



CITY OF SAMMAMISH

PLANNING COMMISSION REGULAR MEETING

April 20, 2017 6:30 – 8:30 PM

SAMMAMISH CITY HALL 801-228TH AVE SE

AGENDA

Approx start time

CALL TO ORDER

6:30 pm

ROLL CALL

6:31 pm

➤ **APPROVAL OF THE AGENDA**

➤ **PUBLIC COMMENT** – Non Agenda (3 minutes each)

OLD BUSINESS

6:45 pm

- **Neighborhood Character**
 - Workshop Session

NEW BUSINESS

7:45 pm

- **Title 24 Update**
 - Workshop Session

➤ **PUBLIC COMMENT** – Agenda (7 minutes each)

ADJOURN

8:30 pm

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 Kevin Johnson at Kjohnson@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.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
May 4	Cancelled	Regular Meeting		
May 18	6:30 PM	Regular Meeting	Jeff Thomas Doug McIntyre David Goodman	Public Hearing / Deliberation: Title 24 Update Work Session: R-1 Land Use Density Analysis
June 1	6:30 PM	Regular Meeting	Kellye Hilde Public Works Staff	Work Session: Comprehensive Plan Amendments – Transportation Element Update
June 15	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre Public Works Staff	Public Hearing / Deliberation: Comprehensive Plan Amendments – Transportation Element
July 6	6:30 PM	Regular Meeting	Doug McIntyre David Goodman Public Works Staff	Work Session: Comprehensive Plan Amendments – Capital Facilities Element Work Session: Urban Forestry Short Course Training (Video)
July 20	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre David Goodman Public Works Staff	Public Hearing / Deliberation: Comprehensive Plan Amendments – Capital Facilities Element Work Session: Urban Forestry Short Course Training (Video)
August		No Meetings		



Memorandum

Date: April 20, 2017
To: City of Sammamish Planning Commission
From: Kellye Hilde, Planning Manager and Doug McIntyre, Senior Planner
Re: Neighborhood Character

Introduction

The purpose of the April 20, 2017 Planning Commission meeting, as related to neighborhood character, is to refine the Planning Commission's stance on the concepts previously discussed. The Planning Commission is not being asked to take formal action on neighborhood character; instead the Planning Commission is being asked to consider the options previously discussed and report back to the City Council on the preferred path forward. Staff will work with the Chair and Vice-Chair to develop a memo which will be sent to the Mayor and Deputy Mayor.

Project Background

Beginning in December 2016, the Planning Commission has been directly engaged with the topic of neighborhood character. There have been three total public meetings in which neighborhood character has been discussed: December 13, 2016, February 2, 2017, and March 2, 2017. The following is a general summary of the discussion with Planning Commission to-date:

- Support for a scaled approach to buffers, which could be accomplished by implementing a buffer scaled by the percentage of a lot's dimension.
- Establish a maximum buffer width should be set in order to cap the buffers to avoid potential takings and provide assurance to property owners.
- Need for a strong purpose statement that demonstrates the reasons why the City desires to regulate such buffer areas.
- Support for the idea that a buffer be flexible to have active or passive uses within it depending upon the site characteristics.
- Consideration for the quality of the buffer over the quantity (i.e. dimension) of the buffer
- Incorporate a sufficient focus on tree protection.

Low-Density Residential Zone Transitions:

Based on feedback from the Planning Commission, the idea of a zone-to-zone transition buffer between low-density residential zones resulted in the following takeaways:

- Do not pursue low-density residential buffers and instead review and improve the City's landscape standards.
 - However, if City Council chooses to implement such a buffer, limit this to instances where R-1 abuts an R-6 zone or greater.

Arterial Street Buffers:

Based on feedback from the Planning Commission, the idea of arterial street buffers resulted in the following takeaways:

- Limit buffers to principal arterials only.
- Consider regulating certain areas of each arterial in a context-appropriate manner depending upon its perceived neighborhood character.

Requested Follow-up Items

One specific item was requested as follow-up for Planning Commission to review at the April 20th meeting. Planning Commission requested a more thorough review of regulations other jurisdictions have implemented for arterial street buffers to enhance and protect neighborhood character. While the Department of Community Development has not conducted an exhaustive review of all municipal codes in the State of Washington, Staff did find that the following jurisdictions implement an arterial street setback:

- *City of Lynwood* – A “building line” is established at the greater of either the required yard setback (based on the zoning designation) or the setback from the centerline of all streets (ranging from freeways to local access streets). The setbacks are a function of the Functional Classification of the street and its right-of-way width. The setbacks range from 0 to 65 feet.
- *City of Snohomish* – An additional street setback is imposed on properties adjoining an arterial street to accommodate the future construction of a planned expansion of the arterial.
- There are out-of-state jurisdictions which implement arterial street setbacks; however, these are not great comparisons as the facts may differ in how urban planning principles are administered.

It is not clear in any of these cases that these regulations were implemented as a means to enhance and protect neighborhood character. Therefore, it is not clear if any of these examples can be used to inform the efforts to enhance and protect neighborhood character in the City of Sammamish.

Considerations for Planning Commission

City Staff have considered the input from the Planning Commission and have reviewed different manners in which neighborhood character can be enhanced and protected via amendments to Title 21A of the Sammamish Municipal Code. Staff is now requesting that Planning Commission refine its collective stance and report back to the City Council on its discussions.

The presentation on April 20th will assist the Planning Commission in arriving at a collective stance, as we discuss the specific concepts outlined in the Project Background above. The discussions will then lead staff to draft memo which will be discussed with the Mayor and Deputy Mayor in May 2017.



Memorandum

Date: April 20, 2017

To: City of Sammamish Planning Commission

From: David Goodman, Management Analyst

Re: Update to Comprehensive Plan Amendment Procedures

Background

Sammamish Municipal Code (SMC) Title 24 contains the processes, procedures, and requirements for updating and amending the Comprehensive Plan. This title was originally adopted in 1999 (Ord. 099-29), and was last updated in 2003 (Ord. O2003-132). City staff will be drafting a new title – SMC Title 24A – that will make the Comprehensive Plan amendment process more efficient, effective, and easy to understand for citizens wishing to participate.

Project Overview

As a City planning under the Growth Management Act (Chapter 36.70A RCW), Sammamish must adopt a Comprehensive Plan to serve as the “centerpiece of local planning” efforts.¹ The Plan is a framework for decisions on land use, transportation, housing, capital facilities, parks, and the environment.² RCW 36.70A.070 specifies the elements that are required to be included in a Comprehensive Plan, including land use, housing, capital facilities, utilities, parks and recreation, and environment and conservation. The Plan features goals associated with these elements, 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.

Pursuant to RCW 36.70A.130, major updates to the Comprehensive Plan are required every eight years, beginning in 2015. This “periodic update” allows the City to make appropriate changes to the Plan in response to changes in local conditions and priorities, county planning policies, and state law. In between these periodic updates, RCW 36.70A.130(2)(a) permits the City to consider amendments to the Comprehensive Plan no more frequently than once per year (there are a few specific cases in which the Plan may be updated outside of this framework). Typically, amendments proposed in between major updates are text amendments (changes to the text of goals, policies, or background information of the Plan) or site-specific land use map amendments (changes to the future land use zoning of a property or small group of properties).

While the Growth Management Act provides the framework for updating and amending the Comprehensive Plan, the details regarding the process of how the Plan is updated at the local level is left to the jurisdictions themselves. Staff determined that the processes and procedures for updating and

¹ Comprehensive Planning/Growth Management. MRSC. <<http://mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Comprehensive-Planning-Growth-Management.aspx>>.

² City of Sammamish Comprehensive Plan Vol. I: Introduction, 3.

amending the Comprehensive Plan in SMC Title 24 are overly and confusingly prescriptive, redundant in many areas, contain numerous references to actions either beyond the scope of amending the Comprehensive Plan or that are no longer relevant, and difficult for the City to implement and the public to understand. As a result, staff propose repealing SMC Title 24 and replacing it with a new SMC Title 24A, which will establish a Comprehensive Plan amendment process based upon a review of peer cities' codes and staff's experience administering Sammamish's and other cities' codes.

Process

Staff will present background information on the Comprehensive Plan amendment process to the Planning Commission at their April 20 meeting. On May 18, the Planning Commission will review proposed changes, hold a public hearing on the proposed changes, and submit a recommendation to the City Council.