



# PLANNING COMMISSION

## MEETING SUMMARY

Thursday, July 21 2011

City of Sammamish Council Chambers

## COMMISSIONERS PRESENT

Joe Lipinsky

Kathy Richardson

Jan Klier

Mike Collins

Michael Luxenberg

Mahbubul Islam

ABSENT - Jeff Wasserman

## CALL TO ORDER

Chair Lipinsky called the meeting of Sammamish Planning Commission to order at 6:32 p.m.

APPROVAL OF AGENDA – Approved

APPROVAL OF MINUTES – 06/16 - Approved

## STAFF PRESENT

Kamuron Gurol, Community Development Director

Rob Garwood, Senior Planner

Debbie Beadle, Community Development Secretary

## REVIEW OF WORK PROGRAM CALENDAR

*Kamuron Gurol* reviewed the Work Program Calendar with the Commission, the following points were discussed:

- Focus for this evening meeting would be on the Code Amendments for Accessory Dwelling Units/Cottage Housing and Duplexes
- After a brief process discussion this evening on the Critical Areas Ordinance the subject will continue 09/22/2011.
- It was confirmed that the CAO subject would be discussed in depth in 2012. This decision came from the City Council. The main reason for the change in the calendar for this subject was due to the re-election/election process of the City Council and Planning Commission.
- Due to a variety of vacation schedules, the first meeting for the Planning Commission in the Fall will be 09/22/2011, this will be the only meeting in September.
- The joint CC/PC Meeting will take place on 11/14/2011. The CAO will be included on the Agenda for this meeting.

- Code Blocks #4 Home Occupation/Home Industries will be introduced at the 09/22/2011 meeting by Evan Maxim.
- Title 24 will be introduced at the 10/06/2011 meeting.

**Nominations/Elections Process 2011/2012** – It was agreed to change the Planning Commission By-Laws to incorporate current Planning Commissioners' terms that are due to be expired. The document will be amended to move the Nomination/Elections to a March/April schedule within the calendar, enabling Planning Commissioners to be elected by the currently seated Council. Staff will propose the changes to the By-Laws and discuss them with the Commission at the 09/22/2011 meeting.

**DIRECTOR’S REPORT FROM CITY COUNCIL MEETING 07/18**

City Council Updates:

- Passed an Emergency Ordinance Medical Marijuana.
- Adopted a series of Amendments to the Shoreline Master Program for consideration by the Department of Ecology.
- TDR CC amendments to considered – September 2011
- City Manager signed TDR agreement with King County 07/21/2011
- Contract signed with a consultant for Four Electric Vehicle Charging Stations to be installed at City Hall.

**PUBLIC COMMENT – NON AGENDA - None**

**PUBLIC COMMENT – Critical Areas Ordinance (CAO)**

Jim Osgood, 19661 SE 24<sup>th</sup> Way, Sammamish, WA 98075

The Commission discussed the process of updating the Critical Areas Ordinance with Mr. Osgood. He stressed to the Commission that communication should be a top priority for the City. A specific mailing list was suggested including a possible postcard. Staff will discuss with the Commission the process for communicating with the public regarding the CAO update.

**OLD BUSINESS**

**ACCESSORY DWELLING UNITS//DUPLEXES/COTTAGE HOUSING**

- **Code Amendments**

*Kamuron Gurol Community Development Director* opened discussion and advised that this evening’s presentation would be given by *Rob Garwood, Senior Planner, City of Sammamish*.

Discussion commenced on the changes proposed by Vice Chair Richardson (highlighted in yellow) as follows:-

5. a. *Accessory dwelling units:*
  - (1) *Only one accessory dwelling per primary single detached dwelling unit;*
  - (2) *Only in the same building as the primary dwelling unit when there is more than one primary dwelling on a lot;*

(3) *The primary dwelling unit or the accessory dwelling unit shall be owner occupied;*

(a) *The dwelling units shall not exceed a floor area of 1,000 square feet when detached. When one of the dwelling units is wholly contained within the existing residence then the floor area shall not exceed 40 percent of the floor area of the existing unit;*

(b) *When the primary and accessory dwelling units are located in the same building, only one entrance may be located on each street side of the building;*

(c) *The total number of occupants in both the primary residence and the accessory dwelling unit combined may not exceed the maximum number established by the definition of family in SMC 21A.15.450;*

(d) *Additions to an existing structure or the development of a newly constructed detached ADU shall be designed consistent with the existing facade, roof pitch, siding, and windows of the primary dwelling unit;*

(4) *No additional off-street parking space shall be required when the parcel contains four (4) or more parking space. If there are three or fewer one new space must be provided;*

**Motion Raised:** Approval of 21A.20.030 Residential Land Uses Dwelling Code Unit as discussed. Approved 6:0

Discussions continued on the language that would be proposed for the ordinance with regard to the Pilot Program. Commissioner Wasserman had submitted changes to staff, and requested approval from the Commission. Details as follows (proposed changes highlighted in yellow):-

**Section 1. Pilot Program Established - Applicability.** A pilot program is hereby established to allow cottage housing in the R-4 through R-18 zones as provided in the following sections of this Ordinance:

a. The purpose of this Ordinance is to allow development of a limited number of cottage housing projects to evaluate opportunities to increase the availability of cottage housing in Sammamish neighborhoods.

b. The goals of cottage housing demonstration projects are to:  
i. Increase housing supply and the choice of housing styles available in the community  
ii. Promote housing affordability and greater choice by encouraging smaller and more diverse home sizes and mixes of income levels.

**Motion Raised:** Original wording to remain as written in b ii. 6-0

iii. Promote high quality design  
iv. Promote projects that are compatible with existing single-family developments  
v. Evaluate results to determine if permanent zoning amendments are appropriate.

c. Developments considered under the provisions of this Ordinance are subject to the development standards contained in SMC 21B and all other applicable sections of the Sammamish Municipal Code.

d. Cottage housing projects in residential zones have not previously been developed in Sammamish and their development may result in traffic, and other

impacts; therefore a pilot program is appropriate to allow a limited number of regulated cottage housing projects.

## **Section 2: Neighborhood Meeting Required.**

a. Developers of cottage housing projects proposed under this Ordinance shall schedule and host a neighborhood meeting following the procedures in SMC 20.05.035

## **Section 3. Permit Process**

a. Except for Cottage Housing Demonstration Projects that involve a subdivision as defined by the City of Sammamish Development Code, the City shall use a Type II Review process as described in Section SMC 20.05 of the Sammamish Municipal Code, ~~to review and decide on cottage housing demonstration projects~~ with the additional requirements as described in Section 6(c) of this Ordinance.

b. For Cottage Housing Demonstration Projects that involve a subdivision as defined by Section SMC19A of the Sammamish Municipal Code, the City shall use a Type III Review process as described in Section SMC 20.05 of the Sammamish Municipal Code, ~~to review and decide on cottage housing demonstration projects~~, with the additional requirements as described in Section ~~6(e)~~ 3(d) of this Ordinance.

**Motion Raised:** Proposed changes as stated in 3a. 3b, 6-0

c. The proposal must demonstrate compliance with the development guidelines for cottage housing as stated in Section 21B.30.280 of the Sammamish Development Code.

d. In addition, the applicant must demonstrate that:

i. The impacts of the proposed development will be substantially similar to the impacts that would occur with a traditional development that could be constructed on the property.

**Motion Raised:** Original wording to remain as written in 3d i. 6-0

ii. Except as otherwise provided in this Ordinance, the proposal is compatible with surrounding development with respect to building heights, roof forms, property lines, parking location and screening, access, and lot coverage.

**Motion Raised:** Original wording to remain as written in 3d ii. 6-0

iii. The proposal provides elements that contribute to a sense of community within the development by including elements such as front entry porches, common open space, and common buildings or common spaces within buildings.

d.. The City's approval of an cottage housing project does not constitute approval of a subdivision, a short plat, site plan entitlement, or a binding site plan, nor does it exempt the project from proceeding under the review requirements for a Type II or Type III Development Review process, whichever applies.

e. The City of Sammamish reserves the right to deny an application for development under this Ordinance without prejudice.

**Section 4. Pilot Program monitoring.** The Department of Community Development shall monitor the effect of cottage projects pursuant to the provisions of this pilot program. Such monitoring may include tracking any increase in traffic incidents, citizen comments or complaints, and any other information related to the cottage housing project. Following expiration of this ordinance, City staff shall produce a report evaluating how well the project achieved the goals of the ordinance.

**Motion Raised:** Original wording to remain as written in Section 4.

**Section 5 Duration of the Pilot Program.** The City may approve cottage housing demonstration projects totaling up to 50 units. Except as noted in Section 3(a) of this Ordinance, applications to be part of the cottage housing demonstration program must be submitted within five calendar years from the effective date of this Ordinance on forms to be provided by the Department.

The Accessory Dwelling Units/Cottage Housing/Duplex Code amendments discussion concluded with the Planning Commission. The hand-off session with the City Council will take place September/October 2011.

## **NEW BUSINESS**

### **CRITICAL AREAS ORDINANCE**

- **Process Discussion**

*Kamuron Gurol Community Development Director* opened discussion on the process for updating the Critical Areas Ordinance:

The objective for this evening is to discuss the public engagement process for the forthcoming Critical Areas Ordinance update.

#### **Agenda for tonight**

- Goals
- Public Outreach
- Next Steps

#### **Goals**

- Informed Analysis and Regulations
- Meaningful, effective outreach to affected properties
- Understand technical and policy aspects
- Support handoff to the City Council

#### **Public Outreach**

Required steps

- Public Hearings
- SEPA Review
- Department of Commerce
  
- Techniques / tools

- Discussion Tables
- Newsletter
- Website
- Survey(s)
- Mailings / GovDelivery
- Field trips
- Master Builders Assoc.
- Environmental Groups

### **Question & Discussion**

- Additional or revised goals
- Ideas for improved public outreach
- Questions on previous city experience

### **Next Steps**

- September 22:
  - Continue discussion on the update process
- November 14
  - Joint meeting with City Council

Questions with staff and the Commission were discussed following the presentation. It was advised that this was the first of many discussions on the process.

An option was raised via Commissioner Collins for future Planning Commission informational options:-

- Identified Co-coordinator
- Email alerts
- Mail box within the City

*Kamuron Gurol* encouraged ideas suggested via Commissioner Collins throughout the Commission. Staff would continue to work with the Commission and continue to discuss the process at the next meeting on 09/22.

### **PUBLIC COMMENT**

Roy Crispin, PO Box 4043, Bellevue WA 98052  
 Jim Osgood, 19661 SE 24<sup>th</sup> Way, Sammamish, WA 98075  
 Susan Richardson, 19661 SE 24<sup>th</sup> Way, Sammamish, WA 98075

### **ADJOURN**

Meeting adjourned at 8:48 p.m.  
 Chair: Joe Lipinsky  
 (Video Audio record 7/21/2011 refers.)

Secretary: Debbie Beadle