



## AGENDA

### Planning Commission

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6:30 PM - Thursday, September 5, 2019

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	<b>CALL TO ORDER</b>	6:30 pm
	<b>ROLL CALL</b>	
	<b>APPROVAL OF AGENDA</b>	
	<b>APPROVAL OF THE MINUTES</b>	
3 - 5	1. July 18, 2019 Meeting Minutes <a href="#">View Meeting Minutes</a>	
	<b>PUBLIC COMMENT - NON AGENDA</b> <i>3 minutes per person / 5 minutes if representing an organization</i>	
	<b>NEW BUSINESS</b>	
6 - 9	2. Public Hearing and Deliberation - Technical Amendments to the Comprehensive Plan <a href="#">View Agenda Item</a>	
10 - 12	3. Wireless Communication Facilities Code Update <a href="#">View Agenda Item</a>	
	<b>PUBLIC COMMENT - AGENDA</b> <i>7 minutes per person</i>	
	<b>ADJOURNMENT</b>	8:30 pm
	<b>LONG TERM CALENDAR</b>	
13	4. <a href="#">View Calendar</a>	

**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](mailto: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

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6:30 PM - July 18, 2019

City Hall Council Chambers, Sammamish, WA

**Commissioners Present:**

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

**Commissioners Absent:**

Mark Lewis, Planning Commissioner, Position 3

**Staff Present:**

Planning Manager Kellye Hilde  
Management Analyst Sara Estiri  
Office Assistant Jaclyn Montanana

#### CALL TO ORDER

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

#### ROLL CALL

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Roll was called.

#### APPROVAL OF AGENDA

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**Motion to approve the July 18, 2019 meeting agenda as distributed.**

Motion carried with no objections.

#### APPROVAL OF THE MINUTES

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**Motion to approve the minutes June 20, 2019 as distributed.**

Motion carried with no objections.

Commissioner Indapure requested to fix some typos.

**Draft****PUBLIC COMMENT - NON AGENDA**

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Mary Wictor – 408 208th Ave NE Sammamish, WA 98074  
Topic: UFMP

Paul Stickney – 22626 NE Inglewood Hill Rd Sammamish, WA 98074  
Topic: UFMP

Larry Farmer– 228 Ave Sammamish, WA  
Topic: Question about wetland restoration

**NEW BUSINESS**

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Kellye Hilde, Planning Manager, made a statement regarding 2020 docket requests. The city now accepts docket requests year-round. The deadline is 5 p.m. on the first Monday of August each year. Any docket request received after the deadline will be considered during the following year's docket.

Kellye Hilde, Planning Manager, gave a presentation to the Planning Commission regarding the Environment and Conservation Element of the Comprehensive Plan as it relates to the Urban Forest Management Plan.

Public Hearing Opened.

Jan Bird – 3310 221st Ave SE Sammamish WA 98075  
Topic: Environment and Conservation Element of the Comprehensive Plan

Sharon Steinbis – 24933 SE 14th Street Sammamish, WA 98074  
Topic: Environment and Conservation Element of the Comprehensive Plan

Paul Stickney – 22626 NE Inglewood Hill Rd Sammamish, WA 98074  
Topic: Environment and Conservation Element of the Comprehensive Plan

Larry Farmer – 228 Ave Sammamish, WA  
Topic: Environment and Conservation Element of the Comprehensive Plan

Mary Wictor – 408 208th Ave NE Sammamish, WA 98074  
Topic: Environment and Conservation Element of the Comprehensive Plan

Public Hearing closed.

**MOTION: Roisin O'Farrell moved to recommend to City Council the approval of amendments to the Environment and Conservation Element of the Comprehensive Plan as drafted in Exhibit 1 of the July 18, 2019 packet materials.**

**Rituja Indapure seconded. Motion carried unanimously 6-0 with Mark Lewis absent.**

**ADJOURNMENT**

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**MOTION: Roisin O'Farrell moved to adjourn. Vice-Chair Eric Brooks seconded. Motion carried unanimously 6-0 with Mark Lewis absent.**

**Draft**

The meeting adjourned at 7:05 PM

# Agenda Bill

Planning Commission Regular Meeting  
September 05, 2019



<b>SUBJECT:</b>	Public Hearing and Deliberation - Technical Amendments to the Comprehensive Plan		
<b>DATE SUBMITTED:</b>	August 29, 2019		
<b>DEPARTMENT:</b>	Community Development		
<b>NEEDED FROM COMMISSION:</b>	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	Complete the Public Hearing and make a recommendation to City Council on minor text and map corrections to the Comprehensive Plan.		
<b>EXHIBITS:</b>	<a href="#">Exhibit 1 - Comprehensive Plan Amendments</a>		
<b>BUDGET:</b>			
Total dollar amount	N/A	<input type="checkbox"/>	<b>Approved in budget</b>
Fund(s)	N/A	<input type="checkbox"/>	<b>Budget reallocation required</b>
		<input checked="" type="checkbox"/>	<b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

**NEEDED FROM COMMISSION:**  
Complete the Public Hearing and make a recommendation to City Council on amending the City's Comprehensive Plan for minor text and map corrections.

**KEY FACTS AND INFORMATION SUMMARY:**  
Summary Statement  
In 2018, [Planning Commission](#) recommended and the [City Council](#) approved placing a Comprehensive Plan text amendment proposal on the Docket. This proposal addressed three minor corrections (Exhibit 1) to the Comprehensive Plan including the following:

1. Adding the missing map legend to figure LU-1 on LU.5 in Volume II of the Land-Use Element
2. Correcting the lines on the map in figure EC-4 on EC.15 in Volume II of the Environment and Conservation Element
3. Updating "TBP Plan" on page IV in the Table of Contents, Acronyms, & Glossary to reflect that the Trails, Bike, and Pathway Plan (TBP) was changed to the "Non-Motorized Plan"

After locating the original files for the 2015 Comprehensive Plan, staff were able to find and add the missing legend to figure LU-1. Furthermore, rather than updating the map in figure EC-4 as was initially proposed, staff recommend adding a dynamic reference within the Plan that directs readers to the City's website where the most current mapping and GIS data is available to the public.

Lastly, staff does not recommend amending the Trails, Bike and Pathway (TBP) Plan to "Non-Motorized Plan" because the Non-Motorized Plan does not exist. Work on the Non-Motorized Plan was initiated in 2016, but the project was put on hold in favor of focusing the City's planning efforts on the Transportation Master Plan (TMP) and updates to the Parks, Recreation and Open Space Plan (PRO). The scope of work originally outlined for the non-motorized planning project was absorbed into the planning efforts for the TMP and PRO Plan. The TMP will encompass all non-motorized transportation in the public right-of-way while the PRO Plan covered the non-motorized modes outside of the public right-of-way, in parks, open space, preserves and the trail corridors through the city.

In 2018, the City Council adopted an updated PRO Plan as well as the associated amendments to the Parks Element of the Comprehensive Plan. Work on the TMP is currently underway with adoption anticipated in 2020. The adoption of the TMP will likely result in significant changes to the Transportation Element; therefore, staff are recommending that amending any references to the TBP should be placed on hold until the TMP and associated Comprehensive Plan amendments are adopted, an action that may result in the elimination of the acronym altogether.

These proposed corrections were presented and discussed with the applicant prior to finalizing staff's recommendation, which will be presented to the Planning Commission at their September 5, 2019, meeting.

#### **Public Hearing**

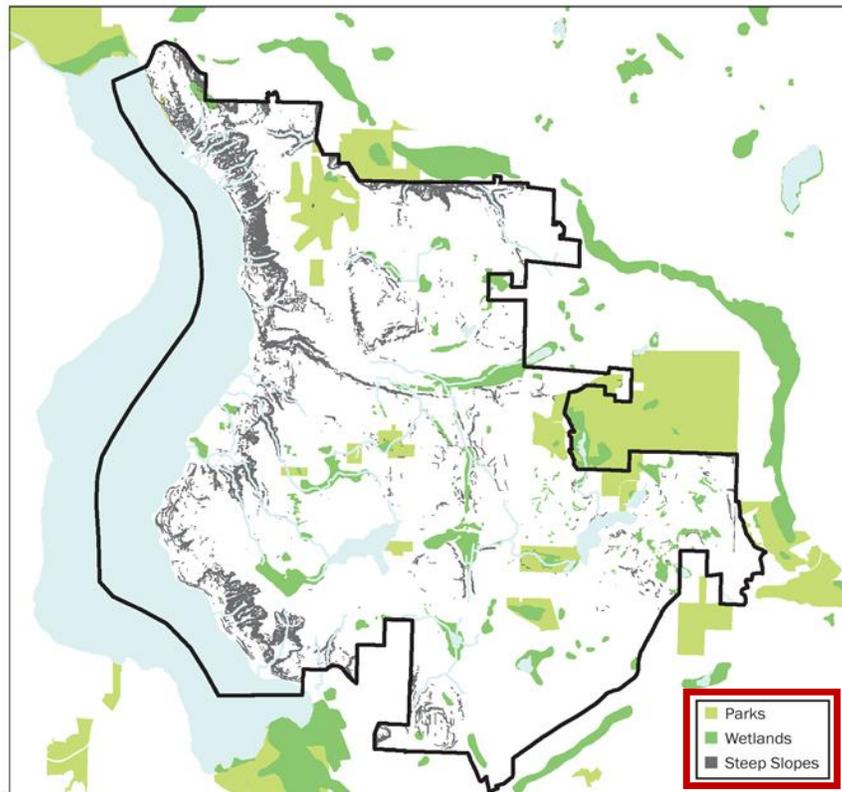
On September 5, 2019, the Planning Commission will complete the Public Hearing. Following the Public Hearing, the Planning Commission will make a motion, deliberate, and vote on a recommendation to City Council to make minor text and map corrections to Comprehensive Plan.

**Recommended Motion:** Move to recommend to City Council the approval of technical amendments to the Comprehensive Plan as drafted in Exhibit 1 of the September 5, 2019 packet materials.

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

[City of Sammamish Comprehensive Plan](#)

Background Figure LU-1  
Sammamish Natural Features



Source: map created by Studio 3MW using data provided by the City of Sammamish in 2013.

The Washington State Department of Ecology's 2010 land use GIS dataset provides additional information about existing land uses in Sammamish. Background Figure LU-2 on the following page shows the existing land uses and the acreage for each, based on the state's data.

#### Framework for Citizen Participation

Going forward, active citizen participation remains a vital component of the City's planning process. The framework for citizen participation is shown below.

- CP.1 Encourage and facilitate user-friendly public participation in community decision-making.
- CP.2 Consider the interests of the entire community in making decisions.
- CP.3 Encourage and emphasize open communication between all parties when considering planning issues.
- CP.4 Incorporate a variety of public outreach approaches to oversee major amendments to the Comprehensive Plan.
- CP.5 Share information with the public about planning and development processes, how they interrelate, and how to provide effective input.
- CP.6 Consider the interests of present and future residents over the length of the planning period when making decisions.

#### Amending the Comprehensive Plan

Comprehensive plans are dynamic living documents that require regular review and revision to ensure that they respond to changing needs of the community and respond to new federal or state law.

The city's Development Code and Town Center Development Code (Sammamish Municipal Code Title 21A and 21B) is a major implementation tool for the Comprehensive Plan. The Development Code specifies the kinds of uses that are permitted in each zone and sets standards for all new development and re-development. Other parts of the Sammamish Municipal Code – Land Division, Surface Water Management, Public Works and Transportation, among others – play an important role in implementing the Comprehensive Plan.

The Comprehensive Plan also guides the location and sizing of infrastructure and other capital facilities, the placement of facility enhancements (decorative street lighting, for example) that affect community character, and the implementation of operational activities (recreational and cultural programming, for example) that affect community health, safety and character.



Visit [www.sammamish.us](http://www.sammamish.us) for the most current version of the City's maps and GIS data.

# Agenda Bill

Planning Commission Regular Meeting  
September 05, 2019



<b>SUBJECT:</b>	Wireless Communication Facilities Code Rewrite		
<b>DATE SUBMITTED:</b>	August 29, 2019		
<b>DEPARTMENT:</b>	Community Development		
<b>NEEDED FROM COMMISSION:</b>	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational		
<b>RECOMMENDATION:</b>	N/A		
<b>EXHIBITS:</b>			
<b>BUDGET:</b>			
Total dollar amount	N/A	<input type="checkbox"/>	<b>Approved in budget</b>
Fund(s)	N/A	<input type="checkbox"/>	<b>Budget reallocation required</b>
		<input checked="" type="checkbox"/>	<b>No budgetary impact</b>
<b>WORK PLAN FOCUS AREAS:</b>			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

**NEEDED FROM COMMISSION:**

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

**KEY FACTS AND INFORMATION SUMMARY:**

**Summary Statement**

The Department of Community Development is proposing revisions to the Sammamish Municipal Code (SMC) that regulates the siting, design, and deployment of wireless communication facilities throughout the city.

**Background**

In early 2019, the FCC passed a [declaratory ruling](#) which directs local jurisdictions to promote the adoption of fifth generation (5G) wireless services by expediting deployment of small cell networks nation-wide. The ruling limits the amount of time spent on reviewing a permit application and the fees

collected. In addition, the ruling requires a cautious approach to regulating the telecommunication industry because if the regulations, permitting review timeline, fees, and design requirements limit the ability for small cell deployment, the jurisdiction may be viewed as “marginally inhibiting” which could violate the FCC order.

5G technology is anticipated to greatly boost network capacity, data speeds, and expand broadband access. It will also enable increased competition for a range of services such as: support for new healthcare and Internet of Things applications; speed the transition to life-saving connected car technologies; and allow for development of ‘smart city’ technology. 5G is deployed using a network of small cell facilities which integrate into the existing wireless network that is currently comprised of macro cells or commonly known as cell towers.

The city’s existing wireless communication facilities code does not address the FCC’s ruling. Working with the city attorney and our land-use consultant, staff propose repealing Chapter 21A.55 SMC and replacing it with Chapter 21A.56 SMC which will bring the city into compliance with the FCC ruling. Additionally, these new regulations will address design and aesthetic criteria, a streamlined permit review process, and integrate changes resulting from staff’s implementation of the current code.

Stakeholder and public input was gathered through feedback provided at the Sammamish Farmer’s Market, a project webpage on the [City’s website](#), and through the City’s new engagement tool, [Connect Sammamish](#). Additionally, staff sought input from telecommunication industry representatives, regional utility providers, and other entities that may be affected by the implementation of the proposed draft code. The feedback received, as well as additional research completed by staff, will be incorporated into the proposed draft Planning Commission review at the September 19, 2019 meeting.

#### **Next Steps**

At the September 5, 2019 Planning Commission meeting, staff will provide background information related to 5G deployment and the wireless communication facilities code rewrite along with a high-level overview of Chapter 21A.56 SMC. Following staff’s presentation, there will be a period of public comment where telecommunication providers will present on industry interests. On September 19, 2019, staff will present a draft of Chapter 21A.56 SMC and provide a detailed overview of the proposed regulations. Finally, on October 17, 2019, Planning Commission will hold a public hearing and staff will ask for Planning Commission’s recommendation to City Council.

#### **FINANCIAL IMPACT:**

N/A

#### **OTHER ALTERNATIVES CONSIDERED:**

N/A

#### **RELATED CITY GOALS, POLICIES, AND MASTER PLANS:**

##### **Comprehensive Plan Goals and Policies**

Goal UT.1 Ensure development and the maintenance of all utilities at levels of service adequate to accommodate existing and projected growth.

- Policy UT.1.2 Utilize franchise agreements with private utility providers and interlocal agreements with public utility providers as a means to protect and advance adopted City goals and policies.

Goal UT.2 Support coordination with service providers to minimize cost and service disruption.

- Policy UT.2.2 Promote co-location of new public and private utility distribution facilities above-ground and in underground shared trenches.

Goal UT.3 Encourage placement, siting and design of utilities to support community character and promote uninterrupted service.

- Policy UT.3.3 Minimize the visual impacts of telecommunications facilities and towers in the community.

Goal UT.4 Facilitate citywide utility services that are consistent, reliable, equitable, competitive, and financially sustainable.

- Policy UT.4.3 Support the provision of high-quality telecommunication services in both current and emergent technologies throughout the community.
- Policy UT.4.4 Coordinate with non-City-owned utilities to ensure that energy and telecommunications resources are available to support the proposed land use plan.
- Policy UT.4.5 Increase bandwidth of telecommunication services to enhance service to Sammamish residents.

## PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
<b>September 5</b>	6:30 PM	Regular Meeting	Kellye Hilde Sara Estiri  David Pyle Dennis Osborn	Public Hearing/Deliberation: Comprehensive Plan Amendments – Technical Items  Presentation: Wireless/Small Cell Technology
<b>September 19</b>	6:30 PM	Regular Meeting	Kellye Hilde Miryam Laytner  David Pyle Dennis Osborn	Public Hearing/Deliberation: Comprehensive Plan Amendments – Land Use Map  Work Session: Wireless/Small Cell Technology Regulation Update
<b>October 3</b>	Cancelled	Regular Meeting		
<b>October 8</b>	6:30 PM	Special Joint Meeting w/City Council	Miryam Laytner Sara Estiri  Kellye Hilde	Work Session: 2020 Comprehensive Plan Amendments – Docket Requests  Presentation: Planning Commission Recommendation – Urban Forest Management Plan
<b>October 17</b>	6:30 PM	Regular Meeting	David Pyle Dennis Osborn	Public Hearing/Deliberation: Wireless/Small Cell Technology Regulation Update
<b>November 7</b>	6:30 PM	Regular Meeting	Miryam Laytner Sara Estiri	Public Hearing/Deliberation: 2020 Comprehensive Plan Amendments – Docket Requests
<b>November 21</b>	6:30 PM	Regular Meeting	David Pyle Dennis Osborn	Deliberation: Wireless/Small Cell Technology Regulation Update