefore buildable in accord with the definition of tract in section 19A.04.340 SMC.

WHEREAS, the City has determined that an interim development regulation adopted under the provisions of RCW 36.70A.390 is necessary in order to allow adequate time for the City to effectively analyze and determine if the current code language is sufficient to prevent the circumvention of the City's zoning densities; and

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

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim development regulation adopted herein. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 4 of this Ordinance.

**Section 2. Adoption of Interim Development Regulations.** The City Council hereby adopts the following interim development regulation amending section 19A.08.190 of the Sammamish Municipal Code:

**19A.08.190 Circumvention of zoning density prohibited.**

A lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. Provided, however, further division of a lot or alteration of a future development tract/reserve tract shall only be permitted to the extent that the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceed the density allowed under current zoning.

**Section 3. Effective Duration of Interim Development Regulations.** The interim development regulations set forth in this Ordinance shall be in effect for a period of six (6) months from the effective date of this Ordinance and shall automatically expire at the conclusion of that six-month period unless sooner repealed.

**Section 4. Public Hearing.** The City Council will hold a public hearing at the City Council's regular meeting beginning at 6:30 p.m. on October 3, 2017, or as soon thereafter as the business of the City Council shall permit, in order to take public testimony and to consider adopting further findings of fact.

**Section 5. Referral to the City Manager.** The City Council requests that the City Manager and his staff work diligently with the City Council to formulate and adopt permanent regulations.

**Section 6. Severability.** Should any section, paragraph, sentence, clause or phrase of this Ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this Ordinance be pre-empted by state or federal law or regulation, such decision or pre-emption shall not affect the validity of the remaining portions of this Ordinance or its application to other persons or circumstances.

**Section 7. Effective Date.** This Ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force on its adoption. Pursuant to Matson v. Clark County Board of Commissioners, 79 Wn. App. 641, 904 P.2d 317 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "WHEREAS" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein.

**ADOPTED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 5<sup>TH</sup> DAY OF SEPTEMBER 2017.**

CITY OF SAMMAMISH



Bob Keller, Mayor

ATTEST/AUTHENTICATED:

  
Melonie Anderson, City Clerk

Approved as to Form:

  
Michael R. Kenyon, City Attorney

Filed with the City Clerk:	August 31, 2017
First Reading:	September 5, 2017
Passed by the City Council:	September 5, 2017
Date of Publication:	September 8, 2017
Effective Date:	September 5, 2017



## Memorandum

801 228<sup>th</sup> Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: [www.sammamish.us](http://www.sammamish.us)

**Date:** January 4, 2018  
**To:** City Council  
**From:** Shanna Collins, Planning Commission Chair  
 Larry Crandall, Planning Commission Vice Chair  
**Re:** Summary of the Planning Commission Recommendation on amending SMC 19A.08.190

On behalf of the Planning Commission, we are pleased to forward to the City Council this recommendation to approve amendments to Sammamish Municipal Code (SMC) 19A.08.190 prohibiting the circumvention of zoning density with the division of land.

### Project Scope

The Department of Community Development proposed amending SMC 19A.08.190 contained in the emergency Ordinance O2017-442 with additional amendments to specifically remove reference to “future development tract/reserve”. Staff made this recommendation after completing additional analysis and found when removed, the words “future development tract/reserve” allows 19A.080.190 to apply to all tracts.

Furthermore, staff provided the Commission with a definition of tracts as referenced in SMC 19A.04.340 which explains that a tract can be used for a multitude of purposes including, but not limited to reserve, recreation, open space, critical areas, stormwater facilities, utility facilities and access. The amendments in the emergency Ordinance unnecessarily restricted tracts intended for “future development/reserve” purposes, hence the staff recommendation to remove this specificity.

### Project History

Staff and the Planning Commission have been working on this issue since October 2017. Below is a summary of the public meetings that have been held for this effort.

1. On October 19, 2017, staff presented to the Planning Commission background information regarding the emergency related to prohibiting the circumvention of zoning density with the division of land and adopted Ordinance O2017-442 as well as options to be considered for legislative review
2. On November 2, 2017, the Planning Commission opened and closed the Public Hearing, deliberated on the proposed code amendments and voted 5-1 to recommend amending SMC 19A.08.190.

### Planning Commission Recommendation Summary

On November 2, 2017 the Planning Commission held a public hearing, deliberated on, and recommended to the City Council to permanently adopt amendments to SMC 19A.08.190 contained in the emergency Ordinance O2017-442 with additional amendments to remove specific reference to “future development tract/reserve” from the code section and as provided in the following redlined version of the code section.

#### **19A.08.190 Circumvention of zoning density prohibited.**

A legal lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. Provided, ~~However, such~~ further

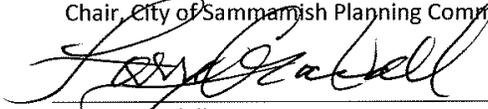
division of a lot or alteration of a ~~future development tract/reserve tract~~ shall ~~not~~ only be permitted if to the extent that the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceeds the density allowed under current zoning.

Thank you.



Shanna Collins  
Chair, City of Sammamish Planning Commission

1-4-2018  
Date



Larry Crandall  
Vice Chair, City of Sammamish Planning Commission

1/4/2018  
Date



# **Code Amendments to SMC 19A.08.190**

**City Council Meeting  
February 5, 2018**

# Legislative History

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## Timeline

**March 2005** City Council adopted Ordinance O2005-174 requiring density to be calculated on a **net basis** as opposed to a **gross basis** as previously done under King County.

**June 2010** City Council adopted Ordinance O2010-284 replacing SMC Title 19, Subdivisions with SMC Title 19A, Land Division. SMC 19A.08.190 was included in this ordinance.

**September 2017** City Council adopted emergency Ordinance O2017-442 to add a specific reference to SMC 19A.08.190 to address further division **“or alteration of a future development tract/reserve tract”** would be subject to current zoning densities.

# Purpose

## City Council Direction

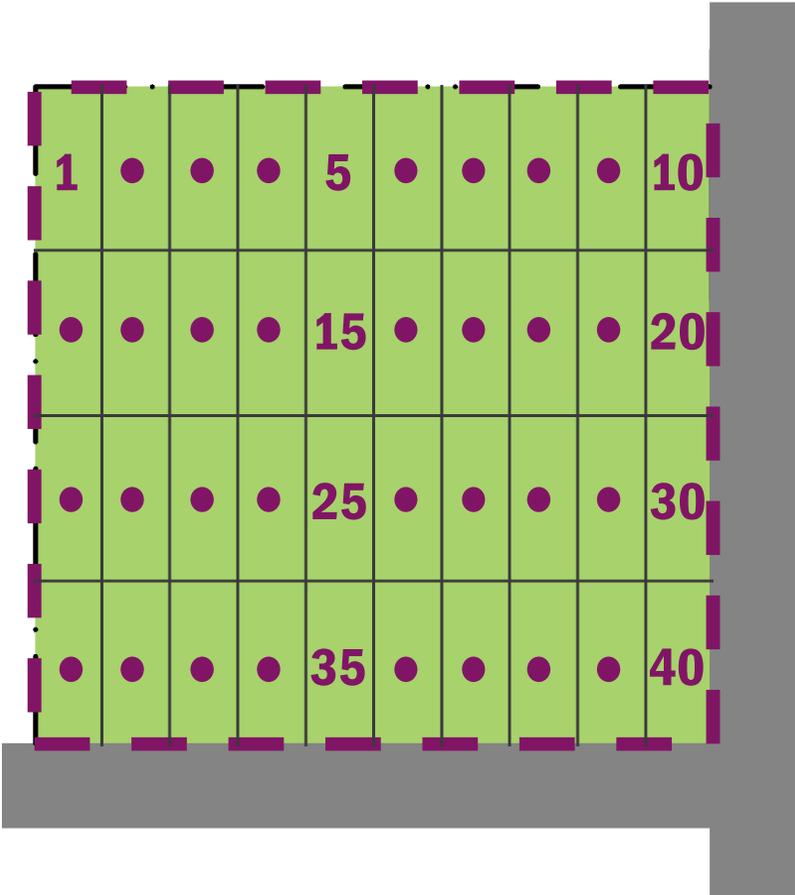
City Council directed staff and the Planning Commission to conduct a complete legislative review of the amendments to SMC 19A.08.190 - Circumvention of Zoning Density



# Land Division

## Determining Gross Density

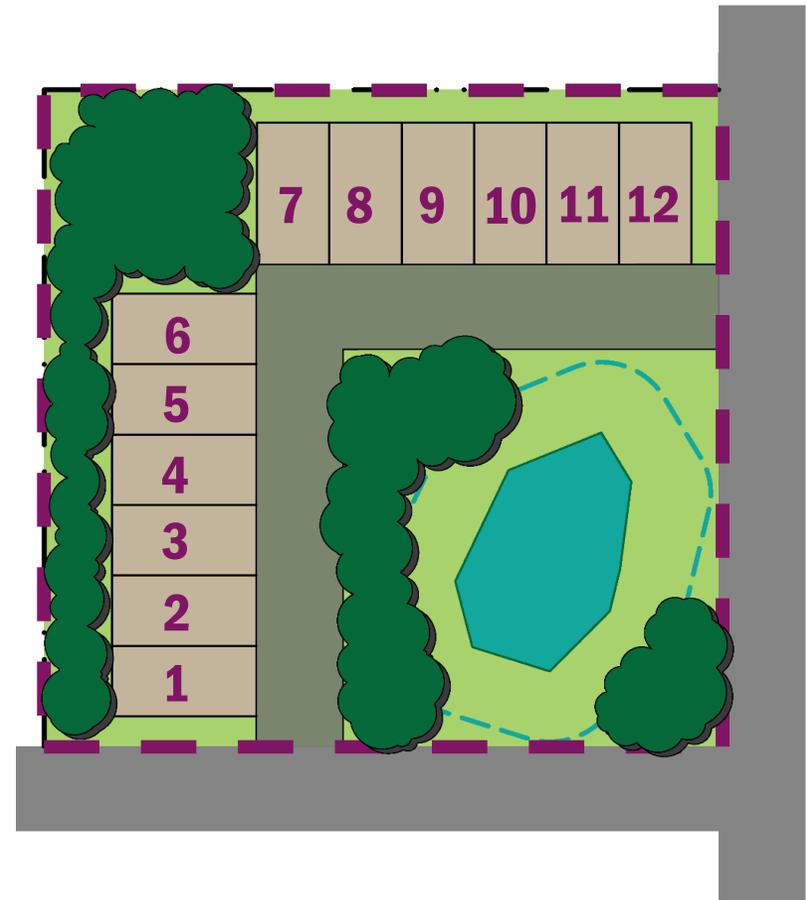
DESCRIPTION	QTY.
Gross Site Area	10 ac
R-4: Single Family Residential	4 lots/ac
<b>GROSS MAXIMUM DENISTY</b>	<b>40 LOTS</b>



# Land Division

## Determining Net Density

R-4 ZONE	QTY.
Gross Site Area	10 ac
Critical Areas/Buffers	5 ac
Rights of Way	2 ac
Net Available Areas	3 ac
R-4: Single Family Residential	4 lots/ac
<b>TOTAL RESIDENTIAL LOTS</b>	<b>12 LOTS</b>

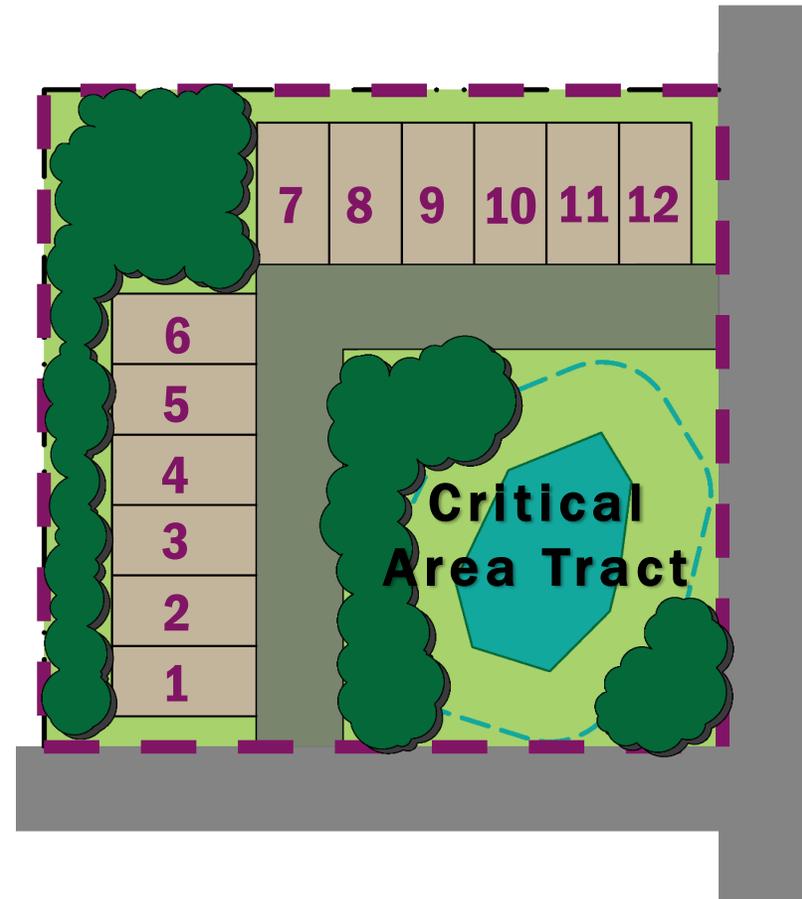


# Land Division

## What is a Tract?

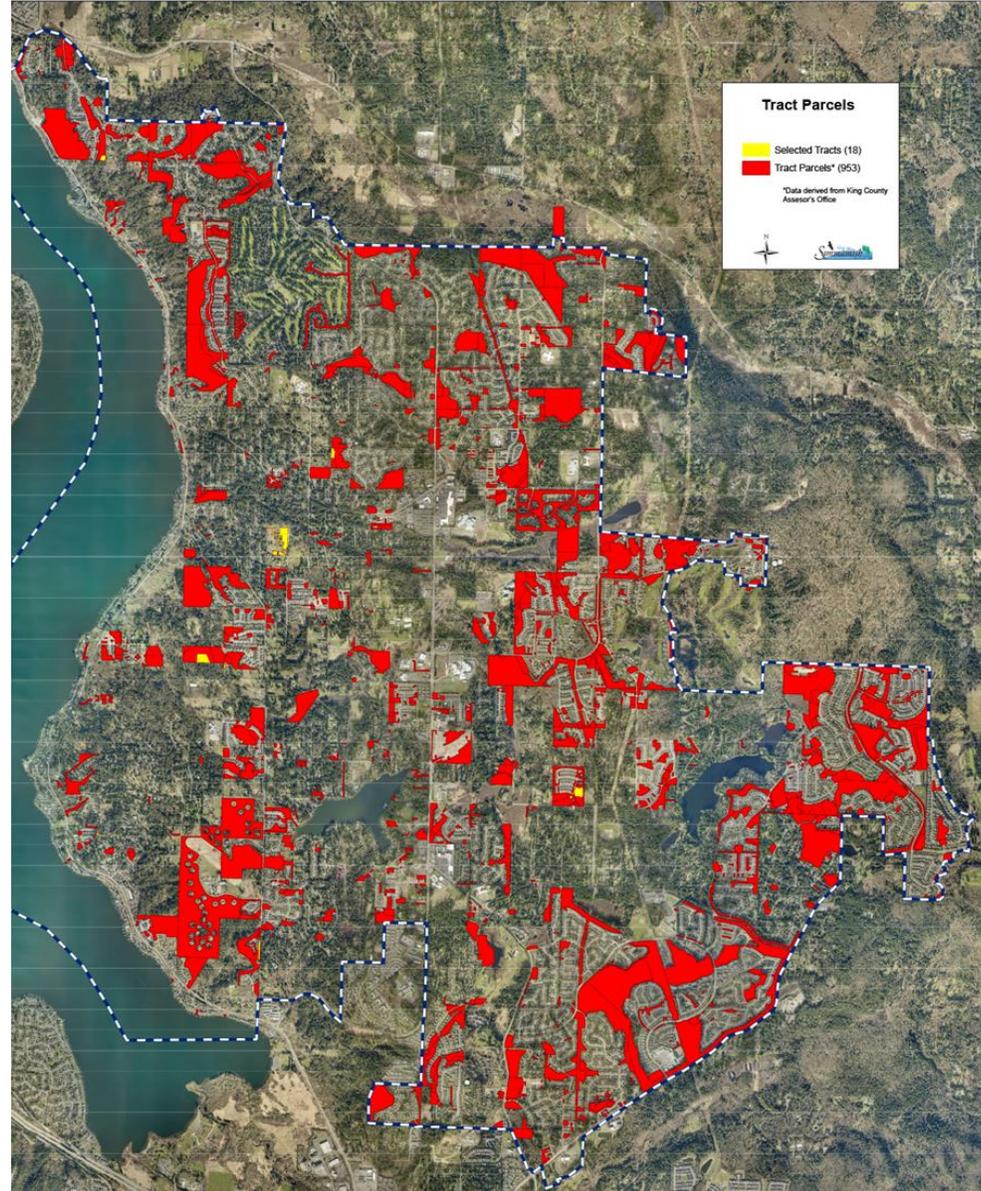
SMC 19A.04.340 defines a **tract** which can be used for a multitude of purposes including, but not limited to the following;

- Reserve
- Recreation
- Open Space
- Critical Areas
- Stormwater Facilities
- Utility Facilities
- Access



## How many tracts are in Sammamish?

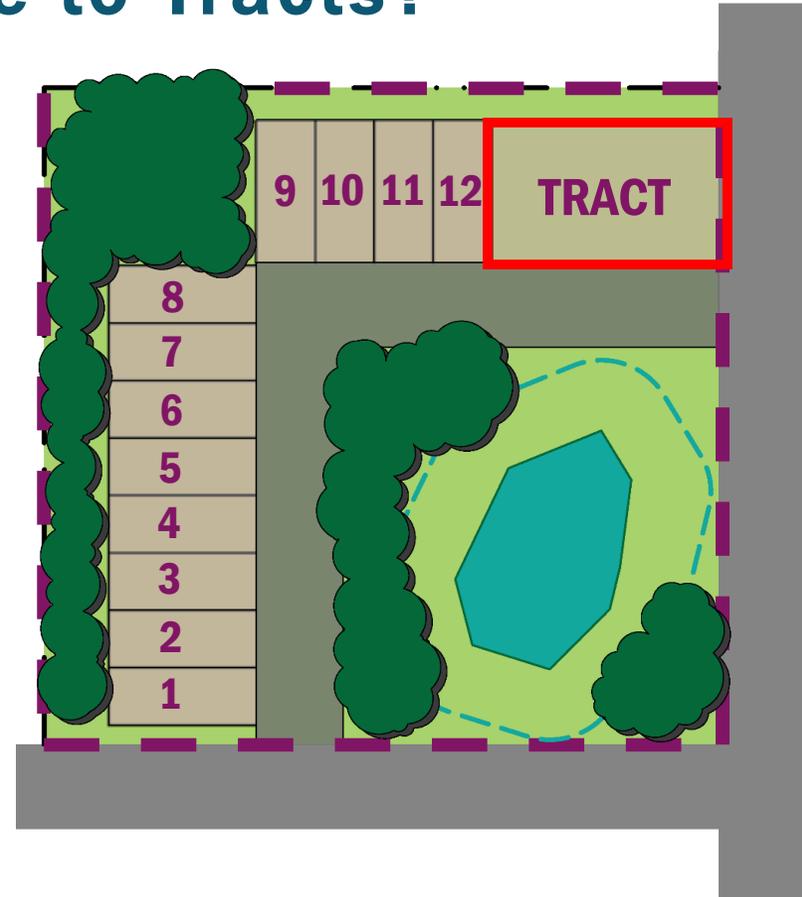
There are a minimum of **953** tracts within the City of Sammamish according to KC Assessor Office data.



# Land Division

## How does SMC 19A.08.190 relate to Tracts?

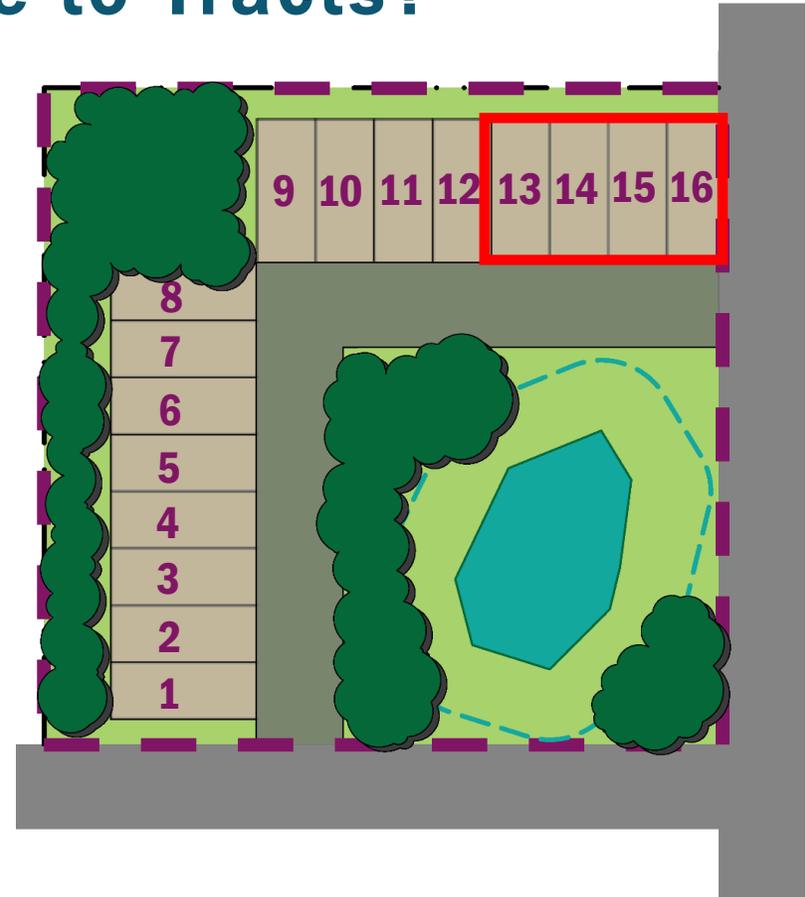
- The historic application of SMC 19A.08.190 to lots and tracts has been identical.
- This application of this code section to tracts is intended to prevent the circumvention of the net density provision.



# Land Division

## How does SMC 19A.08.190 relate to Tracts?

- The City was challenged on its historic application of this code section in 2016.
- This is the foundation for the emergency Ordinance and this legislative review.



# Summary

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## Planning Commission Legislative Review

### Proposed Options for Consideration

1. Revert to the **original code** language of SMC 19A.08.190 prior to the emergency Ordinance.
2. Permanent **adoption of the amendments** to SMC 19A.08.190 contained in the emergency Ordinance.
3. Permanent **adoption of the amendments** to SMC 19A.08.190 contained in the emergency Ordinance **with additional amendments.**

# Legislative Review

## Planning Commission Recommended: Option 3

Permanent adoption of the amendments to SMC 19A.08.190 contained in the emergency Ordinance with additional amendments

A ~~legal~~ lot, which has been created through a legally recognized process and is of sufficient land area to be subdivided at the density applicable to the lot, may be further subdivided. Provided, ~~H~~however, ~~such~~ further division of a lot or alteration of a ~~future development tract/reserve tract~~ shall ~~not~~ only be permitted ~~if~~ to the extent that the total number of lots contained within the external boundaries of the original short subdivision, subdivision or binding site plan does not exceeds the density allowed under current zoning.

# Discussion and Next Steps

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**Question:** Does the City Council want to ensure the City of Sammamish continues to consistently develop to net density?

DATE	ACTION
February 6	City Council Public Hearing & First Ordinance Reading
February 27	City Council Second Ordinance Reading

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# Agenda Bill

City Council Study Session

February 05, 2018



<b>SUBJECT:</b>	Urban Forest Management Plan Work Session		
<b>DATE SUBMITTED:</b>	January 23, 2018		
<b>DEPARTMENT:</b>	Community Development		
<b>NEEDED FROM COUNCIL:</b>	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	N/A		
<b>EXHIBITS:</b>	<a href="#">1. Exhibit 1 - Scope of Services</a> <a href="#">2. Exhibit 2 - Staff Presentation</a>		
<b>BUDGET:</b>			
Total dollar amount	\$119,500	<input checked="" type="checkbox"/>	Approved in budget
Fund(s)	001-058-558-60-41-00	<input type="checkbox"/>	Budget reallocation required
		<input type="checkbox"/>	No budgetary impact
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability		
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

## ISSUE BEFORE COUNCIL:

The first work session for City Council related to developing an Urban Forest Management Plan.

## KEY FACTS AND INFORMATION SUMMARY:

The purpose of this first work session is to allow the City's Urban Forest Management Plan (UFMP) consultant, Davey Resource Group (DRG), to:

- Introduce themselves
- Provide an overview of the services they will be providing
- Share the results of their Sammamish stakeholder interviews
- Review other planning processes they have led in cities similar to Sammamish
- Facilitate a general discussion of the Council's priorities for the UFMP

The purpose of the UFMP is to establish the City's priorities for the management, protection, and promotion of the urban forest. The planning process, which is expected to last throughout 2018 and conclude in early 2019, will include the following elements:

- Multiple opportunities for public input and participation
- A canopy cover assessment to determine the status and extent of the urban forest
- A strategic planning process that will identify City-wide goals for the urban forest
- Consultation with experts in urban forestry to determine the most effective methods to help the City reach its urban forest goals
- A set of priorities for future City programs and regulations based on the latest science and best management practices
- Uniting urban forest management-related activities across City departments within an overarching set of goals and priorities

Over the course of several sessions during 2016 and 2017, the City Council and the Planning and Parks and Recreation Commissions worked to develop a draft mission and vision statement and a preferred consultant scope of work for the City's Urban Forest Management Plan (UFMP). On October 3, 2017, City Council approved a consultant contract with Davey Resource Group (DRG), which will lead the planning effort.

Since the City Council approved their contract, DRG has engaged in the following activities:

- Reviewed all City documents related to urban forest management
- Conducted interviews with over 30 stakeholders, including City staff, Planning and Parks Commissioners, members of the business community, utility companies, and members of HOAs
- Held a Public Education Workshop about urban forest planning on January 31

Over the next few months, DRG will continue working on the following items:

- Complete canopy cover study initiated by University of Washington team
- Public outreach and engagement, including both traditional and "pop-up" events and an online survey and Virtual Town hall
- Begin drafting the UFMP document

The next scheduled project update for the City Council is Tuesday, July 10, when DRG will present the initial results of their public engagement activities, provide a summary of the canopy cover study, and confirm the City Council's priorities for the remainder of the planning process. Following this project update meeting, staff and DRG will likely return to the City Council with an initial draft of the full UFMP in late 2018.

#### **FINANCIAL IMPACT:**

The City's 2017-2018 budget includes \$115,000 towards professional services related to the Urban Forest Management Plan. The Davey Resource Group's contract is for \$119,500, \$90,000 of which has been allocated from the aforementioned amount for professional services, and the remaining \$29,500 of which is planned to come from the general fund operating contingency.

#### **OTHER ALTERNATIVES CONSIDERED:**

N/A

**RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

*Comprehensive Plan Policy EC.10.10* - Create and support a robust and comprehensive Urban Forestry Management Plan starting in 2016.

## Scope of Services

### **Summary Statement**

The City of Sammamish is seeking consultant assistance from Davey Resource Group (DRG), a division of The Davey Tree Expert Company to provide professional urban forestry planning and community engagement services to develop the City's Urban Forest Management Plan (UFMP). The Plan is on the City of Sammamish schedule to start this fall. It is expected to be complete and ready for adoption in early 2019.

### **Phase 0: Project Management (Spans all aspects of UFMP)**

The objective of this task is to ensure effective and efficient communication between the Consultant and the City project team to proactively anticipate and resolve problems, and assure the project deliverables meet the project's goals and objectives. The Consultant will be responsible for proactively managing the project and providing all services and work needed to complete the project.

#### **0.1 Staff Kick-off Meeting**

A kickoff meeting will take place in the City of Sammamish. DRG will set the agenda with input and approval from the City Project Manager. The meeting will introduce team members and address communication expectations and protocols; refine the goals, objectives, and scope of the project beyond the RFQ; review the implementation plan; and confirm milestone dates and deliverables.

#### **0.2 Project Status Updates**

The Consultant will provide regular progress reports to the City Project Manager. Project team meetings, which can include other team members, will be scheduled as necessary.

#### **0.3 Project Administration**

DRG will provide project administration and monthly invoicing.

#### Phase 0: Assumptions

- Consultant will develop the Project Kick-Off meeting agenda, provide hard copies of all materials and provide a meeting summary including a record of all decisions with the City Project Manager.
- The Consultant Project Manager will discuss project updates with the City Project Manager on process-update basis via telephone conference call.

#### Phase 0: Meetings

- Staff project kickoff meeting

#### Phase 0: Deliverables

- Monthly invoices showing the previous month's billing by hours and tasks, percentage of project completion to date by task, a project status report by task, and comments on the project's schedule status
- Kickoff Meeting Agenda and materials for all attendees

- Notes summarizing the Kickoff Meeting including list of action items

**Phase 1 - Background Review, Goal Establishment and Preliminary Public Engagement (Q4 2017 – Q1 2018)**

***1.1 Review Existing Plans and Related Documents***

The objective of this task is to review existing documents that are related to or help inform development of the UFMP. The list will be identified at the kickoff meeting. DRG will document and compare the City of Sammamish's urban forestry practices with current industry best management practices, determine what standards need to be updated, and incorporate recommendations into the plan. Examples of background documents include:

- Comparison Matrix of Urban Forest Management Plans adopted by other jurisdictions similar to Sammamish (completed by staff, reviewed by DRG)
- City of Sammamish Comprehensive Plan, 2015 and any subsequent revisions
- City's 6- and 20-Year Capital Improvement Plans – Transportation, Storm Water, Parks
- City of Sammamish Parks PRO Plan, 2012
- Trails, Bikeways and Paths Plan, 2003
- Neighborhood Traffic Management Program
- Puget Sound Regional Council population growth assumptions
- Relevant King County Metro and Climate Adaptive long range plans
- City of Sammamish Public Works' Standards
- Current Industry Best Management Practices (BMPs) including ISA, ANSI A300 and Z133.

***1.2 Project Kick off and Public Engagement and Goal Establishment***

DRG will present an orientation of the UFMP process to City Council, Planning Commission, and Parks and Recreation Commission in the early portion of the project and solicit feedback to clearly establish project goals and objectives.

DRG will work in collaboration with city staff to prepare and present educational material about the urban forest and will provide a general overview of urban forest management, planning, oversight and community visioning. The educational workshop time and location will be determined by the City Project Manager.

These public educational workshops will focus on topics including but not limited to the following:

- Urban Forest Management Planning and Mapping 101
- Laminated root rot
- Review of the City's current regulations
- Community vision for maintaining a healthy urban forest

**Phase 1: Assumptions**

- City staff will provide a digital copy or links to existing plans and related documents to the Consultant team

- The educational public workshop will be conducted at a location and time determined and arranged by City staff
- All presentation material will be prepared with time for approval from the City Project Manager

#### Phase 1 Meetings:

- (1) Public educational workshop
- (1) Joint Planning/Parks Commission project kick-off meeting
- (1) City Council project kick-off meeting to solicit feedback to clearly establish project goals and objectives

#### Phase 1: Deliverables

- City Council, Planning Commission and Parks and Recreation Commission PowerPoint Presentation Materials
- Virtual Town Hall questions – Community’s Vision of an Urban Forest Plan
- Public educational workshop presentation materials
- Memorandum summarizing public education workshops and feedback from Council, Commission, and Virtual Town Hall

### **Phase 2 Technical Needs Assessment and Analysis (Q1/Q2 2018)**

#### ***2.1 Data Collection and Analysis***

DRG will work cooperatively with the UW to recommend and interpret urban tree canopy (UTC) and i-Tree assessment data. UW will provide the land cover analysis to DRG. Additionally, DRG will generate the following Geographical Information System (GIS) analyses:

**Land Cover Metrics Analysis** DRG will analyze up to 8 layers of land cover. This information will be used to understand the fundamentals of the urban forest as it pertains to the distribution of tree canopy, future planting locations, how much tree canopy can be supported, etc.

**Ecosystem Services** Using the tree canopy percentage from the land cover analysis, ecosystem benefits for air quality, carbon, and stormwater will be assessed using i-Tree Canopy and i-Tree Hydro.

**Priority Planting Analysis** DRG will identify planting locations that give the community the most return on investment in regards to stormwater runoff, mitigating urban heat island, and overall environmental stability.

**Report Maps and Imagery** Using the GIS data from the land cover analysis, DRG will create maps that will be inserted into the report. The maps can also be delivered as separate PDFs or JPEGs at the end of the project.

**Socio-Economic and Demographic Analysis** DRG will provide Sammamish with an analysis that relates current UTC to socio-demographic and economic data for the city. Data from the 2010 census will be aggregated for census tracts and/or blocks groups to determine trends and correlations. Data will be assessed on the city level, planning areas, and census tracts.

**i-Tree Hydro Stormwater Pollution Assessment** Using i-Tree software, DRG will identify the amount of pollutants in stormwater runoff that are generated. Data spanning from 2005-2012 will be analyzed to get the average pollutant runoff within the city limits. Estimated average annual pollutant runoff for total suspended solids, oxygen compounds, phosphorus, nitrogen, and other pollutants will be reported.

**Tree Canopy Health Assessment** DRG will utilize infrared and near-infrared technology to evaluate the overall condition of the community trees. This will be used to focus attention on areas in most need of maintenance and tree care, as well as defining older trees that are at risk of dying.

**Forest Fragmentation** A key factor in declining urban health is urban build-up and sprawl, which can lead to the removal and decrease of canopy across a community. Often this effect causes canopies to be fragmented and leads to the degradation of ecosystem health, which in turn leads to a decline in habitat quality and canopy connectivity. This decline results in changes and imbalance to microclimates and increases the risk and susceptibility to invasive species. Using this as a focal point, the community can get a better understanding on the degree of fragmentation of the forest and an understanding of how to address the issue.

### ***2.2 Stakeholder Communication (Internal)***

With staff input, DRG will interview various City departments (internal stakeholder) to gather data and feedback on current City operations and maintenance practices, including but not limited to Parks and Recreation, Community Development, Maintenance and Operations, and Public Works. Multiple meetings with individual departments may be required.

### ***2.3 Stakeholder Communication (External)***

With staff input, DRG will interview various (External) stakeholders to gather data and feedback on current City policies and regulations including but not limited to homeowner associations, developers, community organizations, non-profits, and contractors. Multiple meetings may be required.

### ***2.4 Key Issues and Challenges***

The Consultant will use the results of the stakeholder interviews and background research to identify key urban forestry issues and challenges. Once the key issues are identified, the Consultant will use these findings to conduct a needs assessment for the following modes and programs:

- Status of the urban forest
- Environmental and public health benefits
- City of Sammamish budget cycle as it relates to the urban forest
- Tree maintenance and operations review
- Recommendations of industry standards to be updated and incorporate into the plan. (These include pruning intervals and vegetation management for conflict(s).
- A monitoring and measurement matrix will be developed to determine effectiveness of the UFMP
- Timeline and benchmarks

This needs assessment will include an evaluation of existing conditions, as well as anticipated future conditions.

### **2.5 StoryMap**

A StoryMap is a website that fuses text, maps, data, and images that is used to interactively share information about a project. Using this technology, the City will have the means to showcase the information gathered through the UFMP planning process to the public in a simplified manner that visualizes urban forest-related data. The Consultant will design, host and manage the StoryMap site. The StoryMap, which will have a distinct, project related URL, will detail the UFMP project process using online capabilities combined with data to produce an engaging visual display for the project. The StoryMap resource will include digital maps and UTC data land cover results, stormwater retention, ecosystem services and planting area opportunities and other components provided by UW.

StoryMap will feature a minimum of seven pages based on resource components the City determines to be of greatest value to the community. Components may include links to project reference documents, education videos, GIS assessment results, a link to the online survey, as well as other considerations.

#### Phase 2: Assumptions

- UW will provide DRG with available technical (GIS) data by February 2018
- DRG will ensure the City of Sammamish UFMP is in compliance with State laws and consistent with existing City Plans
- DRG will identify stakeholder interview questions with Project Manager approval
- DRG will interview a minimum of 15 internal and external stakeholder groups or individuals that directly impact the City of Sammamish urban forest.
- Interviews will be conducted in Sammamish, at a location determined and arranged by City staff
- If a critical stakeholder's schedule makes it difficult to conduct the interview, an email or conference call survey can take the place of a face-to-face interview
- StoryMap will be hosted by DRG and linked to the City's website
- StoryMap will be managed by the consultant team in coordination with the City Project Manager

#### Phase 2: Meetings

- A minimum of (15) Internal and external stakeholder group/individual interview meetings
- (1) Joint meeting with the Planning Commission and Parks and Recreation Commission updating them on the project's progress
- (1) City Council meeting to update them on the project's progress

#### Phase 2: Deliverables

- GIS maps, data and analysis
- A list of the standard set of questions asked during interviews
- Memorandum summarizing internal and external stakeholder interview findings
- StoryMap site and activation

- City Council, Planning Commission and Parks and Recreation Commission PowerPoint Presentation Materials
- Memorandum summarizing feedback from Council and Commission meetings

### **Phase 3 Community Engagement (Q3 2018)**

#### ***3.1 Community Engagement & Participation***

Building on the public educational workshops in Phase 1 and preliminary stakeholder engagement in Phase 2, DRG will solicit community participation and contribution to the plan through various innovative methods.

- Online survey (Virtual Town Hall)
- Community workshop
- Community pop-up engagements

Community response will be gathered, synthesized, and then utilized to inform the plan. Utilizing StoryMap, DRG will share up-to-date UFMP project progress and data.

The Consultant will produce a memorandum summarizing the community input for the project record, identifying apparent concerns, issues and priorities to help guide the balance of the project.

#### Phase 3: Assumptions

- The public workshop and community pop-up engagements will be conducted at a location and time determined and arranged by City staff
- All presentations material will be prepared with time for approval from the City Project Manager
- Virtual Town Hall survey questions
- StoryMap will be available for the public to review and follow as the project moves forward.

#### Phase 3: Meetings

- (1) Community workshop
- (3) Community pop-up engagements

#### Phase 3: Deliverables

- Memorandum summarizing community input

### **Phase 4: Development of Draft and Final UFMP and Strategic Recommendation and Implementation Plan (Q3/Q4 2018, Q1 2019)**

#### ***4.1 Plan Development***

The objective of this task is to develop a final UFMP based on the work from the previous tasks that describes the preferred future for Sammamish's urban forest resource.

The Consultant will present to the City Council, Planning Commission, and Parks and Recreation Commission the work completed in previous phases of work. The Consultant will facilitate discussions

with the Council and Commissions who will ultimately make a selection of the preferred suite of solutions to best meet the City's and community's UFMP vision, goals and policies.

For the draft plan, the consultant team will design and facilitate a presentation to review the plan's process, its vision, technical assessments, and recommendations. The Consultant will detail the public process as well, summarizing how public engagement has shaped the plan's outcomes and provided direction on the next steps to take once the plan is adopted. This meeting will also solicit public comment on the draft, encouraging participants to learn about their urban forest, its benefits, risks, and opportunities, and share if the draft plan meets expectations.

The UFMP will be written in plain language, clear, concise, use visual aids where appropriate, and be professionally designed. It should also be formatted for web-based accessibility. All final graphics, photos and tables shall be provided in native format for future editing.

#### ***4.2 Develop Strategic Recommendations and Implementation Plan***

The DRG team will formulate recommendations on steps to achieve the City's urban forest vision, review them with City staff, create a draft plan, and garner feedback from staff, the Planning Commission, the Parks and Recreation Commission, and the City Council. Recommendations will address City ordinances, maintenance practices and standards, risk management measures, habitat, risk preparedness, allocation of resources/organization, interdepartmental cooperation, stages and timing of implementation, and any other relevant factors.

The UFMP Strategic Recommendations and Implementation Plan will be a standalone document referencing the goals and policies included in the UFMP. The UFMP Strategic Recommendations and Implementation Plan will be adopted concurrently with the UFMP, but as a stand-alone document so that it may be amended without requiring changes to the UFMP.

#### Phase 4: Assumptions

- DRG will attend and present at City Council, Planning Commission and Parks and Recreation Commission meetings
- The UFMP and the Strategic Recommendations and Implementation Plan will be developed concurrently
- City Council, Planning Commission, Parks and Recreation Commission and staff will have an opportunity to review and comment on the first draft of the UFMP and the Strategic Recommendations and Implementation Plan
- City shall provide a single consolidated list of comments and revisions to be addressed by DRG

#### Phase 4: Meetings

- (2) Joint Planning Commission and Parks and Recreation Commission Meeting to review Draft UFMP and Strategic Recommendations and Implementation Plan

- (2) Planning Commission Meetings to discuss draft and final UFMP and Strategic Recommendations and Implementation Plan
- (2) City Council Meetings to discuss draft UFMP and Strategic Recommendations and Implementation Plan
- (2) City Council Meetings to discuss and adopt UFMP and Strategic Recommendations and Implementation Plan

#### Phase 4: Deliverables

- Draft UFMP
- Final UFMP
- Draft Strategic Recommendations and Implementation Plan
- Final Strategic Recommendations and Implementation Plan

#### **Phase 5: Document Production and Delivery (Q1 2019)**

The Consultant will design the City of Sammamish UFMP and Strategic Recommendations and Implementation Plan with balanced combination of a narrative document, tables, images, and maps. These plans will convey the critical information necessary to achieve the project objectives.

#### Phase 5: Assumptions

- Design and deliverable concepts will be discussed during the kick-off meeting

#### Phase 5: Meetings

- None

#### Phase 5: Deliverables

Upon completion of the project, the Consultant shall submit all final products from each task in electronic format on a USB drive in their native format. Such documents include but are not limited to:

- Final plans in PDF for online viewing and print
- Graphics
- GIS shapefiles and layers (also from UW)
- Photographs, maps and GIS files (also from UW)
- All materials used for public meetings including all Council and Planning/Park Commission meetings

Overall schedule and schedule(s) for public process and other key project components. To be presented and confirmed during the Kick-off meeting.

- Presentation materials for public meetings. All PowerPoint presentations, handouts, summaries, etc., will be prepared with time for approval from the City Project Manager. Upon approval from City management, the deliverables will be available for the City to post online for the public/stakeholders to review, follow and comment on as the project moves forward.
- Draft Urban Forest Management Plan and Strategic Recommendations and Implementation Plan
- Responses to written comments

- A final detailed Urban Forest Management Plan with a separate Strategic Recommendations and Implementation Plan will be submitted after the adoption of each plan by City Council. Both documents will be presented in a format desired by the City.

**Budget Summary**

<i>Tasks</i>	<i>Cost</i>
Background Review	\$15,100
Technical Needs Assessment, Analysis and Goal Establishment	\$57,660
GIS Services	\$13,800
Action Plan Recommendations, Priorities and Implementation	\$22,300
Draft and Final Plan Development	\$10,640
<b>Total</b>	<b>\$119,500</b>



# Urban Forest Management Plan

City Council Study Session  
February 5, 2018 • 4:30 - 5:30 PM

Presented by Davey Resource Group Inc.

# What are we doing tonight?

## Meeting Agenda

- Introduction
- DRG - Who are we?
- Project Scope of Work
- Urbn Forest Management Planning
- General Discussion about Goals of Plan
- Stakeholder Interviews and Community Feedback
- Examples from Previous Projects
- Next Steps





# Urban Forest Management Plan



## Comprehensive Plan

Policy EC.10.10 - Create and support a robust and comprehensive Urban Forestry Management Plan.



## Urban Forest Management Plan

Vision - Goals - Recommendations



## Regulations

Tree Removal & Replacement -  
Incentives - Street Tree List



## Programs

Parks - Public Works -  
Community Development

# What is an Urban Forest Management Plan?

## An Urban Forest Management Plan...

- Creates a shared community vision for the future of the urban forest.
- Highlights and incorporates information from data-gathering exercises.
- Establishes goals relating to the health, management, and extent of the urban forest and steps required to reach them.
- Establishes shared priorities across departments.
- May result in development of new programs and regulations.



Sources: USDA, [ufmptoolkit.net](http://ufmptoolkit.net)

# What isn't an Urban Forest Management Plan?

## An Urban Forest Management Plan is not...

- A regulatory document
- A section of municipal code
- A program
- A budget
- A maintenance guide

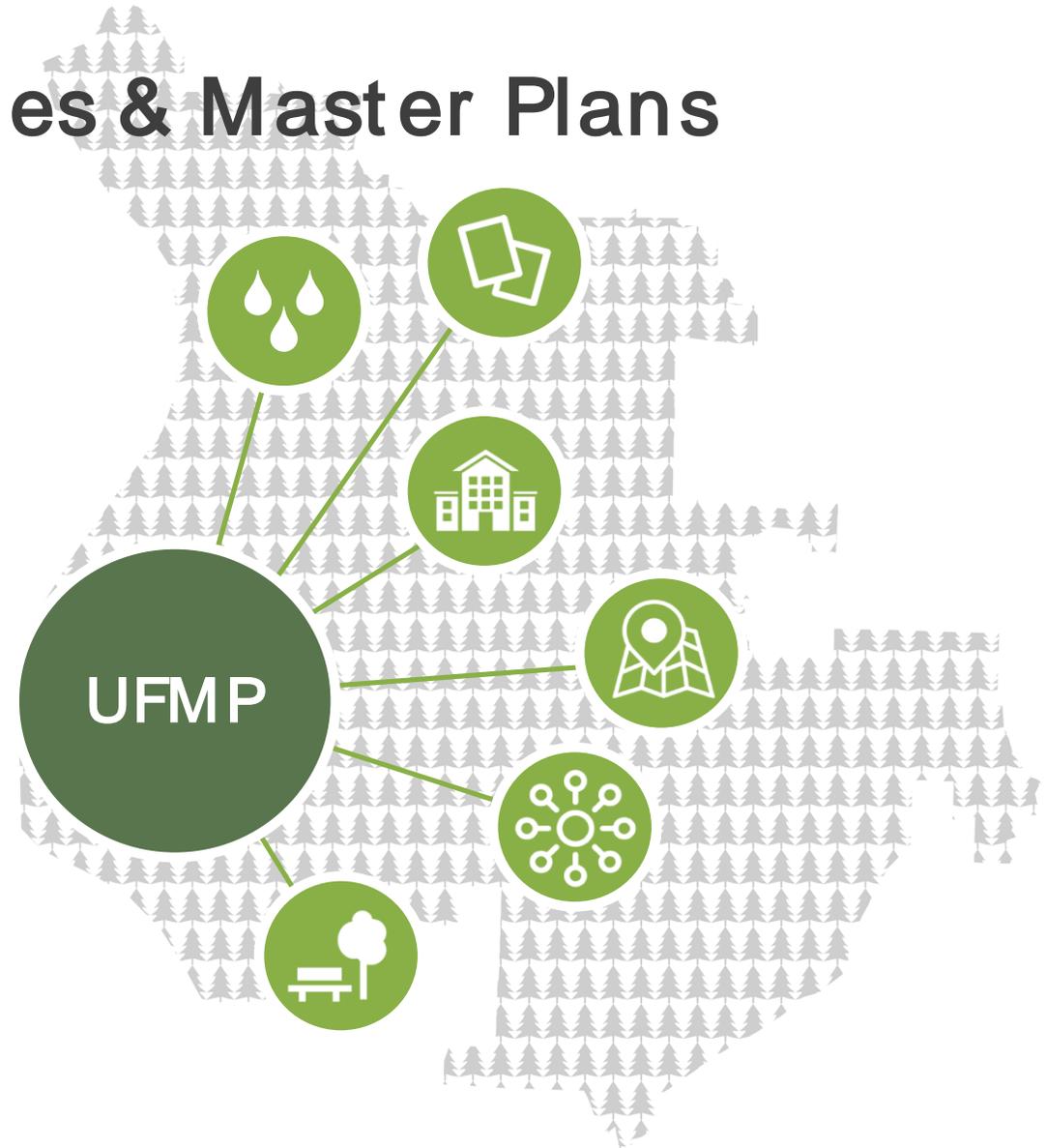
The UFMP will **set the framework** for all of these things to exist in the future.



# Related City Goals, Policies & Master Plans

## Coordination

- 2015 Comprehensive Plan
- Town Center Plan
- 2018 PRO Plan
- 2016 Storm and Surface Water Management Comprehensive Plan
- Land Acquisition Strategy
- Chapters 21A.37 & 21A.50 SMC



# Urban Forest Management Plan

## Background

- Council approved \$119,500 contract for DRG in October 2017
- UW Urban Ecology completing canopy cover assessment and provide policy review support for UFMP
  - Supported by \$15,000 WA DNR / USDA Community Forestry Grant



# Urban Forest Management Plan

## Project Scope of Work

Phase 1 Q4 2017 – Q1 2018	Phase 2 Q1 – Q2 2018	Phase 3 Q2-Q3 2018	Phase 4 Q4 2018 – Q1 2019
Review Existing Plans and Related Documents	Data Collection and Analysis	Commission & Council Project Update Meetings	Draft Plan Review by Commission & Council
Public Education Workshops	Urban Tree Canopy Study	Draft Plan Development	Final Plan Review & Approval
Stakeholder Interviews	StoryMap		Begin Implementation
Commission & Council Kick-Off Meetings	Public Engagement		

# Who Are We? Davey Resource Group Inc.

## About Us

### Historic Company

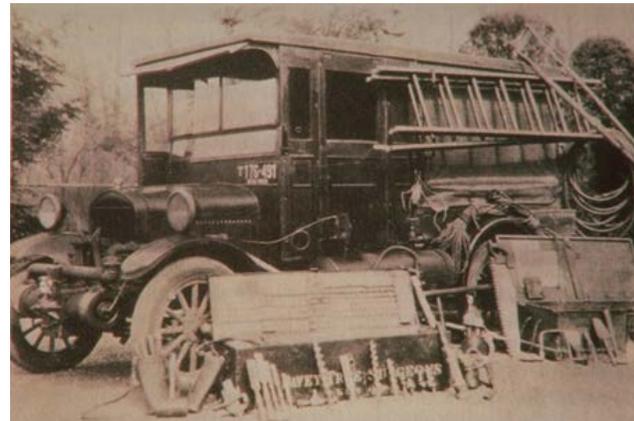
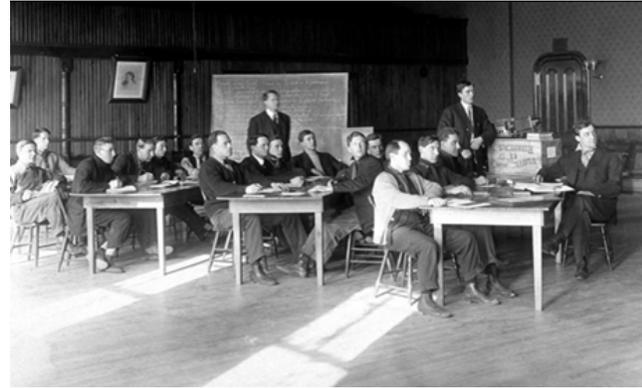
- Founded in 1880, Employee Owned

### Industry Leaders

- i-Tree software
- Tree Inventory Best Management Practices
- Nationwide Consulting Network

### Vision

- Providing solutions that promote balance among people, progress and the environment



# What is an Urban Forest?

## Private vs Public Trees

### Public Trees

- Parks and Natural Areas
- Public Right of Ways
- Trees on Public Property



### Private Trees

- Residential
- Commercial
- Industrial



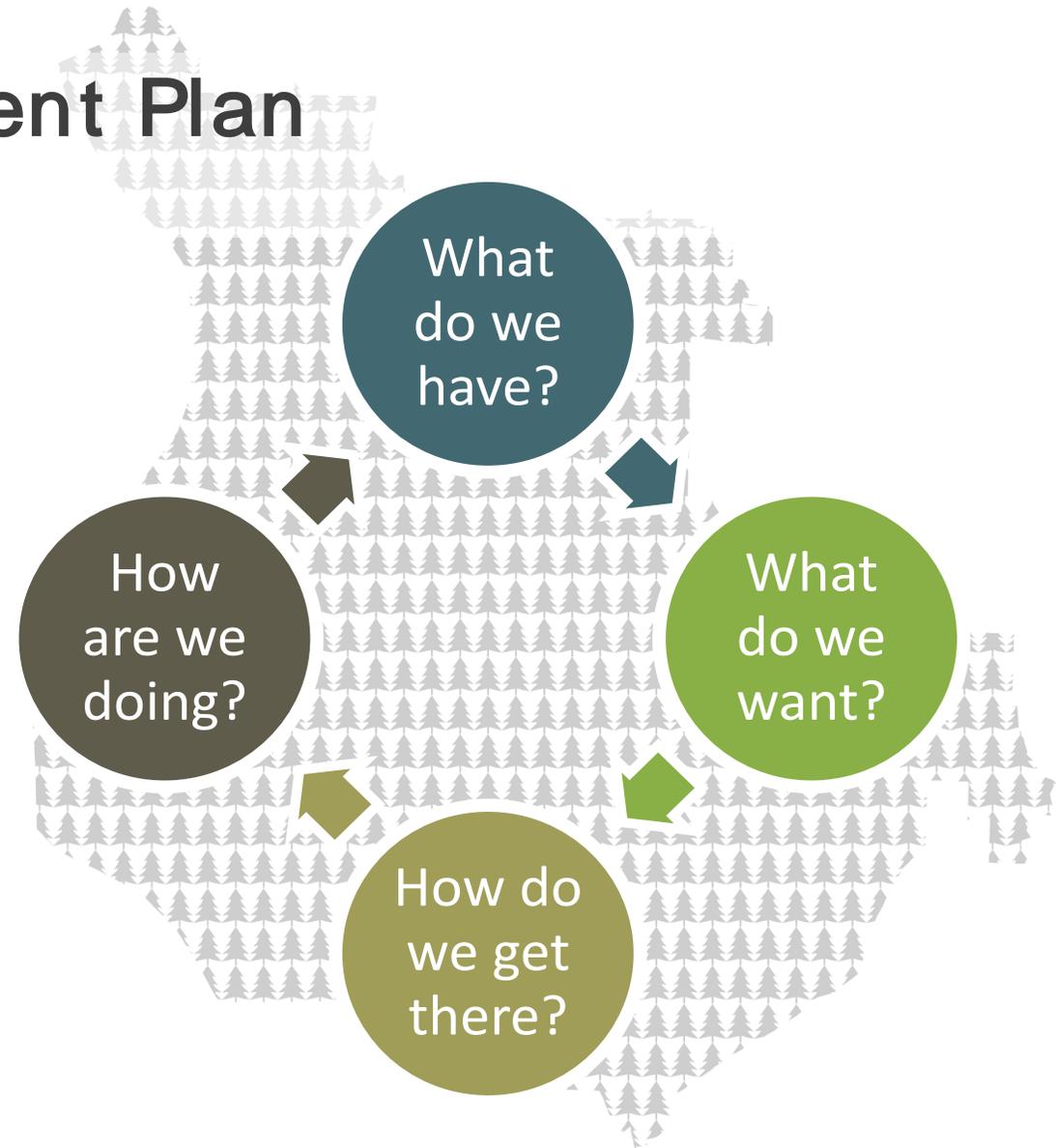
# Urban Forest Management Plan (UFMP)

## What is an UFMP?

- Guidance for managing the urban forest
- Long and short-term goals
- Adaptive management principles

## Why is it important?

- Promote a shared vision
- Communicate value and benefit of trees
- Manage challenges and opportunities
- Pathway to proactive management



# Planning Goals

**S**pecific **M**easurable **A**chievable **R**ealistic **T**ime Sensitive

## Examples

- Inspect 15% of trees each year
- Plant a million trees
- No net loss of canopy

## Examples

- Plant trees annually
- Review tree ordinances
- Update UFMP



(ADAPTED FROM: Kenney, W. A., van Wassenauer, P. J. E., Satel, A. L. **Criteria and Indicators for Sustainable Urban Forest Management**. *Arboriculture and Urban Forestry* 37: 118-125. 2011. )

## Examples

- Form a Citizens Tree Board
- Provide Education and Outreach

# Boulder, Colorado (2017)

## Project Example

### Issues

- Emerald Ash Borer
- Climate Change

### Concerns

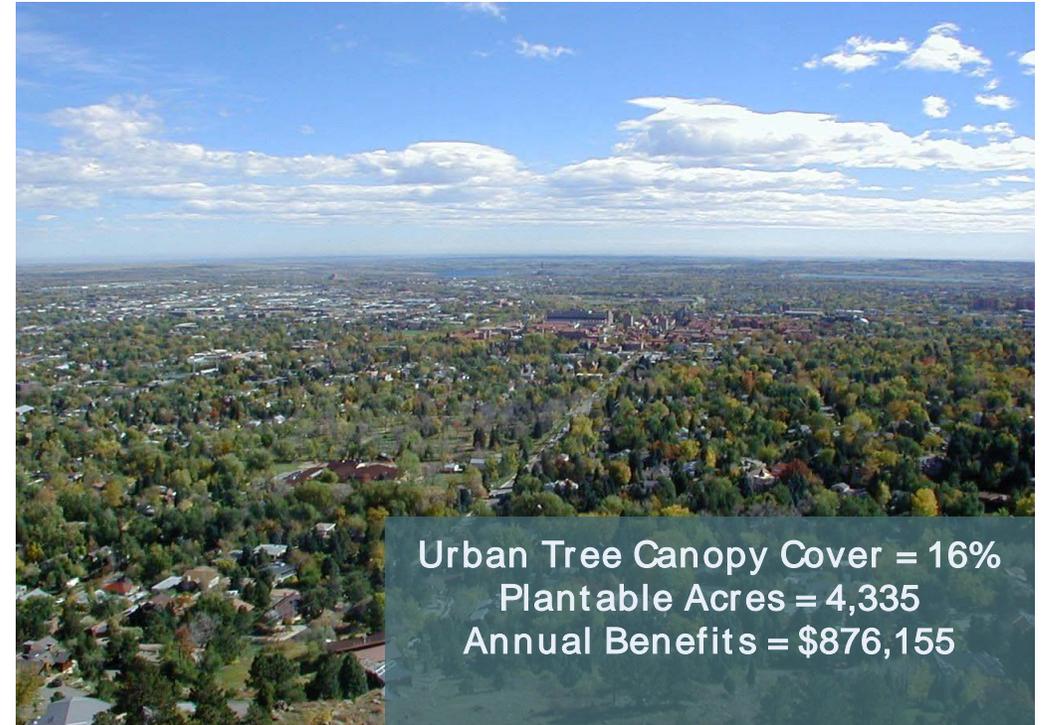
- Development
- Environmental Degradation

### Ideas

- Plant more trees
- Protect trees – Update City Codes

### Opportunities

- More Education – Trees and Human Health
- Community Building – Stewardship Programs



<https://bouldercolorado.gov/forestry/urban-forest-strategic-plan>

# Roseville, California (2014)

## Project Example

### Issues

- Air Quality
- Climate Change

### Concerns

- Oak Mitigation and Reforestation
- Tree Care Standards

### Ideas

- Increase Forest Connectivity
- More Community Partnerships

### Opportunities

- More Education – Tree Care
- Shade Tree Program – Free Trees



<http://rosevilletree.org/resources/roseville-urban-forest-master-plan/>

# Kirkland, Washington (2013)

## Project Example

### Issues

- Stormwater Management
- Climate Change

### Concerns

- No Tree Inventory
- Strict Codes

### Ideas

- Outreach on Tree Regulations
- Interdepartmental Teams

### Opportunities

- Document the Urban Forest Asset
- Program Funding through Partnerships



[http://www.kirklandwa.gov/depart/planning/Topics/Urban\\_Forest\\_Plan.htm](http://www.kirklandwa.gov/depart/planning/Topics/Urban_Forest_Plan.htm)

# Stakeholder Interviews

## Feedback

15 Hours of Interviews, 29 People

- Need for Unified Strategy
- Arborist on Staff - A Leader for the UFMP
- Create Interdepartmental Work Groups
- Street Tree List concerns
- Complicated Tree Code with not Many Options for Variances
- Tree Bank/Fee In-Lieu
- No Unified Tree Planting Program



- Need Unified Goals
- Park Trees are being Looked at Strategically for Safety Issues
- Street Trees have been Identified in GIS Project, but not Assessed
- Wildlife, Fragmentation, Beavers, LRR Concerns
- Tree Species Diversity? Firs and Cedars or what?

- Need Unified Vision
- Citizens Tree Board
- Education and Outreach Resources
- Good Source of Community Leaders
- Staging Areas for Restoration Projects
- More Salvage Notifications
- Equipment Resources (water truck)

# Public Workshop

What we heard on January 31

## Community Workshop

- Resources for managing aging trees, tree disease, and invasive species
- More helpful tree list
- Prioritize and incentivize urban forest stewardship
- Tree removal, retention, and replacement policies
  - Too focused on large-scale developments
  - Not enough flexibility for property owners
  - Not sensitive to critical area issues
- Interest in Tree Board, City Arborist



# City Council Discussion



# Urban Forest Management Plan

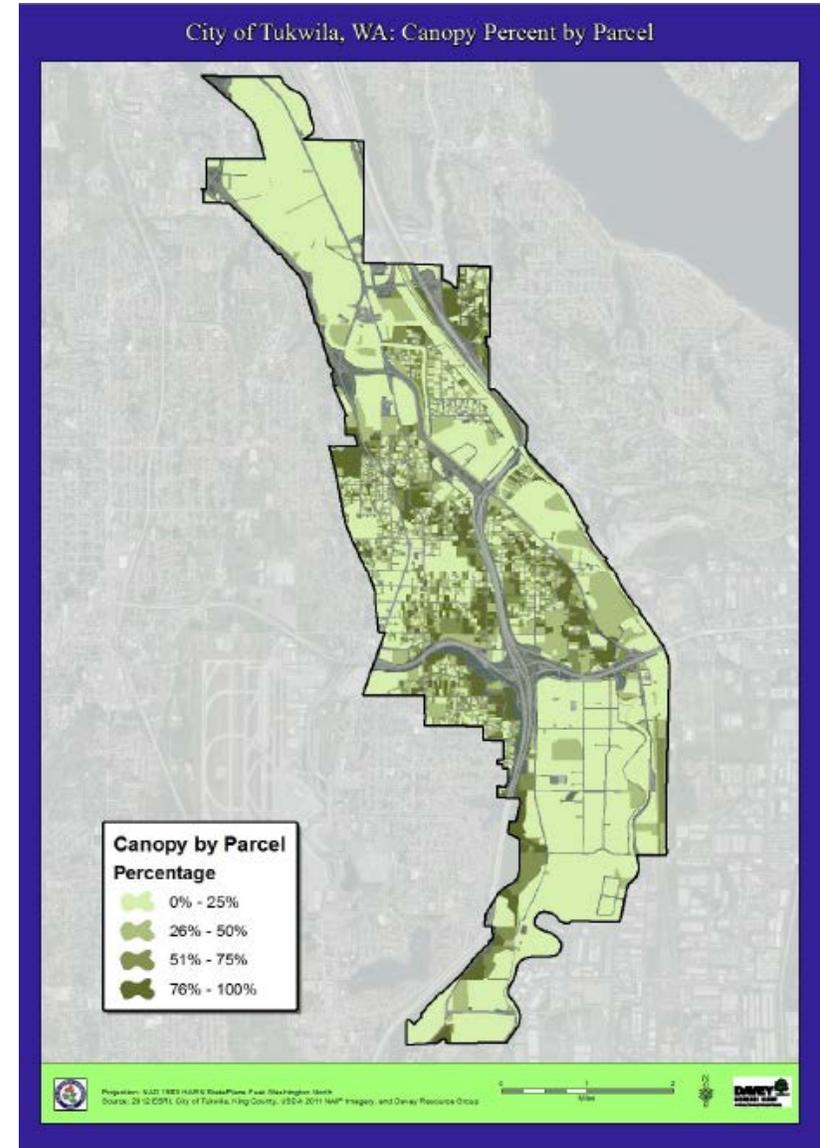
## Next Steps



# Next Steps

## Canopy Cover Assessment

- Analysis will include
  - Land Cover Metrics Analysis
  - Ecosystems Services
  - Priority Planting Analysis
  - Report Maps & Imagery
  - Socioeconomic and Demographic Analysis
  - Stormwater Pollution Assessment
  - Tree Canopy Health Assessment
  - Forest Fragmentation



# Want to Know More?

## Additional Resources



<https://www.treesaregood.org>



<https://www.itreetools.org/>

## National Tree Benefit Calculator

*Beta*

*Thank you for choosing this site to calculate the economic and ecological benefits of your tree.*

**Find your climate zone to get started:**

*Enter your zip code below:*

<https://www.treebenefits.com>

## Visit our Project Website

<https://www.sammamish.us/government/departments/community-development/current-projects/urban-forest-management-plan/>