



AGENDA

Planning Commission Regular Meeting

6:30 PM - Thursday, January 3, 2019

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. December 13, 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 - 17	2. Work Session: Development Regulations Update Workshop #3 View Agenda Item	
	PUBLIC COMMENT - AGENDA <i>7 minutes per person</i>	
	ADJOURNMENT	8:30 pm
	LONG TERM CALENDAR	
18	3. 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 Sara Estiri at sestiri@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.

Draft



MINUTES

Planning Commission Special Meeting

5:30 PM - December 13, 2018

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

Chair Shanna Collins, Planning Commissioner, Position 3
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:

Vice Chair Larry Crandall, Planning Commissioner, Position 4

Staff Present:

Director of Community Development Jeff Thomas
Deputy Director of Community Development David Pyle
Planning Manager Kellye Hilde
Management Analyst Sara Estiri
Management Analyst Miryam Laytner

SPECIAL PRESENTATION

Kelly Hilde, Planning Manager, and Sara Estiri, Management Analyst, presented an overview to 2019 and 2018 Year in review.

SPECIAL MEETING

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: Eric Brooks moved to approve the December 13, 2018 meeting agenda as distributed. Roisin O'Farrell seconded. Motion carried unanimously 6-0 with Vice Chair Larry Crandall absent.

Draft**APPROVAL OF THE MINUTES**

December 6, 2018 Meeting Minutes

MOTION: Jane Garrison moved to approve the minutes as corrected.**Roisin O'Farrell seconded. Motion carried unanimously 7-0.****PUBLIC COMMENT - NON AGENDA**

No public comment.

OLD BUSINESS

David Pyle, Deputy Director of Community Development, presented and had a discussion with the Planning Commission regarding the interim development regulations and potential permanent code changes.

Development Regulations Update Workshop

MOTION: Roisin O'Farrell moved to extend the meeting until 9:00 pm. Eric Brooks seconded. Motion carried unanimously 6-0 with Vice Chair Larry Crandall absent.**MOTION: Rituja Indapure moved to extend the meeting until 9:30 pm. Mark Baughman seconded. Motion carried unanimously 6-0 with Vice Chair Larry Crandall absent.****MOTION: Roisin O'Farrell moved to extend the meeting until the end of Public Hearing. Eric Brooks seconded. Motion carried unanimously 6-0 with Vice Chair Larry Crandall absent.****PUBLIC COMMENT - AGENDA**

Paul Stickney – 504 228th Ave SE

Topic: Interim Development Regulations

Mary Wictor – 408 208th Ave NE

Topic: Interim Development Regulations

Jeff Peterson – 9720 NE 120th Pl, Ste. 100, Bellevue

Topic: Interim Development Regulations

Bill Patterson – 10667 E Lake Joy Dr NE, Carnation

Topic: Interim Development Regulations

Todd Levitt – 14410 Bel Red Road, Bellevue

Topic: Interim Development Regulations

ADJOURNMENT

MOTION: Eric Brooks moved to adjourn. Rituja Indapure seconded. Motion carried unanimously 6-0 with Vice Chair Larry Crandall absent.

The meeting adjourned at 9:44 PM.

Agenda Bill

Planning Commission Regular Meeting
January 03, 2019



SUBJECT:	Work Session: Development Regulations Update Workshop #3	
DATE SUBMITTED:	December 28, 2018	
DEPARTMENT:	Community Development	
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Discuss alternatives and select options for potential permanent Development Regulation changes	
EXHIBITS:	Exhibit 1 - Proposed Development Regulation Options	
BUDGET:		
Total dollar amount	N/A	<input type="checkbox"/> Approved in budget
Fund(s)		<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 checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COMMISSION:

Discuss alternatives and select options for potential permanent Development Regulation changes

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement:

Following the adoption of Interim Development Regulations by the City Council on September 18, 2018 through the passing of Ordinance O2018-468 (amended by O2018-471 on November 6, 2018) two workshops focused on updates to the City's development regulations have been held by the Commission. These meetings have provided an overview on the basics of the adopted interim development regulations, results of community outreach (focus group), and have prompted discussion by the Commission regarding potential permanent regulations. During these meetings the Commission

reviewed the concepts included in the adopted Interim Development Regulations (O2018-468 and O2018-471) and provided feedback regarding additional changes that should be considered.

The purpose of the upcoming January 3, 2019 meeting (Workshop #3) is to discuss alternatives and select options to be included for consideration as permanent development regulations. Staff are asking the Commission to select development regulation alternatives and concepts that will be used to draft code language for further consideration during the Commission's January 17, 2019 meeting.

Background:

On September 18, 2018, the City Council adopted Ordinance O2018-468 amending the Sammamish Municipal Code, Chapters 16.15, 21A.15, 21A.25, 21A.30, 21A.35 and 21A.40 for a six-month period related to development regulations for setbacks, clearing and grading, street frontage, building height measurement, density rounding, fence height and off-street parking.

After completion of a Public Hearing on November 6, 2018, the City Council adopted amendments to the Interim Development Regulations (Ordinance O2018-471) effective until the end of the six-month period allowed by emergency ordinance. The Interim Development Regulations implemented by Ordinance O2018-468 and Ordinance O2018-471 will expire on March 17, 2019 if no action is taken to adopt permanent changes to the City's Development Regulations by that time.

Interim Development Regulations:

The adopted Interim Development Regulations include the following changes to the City's Development Regulations (See O2018-468 and O2018-471):

- **Density Rounding:** This code change requires rounding down to the nearest whole number when permitted number of units (density calculation) result in a fraction. (SMC 21A.25.070)
- **Setback:** Setbacks designations were changed to include designation of a side and rear setback. Minimum setbacks were increased to provide greater separation between homes. (SMC 21A.030)
- **Building Height and Facade:** The method of measurement of building height was changed to use the existing grade of the site instead of the finished grade. A restriction on the height of a facade wall was also added to limit the size/height of an exterior wall. (SMC 21A.030)
- **Limiting Mass Grading:** This code change directs project designers to limit grade changes with minimal alterations to the landscape. (SMC 16.15.090)
- **Fence Heights:** This change increases the height allowance for rear and side yard fences for building permit approved fences above six (6) feet and up to eight (8) feet. Fence height allowances are also reduced in the front yard within the street setback area to improve line-of-sight safety and connections between neighbors. (SMC 21A.25.190)
- **Parking:** A requirement that new development (subdivision and short subdivision) provide the equivalent of one (1) on-street parking space for each home being built in the development. (SMC 21A.40.055)
- **Street Frontage:** This requires that all new lots created through subdivision and short subdivision be designed to include a minimum of thirty (30) feet of street frontage. (SMC 21A.030)

Additional Items Requested for Consideration:

City Council Items. In addition to the list of items included with the adopted Interim Development Regulations listed above, as part of their November 6, 2018 meeting, the City Council asked that the following items be added to the list of potential items being brought forward as proposed permanent development regulation changes:

- Round up for short subdivisions
- Round down for long subdivisions
- Require neighbor notification if setbacks are being adjusted
- Require a permit for any construction in defined critical areas
- Additional changes that could benefit the City

Focus Group Items. To collect additional feedback from the community, staff organized a Focus Group. The Focus Group met on December 6, 2018. The following items are requested to be added by Focus Group:

- Round down for short subdivisions
- Round up for long subdivisions
- Review recently adopted Public Works Standards to see if the newer standards already address parking issue
- Provide public information tools for citizens to learn about the development process (such as vesting)
- Changes to development regulations that help retain community character while still allowing for development and increased density
- Consider the impact of proposed regulations on housing costs
- Add requirements for building height and grading that address character and compatibility problems

Planning Commission Phone Interview Items. Prior to the December 13, 2018 Planning Commission meeting, staff held phone interviews with four (4) of the Commission members. The following items were requested to be added for consideration during phone interviews with Planning Commission members:

- Clarify how these changes affect existing development (non-conforming rules)
- Consider how to incorporate transit into development
- How do we get to high performing government that results in higher quality of development?
- Consider different land uses and adjacency issues to formulate variable/dynamic setbacks.

Planning Commission Workshop Items. During the December 13, 2018 meeting, the Planning Commission requested the following items to be added to the list of potential items being brought forward as proposed permanent development regulation changes:

- Consider regulations that respond to the size of a development Consider the effect of development on environment and study more about solar access approach

- Provide examples
- Consider regulations that are not as restricted with existing homes or minor changes
- Clarify how these changes affect existing development (non-conforming rules)
- Consider variable and dynamic setbacks that respond to the size and scale of development
- Consider setbacks that are related to arterial streets (larger setbacks along arterial streets)

January 3, 2019 Meeting:

The purpose of the upcoming January 3, 2019 meeting (Workshop #3) is to discuss alternatives and select options to be included for consideration as permanent development regulations. During this meeting staff will be asking the Commission to select development regulation alternatives and concepts to be used in drafting code language for further consideration during the Commission's January 17, 2019 meeting.

Matrix of Options (available on January 2, 2019):

In preparation for the January 3, 2019 meeting, staff will be providing a matrix of options (**See Exhibit 1 - to be provided on January 2, 2019**) that fulfill the following objectives:

1. Development regulation changes that are within the direction given by the City Council during the November 6, 2018 public hearing meeting; and
2. Development regulation changes that incorporate the additional items requested by the City Council, Focus Group, and Planning Commission as outlined above; and
3. Development regulation changes that respond to issues and concerns raised by the City Council and the Planning Commission; and Development regulation changes that utilize the existing structure of the Code; and
4. Development regulation changes that maintain the same level of discretionary decision-making in implementation by staff.

Next Steps:

Following the Commission's selection of options to be included for consideration as permanent changes to the development regulations on January 3, 2019, the Planning Commission will hold another work session (Workshop #4) on January 17, 2019 where draft development regulation code language will be presented. The Planning Commission is scheduled to open a public hearing on the proposed permanent development regulation amendments on January 31, 2019, after which the Commission will deliberate on the amendments and vote on a recommendation to submit to City Council.

Exhibit 1
 Development Regulations Update
 Planning Commission Workshop #3
 Decision Matrix
 01/03/2019

#	Issue	Decision Points
1	Density Rounding	<p>Density Question #1: Should the code allow density rounding (rounding up to nearest whole number)?</p> <p>A. If Yes:</p> <ul style="list-style-type: none"> I. Should density be rounded up for all subdivision projects? II. Should density only be rounded up for some subdivision projects? <ul style="list-style-type: none"> a. Round up or down for short subdivisions? b. Round up or down for long subdivisions? c. Round up or down for projects that integrate diverse housing options (need to define)? <p>B. If No:</p> <ul style="list-style-type: none"> I. Permanently delete rounding of density units. <ul style="list-style-type: none"> a. Partial units of density will be rounded down. <p>C. Alternative:</p> <ul style="list-style-type: none"> I. Allow rounding up for projects that incorporate the extra unit granted through density rounding through construction of a townhouse or duplex.

2	Setbacks	<p>Setbacks Question #1: Should code language related to setbacks be changed to include designation of a front, side, and rear setback instead of a street and interior setback?</p> <p>Setbacks Question #2: Should the setback system be changed to respond to home size?</p> <p>Setbacks Question #3: Should different setbacks be applied to detached accessory dwelling units?</p> <p>A. If Yes:</p> <p>I. Is the use of front, side and rear setbacks as defined acceptable? If yes, should the side and rear setback dimensions be adjusted?</p> <p>II. Should setbacks be based on a floor area (calculated or defined as “all above grade spaces conditioned/heated for human occupancy”) [Commissioner Baughman Alternative]?</p> <p>a. If Yes, what should the relative required setback dimensions be?</p> <p>For single family homes less than 2,500 SF Front Setback - Not less than 15 ft (20 ft minimum for garages) Side Setback - An average of 8 ft but at no point less than 5 ft Rear Setback - An average of 15 ft but at no point less than 8 ft</p> <p>For single family homes between 2,500 SF and 4,000 SF Front Setback - Not less than 20 ft Side Setback - An average of 10 ft but at no point less than 8 ft Rear Setback - An average of 20 ft but at no point less than 12 ft</p> <p>For single family homes greater than 4,000 SF Front Setback - Not less than 25 ft Side Setback - An average of 15 ft but at no point less than 10 ft</p>
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Exhibit 1
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#	Issue	Decision Points
		<p>Rear Setback - An average of 25 ft but at no point less than 15 ft</p> <p>b. If No, retain current interim setback system and replace use of street setback with new defined front setback.</p> <p>i. What are the appropriate setback dimensions for front, side, and rear setbacks?</p> <p>ii. Should minor building elements be allowed to protrude into the required setback dimension? (e.g. eaves, bay windows, window seats)</p> <p>III. Should detached accessory dwelling units require 5 ft of side and rear setback and follow the standard street setback?</p> <p>IV. Should development abutting a Principal Arterial, Minor Arterial, or Collector Arterial require a minimum of 25 ft of setback from that portion of the property line that abuts the street right of way?</p> <p>B. If No:</p> <p>I. The code will revert to the prior system and use of street and interior setbacks with 5/7/15 ft for interior and 10 ft (20 for garages) for street setbacks in R-4. Detached accessory dwelling units will require standard setbacks. Development abutting a Principal Arterial, Minor Arterial, or Collector Arterial will require standard setbacks.</p>

Exhibit 1
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#	Issue	Decision Points
3	Adjustment of Setbacks	<p>Adjustment of Setbacks Question #1: Should the code include provision for criteria based ministerial (building permit) adjustment of setbacks?</p> <p>A. If Yes:</p> <ul style="list-style-type: none"> I. What should the process require? <ul style="list-style-type: none"> a. Neighbor notification? b. Neighbor endorsement? II. How much adjustment should be allowed? <ul style="list-style-type: none"> a. 50%? b. Other #? <p>B. If No:</p> <ul style="list-style-type: none"> I. The code will revert to the prior system. Only administrative adjustment of setbacks through subdivisions or other administrative actions (such as reasonable use exception) will be allowed. Other adjustments of setbacks not related to an administrative (or higher) action will require a variance.

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4	Building Height	<p>Building Height Question #1: Should the City’s development regulations measure building height from average existing grade?</p> <p>A. If Yes:</p> <ol style="list-style-type: none"> I. Building height will be measured from the average existing (natural) grade before a project starts <p>B. If No:</p> <ol style="list-style-type: none"> I. The code will revert to the prior system. Building height will be measured from average finished grade after construction has modified the grade of the site.
5	Building Facade	<p>Building Facade Question #1: Should the City’s development regulations restrict building façade heights to 40 ft without integration of architectural modulation/design features?</p> <p>A. If Yes:</p> <ol style="list-style-type: none"> I. Building facade height will be limited to 40 ft in height unless architectural modulation/features are included. <p>B. If No:</p> <ol style="list-style-type: none"> I. The code will revert to the prior system. Building façade height will be unrestricted.

Exhibit 1
 Development Regulations Update
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 01/03/2019

#	Issue	Decision Points
6	Mass Grading	<p>Mass Grading Question #1: Should the City’s development regulations restrict mass grading to limit modifications and alteration to the existing grade of a project site?</p> <p>A. If Yes:</p> <p>I. Grading, excavation, and fill will be regulated.</p> <p>B. If No:</p> <p>I. The code will revert to the prior system. Grading, excavation, and fill will be unregulated.</p>
7	Fence Heights	<p>Fence Height Question #1: Should fence heights be allowed up to 8 ft (fences over 6 ft require a building permit)?</p> <p>A. If Yes:</p> <p>I. Fences up to 8 ft will be allowed along the side or rear yard line when outside of the front/street setback. Fences over 6 ft will require a building permit. Fence height allowances are also reduced in the front yard within the front/street setback area.</p> <p>B. If No:</p> <p>I. The code will revert to the prior system. Fences will be limited to 6 ft in height.</p>

Exhibit 1
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#	Issue	Decision Points
8	Parking	<p>Parking Question #1: Should all new lots created through the subdivision or short subdivision process require the equivalent of one (1) on-street parking space be provided?</p> <p>A. If Yes:</p> <p style="padding-left: 40px;">I. All new lots created through the subdivision or short subdivision process will require the equivalent of one (1) on-street parking space be provided. This parking space may be provided on-street through design, within the driveway, or within a common shared space managed by the HOA.</p> <p>B. If No:</p> <p style="padding-left: 40px;">I. The code will revert to the prior system. No additional parking will be required.</p>

Exhibit 1
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#	Issue	Decision Points
9	Street Frontage	<p>Street Frontage Question #1: Should all new lots created through the subdivision or short subdivision process require 30 ft of public street frontage?</p> <p>A. If Yes:</p> <ul style="list-style-type: none"> I. All new lots created through the subdivision or short subdivision process will require 30 ft of public street frontage. II. Commissioner Baughman proposed alternative: <ul style="list-style-type: none"> Part 1: Each development must maintain an average single-family home street frontage of 30 ft or greater with no individual single-family home having a street frontage less than 20 ft. Part 2: No private road or private driveway serving more than 2 homes may be less than 30 ft in width of vehicle driving surface excluding any driveway surface dedicated to an individual single-family home. <p>B. If No:</p> <ul style="list-style-type: none"> I. The code will revert to the prior system. Street frontage for new lots will not be required.

Exhibit 1
 Development Regulations Update
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#	Issue	Decision Points
10	Daylight Plane (Commissioner Baughman Proposal)	<p>Daylight Plane Question #1: Should home size and orientation be restricted to provide a daylight plane?</p> <p>A. If Yes:</p> <ol style="list-style-type: none"> I. No portion of a single-family home may impede on the daylight plane calculated as starting at 12 ft above the property line and extending at a 45-degree angle from horizontal upward and inward along a line horizontally perpendicular to the property line at any location. <p>B. If No:</p> <ol style="list-style-type: none"> I. The code will revert to the prior system. Maintaining a daylight plane will not be required.
11	Critical Areas Work Permit	<p>Critical Areas Work Permit Question #1: Should a permit be required for any work in a defined Critical Area?</p> <p>A. If Yes:</p> <ol style="list-style-type: none"> I. SMC 16. 15 will be updated to require a Clearing and Grading permit for any work in a defined Critical Area. <p>B. If No:</p> <ol style="list-style-type: none"> I. No changes will be made to SMC 16.15. Permit requirements will remain the same. There will be some limited permit exceptions for work in Critical Areas.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
January 3	6:30 PM	Regular Meeting	David Pyle Sara Estiri	Work Session: Development Regulations Update
January 17	6:30 PM	Regular Meeting	David Pyle Sara Estiri	Work Session: Development Regulations Update
January 31	6:30 PM	Special Meeting	David Pyle Sara Estiri	Public Hearing / Deliberation: Development Regulations Update
February 7	Cancelled	Regular Meeting		
February 21	6:30 PM	Regular Meeting	Jeff Thomas Miryam Laytner	Work Session: SMC Title 24 Update