



AGENDA

Planning Commission Regular Meeting

6:30 PM - Thursday, June 7, 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. May 24, 2018 - Planning Commission Special Joint Meeting with Human Services Commission View Minutes	
	PUBLIC COMMENT - NON AGENDA <i>3 minutes per person / 5 minutes if representing an organization</i>	
	OLD BUSINESS	
5 - 21	2. Work Session #5 - Sammamish Home Grown - A Plan for People, Housing, and Community View Agenda Item	
	PUBLIC COMMENT - AGENDA <i>7 minutes per person</i>	
	ADJOURNMENT	8:30 pm
	LONG TERM CALENDAR	
22	4. View Long Range 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.

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MINUTES

Planning Commission Special Joint Meeting with Human Services Commission

6:30 PM - May 24, 2018

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

Chair Shanna Collins, Planning Commissioner, Position 3
Vice Chair Larry Crandall, Planning Commissioner, Position 4
Eric Brooks, Planning Commissioner, Position 1
Roisin O'Farrell, Planning Commissioner, Position 2
Jane Garrison, Planning Commissioner, Position 5
Mark Baughman, Planning Commissioner, Position 6
Rituja Indapure, Planning Commissioner, Position 7
CJ Kahler, Human Services Commissioner, Position 5
Joyce Bottenberg, Human Services Commissioner, Position 7
Jodi Nishioka, Human Services Commissioner, Position 1

Commissioners Absent:

Nushina Mir, Human Services Commissioner, Position 2
Stanley Gunno, Human Services Commissioner, Position 3
Vice Chair Larry Wright, Human Services Commissioner, Position 4
Chair Tom Ehlers, Human Services Commissioner, Position 6

Staff Present:

Planning Manager Kellye Hilde
Senior Planner Doug McIntyre
Community Services Coordinator Rita Badh
Permit Technician Kevin Johnson

CALL TO ORDER

Chair Collins called the Sammamish Planning Commission meeting to order at 6:32 PM.

ROLL CALL

Roll was called.

APPROVAL OF AGENDA

MOTION: Chair Shanna Collins moved to approve the May, 24, 2018 meeting agenda as distributed. Mark Baughman seconded. Motion carried unanimously 7-0.

Draft

APPROVAL OF THE MINUTES

April 19, 2018 - Regular Meeting

MOTION: Chair Shanna Collins moved to approve the minutes as distributed. Roisin O'Farrell seconded. Motion carried unanimously 7-0.

PUBLIC COMMENT - NON AGENDA

No public comment

OLD BUSINESS

Joint Work Session #2 - Sammamish Home Grown - A Plan for People, Housing, and Community
Planning Manager Kellye Hilde, Senior Planner Doug McIntyre, and housing consultant Arthur Sullivan presented

MOTION: Vice Chair Larry Crandall moved to extend the meeting until 9:05 PM Eric Brooks seconded. Motion carried unanimously 7-0.

MOTION: Mark Baughman moved to extend the meeting until 9:25 PM Vice Chair Larry Crandall seconded. Motion carried unanimously 7-0.

PUBLIC COMMENT - AGENDA

No Public Comment

ADJOURNMENT

MOTION: Eric Brooks moved to adjour the meeting Mark Baughman seconded. Motion carried unanimously 7-0.

The meeting was adjourned at 9:19 PM

Agenda Bill

Planning Commission Regular Meeting
June 07, 2018



SUBJECT:	Work Session #5 - Sammamish Home Grown - A Plan for People, Housing, and Community	
DATE SUBMITTED:	May 31, 2018	
DEPARTMENT:	Community Development	
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
RECOMMENDATION:	This is an informational item only; no action is requested. The Commissioners should listen to the Industry Panel, ask questions, and consider the input with regard to the housing strategies listed being developed for Sammamish Home Grown.	
EXHIBITS:	Exhibit 1 - 20180524 List of Housing Strategies Exhibit 2 - 20180607 Planning and Human Services Commissions QA Matrix	
BUDGET:		
Total dollar amount	N/A	<input type="checkbox"/> Approved in budget
Fund(s)	N/A	<input type="checkbox"/> Budget reallocation required
		<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input checked="" type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COMMISSION:

Work Session #5 - Sammamish Home Grown - A Plan for People, Housing, and Community

KEY FACTS AND INFORMATION SUMMARY:

SUMMARY STATEMENT

The purpose of Work Session #5 is to provide an industry perspective (via a Question and Answer Panel format) for the Planning Commission to consider as Commissioners continue to discuss and deliberate

housing strategies. The benefit of hearing from industry professionals is to better understand the real world context in which these strategies get implemented. Commissioners should consider input provided by the industry panel and use it to inform deliberations on the housing strategies in Sammamish Home Grown.

PROJECT STATUS

Planning Commission has held a project kick-off meeting and four work sessions, while the Human Services Commission held three work sessions. 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. At Joint Work Session #2 on May 24, 2018, Commissioners were able to provide direct, substantive input on the strategies and their relative importance for inclusion in Sammamish Home Grown. Staff are updating the strategies matrix in two steps to incorporate the May 24, 2018 input. The first step is to reorder the strategies in each housing category based on the input from Joint Work Session #2 on May 24, 2018 (Exhibit 1). Exhibit 1 will also be provided to the industry panelists for review to inform them of the major topic areas of the strategies, range of strategies being considered in each topic area, and which strategies are rising to the top of the list.

The second step in updating the strategies matrix will focus on reorganization and consolidation of strategies based on Commissioner input and will include adding the comments that the Commissioners provided on sticky notes. The strategies will be presented in a final draft format for the July public hearing.

PROJECT 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. 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. 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.

In development of Sammamish Home Grown, the Planning 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. Commissioners will identify and prioritize 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 three to five years.

NEXT STEPS

Throughout June, staff will also be conducting focus groups with industry professionals, service providers, and other stakeholders to obtain additional input on the list of housing strategies being developed by the Planning Commission. Summaries of these focus group meetings will be provided to Planning Commissioners for consideration in further developing the housing strategies.

The Planning Commission will hold a public hearing on July 5, 2018. The Planning Commission will then further deliberate the housing strategies on July 19, 2018, ultimately forwarding a recommendation to the City Council for their consideration. City Council will review the Planning Commission recommendation between September 2018 and October 2018 before adoption.

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](#)

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
Housing Theme - Neighborhood Vitality and Character	
<p>Community Design Standards - Develop community design standards to reflect the desired characteristics of each neighborhood planning area or designated community center.</p>	<ul style="list-style-type: none"> • 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.
<p>Housing Repair and Preservation - Promote preservation of existing housing by City support of organizations and programs involved in housing repair and education.</p>	<ul style="list-style-type: none"> • 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.
<p>Neighborhood Enhancement - Provide support for individuals and organizations that promote neighborhood enhancement and public art. Include community participation in neighborhood enhancement programs.</p>	
<p>Provide Infrastructure Improvements - In the City's Capital Facilities Plan provide for regular infrastructure maintenance in residential neighborhoods.</p>	<ul style="list-style-type: none"> • Pedestrian and/or transit connectivity improvements and enhanced public spaces.
<p>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.</p>	
Subdivision Code Update	
<p>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.</p>	
<p>Historic Preservation - Support the preservation of the City's historically significant housing.</p>	

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
Housing Theme - Housing Supply and Variety	
<p>Incentives to Expand Housing Choice - Provide incentives for diverse housing opportunities that meet community needs.</p>	<p>Housing to consider include:</p> <ul style="list-style-type: none"> • 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. <p>Incentives to consider include:</p> <ul style="list-style-type: none"> • 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.
<p>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.</p>	<ul style="list-style-type: none"> • 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. • Develop education and community outreach efforts to increase production of ADUs.
<p>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.</p>	<ul style="list-style-type: none"> • 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.

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
<p>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.</p>	
<p>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).</p>	<ul style="list-style-type: none"> • Innovative housing demonstration projects. • Mixing attached and detached housing in appropriately zoned areas.
<p>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</p>	
<p>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.</p>	
<p>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.</p>	<ul style="list-style-type: none"> • Integrate different housing types and densities within projects. • Density averaging. • Shared driveways. • Small lot and zero lot line development.
<p>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.</p>	
<p>SEPA Planned Action EIS tool - Encourage the implementation of SEPA Planned Action EIS where appropriate to streamline development in denser areas of the City.</p>	
<p>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.</p>	

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
<p>Minimum Density Requirements - Adopt minimum density requirements to the R-8, R-18, NB, CB and O zones.</p>	
<p>SEPA flexibilities - Review the allowed thresholds for categorical exemptions.</p>	
<p>Construction Standards - Allow pre-fabricated and new building technologies, e.g. cross-laminated timber.</p>	
<p>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.</p>	<ul style="list-style-type: none"> • Use of innovative programs such as a "cap and trade" demonstration.
<p>Ground floor commercial requirements in mixed-use zones.</p>	
<p>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).</p>	<ul style="list-style-type: none"> • Habitat for Humanity (assisted by ARCH trust fund). • WSHFC 1st time homebuyer state bond mortgage programs. • WSHFC/ARCH/KC Homebuyer Assistance Program (assisted by ARCH trust fund). • Manufactured Housing Community Preservationists (assisted by ARCH trust fund).
<p>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.</p>	
<p>Technical Assistance and Education - Provide technical assistance to establish innovative and diverse housing concepts.</p>	<ul style="list-style-type: none"> • 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

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
Housing Theme - Housing Affordability	
Dispersed Affordable Housing - Through zoning and subarea planning ensure that affordable housing is dispersed throughout the community.	
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.	
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.	
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.	<ul style="list-style-type: none"> • Provisions for shared housing, e.g. rooming/boarding houses. • Emphasize family-sized affordable units.
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.	
Support the Preservation of Existing Affordable Housing - Identify the most strategic opportunities for preserving existing properties, e.g. location, condition, bank-owned, growth areas.	<ul style="list-style-type: none"> • Transfer of Development Rights (TDRs). • Loans for upgrade/weatherization/energy efficiency improvements in exchange for affordability requirements.
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.	
Identify New Revenue for Direct Assistance for affordable housing - Explore potential for a more dedicated revenue source that could be targeted toward affordable housing.	<ul style="list-style-type: none"> • 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.
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.
Expedited permitting for projects with affordable housing units.	

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
<p>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.</p>	<ul style="list-style-type: none"> • 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.
<p>Explore ways to increase the usage of HUD vouchers.</p>	
<p>Explore local rental or operating subsidies for the lowest income households.</p>	
<p>Tenant Protections - Require longer notice to vacate when multiple tenants are to be displaced.</p>	<ul style="list-style-type: none"> • 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, per state law.
<p>Tenant Counseling and Landlord Education - Provide technical assistance to tenants and landlords.</p>	<ul style="list-style-type: none"> • 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.
<p>Homebuyer Assistance - Promote homebuyer assistance programs offered by lenders and public agencies.</p>	<ul style="list-style-type: none"> • 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.
<p>Homeowner Assistance - Promote and/or support home repair program for low-income homeowners.</p>	<ul style="list-style-type: none"> • Provide resources for homeowners facing foreclosure, e.g. support to financial counseling programs and a pool for higher-risk home repair loans.
<p>Cash Contributions for Development and Redevelopment - Infrastructure investments to support projects or areas with affordable housing.</p>	<ul style="list-style-type: none"> • Increase City contributions to ARCH Housing Trust Fund.
<p>Partnerships with faith communities and other non-profits to develop underutilized land in their ownership.</p>	
<p>Non-cash Subsidies.</p>	<ul style="list-style-type: none"> • Credit enhancement education and programs.

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
Housing Theme - Housing for People with Special Needs	
Accessibility - Encourage Universal Design features that improve housing accessibility for people with disabilities.	
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.	<ul style="list-style-type: none"> • 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 ADA/FHA.
Senior Housing - Review senior housing land use regulations. Ensure that regulations support senior housing and recognize smaller household sizes.	<ul style="list-style-type: none"> • 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.
Support organizations serving those with special housing needs.	<ul style="list-style-type: none"> • Housing acquisition and development. • Capacity building and technical assistance. • Addressing negative perceptions related to housing for people experiencing homelessness or other special needs.
Dispersed Special Needs Housing - Through zoning and subarea planning, ensure special needs housing is dispersed throughout the community.	
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.	
Homeless Encampments - Review existing TUP regulations and consider criteria, process and conditions for homeless encampments.	
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.	

Strategy	Examples, Sub-strategies, Follow-up Actions, and Considerations
Housing Theme - Regional Collaboration	
Housing Balance - Work cooperatively with other jurisdictions to achieve a regional fair share housing balance and maximize housing resources, e.g. ARCH.	
Federal and State Housing Legislation - Review, and as appropriate, provide comment on county, state and federal legislation affecting housing in Sammamish.	<ul style="list-style-type: none"> • 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.
Regional Housing Finance Strategy - Work with other jurisdictions to develop and implement a new regional housing finance strategy.	
Support a coordinated regional approach to homelessness.	<ul style="list-style-type: none"> • 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.
Countywide Planning Policies - Coordinate with countywide housing policy and analysis, such as updates to Countywide Planning Policies.	
Regional Land and Housing Monitoring - Collect housing information on a regular basis needed for regional Benchmarks, Buildable Lands and OFM housing reports.	
MONITORING RELATED ACTIVITIES	
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.	
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.	<ul style="list-style-type: none"> • Inventory existing affordable housing units (including market-based).
Infrastructure Improvements - Monitor infrastructure improvements and maintenance in residential neighborhoods consistent with City's capital Facilities and subarea plans.	
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.	
Housing Element Updates - Review and update the Housing Element at the time of the Comprehensive Plan Update.	

No.	Planning Commission Questions and Comments	Staff Response to Commissioner 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 will be 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.
Regarding April 5, 2018 Planning Commission meeting		
52	Is there any objective analysis or math behind the City's input in Exhibit 1 or it is a subjective analysis?	The City's input in Exhibit 1 is objectively based on the data (refer to Exhibit 1 and February 1st Planning Commission Work Session)
53	Is the purpose of the discussion to focus on housing affordability or to develop a housing strategy?	Housing affordability is one of the five categories the Plan will focus on. Commissioners are tasked to provide feedback on all five categories of housing policy in the Comprehensive Plan.
54	How should the Commission deal with discussing new ideas vs. what we need to do to prioritize the things that are already in the Plan? And what was the reason why some strategies from the previous plan were not implemented?	The first step in these work sessions is that we want to make sure that Commissioners ask any clarifying questions about the strategies. Strategies that are not identified should be brought up by Commissioners and they are just as important to discuss as strategies that are already in the Plan. In instances where the strategies in the existing Plan have not been implemented, it may be a result of the reality of prioritizing in a political environment, where elected officials prioritize strategies in the context of constraints such as staff resources, budget, work plan, and others. In some instances, strategies are implemented out of order, but the intent of the Plan is to do our best to identify and prioritize the strategies for City Council to direct staff to implement.

55	What is the difference between the minimum and maximum density requirement?	In certain cases, the City's zoning designations have a maximum and minimum density requirement. For instance, in the R-8 zone, a minimum density requirement ensures that residential development in this zone is relatively close to what is planned for (i.e. 8 units per acre) and does not result in a density that is too low for the zoned capacity. It ensures the end product is closer to the envisioned density for that zone which is eight units per acre. The maximum in such a scenario is intended to provide predictability to the community that a certain density will not be exceeded. This is important for planning purposes, including the provision of urban services and infrastructure appropriate to accommodate development.
56	How do parking requirements impact affordable housing?	A barrier that tends to impact affordable housing developments in particular is off-street parking requirements, which might mean a surface parking lot but it could also potentially result in structured parking which is more expensive, making affordable housing projects less likely to pencil-out (i.e. less feasible).
57	Are there covenants recorded on affordable housing to ensure that affordability provisions are maintained?	Yes, dwelling units (both owner and renter occupied) that are required to be affordable have covenants recorded to ensure that affordability provisions are in place to ensure affordability restrictions. The agreements are tracked and reported on.
58	Has the City mapped all neighborhoods and defined each neighborhood's character?	No, the City has not undertaken such an effort.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
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 Miryam Laytner ARCH Staff	Work Session: Housing Strategy Update
June 21	5:00 PM	Special Meeting w/ Parks Commission	David Goodman Parks Staff	Work Session: Urban Forest Management Plan
	6:30 PM	Regular Meeting	PW Staff PW Staff	Public Hearing / Deliberation: Comprehensive Plan Amendments – Concurrency Public Hearing / Deliberation: SMC Amendments – Concurrency
July 5	6:30 PM	Regular Meeting	Doug McIntyre Miryam Laytner ARCH Staff	Public Hearing / Deliberation: Housing Strategy Update
July 19	6:30 PM	Regular Meeting	Doug McIntyre Miryam Laytner ARCH Staff	Deliberation: Housing Strategy Update
August		No Meetings		
September 6	6:30 PM	Regular Meeting	David Goodman	Public Hearing / Deliberation: Capital Facilities Element Updates - School Impact Fees
September 20	6:30 PM	Regular Meeting	David Goodman	Work Session: Urban Forest Management Plan