AGENDA
Planning Commission

6:30 PM - Thursday, April 5, 2018
City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	**6:30 pm**
	ROLL CALL	
	APPROVAL OF AGENDA	
	APPROVAL OF THE MINUTES	
3 - 4	1. March 15, 2018 Regular Meeting View Minutes	
	PUBLIC COMMENT - NON AGENDA *3 minutes per person / 5 minutes if representing an organization*	
	OLD BUSINESS	
5 - 36	2. Work Session: Housing Strategy Update View Agenda Item	**6:45 pm**
	PUBLIC COMMENT - AGENDA *7 minutes per person*	
	ADJOURNMENT	**8:30 pm**
	LONG TERM CALENDAR	
37	View Calendar	

Note: *This is an opportunity for the public to address the Planning Commission. For non-agenda items, three (3) minutes are granted per person, or five (5) minutes if*

representing the official position of a recognized community organization. Seven (7) minutes are granted per person for agenda items.

If you are submitting written material, please supply 8 copies (7 for Planning Commission; 1 for the record). If you would like to show a video or PowerPoint, it must be submitted or emailed by 5pm the day of the meeting to Kevin Johnson at kjohnson@sammamish.us. Please be aware that Planning Commission meetings are videotaped and available to the public.

The City of Sammamish Planning Commission is appointed and is the advisory board to the City Council on the preparation and amendment of land use plans and implementing ordinances such as zoning. Planning Commissioners are selected to represent all areas of the City and as many "walks of life" as possible. The actions of the Planning Commission are not final decisions; they are in the form of recommendations to City Council who must ultimately make the final decision.

THE COMMISSION MAY ADD OR TAKE ACTIONS ON ITEMS NOT LISTED ON THIS AGENDA.

Planning Commission 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.

City of Sammamish Washington

Planning Commission

801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

MINUTES OF THE MEETING

MEETING SUMMARY

Regular Bi-monthly Meeting
Thursday, March 15, 2018, 6:33 PM
City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Eric Brooks, Pos. 1
Roisin O'Farrell, Pos. 2
Shanna Collins, Pos. 3, Chair
Larry Crandall, Pos. 4, Vice-Chair
Jane Garrison, Pos. 5
Mark Baughman, Pos. 6
Rituja Indapure, Pos. 7

STAFF PRESENT

Jeffrey Thomas, Community Development Director, Community Development
Kellye Hilde, Planning Manager, Community Development
Doug McIntyre, Senior Planner, Community Development
David Goodman, Senior Management Analyst, Community Development
Kevin Johnson, Planning Commission Coordinator, Community Development
Charlotte Archer, City Attorney, Kenyon-Disend

CALL TO ORDER

Chair Collins called the Sammamish Planning Commission meeting to order at 6:47 PM

APPROVAL OF AGENDA

Chair Collins moved to approve the March 15, 2018 meeting agenda. The meeting agenda was approved as distributed.

APPROVAL OF THE MINUTES

Chair Collins moved to approve the March 1, 2018 meeting minutes. The meeting minutes were approved as distributed.

PUBLIC COMMENT: NON-AGENDA

Paul Stickney – 504 228th Ave SE
Topic: Housing Strategy

Mary Wictor – 408 208th Ave SE
Topic: Art

DRAFT

OLD BUSINESS 6:41 PM

2018 Sign Code Amendments

Doug McIntyre, Senior Planner, David Goodman, Senior Management Analyst and Charlotte Archer, City Attorney presented proposed amendments to the City of Sammamish's sign code (Ordinance O2017- 436). These amendments include non-substantive corrections to the sign code and proposed regulations that would allow electronic reader board components to existing signs.

Vice-Chair Crandall motioned to extend the meeting until 8:40 PM

PUBLIC COMMENT: AGENDA

Public Comment on agenda items started at 8:25 PM and ended at 8:32 PM

Mary Wictor – 408 208th Ave NE
Topic: Sign Code Amendments

Chair Collins adjourned the meeting at 8:34 PM

Chair: Shanna Collins
PC Coordinator: Kevin Johnson
Roberts Rules of Order applied: [RONR (10TH Edition)]

Agenda Bill

Planning Commission Regular Meeting
April 05, 2018

SUBJECT:	Joint Work Session #1 for Sammamish Home Grown – A Plan for People, Housing, and Community
DATE SUBMITTED:	March 23, 2018
DEPARTMENT:	Community Development
NEEDED FROM COMMISSION:	☐ Action ☐ Direction ☑ Informational
RECOMMENDATION:	This is an informational item only; no action is requested. The Planning and Human Services Commission should participate in the exercise and discussion about housing data and housing strategies.
EXHIBITS:	Exhibit 1 - City Identified Gaps Exhibit 2 - List of Housing Strategies Exhibit 3 - Meeting Recap and Achievements Exhibit 4 - Planning Commission Meeting QA Matrix Exhibit 5 - Updated Project Schedule

BUDGET:

Total dollar amount	N/A	☐ **Approved in budget**
Fund(s)	N/A	☐ **Budget reallocation required**
		☑ **No budgetary impact**

WORK PLAN FOCUS AREAS:

☐ Transportation	☐ Community Safety
☑ Communication & Engagement	☑ Community Livability
☑ High Performing Government	☐ Culture & Recreation
☐ Environmental Health & Protection	☐ Financial Sustainability

ISSUE BEFORE COMMISSION:

Joint Work Session #1 for Sammamish Home Grown – A Plan for People, Housing, and Community

KEY FACTS AND INFORMATION SUMMARY:

PROJECT STATUS

Planning Commission has held a project kick-off meeting and four work sessions, while the newly formed Human Services Commission has held one work session after being recently incorporated into the process (Exhibit 3). The general purpose of those meetings was to educate the Commissioners on the basics of a housing strategy plan, explain the general scope of the update, outline the approach to public engagement, and discuss a variety of housing data in order to begin substantive discussions on housing strategies. While the Planning Commission is the lead advisory body, involvement of the Human Services Commission will strengthen Sammamish Home Grown and provide diverse perspectives to help address housing issues in Sammamish, particularly as related to housing affordability and special needs housing.

MEETING INTENT

The intent of the first Joint Work Session between the Planning and Human Services Commissions is to first discuss the commonalities shared between the Commissions and delineate the roles in advising staff and the City Council on the development of strategies in Sammamish Home Grown. Then, the Commissioners will participate in an exercise on key housing gaps in Sammamish relative to household types and types of housing. Identifying key housing gaps will assist the Commissioners in identifying the appropriate strategies and tools available to the City to address housing needs. As requested in Work Session #4, the City has prepared a list of identified housing gaps for the Commissioners to consider prior to participating in their own exercise on housing gaps (Exhibit 1). Following such conversation, ARCH will provide a review of the housing strategies that are included in the City's 2006 Housing Strategy Plan and discuss how those strategies have been used and could still be used in Sammamish (Exhibit 2). Exhibit 2 further identifies strategies that the Commissioners could consider adding as part of the update effort.

In addition, staff will more directly discuss the category of neighborhood vitality and character, as it has recently been the topic of discussion and interest among Commissioners and the public. While strategies related to this category are equally as important as all of the other categories, it has not yet been the topic of in-depth discussion in the work sessions. Neighborhood vitality and character is often hard to define, but generally comprises a mix of physical, social, and economic characteristics of a community that residents identify with. Because neighborhood vitality and character can be subjective, its meaning often varies across different demographic groups. However, as the Planning Commission discusses potential strategies to enhance neighborhood vitality and character, Commissioners should consider the relationship between the City's urban form, natural features, and demographics. Such strategies might include code amendments (e.g. adding a requirement for minimum lot sizes) or could focus on the creation of something like design standards. Refer to the 2006 Housing Strategy Plan for the neighborhood vitality and character strategies that were identified and could be revisited or further developed under Sammamish Home Grown.

PURPOSE AND BACKGROUND

The purpose and objective of Sammamish Home Grown – A Plan for People, Housing, and Community is to guide the implementation of the goals and policies adopted in the Housing Element of the Comprehensive Plan. The City of Sammamish's Housing Strategy Plan has not been updated since 2006. An updated housing strategy plan is needed to help the City implement the policies it adopted as part of the Housing Element of the Comprehensive Plan in 2015, later amended in 2016 to respond to a Growth Management Act (GMA) compliance challenge. Sammamish Home Grown will serve as a work plan that helps staff transform policies into near-term actions and determine priorities for the

preferred strategies. Sammamish Home Grown is not an action plan, nor is it a policy document in and of itself.

Commissioners are progressing from learning and gathering information on Sammamish housing policy to conducting substantive work related to housing strategies. In developing Sammamish Home Grown, the Planning Commission and Human Services Commission should consider the City's role in housing and the strategies and tools that can be used to address housing on a City-wide basis. The Commissions will identify the strategies and actions that align with our policies and address key housing gaps which we want to analyze further in the short term. The policy direction established in the Comprehensive Plan is broad and covers a twenty-year timeframe; the Housing Strategy Plan will distill that into the most important actions to be taken in a shorter timeframe of roughly five years.

NEXT STEPS

The City activated a broad community survey on housing, which will run through April 10, 2018 and will provide staff with a better understanding of community perspectives and desires. While this is the first public outreach effort, there is also a planned public open house scheduled for April 25, 2018 (6:30 PM to 8:30 PM) at the Council Chambers at City Hall. The intent of the open house is to provide the public with information on the City's effort to develop Sammamish Home Grown and solicit ideas on housing strategies. The open house will be informal and continue to allow the public a means to engage in the topic of housing. Planning Commissioners are asked to participate in the open house as community liaisons.

The next formal opportunity for the Planning Commission discuss Sammamish Home Grown is May 24, 2018 at Joint Work Session #2 with the Human Services Commission.

The next formal opportunity for the Human Services Commission to discuss Sammamish Home Grown is April 11, 2018 and May 9, 2018 at Work Session #2 and Work Session #3. Additionally, the Human Services Commission will participate in Joint Work Session #2 with the Planning Commission. Joint Work Session #2 will be the last formal opportunity for the Human Services Commission to collectively participate in Sammamish Home Grown, though staff hope that Human Services Commissioners continue to stay involved as the Plan makes its way through legislative review and City Council adoption.

Additional details will continue to be provided on the schedule for accomplishing this update and the major milestones in the process. The planning process is expected to take approximately twelve months, with adoption expected toward the end of 2018, with the Planning Commission's review expected to conclude in summer 2018.

FINANCIAL IMPACT:

Not applicable.

OTHER ALTERNATIVES CONSIDERED:

Not applicable.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

The City's housing policy is mainly contained within the Housing Element of the Comprehensive Plan; however, housing policy is developed and implemented in multiple ways, including via the Sammamish Town Center Subarea Plan, the ARCH Housing Trust Fund, and others. Links to such documents are provided below:

1. 2015 Sammamish Comprehensive Plan
2. Housing Element of the Comprehensive Plan (Volume I)
3. Technical Background for the Housing Element of the Comprehensive Plan (Volume II)
4. Sammamish Town Center Documents
5. ARCH webpage

EXERCISE - IDENTIFYING HOUSING GAPS AND DEFINING HOUSING NEEDS

Legend	
▲	Adequate supply for this household type or adequate supply of this housing type
▼	Shortage of supply for this household type or shortage of supply of this housing type
[Blank]	Neither a gap/concern nor an abundance
—	Does not apply

Household Type[1]	Household Income Level[2]					
	Any	Very Low	Low	Moderate	Middle	Upper
Any						▲
Single (living alone): Young adults Other singles		▼	▼	▼	▼	
Couples w/out children: Empty nesters (down-sizers) Other couples		▼	▼	▼		
Couples w/ children: Small families Large families		▼	▼	▼		
Single-parent family		▼	▼	▼		
Senior Households		▼	▼	▼	▼	
Extended (multi-gen) family		▼	▼	▼		
Unrelated roommates		▼	▼	▼		
People with disabilities (needing on-site services)	▼					
Households experiencing homelessness	▼					
College students	▼					
Housing Type[3]	**Affordability**					
	Any	Very Low	Low	Moderate	Middle	Upper
Any						
Single-family detached (homeownership)		▼	▼	▼		▲
Single-family attached (homeownership): Townhomes Duplexes Condominium		▼	▼	▼		▲
Multi-family (rental)		▼	▼	▼		▲

[1] See Figure 14 below for census data.
[2] See Figure 5 for specific amounts.
[3] See Figures 5–8 below for census data.

Homes under 1,000 sq. ft. (ownership or rental but not multi-family): Accessory Units (ADUs) Cottages	▼					
Senior housing: Independent living Assisted living Nursing, memory care, etc.	▼					
Transit-oriented	▼					
Walkable to shopping, services, and employment	▼					
Emergency shelter	▼					
Group homes	▼					

Data Summary

Household Types

- Household Types and Sizes:
  - 40% of all households have one or two people (compared to 60% across East King County; Figures 1 and 2). Another 22% have three people.
- Household Incomes:
  - 28% of all Sammamish households are housing cost burdened.
  - 86% of moderate and lower income households (1,435) are housing cost burdened (Figures 15 and 16); 62% are severely cost burdened.
  - 45% of the jobs in Sammamish (outside the home) pay less than $50,000 a year. About 82% of Sammamish jobs are filled by workers who commute from elsewhere.
- Special Needs Households:
  - One- and two-person senior households make up 12% of Sammamish (25% countywide).
  - About 7% of Sammamish's population is age 65 or older and 29% age 45 to 64 (compared to King County, 12% and 26% respectively).
  - Relatively few Sammamish residents have disabilities (compared to the overall rate in King County); but among elderly, the incidence is the same as King County (Figure 17).

Housing Types

- Housing Supply and Variety:
  - 85% of Sammamish's housing units are single-family, detached.
    - 91% of the owner-occupied units.
    - 53% of the renter-occupied units.
  - 87% of all housing units have three or more bedrooms (Figures 5 and 18).
  - Few studios, one-, and two-bedroom units (Figure 5) and ADUs (17 permitted in whole City; Figure 21) compared to one- to three-person households (Figure 18).
  - CWU campus is not presently intended for full-time students; but if that changes in the future on-campus and/or off-campus housing would be needed.
- Housing affordability:
  - Sammamish has very little housing affordable at very low-, low-, and moderate-income levels (6% of all units; Figure 12).

  - 95% of owner-occupied housing is affordable above median income (Figure 13).
- Special Needs Housing:
  - Relatively few beds in licensed facilities, including group homes (less than half the rate of next closest East King County city; see Figure 21).
  - No shelters in Sammamish, but faith communities have hosted temporary encampments and City contributes funding toward shelters in other East King County communities.

Figure 1

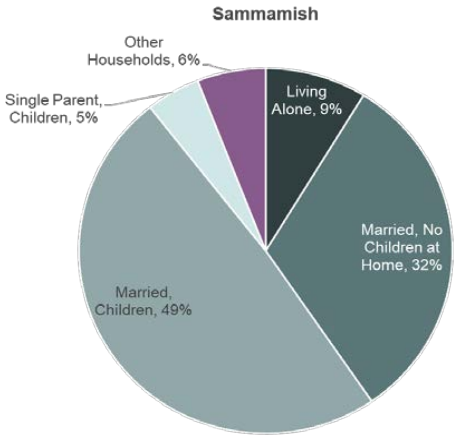

Figure 2

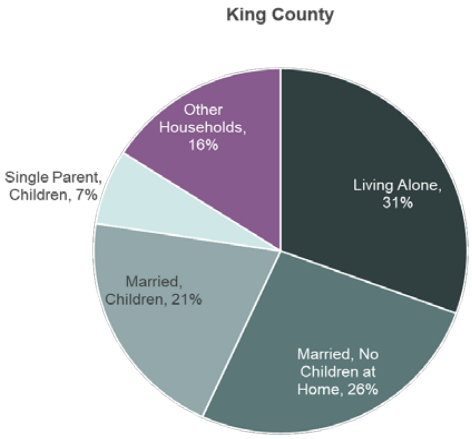

Figure 3

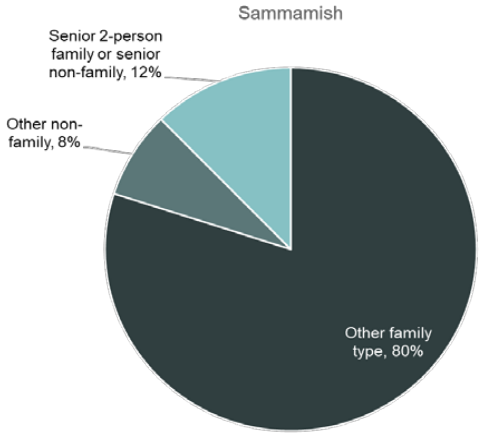

Figure 4

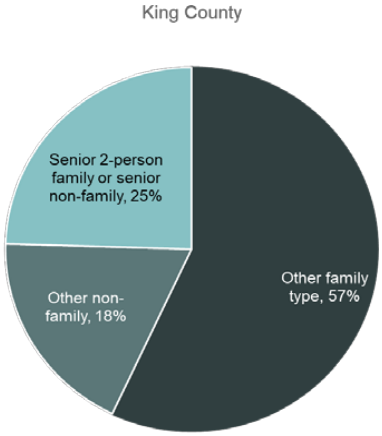

Figure 5

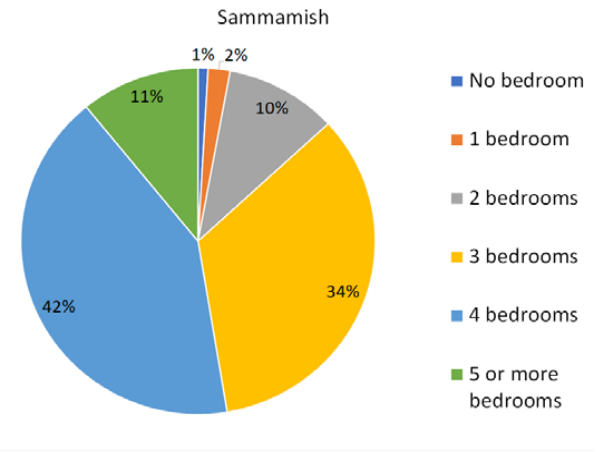

Figure 6

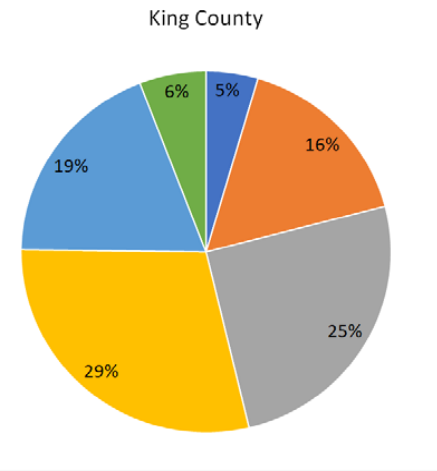

Figure 7

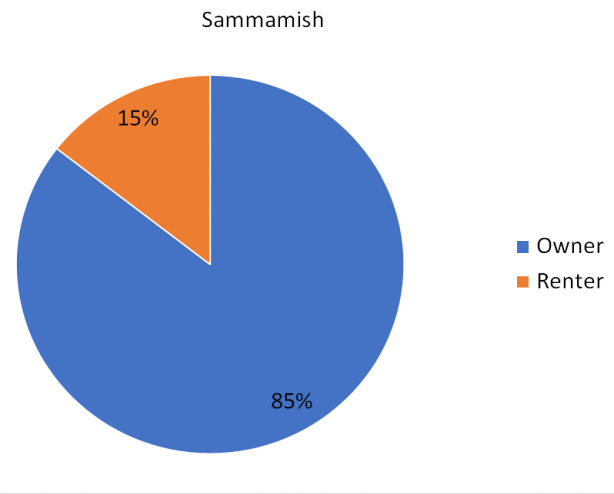

Figure 8

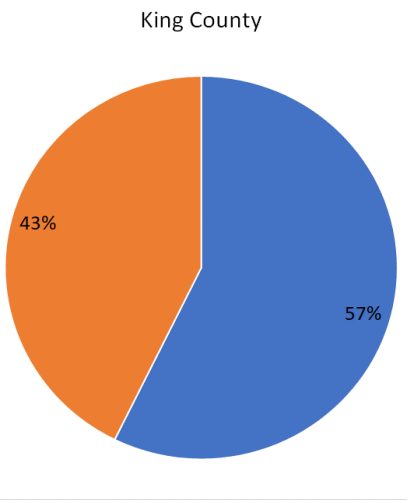

Figure 9

KING COUNTY INCOME AND HOUSING AFFORDABILITY GUIDELINES				2017
King County Area Median Income (AMI):		$96,000		
	Studio (1 Person)	1-Bedroom (2 People)	2-Bedroom (3 People)	3-Bedroom (4 People)
30% AMI [VERY LOW INCOME]				
Household Income	$20,160	$23,040	$25,920	$28,800
Max. Monthly Housing Costs	$504	$576	$648	$720
50% AMI [LOW INCOME]				
Household Income	$33,600	$38,400	$43,200	$48,000
Max. Monthly Housing Costs	$840	$960	$1,080	$1,200
Max. Affordable Purchase	$113,165	$129,331	$149,752	$170,172
80% AMI [MODERATE INCOME]				
Household Income	$53,760	$61,440	$69,120	$76,800
Max. Monthly Housing Costs	$1,344	$1,536	$1,728	$1,920
Max. Affordable Purchase	$198,932	$227,350	$260,023	$292,697
120% AMI [MIDDLE INCOME]				
Household Income	$80,640	$92,160	$103,680	$115,200
Max. Monthly Housing Costs	$2,016	$2,304	$2,592	$2,880
Max. Affordable Purchase	$313,287	$358,043	$407,052	$447,553

Figure 10: Market Areas Covering Sammamish

AVERAGE RENTS - September, 2017				
	Studio	1-Bedroom	2-Bed/1-Bath	3-Bed/2-Bath
"Issaquah"				
All Units	--	$1,703	$1,706	$2,331
Built 2010 or newer	--	$1,807	--	$2,456
"Redmond"				
All Units	$1,631	$1,655	$1,760	$2,374
Built 2010 or newer	$1,712	$1,885	$2,025	$2,877

Source: Dupre+Scott Apartment Advisors

Figure 11: Gross Rents

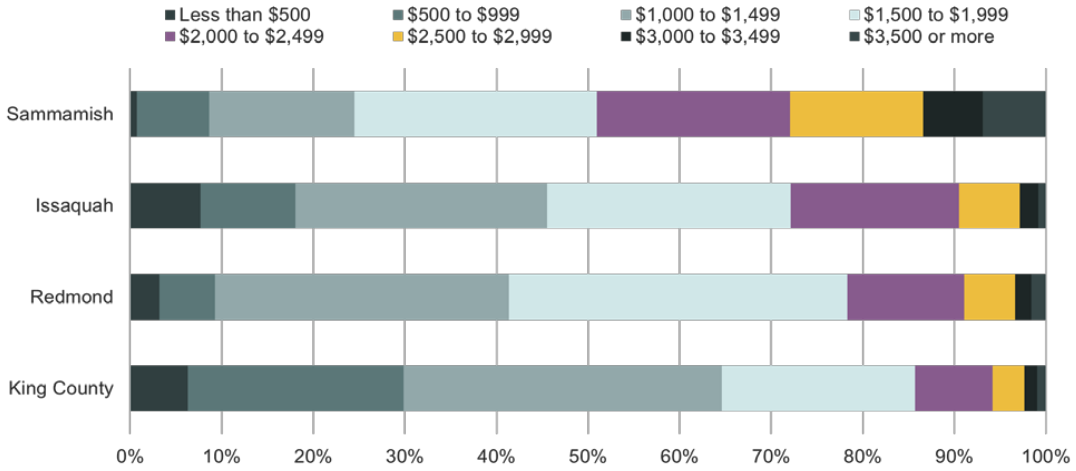

Figure 12: Households (top bar) and Affordability of Existing Housing Units (bottom two bars)

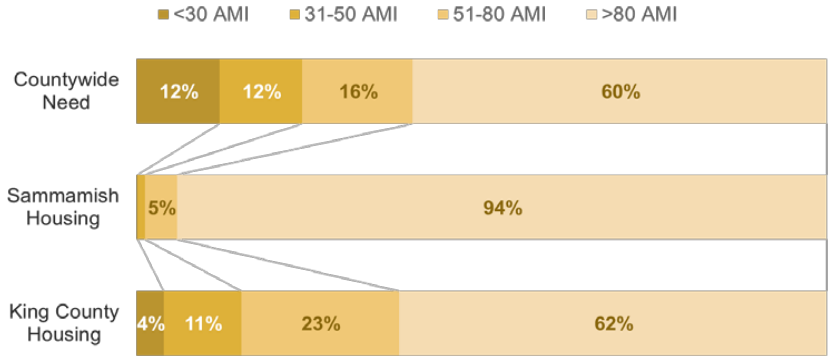

Figure 13: Affordability of Existing Housing Units

	Ownership				Rental			
	Under 50% AMI	51% to 80% AMI	81% to 100% AMI	Over 100% AMI	<30% AMI	31% to 50% AMI	51% to 80% AMI	Over 80% AMI
EKC Cities	**3%**	**4%**	**6%**	**86%**	**6%**	**7%**	**39%**	**48%**
Sammamish	1%	1%	3%	95%	1%	1%	32%	65%
King County	5%	8%	12%	74%	9%	20%	43%	27%

Figure 14: Jobs Located in Sammamish (includes those working at home)

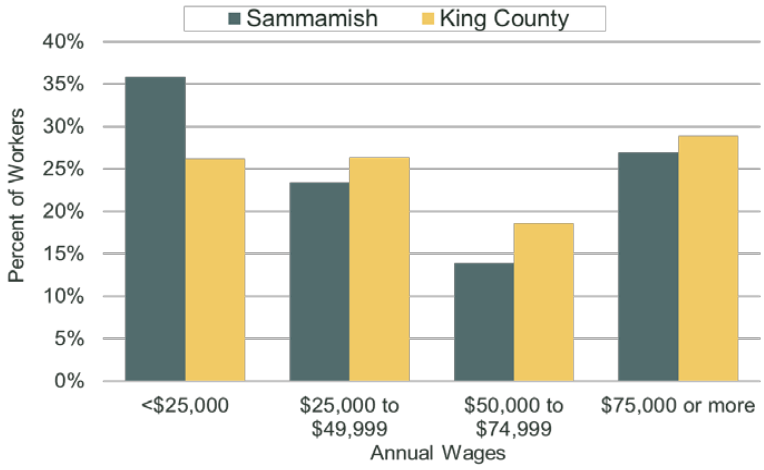

Figure 15

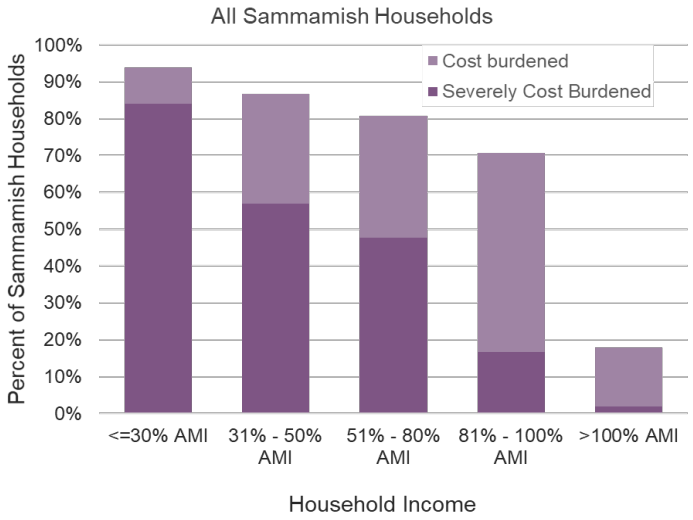

Figure 16

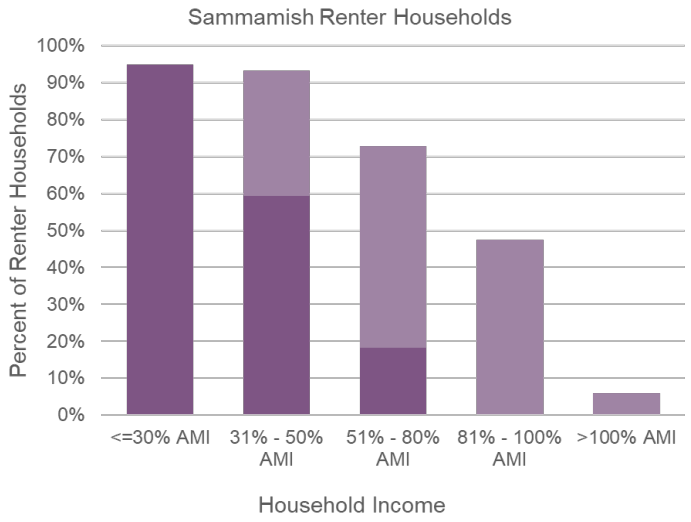

Figure 17: Population with a Mobility, Hearing, Vision, or Cognitive Impairment

	Total	With a Disability	
Sammamish	**62,121**	**2,639**	**4%**
Under 5 years	4,117	36	1%
5 to 17 years	15,042	364	3%
18 to 34 years	8,525	268	3%
35 to 64 years	30,055	1,023	2%
65 to 74 years	3,041	307	10%
75 years and over	1,341	641	48%
King County	**2,066,068**	**198,561**	**10%**
Under 5 years	126,996	911	1%
5 to 17 years	307,100	12,438	5%
18 to 34 years	529,802	25,998	9%
35 to 64 years	854,746	77,533	4%
65 to 74 years	146,597	31,530	22%
75 years and over	100,827	50,151	50%

Figure 18: Sammamish Households (left) and Housing Units (right)

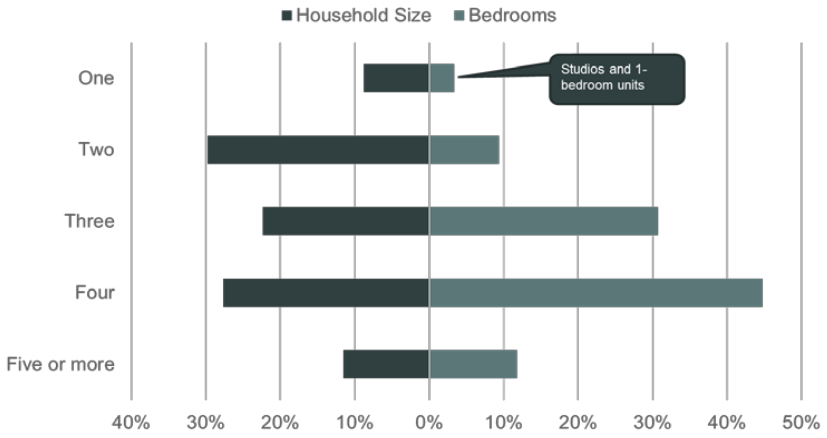

Figure 19: Median Home Sales Prices in Sammamish and Price Affordable to Buyer with Median Income

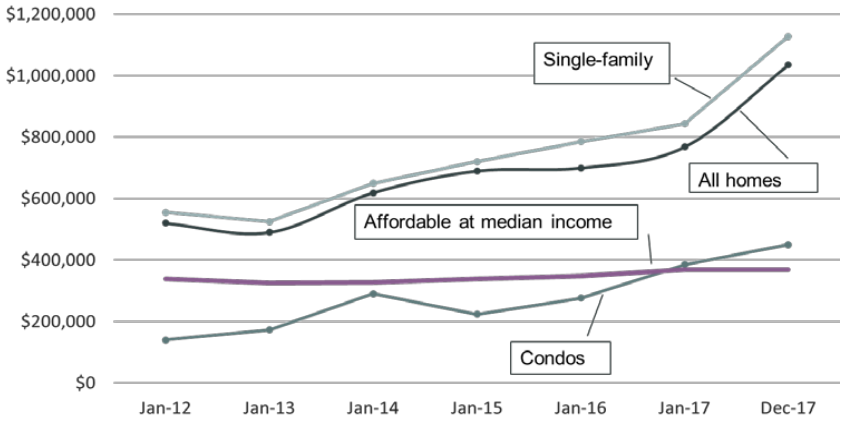

Figure 20: Permitted Accessory Dwelling Units, 1992–2015

	2015	TOTAL	ADUs per 1,000 SF Detached Homes	Annual Average	Average, Last 5 Years
Beaux Arts	-	**2**	17.2	0.2	-
Bellevue	9	**123**	4.2	5.6	3.8
Bothell	4	**8**	0.9	0.3	0.8
Clyde Hill	-	**4**	3.4	0.3	0.2
Hunts Point	-	**-**	-	-	-
Issaquah	1	**41**	7.0	2.0	1.2
Kenmore	4	**45**	8.0	3.2	3.2
Kirkland	7	**143**	7.0	6.8	5.6
Medina	-	**1**	0.8	0.1	-
Mercer Island	3	**225**	32.3	10.7	3.6
Newcastle	1	**33**	10.7	2.2	3.4
Redmond	1	**13**	1.3	0.6	0.4
Sammamish	4	**17**	1.2	1.3	2.6
Woodinville	1	**3**	1.1	0.1	0.4
Yarrow Point	-	**-**	-	-	-
EKC cities	***35***	***658***	***5.9***	***29.8***	***25.2***

Figure 21: Licensed Group or Congregate Care Housing Facilities

	Adult Family Home		Assisted Living Facility		Nursing Home		Total	Total	Senior	Combined Beds per 1,000
	Facilities	Beds	Facilities	Beds	Facilities	Beds	Facilities	Beds	Pop 75+	Seniors 75+
Bellevue	128	737	11	688	2	183	141	1,608	9,682	166
Bothell	71	404	5	373	1	99	77	876	2,300	381
Issaquah	12	67	4	268	3	293	19	628	2,154	292
Kenmore	23	131	2	106			25	237	1,319	180
Kirkland	59	338	6	399	1	190	66	927	4,078	227
Mercer Island	7	37	4	194	1	43	12	274	2,481	110
Newcastle	6	36	2	93			8	129	534	242
Redmond	21	117	8	569	2	200	31	886	2,697	329
Sammamish	11	61	1	12			12	73	1,341	54
Woodinville	11	64	2	63			13	127	63	2,016
Grand Total	**349**	**1,992**	**45**	**2,765**	**10**	**1,008**	**404**	**5,765**	**26,649**	**216**

User Guide Exhibit 2 – Comprehensive List of Housing Strategies

Exhibit 2 is a comprehensive list of housing strategies for the Planning Commission and Human Services Commission to consider in effort to develop Sammamish Home Grown. The list is based on strategies in the 2006 Housing Strategy Plan to provide Commissioners with a familiar foundation to begin substantive discussions on housing strategies. The comprehensive list identifies many strategies, but Commissioners should consider and propose additional strategies not included on this list, as appropriate. Furthermore, Commissioners can revise the language in these strategies to more closely fit the Sammamish context.

In keeping with the previously-stated housing categories shaping the framework for Sammamish Home Grown, each Housing Theme is clearly identified on the list of strategies and broken out in the following order: Neighborhood Vitality and Character, Housing Supply and Variety, Housing Affordability, Special Needs Housing, and Regional Collaboration. The categories reinforce the consistency with the Comprehensive Plan goals and policies and provide a clear framework for the different types of strategies that can be used to address housing gaps.

The following list explains the purpose of each column to guide Commissioners' use of Exhibit 2 in the joint meeting:

1. Easy-to-reference index numbers for each strategy to aid discussions in public meetings.
2. Informs Commissioners whether the subject strategy was part of the adopted 2006 Housing Strategy Plan; if "N" is indicated in the column, it means that the strategy is either something that has recently begun to be used by East King County cities or one that was otherwise not included in the 2006 Housing Strategy Plan. It should be noted that in some cases, a strategy was included in the 2006 Housing Strategy Plan, but additional (or new) examples are shown in this list for Commissioners to further consider in the development of Sammamish Home Grown. In these cases, the new example is shown in blue text (refer to #4 below for a description of the fourth column).
3. The strategy itself, including an informal title and a short description.
4. This column is not universally applicable throughout the document, but where appropriate, lists specific examples or other considerations for Commissioners to further understand the intent of the strategy.
5. Identifies the population intended to be served by the strategy. These refer to households that are categorized as very low-, low-, moderate-, middle, and upper income levels; in several instances, there is a reference to "market," which simply refers to the middle and upper income levels (i.e. households with incomes above the 100% area median income [AMI] mark).
6. Indicates whether or not there will need to be a formal action by the City Council, whether through legislative review of a land use code amendment or through some other official authorization or recognition. This information informs Commissioners of potential considerations that will be made by the City Council as they prioritize the identified strategies. Blanks indicate that a determination on whether or not a formal action is needed will be required.
7. Refers back to Work Session #1 held on December 7, 2017 in which the various types of strategies and tools available to cities was described in detail by ARCH, with explanations of those relating to land use regulations, indirect assistance, and direct assistance.
8. Clearly outlines the authority designated in the Comprehensive Plan for the City to undertake such a strategy. The policy either relates to the strategy or example in Column 3 or 4.
9. Provides Commissioners additional notes for consideration of these strategies.

Priorities from the 2006 Housing Strategy Plan are not explicitly identified in Exhibit 2 because they are not directly relevant to the Commission discussions right now; however, staff can discuss this further if desired.

No.	Exists in 2006 Plan? Y/N	Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations	Population(s) Served	Requires a Code Amendment and/or Council Action?	Land Use Regs or Indirect/Direct Assistance	Related Comp Plan goals/policies	Staff Notes and Considerations for Update
Housing Theme - Neighborhood Vitality and Character								
1	Y	Sub Area Plans for Centers - Develop Subarea Plans for the Inglewood and Pine Lake Centers; and a Master Plan for the Sammamish Commons area. Promote public notification and community participation in subarea planning.		Market	Yes	Land Use Regulations	H.1.2, LU.1, LU.3.2	If this strategy is kept, it will need to be updated to reflect current conditions
2	Y	Community Design Standards - Develop community design standards to reflect the desired characteristics of each neighborhood planning area or designated community center.	• Design criteria for SF dwellings on individual lots • Requirements for design variety while providing for designs with distinctive local character • Compatibility with surrounding uses • Buildings of a scale and character appropriate to the site • Personal safety and reduction of vandalism • Landscape and open space requirements that residential development fit in with the natural landscape; protects the privacy of other residences; and maintains the character of the nearby neighborhoods • Promote public notification and community participation/ input	Market	Yes	Land Use Regulations	H.1.1, H.2.2, H.1.1, H.1.4, LU.1, LU1.4	
3	Y	Compatible Infill in Transition Areas & Areas with Certain Services - Develop Community Design Standards for compatible infill, especially in areas which (1) transition between SF residential and other uses or densities;(2) are served by an arterial street system with sidewalks; (3) are located within one quarter mile of a neighborhood park or recreation area;(4) have nearby pedestrian access to public transit services; and, (5) allow access by service alleys when compatible with topography.		Market	Yes	Land Use Regulations	LU.1.2, LU.2.1, LU.2.8	
4	N	Historic Preservation - Support the preservation of the City's historically significant housing.		All	No	Land Use Regulations	H.1.3, LU.10.1, LU.10.3	
5	Y	Neighborhood Enhancement - Provide support for individuals and organizations that promote neighborhood enhancement and public art. Include community participation in neighborhood enhancement programs.		Market		Indirect/Direct Forms of Assistance	H.1.2, H.1.4	
6	Y	Housing Repair and Preservation - Promote preservation of existing housing by City support of organizations and programs involved in housing repair and education.	• Partner with the King County Housing Repair and Rehabilitation Program or non-profit organizations such as Rebuilding Together Eastside to assist low income residents maintain and repair the health and safety features of their homes • Educating the community about Housing Repair programs through community fairs, brochures, City website etc. • Revise property maintenance codes and/or increase enforcement	Market		Indirect/Direct Forms of Assistance	H.1.2	
7	Y	Provide Infrastructure Improvements - In the City's Capital Facilities Plan provide for regular infrastructure maintenance in residential neighborhoods.	• Pedestrian and/or transit connectivity improvements and enhanced public spaces	All		Indirect/Direct Forms of Assistance	H.1.2	
Housing Theme - Housing Supply and Variety								

1	**Y**	ADUs - Track production of ADUs and evaluate effectiveness of land use regulations in encouraging production while balancing maintaining neighborhood compatibility. Explore other actions for encouraging additional creation.	• Streamlined permits • Revise existing ADU regulations (more flexible, less restrictive, reduce procedural requirements) to encourage additional ADU creation while addressing neighborhood compatibility • Make ADU permits available on mybuildingpermit.gov • Set goal for ADUs (e.g. 5% of single-family lots within 10 years) • No separate utility hook-ups for ADUs	Moderate- and Middle-Income	Yes	Land Use Regulations	H.2.6	
2	**Y**	Mixed Use Design Standards - Develop mixed use design standards and development regulations in City centers, including Inglewood, Pine Lake and the Town Center planning area.	• Attractive street fronts with human scale • Connecting walkways • Horizontal façade regulations to ensure variation in facade, rooflines and other building design features to give a residential scale and identity to MF • Adaptive re-use of existing structures • Innovative design techniques • Promote public notification and community participation/ input	Market	Yes	Land Use Regulations	H.2.4, H.2.5, H.1.4, LU.3	
3	**Y**	Incentives to Expand Housing Choice - Provide incentives for diverse housing opportunities that meet community needs.	**Housing to consider include:** • Diverse housing opportunities in City centers that may include MF, mixed use and mixed income residential located dose to services and arterials (e.g. Inglewood, Pine Lake, the Sammamish Commons SSA, and properties along 228th that may be affected by the Sammamish Commons). Incentives may be considered for community friendly development in centers, such as innovative design, walkway connections, public open spaces, below grade parking and ground floor commercial. • Affordable or Workforce Housing including MF dose to services and arterials, such as near Inglewood Center, Pine Lake center, and Sammamish Commons SSA. **Incentives to consider include:** • Flexible development standards, e.g. reduced/flexible minimum lot area, setbacks, lot dimensions, height regulations or transitional area buffers. Provide residential density incentives where project demonstrates clear and compelling need and public benefit • Height incentives, e.g. allowing modified Type V wood frame construction up to 5 stories in R-6 & R-8 (current limits 35'); R-12 & R-18 (current limits 60') • Innovative parking designs • Strategic capital investments, infrastructure improvements • State provision (Chapter 84.14 RCW) to allow 10 year multifamily tax exemptions in Urban Centers. • Permit expediting, streamlined administrative process	Moderate-Income and Market	Yes	Land Use Regulations	H.2.2, H.2.5	
4	**Y**	Innovative Housing - Provide regulatory flexibility to allow innovative housing compatible with SF neighborhoods or SF transition areas. Housing types may include accessory units, small lot SF, attached SF, carriage houses or cottages, townhouses, manufactured housing; and multiplexes (''great-house" that resembles a SF unit).	• Innovative Housing Demonstration Projects • Mixing attached and detached housing in appropriately zoned areas.	Moderate-Income and Market	Yes	Land Use Regulations	H.2.5, H.2.6, H.2.7	
5	**Y**	Transit Oriented Housing Development - Consider potential sites and appropriateness of land use regulations that could allow for Transit Oriented Housing Development (TOHD) near existing or planned transportation facilities.		Middle-Income and Market	Yes	Land Use Regulations	H.2.4, LU.2.8, LU.3.1	

6	**Y**	Manufactured Housing - Allow manufactured housing in all residential zones consistent with Senate Bill 6593 (enacted 2004) that requires local governments to regulate manufactured housing in the same manner as other housing.		All	Yes	Land Use Regulations	H.2.7	
7	**Y**	Flexible Subdivision and Short Plat Standards - Evaluate effectiveness and flexibility of subdivision and short plat standards to allow clustering of new residential development as a means of protecting environmentally sensitive areas.	• Integrate different housing types and densities within projects • Density averaging • Shared driveways • Small lot and zero lot line development	Market	Yes	Land Use Regulations	H.2.9, LU.6.1, LU.2.2	
8	**Y**	Minimum Density Requirements - Adopt minimum density requirements to the R-8, R-18, NB, CB and O zones.		Middle-Income and Market	Yes	Land Use Regulations	H.2.10, LU.2.3	Has not yet been implemented for NB, CB, and O zones
9	**Y**	Growth Phasing for Residential Development - Adopt residential development growth phasing that guides the location and timing of residential growth, recognizing environmental capacities and level of service standards, while providing for residential housing targets, including affordable housing. Account for on-going review.		Middle-Income and Market	Yes	Land Use Regulations	H.2.1, LU.5	This is accomplished in the 2015 Comp Plan, but can remain for on-going purposes
10	**Y**	Criteria to Allow MF Zoning Increase - Establish criteria for evaluating rezone requests that would establish "demonstration of a clear and compelling need and public benefit"; as well as location criteria; e.g. should be located close to arterials served by public transit and within walking distance of commercial activities, parks and recreational facilities.		All	Yes	Land Use Regulations	H.2.3	On-going effort
11	**N**	SEPA flexibilities - Review the allowed thresholds for categorical exemptions.		All	Yes	Land Use Regulations	H.3.4	
12	**N**	SEPA Planned Action EIS tool - Encourage the implementation of SEPA Planned Action EIS where appropriate to streamline development in denser areas of the City.		All	Yes	Land Use Regulations	H.3.4	
13	**N**	Construction Standards - Allow pre-fabricated and new building technologies, e.g. cross-laminated timber.		All	Yes	Land Use Regulations	H.2.8	
14	**N**	Off-street Parking Policies and Standards - Review the benefits or impacts of transit access (using special studies) or the creation of a parking benefit district.	• Use of innovative programs such as a "cap and trade" demonstration.	All	Yes	Land Use Regulations	H.2.8, LU.2.3	
15	**N**	Ground floor commercial requirements in mixed-use zones.		Market	Yes	Land Use Regulations	H.2.4	
16	**Y**	ADUs - Develop education and community outreach efforts to increase production of ADUs.		Moderate-Income and Market	No	Indirect/Direct Forms of Assistance	H.2.6	
17	**Y**	Support ownership Opportunities - Support innovative programs to support ownership housing for low, moderate, and middle income households (e.g. owner-built housing, shared housing, 1st time homebuyer assistance programs, manufactured housing communities, price-restricted ownership, small lot and multiplex SF).	• Habitat for Humanity (assisted by ARCH HTF) • WSHFC 1st time homebuyer state bond mortgage programs • WSHFC/ARCH/KC Homebuyer Assistance Program (assisted by ARCH HTF) • Manufactured Housing Community Preservationists (assisted by ARCH HTF)	Moderate-Income and Market	Yes	Indirect/Direct Forms of Assistance	H.3.2	

18	**Y**	Capital Investments to Support Mixed-Use and Mixed Income Housing - Include investment strategies, e.g. planned and existing infrastructure, for Town Center planning area that adequately encourages mixed use and mixed income residential neighborhoods.		Middle-, and Upper-Income	Yes	Indirect/Direct Forms of Assistance	H.2.4, CF.4.7	
19	**Y**	Technical Assistance and Education - Provide technical assistance to establish innovative and diverse housing concepts.	• Housing tours for public officials and interested citizens that recognize good quality design, reasonable construction costs, and community acceptance in housing projects • Information workshops to increase developer interest and capacity for innovative, well designed infill housing • Print ads to promote housing choice and diversity • Residential design awards that recognize good quality design, reasonable construction costs, and community acceptance in housing projects	All	No	Indirect/Direct Forms of Assistance	H.3.5	
Housing Theme - Housing Affordability								
1	**Y**	Criteria for Rezones requiring Affordable Housing - Establish standards and criteria for rezones to require providing affordable housing on or off-site. Criteria to include clear and compelling need and public benefit.		Moderate- and Middle-Income	Yes	Land Use Regulations	H.3.3	
2	**Y**	Zoning to allow Range of Housing Affordability - Establish a range of residential densities to meet community housing needs and considering compatibility with the character of the City.	• Provisions for shared housing, e.g. rooming/boarding houses • Emphasize family-sized affordable units	Moderate-Income and Market	Yes	Land Use Regulations	H.3, H.4.2, LU.1.1	
3	**Y**	Dispersed Affordable Housing - Through zoning and subarea planning ensure that affordable housing is dispersed throughout the community.		Moderate- and Middle-Income	Yes	Land Use Regulations	H.3.7	
4	**Y**	Procedures and Regulations - Streamline review procedures and regulation to minimize unnecessary costs and time delays. Balance this objective with maintaining opportunities for public involvement and review, public safety, and other explicitly stated City policies.	• Fees. Evaluate the cumulative impact of fees, including off site mitigation, to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review. • Permit process. Evaluate timeliness of permit process to reduce negative impacts to housing costs without unduly compromising environmental protection, public safety, design, and public review. • Review land use code for redundant or overly restrictive regulations, particularly those which result in increased housing costs. Examples may include: allow rounding up of mf units at a lower fraction; increasing the distance between streetlights, reducing rights-of-way and street widths. • Review administrative procedures for ease of administration and consistency with procedures used in other jurisdictions. • Promote location-efficient and energy-efficient housing choices through incentives and other means • Reduce parking requirements for projects with affordable housing • Create a rental housing inspection program • Consider limitations on condominium conversions	All	Yes	Land Use Regulations	H.2.8, H.2.12	
5	**N**	Explore ways to increase the usage of HUD vouchers.		Very Low-, Low-, and Moderate-Income	No	Land Use Regulations	H.3.7	
6	**N**	Explore local rental or operating subsidies for the lowest income households.		Very Low-, Low-, and Moderate-Income	No	Indirect/Direct Assistance	H.3.5, H.3.6	

7	**N**	Tenant Protections - Require longer notice to vacate when multiple tenants are to be displaced.	• Require longer notice to vacate when multiple tenants are to be displaced • Consider a just-cause eviction ordinance • Consider the regulation of the amount of, or process for, rent increases to existing residents of affordable housing • Consider tenant relocation assistance, consistent with State law	Very Low-, Low-, and Moderate-Income	Yes	Land Use Regulations	H.3.5, H.3.7	
8	**N**	Tenant Counseling and Landlord Education - Provide technical assistance to tenants and landlords.	• Programs for people with language barriers, mental illness, or exiting incarceration • Consider the use of intermediaries to resolve conflicts among landlords and tenants, e.g. Community Service Officers	Very Low-, Low-, and Moderate-Income	No	Indirect/Direct Assistance	H.3.5	
9	**Y**	Applications to other Funders - Provide support for funding applications and other efforts by market and not-for-profit developers to build new or rehabilitate existing housing. Support efforts of affordable housing agencies and social and health service agencies to address housing needs for all economic segments of the population.		Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.6	
10	**Y**	Identify New Revenue for Direct assistance for affordable housing - Explore potential for a more dedicated revenue source that could be targeted toward affordable housing.	• Cash mitigation from new developments, possibly including commercial properties (on entire project or increased capacity) • portion of sales or property tax from new residential construction • Affordable housing property tax levy • Support efforts to create private "social investment" funds	Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.6	
11	**Y**	Impact Fee Reductions - Consider waiving or reducing fees for affordable housing.	Examples may include permit fees, impact fees, hook-up fees. Evaluate which fees and if done programmatically or case-by-case	All	Yes	Indirect/Direct Assistance	H.3.4	
12	**Y**	Homebuyer Assistance - Promote homebuyer assistance programs offered by lenders and public agencies.	Examples may include: • Housing fairs • Distribute homebuyer program info (Sammamish website, City newsletter/press release, brochure display) for a variety of languages and cultures • Down payment assistance programs	Very Low-, Low-, and Moderate-Income		Indirect/Direct Assistance	H.3.5	
13	**N**	Homeowner Assistance - Promote and/or support home repair program for low-income homeowners.	• Provide resources for homeowners facing foreclosure, e.g. support to financial counseling programs and a pool for higher-risk home repair loans	Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.5	
14	**N**	Cash Contributions for Development and Redevelopment - Infrastructure investments to support projects or areas with affordable housing.	• Increase City contributions to ARCH Housing Trust Fund	Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.5, H.3.6	
15	**N**	Expedited permitting for projects with affordable housing units.		Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.4	
16	**N**	Partnerships with faith communities and other non-profits to develop underutilized land in their ownership.				Indirect/Direct Assistance	H.3.6	
17	**N**	Non-cash Subsidies	• Credit enhancement education and programs			Indirect/Direct Assistance	H.3.5	
18	**N**	Support the Preservation of Existing Affordable Housing - Identify the most strategic opportunities for preserving existing properties, e.g. location, condition, bank-owned, growth areas.	• Transfer of Development Rights (TDR) • Loans for upgrade/weatherization/energy efficiency improvements in exchange for affordability requirements			Indirect/Direct Assistance	H.3.2, H.3.6	
Housing Theme - Housing for People with Special Needs								

1	Y	Dispersed Special Needs Housing - Through zoning and subarea planning, ensure special needs housing is dispersed throughout the community.		Very Low-, Low-, and Moderate-Income	Yes	Land Use Regulations	H.4.4	
2	Y	Fair Housing Act Consistency - Review group homes standards for consistency with the Federal Fair Housing Act. Ensure codes provide opportunities for special needs housing, including emergency housing, transitional housing, assisted living, independent living, family based living and institutions.	• Evaluate that provisions allow for reasonable accommodation • Provide regulatory flexibility to promote independent living • ensure that assisted housing and group homes are treated the same as housing of a similar size and density • Ensure policies do not preclude special needs housing from any residential zoning districts • Evaluate residential regulations to ensure they allow group living situations • To avoid excluding those with disabilities, ensure that land use code definitions (disability, residential care facilities) are current to ADNFHA	Very Low-, Low-, and Moderate-Income	Yes	Land Use Regulations	H.2.11, H.4.3	
3	Y	Senior Housing - Review senior housing land use regulations. Ensure that regulations support senior housing and recognize smaller household sizes.	• Reduced parking requirements • Intensity of development (e.g. density bonus or relaxed density standard) • Recognize different and emerging types of senior housing and account for different levels of need and impact on the community • Housing options and services that enable seniors to stay in their homes or neighborhoods	All		Land Use Regulations	H.4.1, H.4.2	
4	Y	Homeless Encampments - Review existing TUP regulations and consider criteria, process and conditions for homeless encampments.		Very Low-Income	Yes	Land Use Regulations	H.4.5, H.5.2	
5	N	Support public and private housing and services for people who are homeless - Consider the Landlord Liaison project and development of new emergency and permanent supportive housing.		Very Low-Income		Land Use Regulations	H.4.5, H.5.2	
6	N	Accessibility - Encourage Universal Design features that improve housing accessibility for people with disabilities.		All	Yes	Land Use Regulations	H.4.3	
7	N	Support organizations serving those with special housing needs.	• Housing acquisition and development • Capacity building and technical assistance • Addressing negative perceptions related to housing for people experiencing homelessness or other special needs	All	Yes	Indirect/Direct Assistance	H.4.3, H.4.5	
8	Y	Applications to Funders - Provide support for funding applications and other efforts by market and not-for-profit developers, housing agencies, and social and health service agencies, to build new or rehabilitate existing special needs housing.		Very Low-, Low-, and Moderate-Income	Yes	Indirect/Direct Assistance	H.3.5, H.3.6	On-going effort
Housing Theme - Regional Collaboration								
1	Y	Countywide Planning Policies - Coordinate with countywide housing policy and analysis, such as updates to Countywide Planning Policies.		All	Yes	Land Use Regulations	H.2.1	
2	Y	Housing Balance - Work cooperatively with other jurisdictions to achieve a regional fair share housing balance and maximize housing resources, e.g. ARCH.		All		Land Use Regulations	H.3.1	
3	Y	Regional Land and Housing Monitoring - Collect housing information on a regular basis needed for regional Benchmarks, Buildable Lands and OFM housing reports.		All		Land Use Regulations	H.2.1	

4	Y	Regional Housing Finance Strategy - Work with other jurisdictions to develop and implement a new regional housing finance strategy.		All		Land Use Regulations	H.5.1, H.6.2	
5	Y	Federal and State Housing Legislation - Review, and as appropriate, provide comment on county, state and federal legislation affecting housing in Sammamish.	• Expand Real Estate Excise Tax (REET) for affordable housing • Revise Multi-Family Tax Exemption (MFTE) statute for existing housing • Transfer tax charged on capital gains ("anti-flipping") • Property tax generated by sold public sites • Local option sales tax • Hotel tax on short-term rentals • Removing barriers in state law to condominium development • Support expansion of existing county, state, and federal housing programs	All	No		H.5.4	
6	N	Support a coordinated regional approach to homelessness.	• Public and private housing and services for people who are homeless and work with other jurisdictions and health and social services organizations, including faith-based and other non-profit organizations	Very Low-Income	No	Indirect/Direct Assistance	H.5.2	
7	Y	Single Family Neighborhoods - Monitor zoning guidelines and development to ensure single-family dwellings are the principal use in the City's established single family neighborhoods.		Market	Yes		LU.1.1	On-going effort
8	Y	Monitor Innovative Housing Development - Review effectiveness of housing regulations and approval process to allow/encourage a variety of housing types to meet community housing need. Innovative housing types may include: Accessory units; small lot SF; attached SF; carriage houses or cottages; townhouses; mixed-use residential; multiplexes ("great-house" that resembles a SF dwelling unit); manufactured housing; and Transit oriented housing development. If a need is determined, consider incentives and programs to encourage		Market	Yes		H.2.4, H.2.5, H.2.6, H.2.7	
9	Y	ARCH Housing Trust Fund - Participate in local, interjurisdictional programs, such as the ARCH Housing Trust Fund, to coordinate and distribute funding of affordable and special needs housing.		Very Low-, Low-, Moderate-, and Middle-Income	Yes		H.5.3	
10	Y	Housing Supply - Monitor development and evaluate the affects new regulations and/or rezones may have on the housing supply/land capacity, and the community vision. Monitor progress in meeting housing needs and report to City Council.	• Inventory existing affordable housing units (including market-based)	Moderate-Income and Market			H.2.3, H.6.3	
11	Y	Public Land Survey - Develop and maintain an inventory of surplus and underutilized public lands. Review survey to determine if such lands are suitable for housing and other public uses.		All	No		H.3.9	
12	Y	Infrastructure Improvements - Monitor infrastructure improvements and maintenance in residential neighborhoods consistent with City's capital Facilities and subarea plans.		All	Yes		H.6.1	
13	Y	Housing Strategy Plan - Prepare a Housing Strategy Plan to develop strategies to address low and moderate income housing targets consistent with the Countywide policies. Update every three years.			All	Yes	H.6.1	

14	**Y**	Housing Element Updates - Review and update the Housing Element at the time of the Comprehensive Plan Update.			All	Yes	H.6.4, H.6.5	

No.	Planning Commission Meeting Date	Meeting Summary and Learning Achievements
		Project Kick-off
#1	**September 7, 2017**	Staff walked the Planning Commission through the basic purpose of a Housing Strategy Plan, including some of the elements of the City's existing Housing Strategy Plan from 2006, as well as the Commission's role in the update of the Housing Strategy Plan. Another objective of this meeting was to build the Commissioners' understanding of Sammamish housing policy, the planning framework that we work within, and ultimately the manner in which those affect the housing supply. A final intent of this meeting was to inform the Commission of the players involved in housing and the extent to which the City can affect change in the housing supply.
		Planning Commission Work Sessions
#1	**December 6, 2017**	Planning Commission took the next step in understanding the Housing Strategy Plan at the first work session. There was a heavier focus on data about Sammamish's housing needs and characteristics. Furthermore, specific information was provided to the Planning Commission regarding strategies that are in the current Housing Strategy Plan and strategies that other local jurisdictions use. Planning Commission learned about how staff transforms housing policy into actionable strategies that can be implemented in the short term.
#2	**January 18, 2018**	At the second work session, Planning Commission heard about the types and amount of data that will help facilitate substantive conversations on housing strategies. Planning Commission also discussed the level and types of outreach efforts that will be used to engage the public and stakeholders. Planning Commission ultimately provided staff input on the appropriateness of the outreach and the types of data that staff should prepare for the upcoming work sessions.
#3	**February 1, 2018**	The Planning Commission progressed from learning and gathering information on Sammamish housing policy to having a substantive discussion on housing characteristics and needs. Staff compiled and presented data for the City of Sammamish in the context of the larger region, including King County and east King County. Staff provided the requested demographic and housing data so that the Planning Commission can better understand Sammamish's current characteristics and housing supply. A firm understanding is key for the Planning Commission in understanding the gaps that exist between the current housing supply and the community need for housing.
#4	**March 1, 2018**	Staff presented clarifying information to the Planning Commission based on feedback from the February 1, 2018 meeting discussion. The clarifications related to information on Klahanie, housing structure age, census data, commuter data, and special needs populations in schools. Staff then presented information relating to housing gaps, with the intent of conducting an exercise to solidify the Commission's understanding of potential key housing gaps in Sammamish. However, it was determined that such an exercise would be more appropriate for the April 5, 2018 joint meeting. The Commission then briefly entered into a discussion on past housing strategies that the City has implemented since the adoption of the 2006 Housing Strategy Plan to discuss real world examples of strategies and the impact a housing strategy plan can have. The intent of such a discussion was to gradually shift the focus of the Planning Commission to the specific strategies that can be used by the City to influence the housing supply in the City.
		Human Services Commission Work Sessions
#1	**March 14, 2018**	Staff walked the Human Services Commission through the fundamental elements of the planning profession withe the intent to provide a foundation for the understanding of the framework within which the City conducts its planning efforts. Staff also explained the basic purpose of a housing strategy plan and then transitioned into a discussion on data related to housing in Sammamish.

No.	Planning Commission Questions and Comments	Staff Response to Planning Commission Questions and Comments
Regarding September 6, 2017 Planning Commission meeting		
1	What does "TC-H" mean?	Town Center - High Priority
2	What does "OC-M" mean?	Other Centers - Medium Priority
3	Which zones are subject to Bullet Point 2 on Page 8 of the HSP?	The bullet point reads, "Mixing attached and detached housing in appropriately zoned areas. (LUP 7.4)" which refers to a land use policy about coordinating land use characteristics with planning for the City's road and trail system. This strategy would be applicable to all zones throughout the City, with specific emphasis on the high and medium density urban residential zones (e.g. R-6 and higher) and Town Center.
4	Strategy BII.2 references low-income populations being served, but the low-income box is not checked.	Noted. This was an oversight in the development of the 2006 Housing Strategy Plan.
5	Does Exhibit 4 of the September 6, 2017 Packet represent existing strategies?	Exhibit 4 of the September 6, 2017 Packet is a summary of the actions taken by the City since the adoption of the 2006 Housing Strategy Plan, consistent with the direction established in the adopted Housing Strategy Plan.
Regarding December 7, 2017 Planning Commission meeting		
6	How do we get one attached unit?	This question is in reference to Chart S-3 of the Housing Needs Assessment in Exhibit 5. The column should state, "2 - 19, attached."
7	Are townhomes and apartments allowed in all zones?	Townhomes and apartments are allowed in all zones except certain Town Center zones (i.e. TC-C [apartments only are not permitted] and TC-E [neither townhomes nor apartments are permitted]). It should be noted that there are certain development conditions applied to these types of housing products in certain zones; for instance, in the commercial zones, these residential products are only allowed as part of a mixed-use development.
8	Clarify which zones are considered medium density (question is asked in relation to housing for people with special needs at Page II-6 of Exhibit 5)	R-4, R-6, and R-8 are considered the City's medium density zones. These zones allow densities at between four dwelling units per acre to eight dwelling units per acre.
9	In relation to Housing Policy H.2.5, when the City talks about promoting smaller housing types (e.g. cottages, duplexes, efficiency studios, and townhouses), are these always detached housing types?	In many cases these are attached housing types, however, they can also be detached. For example, a cottage is typically a detached unit, while townhomes are attached.
10	Is the Planning Commission just reviewing the Housing Strategy? What other documents will we be reviewing as part of this planning project?	The Planning Commission will be reviewing and updating the Housing Strategy Plan only; however, the Commission should be intimately familiar with other housing documents, including the Sammamish Comprehensive Plan, the Housing Needs Assessment, and other related documents. Please be sure not to fall into one of the "Planning Commission Pitfalls" of not answering the question at hand, which was discussed at the training on How to Run Excellent Commission Meetings Using Robert's Rules of Order held on September 26, 2017. The Planning Commission must be sure to answer the question at hand and not stray too far from the topic.
11	Is there a square footage limit for cottage housing?	There is a square footage limit of 1,200 square feet for a cottage unit (800 square feet limit for main floor). However, there are no lot size restrictions.
12	Can you provide a description of zero lot line?	Zero lot line is a configuration where the house and/or garage are built up to one of the side property lines, providing the opportunity for more usable side yard space. This is a strategy that helps to diversify the housing stock in that it is often found in more dense developments.

13	Can the Planning Commission determine the percentage of housing be allocated to a certain income level?	Not under the effort to update the Housing Strategy Plan. The Planning Commission has already addressed this issue via the Sammamish Comprehensive Plan Housing Element, reviewed and approved by the City Council at the end of 2016 in response to a Growth Management Hearings Board (GMHB) Order. Included in that effort was substantive language stating that Sammamish strive for a proportionate share of the county-wide need for affordable housing, which equates to 16% of the total housing stock available for moderate-income households, 12% available to low-income households, and 12% available to very low-income households. These figures are not the subject of the Housing Strategy Plan update. However, the Planning Commission will consider strategies related to increasing the supply of affordable housing in Sammamish that is available to all income levels.
14	How does SEPA determine income level?	SEPA review includes questions about housing affordability for applicable projects, including questions about the income levels targeted by the housing project. The questions on the SEPA Checklist do not indicate what the exact parameters for high-, medium-, and low-income housing are; however, common practice is to refer to Countywide Planning Policy definitions for these levels of affordability, which translate to greater than 100% (high), 50-80% (moderate), and 30-50% (low) and 30% or less (very low) of the area median income (AMI), by household size.
15	Are ADU's allowed in the City of Sammamish?	Yes, Accessory Dwelling Units (ADUs) are permitted in the City's R-1 through R-18 zones, as well as all Town Center zoning designations except TC-D. ADUs have specific permitting requirements.
16	Do we have an opportunity to participate in the discussion about growth?	Yes, the City's growth is always a subject to discuss with the Planning Commission. Please note that the question being asked for this planning effort is specifically for housing. The discussion about growth, while relevant, is far more complex and includes other topic areas such as transportation, jobs, the environment, and many more. The intent of this exercise is to address how, within the overall planned housing growth, the City best addresses its housing goals and policies. The City's growth targets are established in the Comprehensive Plan, and are not part of the Strategy Plan update.
17	Are we on target to meet our growth targets?	This is a simple question with a relatively complex answer. The short answer is that the Growth Management Act (GMA) growth targets are the baseline (or minimum) amount of zoned residential capacity necessary to be compliant with the GMA and the County-wide Planning Policies (CPPs). The City needs to have at least enough zoned capacity to meet the assigned growth target, however actual growth can exceed that target (in both dwelling units and employment). Additionally, growth targets should not be viewed as a debit account in which, once a certain threshold is reached, it is zeroed out. The City currently has sufficient zoned capacity to meet its overall housing growth target.
18	What are the changing preferences for the younger generations?	Conventional wisdom says that younger generations (e.g. Millennials) are more open to a diverse range of housing types and products, including micro-units, cottages, townhomes, or multi-family units. This is partly a function of rising housing costs and a willingness to stay mobile for job opportunities, but also reflects a long-term trend or shift in preferences and the desire to live in more urban areas that are closer to employment, entertainment, and recreation . However, preferences are less clear when speaking of homeownership vs. renting. More research is needed to more accurately define what this means for Sammamish.
19	Can we rebuild neighborhoods without impacting unbuilt land?	Yes, neighborhoods can be rebuilt and revitalized over time as the housing market evolves and land economics change. However, this is not the City's role in housing, as the City is responsible for setting the regulatory framework for housing while the private market builds and redevelops land. Cities may have some indirect impact on such redevelopment such as through investment in infrastructure to accommodate redevelopment, land banking in order to consolidate smaller land parcels to facilitate redevelopment, and partially funding affordable housing
20	Can we consider a connection between the housing strategy and the human services group?	Yes. Initial efforts have been made to establish a plan to reach out to many of the stakeholder groups involved in human services.
21	What do people want when they move to Sammamish - stakeholder meetings with real estate agents, relocation specialists, HOAs	This is a crucial question that will be part of our outreach efforts. This information will help inform the strategies that are developed (or revised) under the effort to update the Housing Strategy Plan. Many stakeholders will need to be asked to answer this question so that the City can obtain a comprehensive view of what makes Sammamish an attractive housing market.

22	Would like to see examples of housing strategies from outside of our region; San Francisco, Silicon Valley, etc.	We can do some research into strategies used by other metropolitan areas to expand our knowledge base; however, the most important data and research will come from local information and data. It should also be noted that many local programs were influenced by researching efforts in other regions of the state and country.
23	Include adults special needs groups on the stakeholders group list such as ARC.	Special Needs Housing is included in the existing Housing Strategy Plan and will be a component of the update effort. Special Needs Housing is a critical component of a housing strategy so that Sammamish can address the diverse needs of its residents.
24	Do we have data on short term rental housing? Are short term rentals an issue?	The City does not have specific data on short term rentals (e.g. AirBNB, VRBO, etc.). Short term rentals are typically blamed for taking rental units out of the permanent rental category, reducing the amount of rental housing available to permanent residents and artificially increasing rental costs on the whole. This issue has not emerged in Sammamish; however, that is not to say that it will not be a future issue.
25	Do we have data on vacant homes owned by investors? Are these type of properties posing a problem for our community?	The City has data on vacancy rates in the 2015 Housing Needs Assessment included in the Comprehensive Plan. It is possible that investment properties are an issue, but we do not have data that tells us for certain.
26	Having the Community become more comfortable with growth by including design standards that require better integration of new homes/development into existing neighborhoods.	The Planning Commission will be reviewing and updating the Housing Strategy Plan only. Through the strategy plan, the Commission can recommend a design standards strategy and what level of priority the city should give relative to other strategies. That would make design standards a future work item whose timing would be based on how it is rated relative to other strategies. It may be included, for example, as a future code amendment effort under a separate legislative review process.
27	What type of housing data does Sammamish track?	The City uses data collected and synthesized by ARCH and other agencies (e.g. King County, HUD, Department of Commerce). ARCH routinely reports single- and multi-family permitted units, housing prices and affordability, homelessness, and other housing-related data, as well as employment, wages, and demographic data. ARCH also collects data from third parties on items such as rent and sale prices, changes in median income and local salaries, overall housing development . ARCH also collects information including locally available affordable housing, funding spent by communities to support affordable housing, and pricing/rent levels of new multifamily housing. Data willbe provided in a future meeting on the Housing Strategy Plan.
28	Written comments and suggestions from Commissioner Crandall submitted via email on 12/10/17 (summarized): (1) One suggestion is to have as much contact with the public and stakeholder groups as possible. It was implied that maybe the Planning Commission should designate liaison(s) to these groups. I would suggest at least two Members of the Planning Commission be appointed to serve in this liaison capacity with each identified group. (2) I would recommend that the Planning Commission form a Housing Subcommittee of three members. Along those lines after the beginning of the year if possible a communication conduit be established between the Planning Commission Housing Subcommittee and a similar City Council Subcommittee.	The comments are noted and will be incorporated to the extent possible.
Regarding January 18, 2018 Planning Commission meeting		

29	What level of development is in the pipeline, now that there is a development moratorium in effect?	The development moratorium was enacted on October 3, 2017. Most development proposals are therefore not being accepted (e.g. subdivisions); however, several exceptions to the moratorium are allowed (e.g. single family homes on existing legal lots). Certain projects are vested (i.e. not subject to the moratorium) and will still be processed. As of October 4, 2017 there are approximately 817 single-family residential lots vested in review for one of: preliminary short plat, preliminary subdivision, site development, final short plat, final subdivision or building permit. This could be more than two years of new single-family residence supply. Additionally, certain projects which have not been submitted, but have completed a pre-application, could potentially be submitted for review under the moratorium (see exception 3(j) of the Moratorium Ordinance, 2017-445B). These potentially include an additional 24 subdivision applications. An approximate count of new lots that could be created under these potential applications is not available.
30	Where is Sammamish with regard to the 2035 growth target?	The City has a residential growth target of 4,640 dwelling units for the period of 2015 to 2035. The growth target is a way to ensure that cities provide sufficient capacity of land suitable for development to accommodate a share of county-wide growth (a requirement of the Growth Management Act). Dwelling units built since 2015 relate to the current growth target to the extent that that land's capacity for growth is no longer available. Therefore, the number of dwelling units built is less important than the capacity that is no longer available. King County cities will receive a new growth target for planning purposes prior to the required Comprehensive Plan Periodic Update, which is due in 2023 and every eight years thereafter. Each growth target used to develop the Comprehensive Plan and zoning map is discrete; however, they are related to the degree that the amount of development that occurs prior to each new growth target will not be counted as available capacity toward the next new growth target.
31	Can critical areas maps be provided?	The City keeps conceptual maps showing the various environmentally critical areas throughout Sammamish. However, these are conceptual in nature and development regulations require that project applicants verify the presence or absence of critical areas by qualified professionals. While these types of maps may be useful in understanding the characteristics of the City, they should not be interpreted as showing areas that are unbuildable. A housing strategy should be developed with an understanding that the current zoning regulations require and provide protection for critical areas, but do not necessarily render all the lands undevelopable. The update to the housing strategies should focus on the framework for development of new housing and should not be overly confused with protections for critical areas, which happen on a project level.
Regarding February 1, 2018 Planning Commission meeting		
32	Are there affordable homes available in Sammamish for people who earn 30%, 50%, 80% of King County's area median income (AMI)?	Yes, affordable housing options are available in the Town Center at the SAMM Apartments located at the intersection of SE 228th Street and 228th Ave SE as well as Sky Apartments located off of SE 4th Street behind Metropolitan Market. SAMM Apartments has 18 affordable units and Sky Apartments which is scheduled to open late 2018 will offer 30 affordable units. Sammamish Village, at , includes 7 affordable townhomes; the third is offered for sale now. Sammamish Cottages, a Habitat for Humanity project, will build 10 single family homes. This project is slated to be complete in 2018.
33	What defines disability in the demographic data comparing Sammamish with King County?	In Census (ACS) data, disabilities include mobility, hearing, vision, and cognitive impairments.
34	Is there a trend for "downsizing" types of housing options in Sammamish (e.g. smaller housing types)?	There are some housing developments that are providing different and smaller types of housing in Sammamish, including the SE Village Townhomes (Town Center), Aurea Townhomes, and Sky Apartments (Town Center), among others. While it may not be the "trend" in Sammamish, the City is noticing (anecdotally) greater interest in smaller housing types.
35	Do homeowner associations (HOAs) covenants, conditions and restrictions (CC&Rs) supersede municipal codes pertaining to constructing ADU's?	CC&Rs and governing documents are private restrictions governed by a neighborhood association. By purchasing a home in such neighborhood, a homeowner automatically becomes part of an agreement to live by those restrictions. Similarly, by moving into the City of Sammamish, each owner also becomes subject to the laws and ordinances of the City, in addition to other applicable county, state and federal laws. The law of the CC&Rs is based in contract, while the law of the governmental authorities is public law. HOA members must heed both. CC& Rs are sometimes more restrictive than City laws and ordinances, but they cannot be less restrictive in nature.

36	What is the definition of an accessory dwelling unit (ADU)?	City regulations define an ADU as one accessory dwelling allowed per primary single detached dwelling unit. An ADU is only allowed in the same building as the primary dwelling unit when the lot is less than 10,000 square feet in area or when there is more than one primary dwelling on a lot. One of the dwelling units shall not exceed a floor area of 1,000 square feet except when one of the dwelling units is wholly contained within a basement or attic. A detached ADU shall be located outside of all critical area buffers and/or shoreline setback areas and shall not be subject to any shoreline setback reductions or variances
37	Can you confirm if the market column under moderate income shown on slide 34 includes ADU's.	ADUs are counted in the Land Use columns.
38	Can you provide a case study on ADU's being used successfully in a community similar to Sammamish?	While not perfect examples, there are cities such as Lexington, MA and Santa Cruz, CA which have enhanced their ADU programs. These are both high cost of living jurisdictions, which make them suitable comparisons, but these cities both have limited amounts of land available for development, which is different than Sammamish. Staff will provide informational materials to Planning Commission separately.
40	What is multifamily housing? Are duplexes considered multifamily?	Multifamily is defined as an apartment complex per city code. This does not include duplexes. In permit and ACS data sources, however, duplexes and townhomes are counted with other attached housing units (but they can be split out, if desired).
41	Why are people considering multifamily housing options?	Multifamily units are an irreplaceable option in a healthy housing market, as they are largely rental units, which offer an alternative option to homeownership. Homeownership is not appealing to many households. Rental units also provide more flexibility and opportunities for smaller housing choices, which often correlates with cost.
42	What is the difference between median and average income housing?	The "median" is the middle number, where half of the universe (e.g. housing units, people, or others) are above and the other half below. The average is the sum of the scores divided by the number of scores. The average tends to be skewed by extremely high or extremely low scores (outlier prices, for example).
43	Can you provide a map of Sammamish that reflects the year a home was built?	This is provided in the presentation on March 1, 2018
Regarding March 1, 2018 Planning Commission meeting		
44	How does the Klahanie housing supply data impact the overall City housing supply?	Klahanie's multifamily units make up 35% of the City's overall multifamily housing stock.
45	Does the data on students with disabilities break down by City within that school district?	Potentially, though the figures may be relatively smaller (i.e. in quantities of less than ten), meaning that the data will likely be obscured for privacy reasons. Staff will try to provide a final answer on this in coordination with the school districts.
46	Can the City obtain data on students in private schools?	This would be difficult to obtain due to the potential that these schools do not track this data and that there is not a single unifying entity (such as a school district). Furthermore, the City would need to contact each and every private school in the City, which could be exceedingly time consuming. If the Planning Commission feels strongly that this data be provided, we can attempt to do so.
47	Regarding data on commute duration provided in the slides as a report back on the February 1, 2018 meeting, do we know when the commuters are leaving?	No, this data is self-reported data in the American Community Survey (ACS) and does not go into detail beyond the duration of the commute.
48	Can we look more specifically at income levels that are higher than 100% AMI?	Yes, the Planning Commission can review strategies for those households at higher income levels, for instance, 120% of the AMI.
49	Can the City provide the City's stance on housing gaps prior to the Planning Commission participating in the exercise on housing gaps?	Yes, City staff will provide this in the April 5, 2018 meeting packet prior to conducting the exercise.
50	Will neighborhood character be discussed more directly?	Yes, the Planning Commission should discuss this item, as it is one of the five housing categories focused on in Sammamish Home Grown. Staff will help lead this discussion.

51	Are code amendments part of strategies that can be discussed?	Yes, code amendments should be discussed as potential strategies.

Exhibit 5 Joint Work Session #1

Task/Event/Meeting	Associated Date	Purpose/Intent
Project Kick-off with Planning Commission	7-Sep-17	
Planning Commission Work Session #1	6-Dec-17	
Planning Commission Work Session #2	18-Jan-18	
Planning Commission Work Session #3	1-Feb-18	
Planning Commission Work Session #4	1-Mar-18	
Human Services Commission Work Session #1	14-Mar-18	
Housing Survey/Virtual Town Hall	March 19 2018 - April 9, 2018	The housing survey is the first true public engagement effort for Sammamish Home Grown. This will be a vehicle to begin discussing housing strategies with the Planning and Human Services Commissions. The survey will gauge public sentiment on housing issues in Sammamish.
Joint Planning Commission and Human Services Commission Work Session #1	5-Apr-18	Coordinate with the Human Services Commission to continue substantive conversations on housing gaps and identifying the housing strategies/tools available to address housing needs/gaps. Further define the roles of each commission.
Human Services Commission Work Session #2	11-Apr-18	Finalize discussion on housing gap areas and continue discussing housing strategies/tools.
Open House #1	25-Apr-18	Report key findings in the survey to the community. Garner feedback on potential housing strategies. Engage with community members and stakeholders to better understand the diverse perspectives on the topic of housing. This informal open house is intended to be an informal learning session on where we are at in the process.
Conduct Focus Group Sessions	April/May/June	Garner ideas about specific strategies. Each housing theme would have a focus group. ARCH is crucial to this effort.
Human Services Commission Work Session #3	9-May-18	Keep the momentum going on housing discussion. Finalize discussion with HSC on housing strategies related to housing affordability and special needs housing. Lead into the May 24 joint meeting with Planning Commission.
Joint Planning Commission and Human Services Commission Work Session #2	24-May-18	Finalize the discussion on identifying housing strategies. Work toward a draft plan.
Planning Commission Work Session #5	7-Jun-18	Final Work Session with Planning Commission. Issue Draft Sammamish Home Grown; work toward July 5 Public Hearing.
Open House #2	TBD	Preview for the public on the draft plan
Planning Commission Public Hearing	5-Jul-18	Open/close public hearing. Begin deliberations on Sammamish Home Grown.
Planning Commission Deliberation	19-Jul-18	Continue deliberations on Sammamish Home Grown. Vote on a recommendation to City Council.
City Council Work Session #1	4-Sep-18	First work session with City Council. Discuss draft plan and PC recommendation and HSC letter of support.
City Council Work Session #2	18-Sep-18	Second work session with City Council. Answer questions and further discuss draft plan and process.
City Council Public Hearing	2-Oct-18	Open public hearing and take public testimony. Close public hearing. Begin deliberations.
City Council deliberations and anticipated adoption	16-Oct-18	Further deliberate and ultimately vote on adoption of Sammamish Home Grown.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
March 15	5:00 PM 6:30 PM	Special Meeting Regular Meeting	Planning Staff David Goodman Doug McIntyre	Planning Session: Roles, Responsibilities & Work Program Work Session: Signage Code Update
April 5	6:30 PM	Special Meeting w/ Human Services Commission	Doug McIntyre ARCH Staff	Work Session: Housing Strategy Update
April 19	6:30 PM	Regular Meeting	David Goodman Doug McIntyre PW Staff	Public Hearing / Deliberation: Signage Code Update Work Session: Overview of Traffic Concurrency
April 30	6:30 PM	Special Meeting w/ City Council	PW Staff	Work Session: Traffic Concurrency Update
May 3	Cancelled	Regular Meeting		
May 15	6:30 PM	Special Meeting w/ City Council	PW Staff	Work Session: Traffic Concurrency Update
May 17	Cancelled	Regular Meeting		
May 24	6:30 PM	Special Meeting	Doug McIntyre ARCH Staff	Work Session: Housing Strategy Update
June 4	6:30 PM	Special Meeting w/ City Council	PW Staff	Work Session: Traffic Concurrency Update
June 7	6:30 PM	Regular Meeting	Doug McIntyre ARCH Staff	Work Session: Housing Strategy Update
June 21	5:00 PM 6:30 PM	Special Meeting w/ Parks Commission Regular Meeting	David Goodman Parks Staff PW Staff PW Staff	Work Session: Urban Forest Management Plan Public Hearing / Deliberation: Comprehensive Plan Amendments – Concurrency Public Hearing / Deliberation: SMC Amendments – Concurrency
July 5	6:30 PM	Regular Meeting	Doug McIntyre ARCH Staff	Public Hearing / Deliberation: Housing Strategy Update
July 19	6:30 PM	Regular Meeting	Doug McIntyre ARCH Staff	Deliberation: Housing Strategy Update
August		No Meetings		