



AGENDA

Planning Commission

6:30 PM - Thursday, March 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. March 7, 2019 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. A work session reviewing the proposed new 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	
14	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.

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MINUTES

Planning Commission

6:30 PM - March 7, 2019

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

Eric Brooks, Planning Commissioner, Position 1
Larry Crandall, Planning Commissioner, Position 5
Josh Amato, Planning Commissioner, Position 4
Mark Lewis, Planning Commissioner, Position 3
Roisin O'Farrell, Planning Commissioner, Position 2
Mark Baughman, Planning Commissioner, Position 6
Rituja Indapure, Planning Commissioner, Position 7

Commissioners Absent:

Staff Present:

Planning Manager Kellye Hilde
Deputy Director of Public Works Cheryl Paston
Assistant Planner Anthony Marris-Swann

CALL TO ORDER

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

ROLL CALL

Roll was called and all members were present constituting a quorum.

APPROVAL OF AGENDA

Motion to approve the March 7, 2019 meeting agenda as distributed by unanimous consent.

Motion carried with no objections.

APPROVAL OF THE MINUTES

Motion to approve the February 21, 2019 meeting minutes as distributed by unanimous consent.

Motion carried with no objections.

PUBLIC COMMENT - NON AGENDA

OLD BUSINESS

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Public Hearing to adopt Roadway Volume/Capacity Level of Service standards.

Comments during hearing:

- Kevin Jones
12131 113th Ave NE Suite 203 Kirkland WA 98034
Topic: flaws in traffic concurrency approach
- Paul Stickney
22626 NE Inglewood Hill Rd Sammamish WA 98074
Topic: concurrency model
- Mary Wictor
408 208th Ave NE Sammamish WA 98074
Topic: concurrency model

MOTION: Larry Crandall moved to call for the question. Rituja Indapure seconded. Motion carried unanimously 7-0.

MOTION: Larry Crandall moved to extend the meeting until 9:00 PM Eric Brooks seconded. Motion carried unanimously 7-0.

MOTION: Eric Brooks moved to recommend to City Council to adopt amendments to Chapters 14a.05, 14a.10, and 21a.15 of the Sammamish Municipal Code as presented by staff. Larry Crandall seconded. Motion carried unanimously 7-0.

ADJOURNMENT

MOTION: Larry Crandall moved to adjourn the meeting at 8:30 PM. Rituja Indapure seconded. Motion carried unanimously 7-0.

Agenda Bill

Planning Commission Regular Meeting
 March 21, 2019



SUBJECT:	A work session reviewing the proposed new Title 24A: Comprehensive Plan and Zoning and Development Regulation Amendment Procedures	
DATE SUBMITTED:	March 15, 2019	
DEPARTMENT:	Community Development	
NEEDED FROM COMMISSION:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	N/A	
EXHIBITS:	Exhibit 1 - Draft Title 24A	
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:

Does the language included in the proposed new Title 24A need to be modified?

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 are 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 and allows for annual updates which are typically 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 (see Exhibit 1), which staff drafted after researching code from other cities and reflecting on past experiences implementing the current code.

What to Expect When Reading Title 24A

- **Less reading** - By providing more direct references to the RCW and WAC, removing sections that no longer apply, and minimizing duplication, we've reduced Title 24 from 18 pages to 6.
- **More detailed docket procedures** - We've added more detail on how to submit a request to clarify the process for the public and for staff.
- **Separate legislative review procedures** - Text amendments and Site-Specific Land Use Map Amendments now have clearly defined procedures that cover the entire process.
- **Refined noticing and public participation procedures** - We've separated out public participation procedures for periodic updates and annual reviews to help guide staff and create consistency from year to year.

Next Steps

On March 21, 2019, staff will present Title 24A and explain the changes in more detail. 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. Pages 3-12 of the [Agenda Bill from the May 18, 2017](#) meeting (if you're interested in seeing what was done in 2017)
3. [Chapter 36.70A RCW](#), particularly section [36.70A.130](#)
4. MSRC's background information on [Comprehensive Planning](#)

Draft Title 24A: Comprehensive Plan & Development Regulation Amendment Procedures

CHAPTER 24A.05 – GENERAL PROVISIONS

24A.05.010 PURPOSE

- (1) The purpose of this chapter is to provide procedures and criteria for amending and updating the Sammamish Comprehensive Plan and Sammamish’s development regulations pursuant to Chapter 36.70A RCW.
- (2) Comprehensive Plans are living documents that require regular review and revision to ensure they respond to changing circumstances or needs of the City and respond to new federal or state laws. Development regulations may need to be modified so that the City can bring its land use and development regulations into conformity with the Comprehensive Plan or respond to changing conditions or needs of the City.
- (3) Comprehensive plan and development regulation amendments will be reviewed in accordance with this chapter, the state Growth Management Act (GMA), the King County Countywide Planning Policies (CPPs), the goals and policies of the Sammamish Comprehensive Plan, and official population growth forecasts and growth indicators, as applicable.

24A.05.020 PERIODIC UPDATE

- (1) The periodic update is when the City reviews and, if needed, revises its Comprehensive Plan and development regulations in conformance with the procedures in RCW 36.70A.130(3)(a) and the schedule in RCW 36.70A.130(5)(a).
- (2) Area-Wide Map and Area-Wide Rezone Amendments shall only be considered during the periodic update.

24A.05.030 ANNUAL REVIEW

- (1) The annual review is when updates, proposed amendments, or revisions of the comprehensive plan and development regulations are considered by the City’s Planning Commission and City Council in conformance with RCW 36.70A.130(2)(a).
- (2) The annual review follows the procedures of 24A.10 and 24A.15.

CHAPTER 24A.10 - ANNUAL AMENDMENTS

24A.10.010 ANNUAL DOCKET PROCEDURES

Pursuant to RCW 36.70A.130, except in certain, limited situations, the GMA permits amendments to the Comprehensive Plan no more frequently than once every year. The Annual Docket determines the list of items that will go through review by the City council as possible amendments to the Comprehensive Plan for the year.

(1) Docket Request Submittal Deadline and Requirements

- (a) Docket requests from any interested person, entity, or agency shall be accepted throughout the year.
- (b) The deadline for submitting such an application is 5:00 p.m. on the first Monday of August each year. Any docket request received after the submittal deadline shall be considered during the following year’s amendment cycle.

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- (c) The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the annual deadline and consider these requests during docket review.
- (d) Docket requests to amend the Comprehensive Plan shall be submitted on the form provided by the City.
- (e) To be considered complete, a form must contain all the required information, including supporting documentation, and the applicant must pay any established fees, as established by the City.

(2) Docket Request Types

During the annual review, the City shall accept two types of docket requests:

- (a) Text Amendments to change the text of Sammamish’s Comprehensive Plan or Sammamish’s Development Regulations through additions, corrections, or other modifications.
- (b) Site-Specific Land Use Map Amendments to change the Comprehensive Plan’s Future Land Use Map for a property or a small group of properties may only be initiated by a property’s authorized owner or authorized agent.

(3) Docket Request Process

- (a) People interested in submitting a Site-Specific Land Use Map Docket Request must complete a Site-Specific Land Use Map Amendment Pre-Application Conference prior to submitting their application to learn about the application requirements as well as the Comprehensive Plan Amendment process for a Site-Specific Land Use Map Amendment.
- (b) The City shall review, assess, and prepare a recommendation regarding whether or not to add the docket request to the annual docket for each docket request that meets the requirements in 24A.10.010(1), based on alignment with work plan items, budget and staff availability to complete a full review of the proposal, and consistency with the City's current policy and programmatic priorities.
- (c) Proposed docket requests that are found to require preparation of an environmental impact statement shall be considered for inclusion in the next amendment cycle following completion of the appropriate environmental documents.
- (d) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1) and shall review the docket requests based on the criteria in SMC 24A.15.030 and the City’s analysis and recommendation.
- (e) The Planning Commission shall make a recommendation on which docket requests should be added to the Annual Docket and transmit that recommendation to the City Council.
- (f) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the docket requests and decide which docket requests warrant placement on the Annual Docket. The City Council shall take into consideration the criteria in SMC

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24A.15.030, the recommendations of the Planning Commission and the City, and other legislative priorities for the City.

- (g) The Annual Docket shall be created by City Council’s approval of a resolution setting the docket that lists the docket requests that have been placed on the docket.
- (h) Placement of a docket request on the Annual Docket does not mean it will be approved by the City Council. The City Council may deny, approve, or modify the docket request at its discretion.
- (i) If a docket request is not placed on the Annual Docket, any interested person, entity or agency may resubmit a docket request for the same proposal three (3) years after its rejection.

24A.10.020 LEGISLATIVE REVIEW OF ANNUAL DOCKET

(1) Amendment Proposal Submittal Requirements

- (a) Once placed on the Annual Docket, docket requests shall be referred to as amendment proposals and shall undergo legislative review.
- (b) Proposals to amend the Comprehensive Plan shall be submitted on the application form provided by the City.
- (c) To be considered complete, an application must contain all the required information in the City’s application form, including supporting documentation, and the applicant must pay any established fees, as established by the City.

(2) Text Amendment Proposal Process

- (a) Applicants shall submit their Text Amendment Proposal Application 30 days after the Docket is adopted by City Council.
- (b) The City shall analyze and consider each text amendment proposal for conformance with the decision criteria detailed in section SMC 24A.15.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1) and shall review text amendment proposals based on the criteria in SMC 24A.15.030 and the City’s analysis and recommendation. The Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review text amendment proposals based on the criteria in SMC 24A.15.030, the recommendations of the Planning Commission and the City before voting on which amendment proposals should be denied, approved, or modified.
- (e) Once all amendment proposals have been considered pursuant to 24A.15.15.040, City Council shall pass an ordinance amending the comprehensive plan.

(3) Site-Specific Land Use Map Amendment Proposal Process

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- (a) Applicants shall submit their Text Amendment Proposal Application 30 days after the Docket is adopted by City Council.
- (b) The City shall analyze and consider each Site-Specific Land Use Map Amendment proposal for conformance with the decision criteria detailed in section SMC 24A.15.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1) and shall review Site-Specific Land Use Map Amendment proposals based on the criteria in SMC 24A.15.030 and the City's analysis and recommendation. The Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.
- (d) The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.20.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review Site-Specific Land Use Map Amendment proposals based on the criteria in SMC 24A.15.030, the recommendations of the Planning Commission and the City before voting on which amendment proposals should be denied, approved, or modified.
- (e) Once all amendment proposals have been considered pursuant to 24A.15.15.040, City Council shall pass an ordinance amending the comprehensive plan.
- (f) In the case that the City Council's approval of a Site-Specific Land Use Map Amendment creates inconsistency with the current zoning map, the approval of the proposed Site-Specific Land Use Map Amendment will be contingent on the subsequent approval of a Zone Reclassification.
- (g) Contingent approval of a Site-Specific Land Use Map Amendment proposal is required before an associated Zone Reclassification will be considered.
- (h) Applicants shall submit a Zone Reclassification application within 90 days of City Council approval of the Site-Specific Land Use Map Amendment application. The Zone Reclassification is a Type 3 Land Use Decision and follows the process detailed in Chapter 20.05 SMC.
- (i) If a Zone Reclassification application is not received by the City within 90 days of City Council approval, or if the materials submitted with the application do not conform to the information provided in the docket request, the applicant shall be required to re-submit their docket request per the timing outlined in SMC 24A.10.010(1).

24A.15.10.030 DECISION CRITERIA

The Planning Commission may recommend, and the City Council may approve, or approve with modifications, an amendment to the Comprehensive Plan if:

- (1) The amendment is consistent with the GMA, the Countywide Planning Policies, and the other provisions of the Comprehensive Plan; and
- (2) The amendment addresses changing circumstances, changing community values, or corrects information contained in the Comprehensive Plan; and

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- (3) The amendment is in the greater public interest and represents an action that best serves the entire community; and
- (4) The amendment will not have an adverse fiscal impact on the City.

24A.15.15.10.040 CONCURRENT REVIEW

- (1) Proposed amendments may be considered at separate meetings or hearings, however as the final action taken shall consider the cumulative effect of all proposed amendments to the Comprehensive Plan.
- (2) The City shall complete an environmental review of the combined impacts of all docketed requests consistent with WAC 365-196-620.

CHAPTER 24A.2015 NOTICING AND PUBLIC PARTICIPATION

24A.20.15.010 PERIODIC UPDATES

- (1) To provide for the opportunity of citizens, interested parties and reviewing agencies to suggest and make comments on proposed comprehensive plan and development regulation amendments, the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update using one or more of the following methods:
 - (a) A general mailing to interested parties;
 - (b) Posting on the City’s website;
 - (c) Posting of signs or flyers;
 - (d) Posting of notice boards;
 - (e) Notice in the local newspaper;
 - (f) Press releases to the local media;
 - (g) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
 - (h) Placing notices in appropriate regional, neighborhood, ethnic, or trade journals; and
 - (i) Publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas.

24A.020.15.020 ANNUAL AMENDMENTS

- (1) Summaries of the proposed amendments will be posted on the City’s website with instructions on how to submit comments.
- (2) The Director of Community Development shall outline the noticing procedures for Site-Specific Land Use Map Amendments on the ~~Text~~ **Site-Specific Land Use Map** Amendment Proposal Application form, which shall include one or more of the methods listed in 24A.20.010(1).

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- (3) The City will provide the State with a notice of the intent to adopt and will transmit a complete and accurate copy of the adopted amendments in accordance with RCW 36.70A.106 and WAC 197-11-230.

24A.29.15.030 NOTICE FOR PUBLIC HEARINGS

- (1) Public Hearings held by the Planning Commission and the City Council under this Title shall be noticed as follows:
 - (a) Notice of the time, place and purpose of a public hearing shall be posted on the City's website at least 14 days before the hearing.
 - (b) Comments received prior to the public hearings will be distributed to Planning Commission and City Council prior to their meetings.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
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	Public Hearing / Deliberation: 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	David Goodman Tracy Cui	Public Hearing / Deliberation: Shoreline Master Program Update
June 6	6:30 PM	Regular Meeting	David Goodman Kellye Hilde Sara Estiri	Public Hearing / Deliberation: Comprehensive Plan Amendments – Urban Forest Management Plan Public Hearing / Deliberation: Comprehensive Plan Amendments – Technical Items