



PLANNING COMMISSION

MEETING SUMMARY

Thursday, September 22 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 6:35 p.m.

APPROVAL OF AGENDA – Approved

APPROVAL OF MINUTES – 07/21 - Approved

STAFF PRESENT

Kamuron Gurol, Community Development Director

Evan Maxim, Senior Planner

Tony Hudson, Community Development Assistant

REVIEW OF WORK PROGRAM CALENDAR

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

- Focus for this evening's meeting would be on the Process Discussion for the Critical Areas Ordinance and the Introduction of Code Blocks #4 Home Occupation/Home Industries.
- Discussion took place regarding the PRO Plan Parks Recreation & Open Space which is due to commence for discussion/presentation on 10/06/2011. During the meeting clarification with regard to the Planning Commission's role in regard to the PRO Plan was clarified to the Commission/Staff. Vice Chair Richardson was involved with the clarification due to her role within the steering committee for the PRO Plan Project.
- Commissioner Collins discussed the Comprehensive Plan Amendments including a previous email alert which had been sent to the subscribers. Clarification of the email alert, what information is required and what type of information has been presented previously for the large policy document was clarified via Kamuron Gurol.

- Sustainability Plan Update is scheduled for 11/03/2011.
- Title 24 will be introduced at the 10/06/2011 meeting.
- Housing Needs Analysis will be introduced 11/03/2011.
- Nomination/Election Process will begin in late 2011 and conclude early 2012.

DIRECTOR'S REPORT FROM CITY COUNCIL MEETING 09/06

City Council Updates:

- Nomination/Election Process – City Clerk currently revising ordinance for process purposes. Previously the process would commence in November the new ruling shifts the timeframe to start in February. Confirmed details would follow.
- Shoreline Master Program approved by the Department of Ecology and takes effect August 31, 2011.
- Second Reading Adopting Amendments To The Town Center Development Regulations Codified Into Chapter 25 Of Title 21b And Adopting Amendments To The Transfer Of Development Rights Regulations Codified Into Chapter 80 Of Title 21a Of The Sammamish Municipal Code.
- Z (Zero Energy) Town Homes. Commissioner Islam asked if the City is encouraging something similar to these styles of home during the Town Center Process. The developer for the current Issaquah Project contributed to details during the Town Center Regulations. It was advised that during the months ahead the developer would return to Sammamish to discuss future Town Center Plans.

At present Issaquah is running bus tours of the Z Homes. Council Member James requested that the City Council/Staff attend the bus tour. City Council also requested that the Planning Commission attend.

Commissioner Richardson formally requested that the Planning Commission would be involved within the tour and requested that the City Manager be made aware of their request.

PUBLIC COMMENT – NON AGENDA - None

George Toskey - 2430 238th PL NE, Sammamish, WA 98075 – Hard Document given

Megan Gee – 22201 NE 28th Pl, Sammamish, WA 98075

Jim Osgood – 19661 SE 24th, Sammamish, WA 98075

Maynard Pillie - 19644 SE 24th Way, Sammamish, WA 98075

Break at 7:42pm

NEW BUSINESS

ENVIRONMENTALLY CRITICAL AREAS ORDINANCE

- **Process Discussion**

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

The objective for this evening is to work through the powerpoint slides and discuss the public engagement process for the forthcoming Critical Areas Ordinance update.

Agenda for tonight

- Overall CAO Goals
- Discussion of Roles
- Planning Commission Outreach Components
- Next Steps

Task for the City

- WHAT: The city will adopt an update to the Environmentally Critical Area Regulations contained in 21A.50
- WHY:
 - Required update in 2015
 - Ensure regulations are effective & reflect BAS
 - Some provisions will sunset in January 2012

Overall Goals for CAO Update

- Informed Analysis and Regulations
- Meaningful, effective outreach to our local community
- Understand technical and policy aspects
- Support handoff to the City Council

Anticipated Roles

- City Council – Policy review, refine regulations, public input, and adopt legislation
 - Planning Commission – Advise the City Council on policy review, public input, provide balance, deliberate, and recommend to City Council
- Staff – Facilitate the process, provide information, recommend, analysis
 - Technical Consultant – Provide Best Available Science (BAS) review, regulation analysis, review public testimony

Public Outreach

- Goal for Tonight – develop / identify components of public outreach
- October 20 – Planning Commission review of schedule and components
- Joint Planning Commission and City Council discussion on November 14
- Goal: Effective Public Outreach
 - Variety of communication techniques

- Feedback from participants, adjustments based on feedback
- Variety of perspectives are heard
- Clear opportunities for public participation

- Public Outreach shall consist of:
 - Required components: Public Hearings, SEPA Review, Department of Commerce
 - Optional components

Public Outreach Options

Open House / Discussion Tables:

- WHAT – Open house to build up general familiarity or specific topical discussions in round table setting at City Hall
- OBSERVATIONS:
 - Allows a opportunities for general and focused discussions
 - Allows for multiple perspectives
 - Attended by the engaged participants

City Newsletter:

- WHAT – Article in City newsletter, identifying progress, options to engage in list serv
- OBSERVATIONS:
 - General information
 - Allows for interested citizens to engage
 - Readership / follow up varies

Website:

- WHAT – Web page dedicated to subject on City website; clearing house of information
- OBSERVATIONS:
 - Complete record of documents produced
 - Updates on public process
 - Allows for interested citizens to engage
 - Requires self-selection

Surveys:

- WHAT – Topic specific surveys conducted in concert with other outreach tools
- OBSERVATIONS:
 - Allows for multiple perspectives
 - Allows for feedback on multiple subjects (e.g. process, topics, etc)

Mailings / GovDelivery (listserv):

- WHAT – direct mail or email contact with city, providing updated meeting times, information
- OBSERVATIONS:
 - Can be blanket mailing in some conditions or self-selected into GovDelivery
 - Provides opportunity to engage
 - Can be targeted to various groups

Newspaper article / Press release:

- WHAT – article or press release in local newspaper
- OBSERVATIONS:
 - Provides opportunity to engage
 - Reaches a broad audience
 - Follow up will vary depending on article

Public Outreach Options

- Optional outreach components – include which?
 - Open house / Discussion tables
 - Newsletter
 - Website
 - Survey(s)
 - Mailings / GovDelivery
 - Newspaper articles / Press release

Next Steps

- October 20
 - Planning Commission review of staff prepared overall schedule and timeline with outreach components identified tonight
- November 14
 - Joint meeting with City Council
 - Council confirmation of proposed outreach components and schedule / timeline

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.

Staff will continue to work with the Commission and continue to discuss the process. The next process discussion with City Council will take place 11/14/2011. Outreach would commence 2012.

Due to the timespent on the CAO Process, the Code Blocks #4 Home Occupation/Home Industries discussion will take place at the next scheduled meeting on 10/06/2011.

PUBLIC COMMENT – NONE GIVEN

ADJOURN

Meeting adjourned at 8:35 p.m.
 Chair: Joe Lipinsky
 (Video Audio record 9/22/2011 refers.)

Secretary: Tony Hudson