



AGENDA

Planning Commission

6:30 PM - Thursday, November 1, 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. October 18, 2018 Meeting Minutes View Meeting Minutes	
	PUBLIC COMMENT - NON AGENDA <i>3 minutes per person / 5 minutes if representing an organization</i>	
	OLD BUSINESS	
5 - 13	2. Public Hearing - 2019 Comprehensive Plan Docket Applications View Agenda Item	
	ADJOURNMENT	8:30 pm
	LONG TERM CALENDAR	
14	3. View Long Term 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

6:30 PM - October 18, 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

Commissioners Absent:

Staff Present:

Planning Manager Kellye Hilde
Management Analyst Sara Estiri
Management Analyst Miryam Laytner
Senior Management Analyst David Goodman

CALL TO ORDER

Chair Collins called the Sammamish Planning Commission meeting to order at 6:30 PM.

ROLL CALL

Roll was called.

APPROVAL OF AGENDA

MOTION: Jane Garrison moved to approve the October 18, 2018 meeting agenda as distributed. Mark Baughman seconded. Motion carried unanimously 7-0.

APPROVAL OF THE MINUTES

October 4, 2018 Meeting Minutes

MOTION: Jane Garrison moved to approve the minutes as distributed. Rituja Indapure seconded. Motion carried unanimously 7-0.

PUBLIC COMMENT - NON AGENDA

Draft

No public comment.

NEW BUSINESS

Work Session: 2019 Comprehensive Plan Docket Applications

Miryam Laytner, Management Analyst and David Goodman, Senior Management Analysis presented proposed applications received for the 2019 Comprehensive Plan Docket. The Sammamish Municipal Code, in accordance with the Growth Management Act, allows the City to consider certain types of amendments to the Comprehensive Plan on an annual basis. Three proposals were submitted for consideration; two from the City's Department of Community Development and one from a citizen. All proposals received were for text amendments.

PUBLIC COMMENT - AGENDA

Paul Stickney – 22626 NE Inglewood Hill Road
Topic - Comprehensive Plan Amendment

ADJOURNMENT

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

The meeting adjourned at 7:31.

Agenda Bill

Planning Commission Regular Meeting
November 01, 2018



SUBJECT:	2019 Comprehensive Plan Docket Applications		
DATE SUBMITTED:	October 24, 2018		
DEPARTMENT:	Community Development		
NEEDED FROM COMMISSION:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Open and close the public hearing, deliberate, and move to recommend to City Council which proposals should be placed on the 2019 docket and advance to legislative review.		
EXHIBITS:	Exhibit 1 - Planning Commission Q&A Matrix Exhibit 3 - Staff Recommendations Exhibit 2 - Docket Proposal Overview		
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 type="checkbox"/> Communication & Engagement	<input 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:
Which Comprehensive Plan Amendment applications should City Council consider adding to the 2019 docket for further consideration?

KEY FACTS AND INFORMATION SUMMARY:
Summary Statement
The Sammamish Municipal Code, in accordance with the Growth Management Act, allows the City to consider certain types of amendments to the Comprehensive Plan on an annual basis. These amendments fall into two categories:

1. Text Amendments that address technical updates and don't require substantive changes to policy language; and
2. Site-Specific Land Use Map Amendments that seek to change the future land use map zoning designation of an individual's or group of individuals' property.

On October 18, 2018, the Planning Commission held a work session where they reviewed the three applications submitted for the 2019 docket. Staff presented information on the Comprehensive Plan amendment process, process timeline, and an overview of the applications submitted. Planning Commissioners had some clarifying questions, which have been listed, along with staff answers in Exhibit 1.

The Planning Commission will open a Public Hearing on the 2019 Comprehensive Plan docket proposals on November 1, 2018. After closing of the Public Hearing, the Planning Commission will consider the proposals, deliberate on, and vote on a recommendation to City Council regarding the 2019 docket.

Process and Background

The first step in the Comprehensive Plan Amendment process is setting the docket. During this step, the Planning Commission and City Council will identify the proposals that will move forward to a legislative review the following year.

Three proposals were submitted for consideration in the 2019 docket; two from the City's Department of Community Development and one from a citizen. All proposals received are for text amendments. More details on each proposal can be found in Exhibit 2.

Analysis

Staff analyzed the three proposals and have prepared recommendations (Exhibit 3) about whether or not a proposal should advance to the legislative review stage. Staff recommend placing proposals 1 and 3 on the 2019 docket. In making their recommendations, staff considered whether the proposal is an already-established 2019 work plan item, whether the City has the budget flexibility and staff availability to complete a full review of the proposal, and whether the proposal is consistent with the City's current policy and programmatic priorities.

Next Steps

City Council will hold a study session on the docket requests on December 3, 2018 and will open a public hearing on December 4, 2018. Once the public hearing concludes on December 4, 2018, City Council will consider the proposals, deliberate and vote on a resolution to set the 2019 docket.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

Sammamish Municipal Code ([SMC Chapter 24.25](#)) guides our annual docket process.

The proposed amendments may impact many of the chapters of the [Sammamish Comprehensive Plan](#), with one impacting the [Town Center Subarea Plan](#). As Commissioners consider the proposed amendment related to Town Center, it may also be helpful to review the additional [Town Center Documents](#) as well.

No.	Proposal #	Commissioner Comment/Questions	Staff Response
10/18/18 Meeting			
1	1	If for some reason the Urban Forest Management Plan doesn't get adopted, what happens to this proposal?	If the UFMP is not adopted, this amendment proposal will be put on hold and will not be considered during the 2019 legislative review period.
2	2	Do other cities have errata sheets as part of their comprehensive plans and if so, who initiates the changes?	<p>It is important to note that Sammamish Municipal Code 24.25.030 limits citizen-initiated proposals to those that do not require substantive changes to policy language. This makes an errata sheet that is defined as an addition to the Comprehensive Plan fall outside the scope of what we can consider during an annual review.</p> <p>That being said, brief research indicated that there are a few cities that have used an errata sheet as a method to identify and/or clarify basic grammatical and typographical errors as well as summarize Council approved updates. However, these are documents that are separate from the plan itself and more research is needed to better understand the processes related to these sheets, how the additions to the list are initiated and approved, and if they are still in use.</p> <p>No regional examples of an errata sheet related to a Comprehensive Plan were found. This may be because the annual review process in place under the GMA allows for citizens to propose corrections to the text of the Comprehensive Plan.</p>
3	2	What would the cost be to make these changes (consultants, printing, staff time etc.)?	<p>As noted in the previous response, Sammamish Municipal Code 24.25.030 does not allow for the addition of an errata sheet. There are costs in resources and staff time required to make changes to the Comprehensive Plan. As staff consider recommendations for what should be placed on the docket, we consider both the staff time and resources involved in making these changes.</p> <p>In this case, there would be resources needed for printing costs to update previously printed versions of the plan that are currently in use as well as Commissioner and Council time to review the changes. There may also be consultant costs for updating maps and other background information. Staff time would be needed to redline the Comprehensive Plan, manage consultants (if applicable), create agenda bills and public hearing notices, and schedule and coordinate legislative review.</p>

No.	Proposal #	Commissioner Comment/Questions	Staff Response
4	2	How much staff time would be required to manage the Errata sheet and corresponding system?	As noted in the previous response, Sammamish Municipal Code 24.25.030 does not allow for the addition of an errata sheet. That being said, more details are needed from the applicant about her intent related to the process and administration of the errata sheet. Staff time would depend on the process proposed as well as the volume of changes submitted.
5	2	What would the overall process look like?	Please see the response to question 4.
6	N/A	A map inaccuracy previously identified in the Transportation Plan didn't get fixed.	The request was considered but because of the small size of the map, a decision was made not to adjust the street names in order to maintain readability.
7	3	How much of Town Center remains undeveloped (what's been built and what's in the works) and could be potentially impacted by this proposal?	<p>It is important to note that the proposal is to discuss if changes are needed to the policies and goals related to areas like the green spine, the urban forest canopy, public transportation, regional stormwater, and solar generation. We are not proposing any changes to residential or commercial density or zoning.</p> <p>That being said, 326 of the 2,000 residential units have been constructed (16% of the total allocated to Town Center) and 135,745 square feet of the 600,000 square feet maximum have been developed (23% of the total allocated to Town Center). While STCA owns a large portion of undeveloped land in town center, no applications have been submitted for further development at this time. As a result, we estimate that the next wave of development in Town Center wouldn't start for at least another 2-3 years.</p>
8	3	This seems like there would be significant cost and staff time involved and could impact staff priorities.	<p>Staff recommend a re-evaluation and analysis of these areas because the implementation of Town Center has and continues to be a high priority for the City. With so many years having passed since the plan for Town Center was developed, conditions and needs have changed.</p> <p>The Department Director has indicated that if docketed, space will be made on the workplan. We anticipate that each area will involve some staff time for analysis and to develop recommendations, followed by a meeting and/or surveying to get feedback from the public on those recommendations and then discussions with and recommendations from Planning Commission and City Council.</p>
9	3	It would be helpful to have a map of what is currently developed or being developed in Town Center, the area that's left to develop and then the surrounding areas to help better understand things.	We have added a slide to the presentation on November 1, 2018 that provides a map of Town Center, the surrounding area, and the current development within Town Center.

STAFF RECOMMENDATIONS FOR THE 2019 DOCKET

	 2018-19 WORK PLAN ALIGNMENT	 2018-19 BUDGET/STAFF AVAILABILITY	 CONSISTENCY WITH POLICY & PROGRAM PRIORITIES	
<p>Urban Forest Management Plan Integration <i>DEPT. OF COMMUNITY DEVELOPMENT</i> ELEMENTS: Based on final Plan adoption</p>	 Work already underway	 Plan adoption is anticipated for early 2019	 Consistent with EC.10.10 of the Comprehensive Plan	Recommended
<p>Errata Sheet <i>MARY WICTOR</i> ELEMENTS: N/A</p>	 Not on the workplan	 Not budgeted for	 Falls outside of the scope of what we can consider, pursuant to Sammamish Municipal Code 24.25.030	Not Recommended
<p>Town Center Quality of Life Update <i>DEPT. OF COMMUNITY DEVELOPMENT</i> ELEMENTS: Depends on input received</p>	 Not currently but commitment from Dept. Director to make space on workplan for this work	 Adequate staffing & budget to support this work	 High program priority and consistent with Comprehensive Plan & Sammamish Municipal Code	Recommended



Department of Community Development

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2019 COMPREHENSIVE PLAN DOCKET PROPOSAL #1 Text Amendment Proposal: Urban Forest Management Plan Integration

Applicant

City of Sammamish – Department of Community Development

Description of Proposed Amendment

The City is developing an Urban Forest Management Plan that is currently under review by the Planning Commission and City Council. The Urban Forest Management Plan is a long-term planning effort to set a vision for the City's urban forest resource and establish goals and policies to help achieve it.

The proposed amendment will update goals, policies, and data in the Comprehensive Plan to reflect the contents of the Urban Forest Management Plan, which is scheduled to be adopted in early 2019. The exact content of the proposed changes will not be determined until the final adoption of the Urban Forest Management Plan in 2019. If docketed, specific text changes will be determined prior to the legislative review of this proposal.

Summary of Applicant Justification

Policy EC.10.10 of the Sammamish Comprehensive Plan instructs the City to "Create and support a robust and comprehensive Urban Forestry Management Plan starting in 2016." The Department has been developing the Urban Forest Management Plan for over a year, and the City Council is expected to adopt a Plan in early 2019.

The proposed change is consistent with the Growth Management Act in that it is supportive of "protect[ing] the environment and enhance[ing] the state's high quality of life" (RCW 36.70A.020(10)). Additionally, these amendments will ensure that the content of the Comprehensive Plan is consistent with the Urban Forest Management Plan.



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2019 COMPREHENSIVE PLAN DOCKET PROPOSAL #2
Text Amendment Proposal: Errata Sheet

Applicant

Mary Wictor

Description of Proposed Amendment

This application proposes the creation of a system for tracking and updating errors and updates to the Comprehensive Plan. Citizens would report errors to a staff member throughout the year who would track these and then create an Errata Sheet that would be added to the Comprehensive Plan annually during the docket process.

The proposed Errata Sheet for Sammamish’s Comprehensive Plan could be used to address the following errors/updates:

- Adding the missing map legend to figure LU-1 on LU.5 in Volume II
- Correcting the lines on the map in figure EC-4 on EC.15 in Volume II
- Updating "TBP Plan" on page iv in the Table of Contents, Acronyms, & Glossary to reflect that this was changed to the "Non-Motorized Plan"

Summary of Applicant Justification

The Errata Sheet will help ensure the City's Comprehensive Plan reflects current City terms and conditions. Without an Errata Sheet, errors may not be addressed, maps or tables are confusing, and readers of the Comprehensive Plan will not be familiar with changed terms.

The Errata sheet appended to the City's Comprehensive Plan can indicate errors, changes, and reflect City or location conditions and priorities, county planning policies, and state law, as there may be changes within 7-20-year planning periods for mandated or optional elements under the GMA.



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2019 COMPREHENSIVE PLAN DOCKET PROPOSAL #3
Text Amendment Proposal: Town Center Quality of Life Update

Applicant

City of Sammamish – Department of Community Development

Description of Proposed Amendment

The Department of Community Development proposes to amend the goals and policies of the Town Center Subarea Plan and Comprehensive Plan to address “quality of life” areas that improve community livability. This could include the Green Spine, the Urban Forest Canopy, Public Transportation, Regional Storm Water, Solar Generation, and other areas.

Staff recommend a re-evaluation and analysis of these areas because the implementation of Town Center has and continues to be a high priority for the City. With so many years having passed since the plan for Town Center was developed, conditions and needs have changed. If docketed, the City will engage community members, the Planning Commission, and the City Council in discussions about these concepts to explore if text changes to the Comprehensive Plan and Town Center Subarea Plan or code updates are needed. The City’s goal is to ensure that there is a clear guiding vision for these areas that provides more consistency and uniformity throughout Sammamish.

We anticipate that the evaluation of each area will involve some staff time for analysis and to develop recommendations, followed by a meeting and/or surveying to get feedback from the public on those recommendations and then discussions with and recommendations from Planning Commission and City Council.

Summary of Applicant Justification

The proposed amendment would strengthen and update existing goals in the Comprehensive Plan and Town Center Subarea Plan to be more reflective of current conditions and priorities. The proposal falls within the scope of annual amendments to the Comprehensive Plan authorized by the Growth Management Act and would be supported by the City’s existing functional plans and capital improvement programs.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
October 18	6:30 PM	Regular Meeting	David Goodman Miryam Laytner	Work Session: 2019 Comprehensive Plan Amendments – Docket Requests
November 1	6:30 PM	Regular Meeting	David Goodman Miryam Laytner	Public Hearing / Deliberation: 2019 Comprehensive Plan Amendments – Docket Requests
November 15	6:30 PM	Regular Meeting	N/A	Presentation: Sammamish Visioning (Jane Garrison)
December 6	6:30 PM	Regular Meeting	David Goodman	Work Session: Urban Forest Management Plan
December 13	6:30 PM	Special Meeting	David Pyle Sara Estiri	Work Session: Development Regulations Update Presentation: 2018 Planning Commission – Year In Review
December 20	Cancelled	Regular Meeting		
January 3	6:30 PM	Regular Meeting	David Pyle	Work Session: Development Regulations Update
January 17	6:30 PM	Regular Meeting	David Pyle	Public Hearing: Development Regulations Update