



AGENDA

Planning Commission Regular Meeting – Revised

6:30 PM - Thursday, April 18, 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 21, 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 - 25	2. Public Hearing and Deliberation: Title 24A - Comprehensive Plan and Development Regulation Amendment Procedures Review Agenda Item	
	ADJOURNMENT	8:30 pm
	LONG TERM CALENDAR	
26	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

6:30 PM - March 21, 2019

City Hall Council Chambers, Sammamish, WA

Commissioners Present:

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:

Eric Brooks, Planning Commissioner, Position 1

Staff Present:

Assistant Planner Anthony Marris-Swann
Director of Community Development Jeff Thomas
Management Analyst Miryam Laytner

CALL TO ORDER

Chair Baughman called the Sammamish Planning Commission meeting to order at 6:37 PM.

ROLL CALL

Roll was called and Commissioner Brooks had an excused absence.

APPROVAL OF AGENDA

Motion to approve the March 21, 2019 meeting agenda as distributed.

Motion carried with no objections.

APPROVAL OF THE MINUTES

MOTION: Mark Lewis moved to amend the March 7, 2019 meeting minutes to reflect abstentions not recorded previously. Roisin O'Farrell seconded. Motion carried unanimously 6-0 with Eric Brooks absent.

Planning Commission Staff Liaison Kellye Hilde clarified after the meeting via email that:

“Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter under State law is present. Unless a member of the Council states that he or she is abstaining for the above reasons, his or her silence shall be recorded as an affirmative vote.”

Draft

Motion to approve the March 7, 2019 meeting minutes as corrected.

Motion carried with no objections.

PUBLIC COMMENT - NON AGENDA

Mary Wictor
408 208th Ave NE Sammamish WA 98074
Topic: Parliamentary procedure

OLD BUSINESS

Jeff Thomas, Director of Community Development and Miryam Laytner, Management Analyst presented the proposed new Title 24A: Comprehensive Plan and Zoning and Development Regulation Amendment Procedures.

PUBLIC COMMENT - AGENDA

Mary Wictor
408 208th Ave NE Sammamish WA 98074
Topic: Title 24A changes, docketing process, decision criteria

Paul Stickney
22626 NE Inglewood Hill Rd Sammamish WA 98074
Topic: Title 24A changes, docketing process

ADJOURNMENT

MOTION: Roisin O'Farrell moved to adjourn the March 21, 2019 Planning Commission meeting at 8:21 PM. Mark Lewis seconded. Motion carried unanimously 6-0 with Eric Brooks absent.

Agenda Bill

Planning Commission Regular Meeting
 April 18, 2019



SUBJECT:	Public Hearing and Deliberation: Title 24A - Comprehensive Plan and Development Regulation Amendment Procedures														
DATE SUBMITTED:	March 28, 2019														
DEPARTMENT:	Community Development														
NEEDED FROM COMMISSION:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational														
RECOMMENDATION:	Complete the Public Hearing and make a recommendation on Title 24A to City Council.														
EXHIBITS:	Exhibit 1 - Draft Title 24A Exhibit 2 - Amendment Matrix Exhibit 3 - Q&A Matrix														
BUDGET:	<table> <tr> <td>Total dollar amount</td> <td>N/A</td> <td><input type="checkbox"/></td> <td>Approved in budget</td> </tr> <tr> <td>Fund(s)</td> <td>N/A</td> <td><input type="checkbox"/></td> <td>Budget reallocation required</td> </tr> <tr> <td></td> <td></td> <td><input checked="" type="checkbox"/></td> <td>No budgetary impact</td> </tr> </table>			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
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		<input checked="" type="checkbox"/>	No budgetary impact												
WORK PLAN FOCUS AREAS:	<table> <tr> <td><input type="checkbox"/> Transportation</td> <td><input type="checkbox"/> Community Safety</td> </tr> <tr> <td><input checked="" type="checkbox"/> Communication & Engagement</td> <td><input type="checkbox"/> Community Livability</td> </tr> <tr> <td><input checked="" type="checkbox"/> High Performing Government</td> <td><input type="checkbox"/> Culture & Recreation</td> </tr> <tr> <td><input type="checkbox"/> Environmental Health & Protection</td> <td><input type="checkbox"/> Financial Sustainability</td> </tr> </table>			<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				
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NEEDED FROM COMMISSION:
 Complete the Public Hearing and make a recommendation on Title 24A to City Council.

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 propose repealing SMC Title 24 and replacing it with a new SMC Title 24A (see Exhibit 1).

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. 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.

Project Status

Title 24A has been drafted with the goals of making the code easier to navigate, providing clear procedures, decreasing redundancy, and maintaining compliance. After providing Planning Commission with a high level overview of why we have Title 24 and staff's approach to drafting Title 24A on [February 21, 2019](#), the Planning Commission reviewed the draft of Title 24A (Exhibit 1) and provided feedback during the [March 21, 2019](#) meeting. This input, along with questions and comments sent before and after the meeting, have been integrated into the Q&A Matrix (Exhibit 3) and the Amendment Matrix (Exhibit 2).

Recommended Motion: I move the Planning Commission recommend to City Council the adoption of a new Title 24A as drafted in Exhibit 1 and further amended by the Planning Commission in Exhibit 2 of the April 18, 2019 packet materials.

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](#)
5. The City's [Comprehensive Plan Amendment page](#) with the 2018 process information

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.

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

- (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

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

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

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

- (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

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

- (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.20.15.020 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).

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

- (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.

No.	Page #	Section	Source	Type	Proposed Amendment
1	1	24A.05.010(3)	Planning Commission	Clarification	Change "official population growth forecasts and growth indicators" to: "the Office of Financial Management's population projections, the Puget Sound Regional Council's Vision 2050, King County's Urban Growth Capacity Study, and the Washington State Department of Commerce's Review & Evaluation Program."
2	1	24A.05.030	Staff	Addition	Change "(2) The annual review follows the procedures of 24A.10 and 24A.15" to: (2) The annual review follows the procedures of 24A.10 and 24A.15. The Director of Community Development shall make available a visual overview of the procedures detailed in 24A.10 to accompany annual docket forms and applications.
3	1	24A.05.030	Staff	Addition	Add: (3) Amendments identified in RCW 36.70A.130(2)(a)(i-v) are exempt from following 24A.10.010 and will receive expediated review.
4	2	24A.10.010(3)(a)	Planning Commission	Clarification	Insert "in order" between "application" and "to".
5	2	24A.10.010(2)(b)	Planning Commission	Clarification	Change "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." to: "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. <u>Site-Specific Land Use Map Amendments</u> may only be initiated by a property's authorized owner or authorized agent."
6	2	24A.10.010(2)(b)	General public	Clarification	Change "for a small group of properties" to: "for a property, up to three contiguous properties with more than one ownership, or up to six contiguous properties under the same ownership"

No.	Page #	Section	Source	Type	Proposed Amendment
7	2	24A.10.010(2)(b)	Planning Commission	Clarification	Change "may only be initiated by a property's authorized owner or authorized agent" to: "must be initiated by an <u>applicant</u> as defined in SMC 21A.15.070."
8	3	24A.10.010(3)(i)	Planning Commission	Revision	Change "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." to: "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 <u>no sooner than</u> three (3) years after its rejection."
9	3	24A.10.010(3)(i)	Staff	Clarification	Change "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." to: "If a <u>Site-Specific Land Use Map Amendment</u> docket request is not placed on the Annual Docket, <u>any applicant, as defined in SMC 21A.15.070</u> , may resubmit a docket request for the same proposal three (3) years after its rejection."
10	3	24A.10.010(3)(g)	Planning Commission	Typo Correction	Change "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." to: "The Annual Docket shall be created by City Council's approval of a resolution that lists the requests that have been placed on the docket."
11	3	24A.10.020(2)(e)	Planning Commission	Clarification	Change "Once all amendment proposals have been considered pursuant to 24A.15.15.040, City Council shall pass an ordinance amending the comprehensive plan." to: "City Council shall adopt an ordinance amending the Comprehensive Plan that includes changes previously approved by the City Council."

No.	Page #	Section	Source	Type	Proposed Amendment
12	3	24A.10.020(2)(a)	Staff	Clarification	Change "Applicants shall submit their Text Amendment Proposal Application 30 days after the Docket is adopted by City Council" to: "Applicants shall submit their Text Amendment Proposal Application <u>within 30 days of City Council's approval of the docket</u> "
13	4	24A.10.020(3)(a)	Planning Commission	Typo Correction	Change from "Applicants shall submit their Text Amendment Proposal Application 30 days after the Docket is adopted by City Council" to: "Applicants shall submit their <u>Site-Specific Land Use Map</u> Amendment Proposal Application 30 days after the Docket is adopted by City Council."
14	4	24A.10.020(3)(a)	Staff	Clarification	Change "Applicants shall submit their Site-Specific Land Use Map Amendment Proposal Application 30 days after the Docket is adopted by City Council" to: "Applicants shall submit their Site-Specific Land Use Map Amendment Proposal Application <u>within 30 days of City Council's approval of the docket</u> "
15	5	24A.15.010(1)(e)	Staff	Clarification	Change from "Notice in the local newspaper" to "Notice in the newspaper of record"
16	5	24A.15.010(1)	Planning Commission	Revision	Change "...the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update using one or more of the following methods..." to: "...the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update <u>using the city website, newspaper of record, and</u> at least one of the following methods..."
17	5	24A.15.010	Planning Commission	Addition	Add: (j) Posting on social media;
18	5	24A.15.020	Planning Commission	Addition & Renumbering	Add: (2) The opportunity for the public to provide comment on the proposed amendments will be shared by the City on social media. Adjust numbering to change the existing (2) and (3) to (3) and (4).

No.	Page #	Section	Source	Type	Proposed Amendment
19	6	24A.15.030(1)(a)	Planning Commission	Addition	Change "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." to: "Notice of the time, place and purpose of a public hearing shall be posted on the City's website, <u>in the newspaper of record</u> , and on social media at least 14 days before the hearing."

No.	Page #	Commissioner Comment/Question	Staff Response
1	1	24A.05.010(3) notes "official population growth forecasts and growth indicators". What is this? Seems too vague and open-ended for this. Does it have to be official or government agency issued? Could this be challenged since its vague?	<p>Good question. The official population growth forecasts refers to the Office of Financial Management's population projections which are then allocated to County and City forecasts through the Puget Sound Regional Council's Vision 2050.</p> <p>The Growth Indicators relate to King County's Urban Growth Capacity Study which is guided by the Washington State Department of Commerce's Review & Evaluation Program (also known as Buildable Lands) which are required by the Growth Management Act.</p> <p>Please see the suggested change in item 1 of the Amendment Matrix.</p>
2	2	24A.10.010(1)(d) - where is this form? How is it submitted? To whom? Paper or electronic or either? Online or in-person? If the goal is to simplify this, there still needs to be some additional guidance for the public.	<p>This is one example of an area staff has chosen to leave out of code so that staff have the administrative flexibility to change things as needed. Current plans are for this form to be an online form embedded on our staffsite that is submitted online, as was done last year. This model allows both the applicant and the City to receive a pdf of the form submitted while also allowing the City to export all responses into a spreadsheet, saving staff time.</p> <p>Guidance will be provided to the public on the Comprehensive Plan Amendment staffpage and also via phone.</p>
3	2	24A.10.010(2)(b) - what is an "authorized agent"? Is there a reason to define this more clearly?	Please see item 7 in the Amendment Matrix for modified language.
4	2	24A.10.010(3)(a) - When and with who will this Pre-Application Conference occur? How far in advance would someone need to schedule this? Also, wording later in this paragraph is awkward. Maybe insert "in order" between "application" and "to"? Or some other wording modification.	<p>Pre-Application Conferences for Site-Specific Land Use Map Amendments typically involve the Management Analyst overseeing the annual docket, as well as additional staff as needed (based on project specifications as well as applicant questions submitted). Scheduling varies depending on number of requests received and staff availability, but typically staff is able to schedule meetings within two weeks of receiving the request.</p> <p>Please see the suggested change in item 4 of the Amendment Matrix.</p>

No.	Page #	Commissioner Comment/Question	Staff Response
5	2	Chapter 24A.10.010(2)(b) is meant to show the type of docket requests but also limits who may initiate. It seems like the limitation should be placed elsewhere or be started in a new sentence.	<p>Staff believe this is the best location for this language but can start a new sentence.</p> <p>Please see the suggested change in item 5 of the Amendment Matrix.</p>
6	2	Chapter 24A.10.010(3)(b) can the city be required to make available to the planning commission and others a report of docket items that do not meet the requirements and what made them fall short?	<p>The requirements of 24A.10.010(1) are that the docket request is submitted before the deadline, that the applicant use the correct application form provided, and that the application form is completely filled out. All requests that meet these requirements will be presented to Planning Commission.</p> <p>The other items listed in 24A.10.010(3)(b) are used by staff when providing our recommendation to Planning Commission. When providing the recommendation, staff will provide explanations as to how the application meets each of the items listed in 24A.10.010(3)(b). The agenda bill and video from the 11/1/18 meeting provide a good example of what this process looks like.</p> <p>The public can either attend the Planning Commission meetings to see these recommendations or can watch the video online. Should the public desire copies of docket requests submitted, they can submit a public records request.</p>
7	3	24A.10.010(3)(i) - Suggest adding "no sooner than" between "proposal" and "three" near the end of the paragraph.	Please see item 8 of the Amendment Matrix.
8	3	Item (g) has the word "docket" used 4 times. Can this be re-worded to make it easier to read?	Please see the proposed rewording in 10 of the Amendment Matrix.

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9	3	Chapter 24A.10.010(3)(i) What's the reason for limiting a denied request to once every three years?	<p>This was language pulled from the existing Title 24 and it applied to Site-Specific Land Use Map Amendments. The reasoning behind this item relates to the long term nature of the Comprehensive Plan. If Council decides not to approve an application, it is highly unlikely that there will be any changes to the City's growth targets or other circumstances within the course of three years that would warrant spending City time and money on re-consideration of that same request.</p> <p>In further discussion, staff have decided to clarify that this would only apply to Text Amendments.</p> <p>Please see item 9 in the Amendment Matrix.</p>
10	3	24A.10.020(2)(e) should the language be "shall"? What if there are no amendments (however unlikely)?	<p>Thank you for this question. If there are no amendments, then there would be no legislative review. In reviewing this item again, staff has decided to modify the language slightly.</p> <p>Please see item 11 in the Amendment Matrix for changes.</p>
11	4	24A.10.020(3)(a) - This paragraph says "text amendment proposal". Is this the correct reference under this section which is about Land Use Map Amendments?	This was a typo.
12	4	24A.10.020(3)(a) is a repeat of 2(a). I believe should say "Site-Specific Land Use Map Amendment" rather than "Text Amendment".	Please see item 13 in the Amendment Matrix for the revised language.
13	5	Chapter 24A.15.010 under the periodic update says one or more, but wouldn't (1) and (2) be required?	RCW 36.70A.35 and RCW 36.70A.140 require "reasonable notice provisions" and "a public participation program" but leaves the actual methods used up to City.
14	5	24A.10.030(4) why can it not have an adverse fiscal impact on the outset? Shouldn't planning commission make a recommendation based on their opinion of the worthiness, with council having ultimate say?	While discussed at the 3/21/19 meeting, this is something that the Planning Commission will have to make a decision about. Planning Commission can suggest additional criteria or revisions to the wording of the draft criteria as desired.

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15	5	24A.15.020 - I'd like to future-proof this a little bit by adding online ads and social media as a method. I realize not everyone is online, but the same is true of a newspaper. Perhaps we should come up with language that provides a goal of residents reached by our notice methods? It would be very easy for the City to get out of a really informing anyone depending on their notice method of choice.	<p>What's proposed in Title 24A is intended as the minimum requirements for public engagement. Staff added language in about social media, which you can find in items 17, 18, and 19 of the Amendment Matrix. Language related to online ads was not added but this does not preclude the City from utilizing them should they choose to do so.</p> <p>Please note that it is not the City's goal to "get out of" informing people. Planning public outreach is a key component of every project initiated. Outreach efforts are established by analyzing what is needed from the public, which outreach efforts are most likely to reach the populations that would be impacted by the project, the staff time required and staff availability, as well as the budget required and budget availability.</p>
16	5	What is the scope of 24A.20- is this before the acceptance of docketed items or is it after 90 days?	<p>One quick note about the renumbering here so I don't create confusion, 24A.20 has been changed to 24A.15 for consistency.</p> <p>The timing varies for each item as follows: 24A.15.020(1) would apply before the docket is set because we want to make sure the public can provide feedback on the items being considered.</p> <p>24A.15.020(2) would apply after the docket has been set and the applicant has submitted their Site Specific Land Use Map Amendment Proposal Application because there will be fees associated with this that the applicant will be required to pay.</p> <p>Lastly, 24A.15.020(3) would occur at the very end of the process.</p> <p>Section 24A. 15.030 related to public hearings would apply throughout the process.</p>
17	5	24A.20.020 - Is this after the application?	Please see response to Question 16.

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18	5	<p>24A.15.010 - The wording as written states, "shall ensure the broad dissemination of information," while only requiring, "one or more of the following (9) methods."</p> <p>Broad dissemination is not the use of one method, which is allowed by the wording. In the spirit of transparency, as such appears the intent of this section I propose the following wording as discussed for city code 24A.15.010:</p> <p>"...the Director of Community Development shall ensure the broad dissemination of information regarding the periodic update using the City website, newspaper of record, and at least one of the following methods;"</p>	<p>Thank you, this change has been added as item 16 in the Amendment Matrix.</p>
19	6	<p>24A.15.030 - I think it's important to allow for more public engagement. People only visit the city website when they need something. I think we need to be more proactive about seeking public input. Similar thoughts on my comments on item 7.</p>	<p>The website is the central source for information related to City Business. Its also where staff provide all of the City's legal noticing which is why it seemed the natural choice for 24A.15.030. That being said, staff has added language to this section to include social media notification as well.</p> <p>Please see item 19 in the Amendment Matrix.</p>
20	6	<p>24A.20.020(2)- Why is this a "Director" and not a department discretion/process?</p>	<p>Other sections of code refer to the Department Director, but to add clarity, it was helpful to specify which department. Planning Commission can modify this language as desired.</p>
21	N/A	<p>I strongly recommend creating a flow chart describing the process. Even this 24A seems to describe something different than what I recall so a process chart would be very very helpful for everyone involved.</p>	<p>Hopefully the presentation on 3/21/19 helped clarify the processes.</p> <p>Please see item 2 on the amendment matrix to see suggested wording to help address this.</p> <p>Staff also plan to integrate a flow chart into the Comprehensive Plan Amendment webpage to assist the public in understanding the process.</p>

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22	N/A	<p>We've previously discussed the need to provide guidance for the Planning Commission and Public regarding how docket requests will be evaluated.</p> <p>24A.15.030 (corrected to 24A.10.030) suggests some criteria that docket proposals must meet at minimum, but how are requests to be otherwise evaluated? If a property owner wants to upzone their property, should benefit to the surrounding neighborhoods and the community in general be part of the criteria? Should their proposal address this? Can the Planning Commission use this as an evaluation factor? Traffic? Environmental concerns? Fairness to other property owners who have already paid taxes on higher zoning for many years? This has not necessarily worked well in the past.</p> <p>Those making requests rarely articulate any reason why the City would depart from its existing land use plan or how their request would benefit anyone other than themselves. Is this enough to approve? It would be better if those requesting these types of changes would anticipate (via the forms they submit or other instructions) that if their only justification is their own benefit, then the request is unlikely to be approved. This may be difficult to manage, but to date the process creates an inappropriate and unnecessary adversarial situation between Planning Commission and those making requests. Some of this exists in the current SMC 24.15.040(2) but doesn't seem to be used?</p>	<p>You raise some good points there that the Planning Commission may want to consider. As discussed at the 3/21/19 meeting, Planning Commission can suggest additional criteria or revisions to the wording of the draft criteria as desired.</p> <p>Once these criteria are established, staff would highlight them on the Comprehensive Plan Amendment webpage. Applicants and staff will provide their interpretation of how the proposal addresses the decision criteria established and it will be up to the Planning Commission and City Council to review these interpretations and decide what action to take.</p>

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23	N/A	<p>What section(s) of existing SMC Title 24 are being replaced? Seems like its just SMC Chapter 24.25? But the numbering is confusing. What happened to the list in 24.25.030(2)? What other items are being deleted and why (e.g. 24.25.060 or other parts? 24.25.080?)</p>	<p>All of SMC Title 24 is being replaced. As discussed at the 3/21/19 meeting, a lot of the content in here duplicates the RCW or other text, is outdated or unnecessary (such as Chapter 24.05 and much of Chapter 24.15), or can be integrated in to other sections of code (for example Chapter 24.20 can be moved to Title 13). As a result, very little of it is being carried over to 24A.</p> <p>Staff felt that the list in 24.25.030(2) was confusing and could either be captured within the scope of text amendments or site-specific land use map amendments (additionally, some items from the list now have a dynamic reference in the Comprehensive Plan so that they no longer require legislative review).</p> <p>24.25.060 no longer applies as the state has shifted to an 8 year cycle which is covered in Title 24A by the Periodic Update section and reference to RCW 36.70A which includes the updated schedule.</p> <p>In further conversations, staff have added item 3 in the amendment matrix to cover the exemptions included in RCW 36.70A.130(2)(a) which includes subarea plans.</p>
24	N/A	<p>What happened to the biennial concept contemplated in the work done in 2017?</p>	<p>The biennial concept was something proposed by staff in 2017 and at the time the Planning Commission was not in support of. Staff have decided that keeping the annual docket provides better customer service and creates consistency.</p>
25	N/A	<p>Do Upzone requests (or similar) require a SEPA checklist as part of the request? Docket request or Amendment request or both?</p>	<p>Upzone requests (aka Site-Specific Land Use Map Amendments) would require a SEPA checklist as part of their Amendment Application but not the docket request.</p>
26	N/A	<p>Will Ch. 24 still remain or will it be deleted?</p>	<p>It will be repealed.</p>

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27	N/A	What happens to all the definitions of adopted plans mentioned in Ch. 25?	In Title 24A, staff has chosen to integrate definitions directly into the text so that the reader doesn't have to flip back and forth. For example, on page 1, under 24A.10.010, you'll see that we've defined what the Annual Docket is in the second sentence. In talking with legal, they felt that the adopted plans language wasn't necessary as this language is already included in the Comprehensive Plan, so its been removed.
28	N/A	Does 24A supersede 24?	Yes.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
May 2	6:30 PM	Regular Meeting	David Pyle Tracy Cui	Work Session: Shoreline Master Program Update
May 16	6:30 PM	Regular Meeting	Jeff Thomas Kellye Hilde	Work Session: Urban Forest Management Plan
June 6	6:30 PM	Regular Meeting	David Pyle Tracy Cui	Public Hearing / Deliberation: Shoreline Master Program Update
June 20	6:30 PM	Regular Meeting	Jeff Thomas Kellye Hilde	Public Hearing / Deliberation: Urban Forest Management Plan
July 4	Cancelled	Regular Meeting		
July 18	6:30 PM	Regular Meeting	Jeff Thomas Kellye Hilde Kellye Hilde	Deliberation: Urban Forest Management Plan Public Hearing / Deliberation: Comprehensive Plan Amendments – Urban Forest Management Plan
August		No Meetings		