



AGENDA

Planning Commission Regular Meeting

6:30 PM - Thursday, February 21, 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. January 31, 2019 Meeting Minutes View Meeting Minutes	
	PUBLIC COMMENT - NON AGENDA <i>3 minutes per person / 5 minutes if representing an organization</i>	
	NEW BUSINESS	
	2. Administrative/Reorganization - Election of Chair/Vice Chair Positions	
5 - 7	3. Work Session: Title 24A - Comprehensive Plan and Zoning and Development Regulation Amendment Procedures View Agenda Item	
	PUBLIC COMMENT - AGENDA <i>7 minutes per person</i>	
	ADJOURNMENT	8:30 pm
	LONG TERM CALENDAR	
8	4. 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. Please be aware that Planning Commission meetings are videotaped and available to the public.

*****The City is currently unable to access electronic files (documents, presentations, videos, etc.). To expedite comments being added to the public record, please supply paper copies only.*****

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 Meeting

6:30 PM - January 31, 2019

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

Shanna Collins, Planning Commissioner, Position 3
Larry Crandall, Planning Commissioner, Position 5
Eric Brooks, Planning Commissioner, Position 1
Roisin O'Farrell, Planning Commissioner, Position 2
Mark Baughman, Planning Commissioner, Position 6
Rituja Indapure, Planning Commissioner, Position 7

Commissioners Absent:

Staff Present:

Director of Community Development Jeff Thomas
Deputy Director of Community Development David Pyle
Management Analyst Sara Estiri

CALL TO ORDER

Chair Collins called the Sammamish Planning Commission meeting to order at 6:31 PM.

ROLL CALL

Roll was called.

APPROVAL OF AGENDA

MOTION: Rituja Indapure moved to approve the January 17, 2019 meeting agenda as distributed. Larry Crandall seconded. Motion carried unanimously 6-0.

APPROVAL OF THE MINUTES

January 17, 2019 Meeting Minutes

MOTION: Larry Crandall moved to approve the minutes as distributed. Roisin O'Farrell seconded. Motion carried unanimously 6-0.

PUBLIC COMMENT - NON AGENDA

Mary Victor – 408 208th Ave NE
Topic: How to build community.

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Paul Stickney – 504 228th Ave SE
Topic: Legislative committee meeting

OLD BUSINESS

The Planning Commission held a public hearing on the proposed draft permanent development regulations. The Commissioners voted unanimously on a recommendation that the City Council adopt the proposed draft development regulations as permanent regulations and consider other items with future code amendment work.

NEW BUSINESS

PUBLIC COMMENT - AGENDA

Mary Wictor – 408 208th Ave NE
Topic: Interim Development Regulations

James Eastman – 196th Ave NE
Topic: Interim Development Regulations

Karen Harry – 2313 Sahalee Dr. E
Topic: Interim Development Regulations

Gina Clark, Master Builder Assoc. – 335 116 Ave NE, Bellevue
Topic: Interim Development Regulations

Todd Levitt – 14410 Bel Red Road, Bellevue
Topic: Interim Development Regulations

Paul Stickney – 504 228th Ave SE
Topic: Interim Development Regulations

Public Comment was closed

ADJOURNMENT

MOTION: Shanna Collins moved to adjourn. Eric Brooks seconded. Motion carried unanimously 6-0.

The meeting adjourned at 8:03 PM

Agenda Bill

Planning Commission Regular Meeting
February 21, 2019



SUBJECT:	A work session providing an overview of a proposed new Title 24A: Comprehensive Plan and Zoning and Development Regulation Amendment Procedures	
DATE SUBMITTED:	February 07, 2019	
DEPARTMENT:	Community Development	
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
RECOMMENDATION:	N/A	
EXHIBITS:		
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 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:

This work session is information with no action at this time.

KEY FACTS AND INFORMATION SUMMARY:

Summary Statement

The Department of Community Development is responsible for overseeing the administrative process for updating the City's Comprehensive Plan and development regulations. This process is outlined in [Sammamish Municipal Code \(SMC\) Title 24](#). Staff will be presenting a new title (SMC Title 24A) to replace Title 24.

Background

As a City planning under the Growth Management Act (GMA), Sammamish must adopt a Comprehensive Plan ([Chapter 36.70A RCW](#)) that includes elements related to land use, housing, capital facilities, utilities, parks and recreation, and environment and conservation. Sammamish's Comprehensive Plan features goals for land use, transportation, housing, capital facilities, parks, and the environment and identifies policies to help achieve those goals. The Plan also includes the future land use map, which serves as a guide for the long-term layout of the city. Sammamish adopted its first Comprehensive Plan in 2003 and approved a full update in 2015.

[RCW 36.70A.130](#) directs cities to do a periodic update to the Comprehensive Plan every eight years to make changes to the Comprehensive Plan in response to changes in local conditions and priorities, county planning policies, and state law. It also permits the City to consider amendments to the Comprehensive Plan no more frequently than once per year (with a few exceptions). Typically, these annual updates are limited to text amendments (changes to the text of goals, policies, or background information of the Plan) or site-specific land use map amendments (changes to the future land use zoning of a property or small group of properties). Additionally, the RCW requires cities to have a procedure for considering amendments to development regulations.

While the GMA provides the framework for updating and amending the Comprehensive Plan and development regulations, the details regarding the process of how these updates are done is left to the counties and cities themselves. The current language contained in Title 24 was originally adopted in 1999 and last updated in 2003. While the City has had an annual docket process as required by the GMA since our Comprehensive Plan was created, the Department of Community Development implemented a more standardized procedure in 2016. After several years of implementing this procedure, staff believe that revision is needed to make it easier both for the public to navigate the process and for City staff to administer it. Staff propose repealing SMC Title 24 and replacing it with a new SMC Title 24A, which staff drafted after researching code from other cities and reflecting on past experiences implementing the current code.

Next Steps

At the February 21, 2019 Planning Commission meeting, staff will provide background information related to Title 24 and give a high-level overview of Title 24A. On March 21, 2019, staff will present Title 24A and explain the changes in more detail. Finally, on April 18, 2019, the Planning Commission will hold a public hearing and staff will ask for Planning Commission's recommendation to City Council.

FINANCIAL IMPACT:

N/A

OTHER ALTERNATIVES CONSIDERED:

N/A

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

In addition to the [2015 Sammamish Comprehensive Plan](#) (particularly the [Introduction](#), pages 19-21) other sources that might be helpful to review include:

1. [Sammamish Municipal Code Title 24](#)

2. [Chapter 36.70A RCW](#), particularly section [36.70A.130](#)
3. [MSRC's background information on the Comprehensive Planning](#)

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
February 21	6:30 PM	Regular Meeting	Jeff Thomas Miryam Laytner	Work Session: SMC Title 24 Update
March 7	6:30 PM	Regular Meeting	Cheryl Patson	Public Hearing / Deliberation: Concurrency Regulations Update
March 21	6:30 PM	Regular Meeting	Jeff Thomas Miryam Laytner	Work Session: SMC Title 24 Update
April 4	6:30 PM	Regular Meeting	David Goodman	Work Session: Urban Forest Management Plan
April 18	6:30 PM	Regular Meeting	Jeff Thomas Miryam Laytner David Goodman Tracy Cui	Work Session: SMC Title 24 Update Work Session: Shoreline Master Program Update
May 2	6:30 PM	Regular Meeting	David Goodman David Goodman	Public Hearing / Deliberation: Urban Forest Management Plan Work Session: Comprehensive Plan Amendments – Urban Forest Management Plan
May 16	6:30 PM	Regular Meeting	Jeff Thomas Miryam Laytner David Goodman Tracy Cui	Public Hearing / Deliberation: SMC Title 24 Update Public Hearing / Deliberation: Shoreline Master Program Update