



AGENDA

City Council Special Meeting - Revised

6:30 PM - Tuesday, May 14, 2019

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:30 pm
	PUBLIC COMMENT	6:35 pm
	<p><i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	PRESENTATIONS / PROCLAMATIONS	7:05 pm
3	<ol style="list-style-type: none"> 1. Proclamation: Sammamish National Police Week* View Agenda Item 2. Recognition: CERT Certification 	
	TOPICS	7:20 pm
4 - 6	<ol style="list-style-type: none"> 3. Discussion: Indexing Surface Water System Development Charge View Agenda Item 	
7 - 32	<ol style="list-style-type: none"> 4. Discussion: To Receive the Recommendations of the Planning Commission on a New SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures*** View Agenda Item 	
	EXECUTIVE SESSION - IF NECESSARY	
	**	

ADJOURNMENT

10:00 pm

LONG TERM CALENDAR

33 - 36

[View Calendar](#)

City Council 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.

REVISION SUMMARY

* Addition of "Proclamation: Sammamish National Police Week" - 5/13/2019

** Removal of Executive Session - 5/13/2019

*** Revision of exhibits to "Discussion: To Receive the Recommendations of the Planning Commission on a New SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures" - 5/13/2019

PROCLAMATION

National Police Week 2019

To recognize National Police Week 2019 and to honor the service and sacrifice of those law enforcement officers killed in the line of duty while protecting our communities and safeguarding our democracy.

WHEREAS, there are approximately 900,000 law enforcement officers serving in communities across the United States, including the dedicated members of the Sammamish Police Department and the King County Sheriff's Office; and

WHEREAS, there were **158** law enforcement officers killed in the line of duty in 2018; and 37 officers killed so far in 2019.

WHEREAS, Since the first recorded police death in 1786, there have been over **21,000** law enforcement officers killed in the line of duty.; and

WHEREAS, there are **21,910** names engraved on the walls of the National Law Enforcement Officers Memorial in Washington, DC.;

WHEREAS, **292** of those names engraved are from Washington State;

WHEREAS, the service and sacrifice of all officers killed in the line of duty will be honored during the National Law Enforcement Officers Memorial Fund's 31st Annual Candlelight Vigil, on the evening of May 13th, 2019, during National Police Week, which takes place this year on May 12-18; and

WHEREAS, May 15 is designated as Peace Officers Memorial Day, in honor of all fallen officers and their families and U.S. flags should be flown at half-staff;

THEREFORE, BE IT RESOLVED we, the City Council of the City of Sammamish, do hereby proclaim May 12-18, 2019, as: **Police Week** in the City of Sammamish and publicly salutes the service of law enforcement officers in our community and in communities across the nation.

Signed this 14th day of May, 2019.

Christine Malchow, Mayor

Karen Moran, Deputy Mayor

Chris Ross, Councilmember

Ramiro Valderrama, Councilmember

Pamela Stuart, Councilmember

Tom Hornish, Councilmember

Jason Ritchie, Councilmember

Aaron Antin, Acting City Manager

Agenda Bill

City Council Study Session

May 14, 2019



SUBJECT:	Indexing Surface Water System Development Charge	
DATE SUBMITTED:	May 02, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Provide direction regarding option to index the Surface Water System Development Charge as part of the Traffic Impact Fee Update Project.	
EXHIBITS:	1. Exhibit 1 - SDC Indexing slide	
BUDGET:		
Total dollar amount	N/A	<input type="checkbox"/> Approved in budget
Fund(s)	101-000-542-10-41-00 - Street Fund - Engineering Section - Professional Services	<input type="checkbox"/> Budget reallocation required <input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Shall the Council provide direction regarding administratively indexing the Surface Water System Development Charge?

KEY FACTS AND INFORMATION SUMMARY:

SUMMARY

The City hired FCS Group to assist in updating the Transportation Impact Fee to incorporate the 2020-2025 Transportation Improvement Program. In addition, the project also team intended to thoroughly examine and update key policy and technical issues to ensure compliance, and provide flexibility and efficiency in administering the program. The current fee is \$14,063.63 per PM trip, which was last updated in 2014.

Staff obtained direction from Council on the following four key areas at the May 6th meeting: Impact Fee Credits and Exemptions, and Impact Fee Indexing (for transportation and parks) and Expenditures. However, we inadvertently overlooked requesting Council's approval to also revise SMC 13.15.010 to administratively index the city's Surface Water System Development Charge using the *Engineering News Record* Construction Cost Index for Seattle. This is the same index that was recommended for the Traffic Impact Fee and Parks' capital costs.

NEXT STEPS

Staff will return on June 4th to discuss proposed code amendments and will schedule a Council public hearing for adoption after the 2020-2025 TIP is approved, which must occur by the end of June 2019. The calculation of the actual TIF won't be available until after the 2020-2025 TIP is approved.

FINANCIAL IMPACT:

If the Council does not allow the System Development Charge (SDC) to be administratively indexed, then council action would need to be taken each time it wishes to do so, adding staff and Council's time to the process.

OTHER ALTERNATIVES CONSIDERED:

Do not approve recommended code revisions.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan Transportation Element](#)



Surface Water Development Charge Indexing

- ◆ **SMC 13.15.010:** City Authorized to Collect Charge.

Development	Fee
New residential dwelling unit or commercial building with up to 2,500 square feet of impervious coverage	\$2,085.00
Each additional 250 square feet of impervious coverage over 2,500 square feet	\$208.50
Other structures or additions of up to 250 square feet of impervious coverage requiring a building permit	\$208.50, plus \$208.50 for each additional 250 square feet

- ◆ **Recommendation:**
 - ◆ Add authority to administratively index the SDC using *ENR's* CCI for Seattle.

Agenda Bill

City Council Study Session

May 14, 2019



SUBJECT:	A study session to receive the recommendations of the Planning Commission on a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures.		
DATE SUBMITTED:	May 09, 2019		
DEPARTMENT:	Community Development		
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
RECOMMENDATION:	N/A		
EXHIBITS:	1. Exhibit 1 - Planning Commission Recommendation Letter 2. Exhibit 2A - New SMC Title 24A (strike-through) 3. Exhibit 2B - Code Amendment Matrix 4. Exhibit 3 - Presentation		
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 checked="" 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 COUNCIL:

A study session to receive the recommendations of the Planning Commission on a new SMC Title 24A: Comprehensive Plan and Development Regulation Amendment Procedures.

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](#). The Planning Commission has forwarded a recommendation to City Council to consider adoption of an Ordinance for a new SMC Title 24A to replace the current SMC Title 24. One remaining element of the current SMC Title 24 is proposed to remain, SMC 24.20 – Basin Plans, which will later be moved to SMC Title 13 in a separate legislative process.

Background

Revised Code of Washington [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 Growth Management Act 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 SMC Title 24 was originally adopted in 1999 and last updated in 2003. Much of the existing language in SMC Title 24 is out of date and the procedures outlined in the code are disjointed, making it difficult for staff and citizens alike to follow and implement. In 2016, the Community Development Director implemented administrative measures related to the docketing process outlined in SMC Title 24 to create a smoother, comprehensive process for staff to implement. In 2017, staff proposed updates to SMC Title 24 for which the Planning Commission made a recommendation on.

In early 2019, after having two additional years of experience with the docketing process since the original Planning Commission recommendation, staff brought this recommendation for SMC Title 24 updates back to the Planning Commission to have the language further considered and updated before the presenting to City Council for consideration. A new SMC Title 24A was drafted after looking at the work done in 2017, researching code from other cities, and reflecting on past experiences implementing the current code. Following a public hearing on April 18, 2019, the Planning Commission voted 7-0 to recommend a new SMC Title 24A, with amendments, to City Council (please see the Planning Commission Recommendation Letter in ***Exhibit 1***). These amendments have been integrated into the draft code included as ***Exhibit 2***.

Next Steps

On May 21, 2019, the City Council will complete a Public Hearing and consider adoption of an Ordinance for a new SMC Title 24A to replace the current SMC Title 24.

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



801 228th Avenue SE ■ Sammamish, WA 98075 ■ phone: 425-295-0500 ■ fax: 295-295-0600 ■ web: www.sammamish.us

Memorandum

Date: May 1, 2019
To: City Council
From: Mark Baughman, Planning Commission Chair
 Eric Brooks, Planning Commission Vice Chair
Re: Summary of the Planning Commission Recommendation on Title 24A

On behalf of the Planning Commission, we are pleased to forward to the City Council this recommendation on Title 24A.

Project History

The current language contained in Title 24 was originally adopted in 1999 and last updated in 2003. Much of the existing language in Title 24 is out of date and the procedures outlined in the code are disjointed, making it hard to follow. In 2016, the Department Director made some administrative decisions related to the docketing process outlined in Title 24 to create a smoother, comprehensive process that staff could more easily administer. In 2017, staff brought forward a re-write of Title 24 that the Planning Commission made a recommendation on. In early 2019, staff brought Title 24 back to the Planning Commission so that the language could be updated before the draft code moved to City Council for consideration.

Project Scope

The Department of Community Development is proposing to adopt Title 24A to replace the existing Title 24 which will be repealed with the exception Chapter 24.20 – Basin Plans, which will later be moved to Title 13. Title 24A provides clear processes for amending the Comprehensive Plan and Development Regulations, ensuring our compliance with state laws. Wording taken directly from the Revised Code of Washington (RCW) and other sources has been replaced with references to those sources, protecting the City from potential non-compliance should there be changes to the RCW and other laws. Additionally, clear procedures have been outlined for public participation and noticing related to these amendments to ensure that the general public can engage in the process and provide comment on the requests that are submitted.

Planning Commission Timeline

Staff and the Planning Commission have been working on this issue since February 2019. Below is a summary of the public meetings that have been held for this effort.

1. February 21, 2019: Staff provided an overview of Title 24, the goals of the revision, and the approach used to craft Title 24A.
2. March 21, 2019: Staff presented the draft of Title 24A for Planning Commission review and comment.
3. April 18, 2019: The Planning Commission opened and closed the Public Hearing, deliberated on Title 24A and voted 7-0 to recommend it (with amendments) to City Council.

Planning Commission Recommendation Summary

Title 24A, as drafted by staff and presented to the Planning Commission at the March 21, 2019 work session and amended by the Planning Commission through the Amendment Matrix included in the April 18, 2019 agenda

packet, is being recommended by the Planning Commission with the addition of the following amendments added during deliberation following the public hearing:

1. **Section 24A.10.030:** Add “taking into account the fiscal impact” after “(3) The amendment is in the greater public interest and represents an action that best serves the entire community; and”. Eliminate “(4) The amendment will not have an adverse fiscal impact on the City.”
2. **Section 24A.05.010(3):** Remove “...the goals and policies of” so that the section refers more broadly to the Sammamish Comprehensive Plan.
3. **Section 24A.10.010(3)(h):** Change “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.” to:

“The City Council may deny, approve, or modify the docket request at its discretion. Placement of a docket request on the Annual Docket does not mean the amendment request will be approved by the City Council.”

4. **Section 24A.10.030(1):** Change “(1) The amendment is consistent with the GMA, the Countywide Planning Policies, and the other provisions of the Comprehensive Plan; and” to:

“(1) The amendment is consistent with the GMA, the King County CPPs, the Sammamish Comprehensive Plan, 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; and”

A clean version of Title 24A that integrates all of the Planning Commission’s amendments will be included in your May 14, 2019 agenda packet and presented by staff at your May 14, 2019 meeting.


Mark Baughman (May 1, 2019)

Mark Baughman
 Chair, City of Sammamish Planning Commission

May 1, 2019

Date


Eric Brooks (May 2, 2019)

Eric Brooks
 Vice Chair, City of Sammamish Planning Commission

May 2, 2019

Date

Planning Commission Recommendation Letter

Final Audit Report

2019-05-02

Created:	2019-05-01
By:	Miryam Laytner (MLaytner@sammamish.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAALqYTvmy1paepqwVTPoHmTSpvhsr2S5Zt

"Planning Commission Recommendation Letter" History

-  Document created by Miryam Laytner (MLaytner@sammamish.us)
 2019-05-01 - 9:07:17 PM GMT- IP address: 146.129.253.112
-  Document emailed to Mark Baughman (mbaughman@sammamish.us) for signature
 2019-05-01 - 9:12:52 PM GMT
-  Document viewed by Mark Baughman (mbaughman@sammamish.us)
 2019-05-02 - 3:16:53 AM GMT- IP address: 24.16.135.81
-  Document e-signed by Mark Baughman (mbaughman@sammamish.us)
 Signature Date: 2019-05-02 - 3:20:29 AM GMT - Time Source: server- IP address: 24.16.135.81
-  Document emailed to Eric Brooks (ebrooks@sammamish.us) for signature
 2019-05-02 - 3:20:29 AM GMT
-  Document viewed by Eric Brooks (ebrooks@sammamish.us)
 2019-05-02 - 3:45:35 PM GMT- IP address: 71.197.167.9
-  Document e-signed by Eric Brooks (ebrooks@sammamish.us)
 Signature Date: 2019-05-02 - 3:46:25 PM GMT - Time Source: server- IP address: 71.197.167.9
-  Signed document emailed to Eric Brooks (ebrooks@sammamish.us), Miryam Laytner (MLaytner@sammamish.us) and Mark Baughman (mbaughman@sammamish.us)
 2019-05-02 - 3:46:25 PM GMT

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 ~~p~~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 Sammamish Comprehensive Plan, and 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, 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 ~~e~~Comprehensive ~~p~~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 **SMC 24A.10** and **SMC 24A.15**. The Director of Community Development shall make available a visual overview of the procedures detailed in **SMC 24A.10** to accompany annual docket forms and applications.
- (3) Amendments identified in RCW 36.70A.130(2)(a)(i-v) are exempt from following **SMC 24A.10.010** and will receive expedited review.

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.

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

(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~~ **Annual Docket**.
- (c) The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the ~~annual submittal~~ 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 ~~the~~ **Sammamish's** Comprehensive Plan or ~~the~~ **Sammamish's Municipal Code** ~~D~~development ~~R~~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, up to three contiguous properties with more than one ownership, or up to six contiguous properties under the same ownership. Site-Specific Land Use Map Amendments must be initiated by an applicant as defined in SMC 21A.15.070.

(3) Docket Request Process

- (a) People interested in submitting a Site-Specific Land Use Map ~~D~~docket ~~R~~request must complete a Site-Specific Land Use Map Amendment Pre-Application Conference prior to submitting their application in order 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 ~~a~~**Annual** ~~d~~**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~~**ies** 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~~**15**.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1)

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

and shall review the docket requests based on the ~~criteria in SMC 24A.150.030 and the City's~~ analysis and recommendation of the Director of Community Development using the guidance provided in SMC 24A.10.010(3)(b).

- (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.2015.030, ~~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 24A.150.030~~, the recommendations of the Planning Commission, ~~and the City guidance provided in SMC 24A.10.010(3)(b)~~, and other legislative priorities for the City.
- (g) 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.
- (h) The City Council may deny, approve, or modify the docket request at its discretion. Placement of a docket request on the Annual Docket does not mean the amendment request will be approved by the City Council.
- (i) If a Site-Specific Land Use Map Amendment docket request is not placed on the Annual Docket, any applicant, as defined in SMC 21A.15.070, may resubmit a docket request for the same proposal no sooner than 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~~ a Text Amendment Proposal ~~A~~application within 30 days of City Council's approval of the ~~Annual~~ Docket.
- (b) The City shall analyze and consider each ~~Text~~ ~~a~~Amendment ~~p~~Proposal for conformance with the decision criteria detailed in section SMC 24A.150.030.
- (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). ~~The Director of Community Development may combine amendment proposals into one or more public hearings. The Planning Commission shall review~~ ~~Text~~ ~~a~~Amendment ~~p~~Proposals based on the criteria in SMC 24A.10.030 and the ~~City's~~ analysis and

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

recommendation of the Director of Community Development. Following the public hearing(s), 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.2015.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The City Council shall review ~~Text a~~ Amendment ~~p~~ Proposals based on the criteria in SMC 24A.150.030, and the recommendations of the Planning Commission ~~and the City~~ before voting on which amendment proposals should be denied, approved, or modified.
- (e) City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.

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

- (a) Applicants shall submit ~~their a~~ Site-Specific Land Use Map Amendment Proposal ~~A~~ application within 30 days of City Council's approval of the Docket.
- (b) The City shall analyze and consider each Site-Specific Land Use Map Amendment ~~p~~ Proposal for conformance with the decision criteria detailed in section SMC 24A.150.030.
- (c) The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.2015.030, on ~~the each~~ amendment proposals deemed complete pursuant to SMC 24A.10.020(1) and shall review ~~each~~ Site-Specific Land Use Map Amendment proposals based on the criteria in SMC 24A.150.030 and the ~~City's~~ analysis and recommendation of the Director of Community Development. 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.2015.030, on ~~the each~~ amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review ~~each~~ Site-Specific Land Use Map Amendment proposals based on the criteria in SMC 24A.150.030, ~~and~~ 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.~~ City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.
- (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.

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

- (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 SMC 20.05 SMC~~.
- (i) If a Zone Reclassification application is not received by the City within 90 days of City Council ~~contingent~~ 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)~~ to such, the contingent approval is null and void.

24A.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 King County CPPs, the Sammamish Comprehensive Plan, 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; and
- (2) The amendment addresses changing circumstances, changing community values, or corrects information contained in the Comprehensive Plan; and
- (3) The amendment is in the greater public interest and represents an action that best serves the entire community, taking into account the fiscal impact.

24A.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.15 NOTICING AND PUBLIC PARTICIPATION**24A.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 the City website, newspaper of record, and at least one of the following methods:
 - (a) A general mailing to interested parties;
 - (b) Posting of signs or flyers;

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

- (c) Posting of notice boards;
- (d) Press releases to the local media;
- (e) Notifying public or private groups with known interest in a certain proposal or in the type of proposal being considered;
- (f) Placing notices in appropriate regional, neighborhood, ethnic, or trade journals;
- (g) Publishing notice in agency newsletters or sending notice to agency mailing lists, including general lists or lists for specific proposals or subject areas; and
- (h) Posting on social media.

24A.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 opportunity for the public to provide comment on the proposed amendments will be shared by the City on social media.
- (3) The Director of Community Development shall outline the noticing procedures for Site-Specific Land Use Map Amendments on the Site-Specific Land Use Map Amendment Proposal Application form, which shall include one or more of the methods listed in 24A.20.010(1).
- (4) The City will provide the **State Washington Department of Commerce** 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.15.030 NOTICE FOR PUBLIC HEARINGS

- (1) Public ~~H~~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, in the newspaper of record, and on social media 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.

SMC Title 24A Amendment Matrix

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
1	1-6	SMC 24A.05.010(3)	Grammatical and numeric corrections; capitalizations; code reference corrections	To ensure accuracy and provide clarity.	Please see redlined version of code.
2	2	SMC 24A.10.010(1)(c)	Change "amendment cycle" to "Annual Docket"	To provide clarity.	Any docket request received after the submittal deadline shall be considered during the following year's Annual Docket.
3	2	SMC 24A.10.010(1)(b)	Change "annual" to "submittal"	To provide clarity.	The City shall review all complete docket requests proposing amendments to the Comprehensive Plan filed by the submittal deadline and consider these requests during docket review.
4	2	SMC 24A.10.010(2)(a)	Add "Municipal Code" before development regulations to add clarity	To provide clarity.	Text Amendments to change the text of the Sammamish Comprehensive Plan or the Sammamish Municipal Code development regulations through additions, corrections, or other modifications.
5	2	SMC 24A.10.010(3)(c)	Remove SMC 24A.10.010(3)(c).	This is language carried over of the original Title 24 that should have been removed.	Proposed docket requests that are found to require preparation of an environmental impact statement shall be considered for inclusion in the amendment cycle following completion of the appropriate environmental documents.

SMC Title 24A Amendment Matrix

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
6	3	SMC 24A.10.010(3)(d)	<p>Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."</p> <p>Replace reference to criteria in SMC 24A.10.030 to the guidance provided in SMC 24A.10.010(3)(b).</p>	<p>Define what was meant by "the City"</p> <p>Amend this section to address an error; only the amendment proposals should be reviewed against the decision criteria. Docket requests should be reviewed using the guidance in SMC 24A.10.010(3)(b).</p>	<p>The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the docket requests deemed complete pursuant to SMC 24A.10.010(1) and shall review the docket requests based on the analysis and recommendation of the Director of Community Development using the guidance provided in SMC 24A.10.010(3)(b).</p>
7	3	SMC 24A.10.010(3)(f)	<p>Remove "on the docket requests"</p> <p>Replace reference to criteria in SMC 24A.10.030 to the guidance provided in SMC 24A.10.010(3)(b).</p> <p>Remove reference to the City's recommendation.</p>	<p>Remove unnecessary language</p> <p>Define what was meant by "the City"</p> <p>Amend this section to address an error; only the amendment proposals should be reviewed against the decision criteria. Docket requests should be reviewed using the guidance in SMC 24A.10.010(3)(b).</p>	<p>The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030 and decide which docket requests warrant placement on the Annual Docket. The City Council shall take into consideration the recommendations of the Planning Commission, the guidance provided in SMC 24A.10.010(3)(b), and other legislative priorities for the City.</p>
8	3	SMC 24A.10.020(2)(a)	<p>Replace "their" with "a" and add "Annual" before "Docket"</p>	<p>To provide clarity.</p>	<p>Applicants shall submit a Text Amendment Proposal application within 30 days of City Council's approval of the Annual Docket.</p>

SMC Title 24A Amendment Matrix

Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
9	3-4	SMC 24A.10.020(2)(c)	<p>Add "The Director of Community Development may combine amendment proposals into one or more public hearings."</p> <p>Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."</p> <p>Add "Following the public hearing(s)" before "the Planning Commission shall make a recommendation..."</p>	<p>To provide flexibility that will help create more efficiency should the text amendments being considered be minor changes.</p> <p>To define what is meant by "the City".</p>	<p>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). The Director of Community Development may combine amendment proposals into one or more public hearings. The Planning Commission shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. Following the public hearing(s), the Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.</p>
10	4	SMC 24A.10.020(2)(d)	<p>Add "The Director of Community Development may combine amendment proposals into one or more public hearings."</p> <p>Remove reference to the City's recommendation.</p>	<p>To provide flexibility that will help create more efficiency should the text amendments being considered be minor changes.</p> <p>To clarify that the City Council considers the recommendation of Planning Commission.</p>	<p>The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on the amendment proposals deemed complete pursuant to SMC 24A.10.020(1). The Director of Community Development may combine amendment proposals into one or more public hearings. The City Council shall review Text Amendment Proposals based on the criteria in SMC 24A.10.030 and the recommendations of the Planning Commission before voting on which amendment proposals should be denied, approved, or modified.</p>

SMC Title 24A Amendment Matrix
Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
11	4	SMC 24A.10.020(2)(e)	Add "all"	To provide clarity.	City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.
12	4	SMC 24A.10.020(3)(a)	Replace "their" with "a"	To provide clarity.	Applicants shall submit a Site-Specific Land Use Map Amendment Proposal application within 30 days of City Council's approval of the Docket.
13	4	24A.10.020(3)(c)	Replace "the" with "each". Change reference to the City's analysis and recommendation to "the analysis and recommendation of the Director of Community Development."	To provide clarity. To define what is meant by "the City".	The Planning Commission shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1) and shall review each Site-Specific Land Use Map Amendment proposal based on the criteria in SMC 24A.10.030 and the analysis and recommendation of the Director of Community Development. The Planning Commission shall make a recommendation on which amendment proposals should be approved and transmit that recommendation to the City Council.
14	4	SMC 24A.10.020(3)(d)	Replace "the" with "each." Remove reference to the City's recommendation.	To provide clarity. To define what is meant by "the City".	The City Council shall hold a public hearing, consistent with the procedures listed in SMC 24A.15.030, on each amendment proposal deemed complete pursuant to SMC 24A.10.020(1). The City Council shall review each Site-Specific Land Use Map Amendment proposal based on the criteria in SMC 24A.10.030 and the recommendation of the Planning Commission before voting on which amendment proposals should be denied, approved, or modified.

SMC Title 24A Amendment Matrix
Amendments Made After Planning Commission Recommendation

No.	Pg.	Code Section	Description	Reason	Proposed Code Language
15	4	SMC 24A.10.020(3)(e)	Remove SMC 24A.10.020(3)(e). Replace with the language included in SMC 24A.10.020(2)(e).	To provide clarity and consistency.	City Council shall adopt an ordinance amending the Comprehensive Plan that includes all changes previously approved by the City Council.
16	5	SMC 24A.10.020(3)(i)	Clarify that the approval is contingent and that if the application is not provided the approval is null and void.	To provide clarity.	If a Zone Reclassification application is not received by the City within 90 days of City Council contingent approval, or if the materials submitted with the application do not conform to the information to such, the contingent approval is null and void.
17	5	SMC 24A.10.040(1)	Remove "as"	To provide clarity.	Proposed amendments may be considered at separate meetings or hearings, however the final action taken shall consider the cumulative effect of all proposed amendments to the Comprehensive Plan.
18	6	SMC 24A.15.020(4)	Replace "state" with "Washington Department of Commerce"	To provide clarity.	The City will provide the Washington Department of Commerce 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.

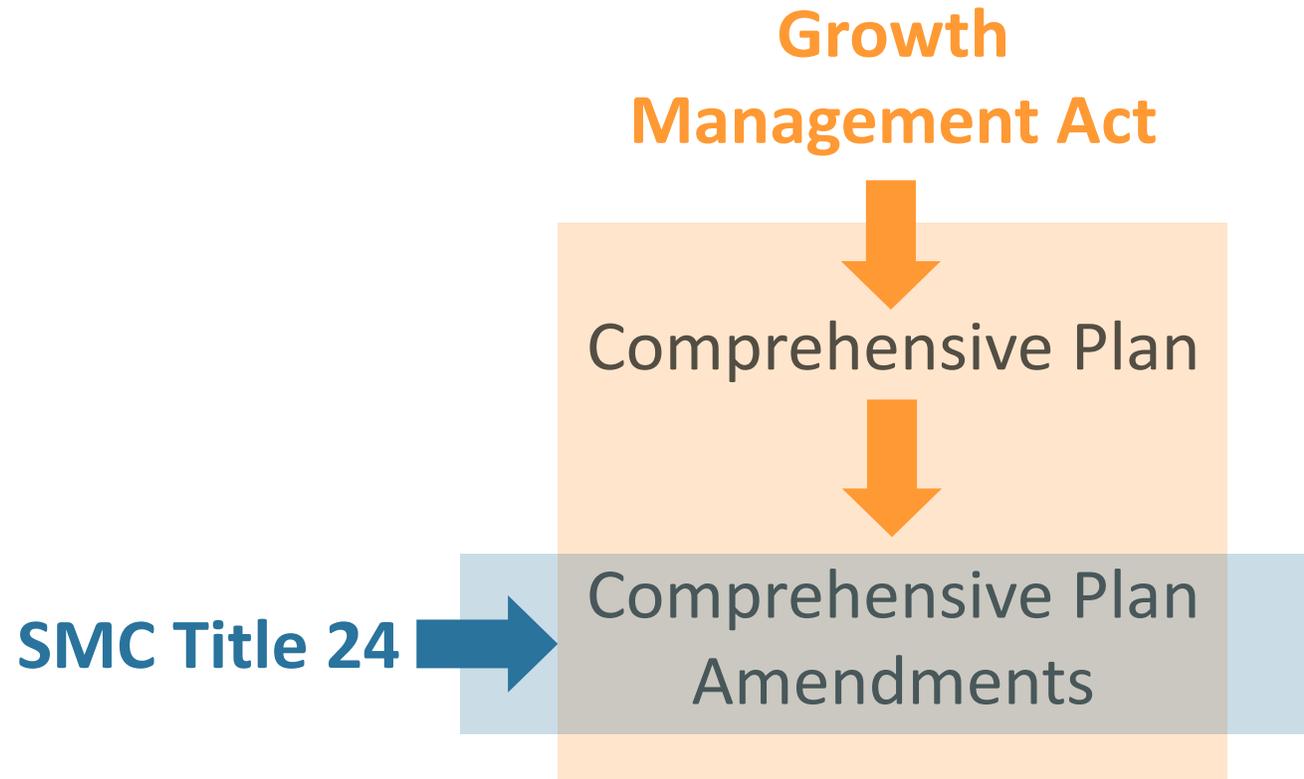
New SMC Title 24A

Comprehensive Plan, Zoning and Development
Regulation Amendments

City Council | March 14, 2019

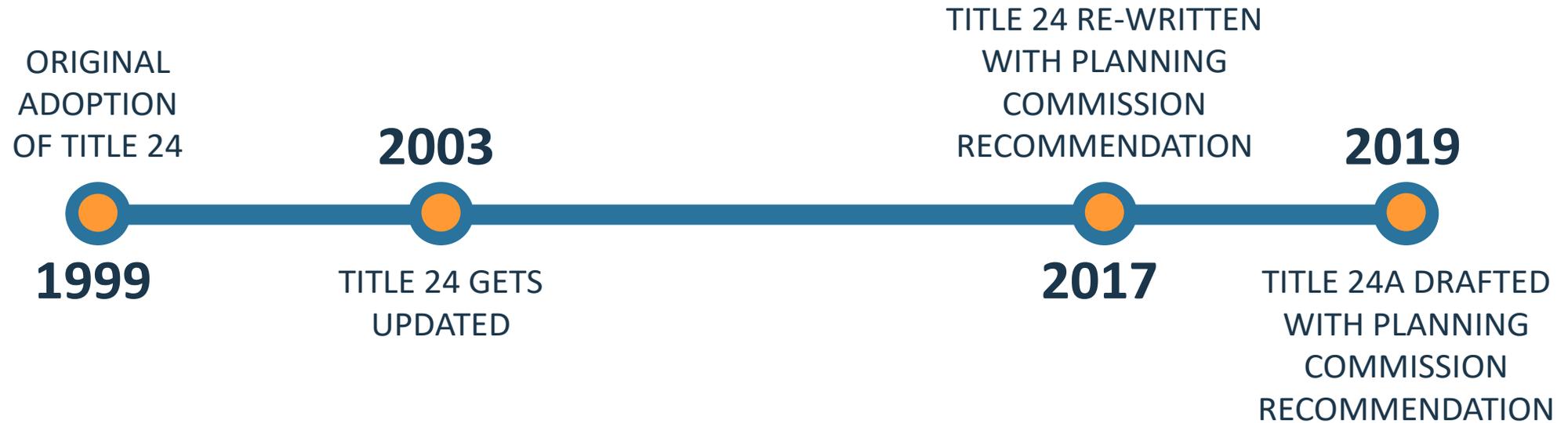
Background

Why Title 24 Exists



Project History

How This Project Started



Anticipated Impact

What Title 24A Will Do



Title 24



Title 24A



Title 24A Processes

Taking a closer look at the three major processes

Annual Docket Procedures

Starting the Process for all Amendment Types



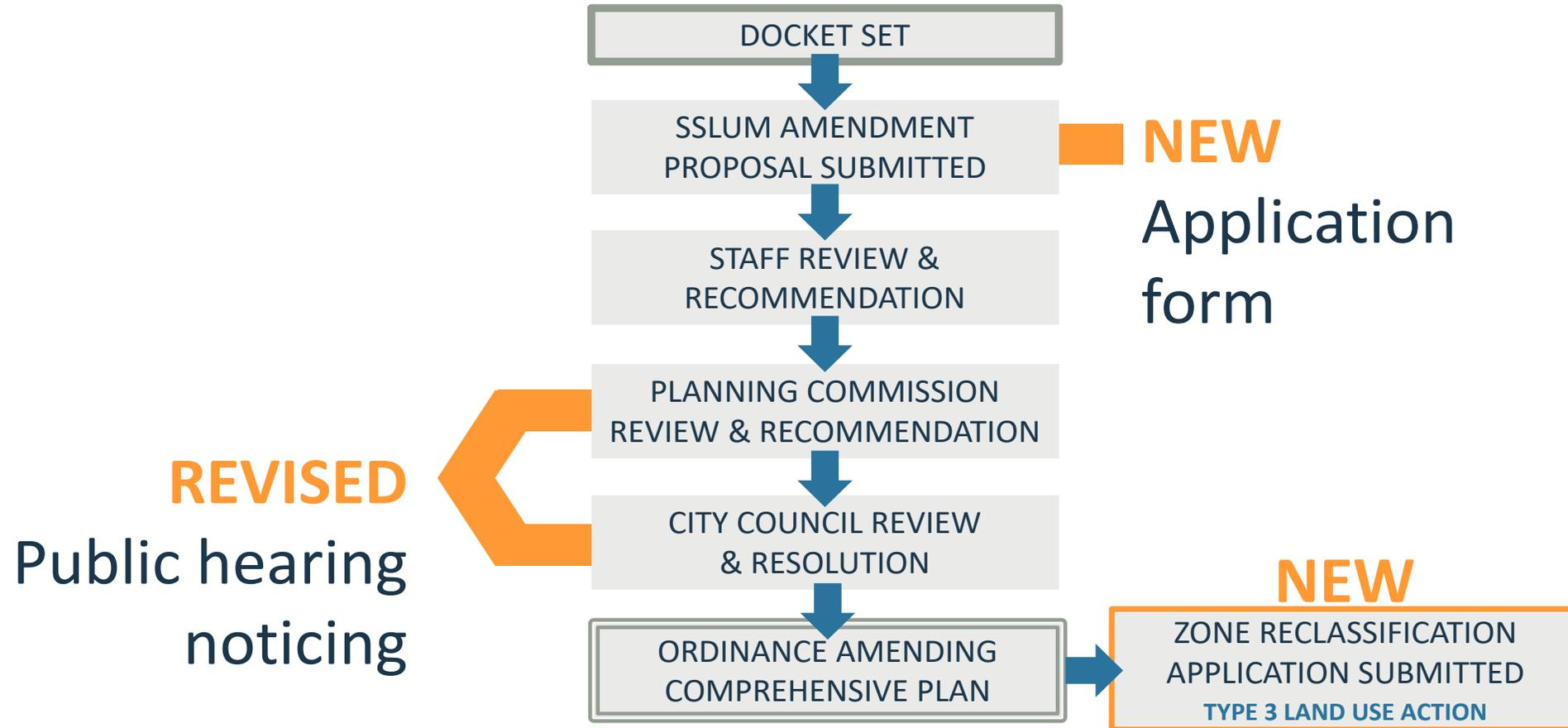
Text Amendment Process

To amend the Comprehensive Plan text & Development Regulations



Site-Specific Land Use Map Amendment Process

To amend the Comprehensive Plan's Future Land Use Map



Wrap-Up

Questions & Next Steps

MAY 21ST

Public Hearing & Deliberation

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AGENDA CALENDAR

Meeting Date	Packet Material Due	Time	Meeting Type	Topics
May 2019				
Tues 5/14	5/8	6:30 pm	Study Session	CERT Certification Presentation Discussion: Administratively Indexing Stormwater System Development charge SMC 13.15.010 Discussion: SMC Title 24 Update (60-minutes) Executive Session: Property acquisition
Tues 5/21	5/15	6:30 pm	Regular Meeting	Public Hearing / Ordinance: SMC Title 24 Update (30-minutes) Presentation: 2020-2025 Transportation Improvement Plan <u>Consent:</u> Contract: 2019 Pavement Overlay Construction – TBD Contract: Issaquah Fall City Rd, Ph 1 Construction Contract: 2019-2021 Traffic Concurrency & Traffic Engineering Support Services – DEA Approval: City Council Goals and Objectives Contract: Storm System Cleaning/Olsen Brothers Provac
Wed 5/22		5:30 pm	Joint Mtg/ Issaquah School Dist.	in Issaquah
Thurs 5/23		6:30 pm	Special Meeting	Public Hearing/Ordinance: V/C Concurrency Code Amendments – Chapters 14A.05, 14A.10 and 21A.15 SMC
Thurs 5/30		8:00 am to 10:00 am	Joint Mtg/ Lk Washington School Dist.	at LWSD in Redmond
June 2019				
Mon 6/3	5/29	6:30 pm	Study Session	Presentation: Regional and Local Transit Plans and Options (60 min) Presentation: North Sammamish Park and Ride update (20 min) Presentation: Zackuse Creek Basin Plan Briefing (20 min) Discussion: Stormwater Code Update (45 min)

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Tues 6/4	5/29	6:30 pm	Regular Meeting	Proclamation: Gun Violence Awareness Day – June 7, 2019 Presentation: WSDOT SR202 Study Update Discussion: Traffic Impact Fee Update and Associated Draft Code Amendments (45 min) Discussion: Draft 2020-2025 Transportation Improvement Plan (30 min) Executive Session: Property Acquisition
Tues 6/11	6/5	6:30 pm	Joint Meeting w/ Parks & Rec	Presentation: Klahanie Master Plan
Tues 6/18	6/12	6:30 pm	Regular Meeting	Public Hearing/Ordinance: Traffic Impact Fee Update and Associated Code Amendments Discussion: Stormwater Code Update <u>Consent:</u> Resolution: 2020-2025 Transportation Improvement Plan Executive Session: Property acquisition
July 2019				
Mon 7/1	6/26	6:30 pm	Study Session	TMP Status Update
Tues 7/2	6/26	6:30 pm	Regular Meeting	
Tues 7/9	7/3	6:30 pm	Study Session	Discussion: Shoreline Master Program Update (60-minutes)
Tues 7/16	7/10	6:30 pm	Regular Meeting	Public Hearing / Ordinance: Shoreline Master Program Update (60-minutes) Public Hearing/Ordinance: Storm Code Update Lobbyist Update/2020 Legislative Priorities <u>Consent:</u> Resolution: Zackuse Basin Plan Adoption
Aug 2019				NO MEETINGS
Sept 2019				
Mon 9/2				Labor Day
Tues 9/3	8/28	6:30 pm	Regular Meeting	
Tues 9/10	9/4	6:30 pm	Study Session	
Tues 9/17	9/11	6:30 pm	Regular Meeting	
Oct 2019				

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Mon 10/7	10/2	6:30 pm	Joint Study Session w/ Planning Commission	Discussion: Urban Forest Management Plan (120-minutes)
Tues 10/8	10/2	6:30 pm	Regular Meeting	Public Hearing / Resolution: Urban Forest Management Plan (60-minutes) Public Hearing: Comprehensive Plan Amendments – Technical Items (30-minutes)
Tues 10/15	10/8	6:30 pm	Study Session	Discussion: Urban Forest Management Plan (60-minutes) Discussion: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes)
Tues 10/22	10/16	6:30 pm	Regular Meeting	
Nov 2019				
Mon 11/4	10/30	6:30 pm	Study Session	
Tues 11/5	10/30	6:30 pm	Regular Meeting	Public Hearing: Comprehensive Plan Amendments – Urban Forest Management Plan (30-minutes) Resolution: Urban Forest Management Plan (60-minutes)
Tues 11/12	11/6	6:30 pm	Study Session	
Tues 11/19	11/13	6:30 pm	Regular Meeting	TMP Status Update
Dec 2019				
Mon 12/2	11/27	6:30 pm	Joint Study Session w/ Planning Commission	Discussion: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) Discussion: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 12/3	11/27	6:30 pm	Regular Meeting	Public Hearing / Resolution: 2020 Comprehensive Plan Amendments – Docket Requests (60-minutes) Public Hearing / Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes) <u>Consent:</u> Ordinance: Annual Amendments to the Comprehensive Plan
Tues 12/10	12/4	6:30 pm	Special Meeting	Ordinance: Wireless / Small Cell Technology Regulations Update (60-minutes)
Tues 12/17	12/11	6:30 pm	Regular Meeting	

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	To Be Scheduled	To Be Scheduled	Parked Items
	<ul style="list-style-type: none"> • Growth Centers • Internet Usage & Social Media Policies • Parks Surveillance Camera Policy 	<ul style="list-style-type: none"> • Special Events Ordinance • Maintenance Safety Program Adoption • M&O Strategic Plan • Fleet Management Policy • Roadway Funding Strategy • Maintenance & Fire Station Facility Assessment • Franchise Agreement/SPWS • Comprehensive Solid Waste Plan 	<ul style="list-style-type: none"> • Inner City Bus Service • Good Samaritan Law • Plastic Bags