



PLANNING COMMISSION

MEETING SUMMARY

Thursday, October 20, 2011

City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Joe Lipinsky

Kathy Richardson

Jan Klier

Mike Collins

Michael Luxenberg

Mahbubul Islam

CALL TO ORDER

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

APPROVAL OF AGENDA – Approved

STAFF PRESENT

Kamuron Gurol, Community Development Director

Jessi Richardson, Parks & Recreation Director

Linda Fruska, Deputy Director Parks & Recreation

Evan Maxim, 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:

- This evening's meeting would commence with the Public Hearing on the Introduction and Review Process of the (PRO) Parks Recreation & Open Space Plan, following with Deliberation/Recommendation.
- The second item for the Agenda would be the Public Hearing on the Code Blocks #4 Home Occupation/Home Industries topic. The Director recommended the public hearing be continued to the 11/03/2011 meeting.
- Within the 11/3/2011 meeting the PRO Parks Recreation & Open Space Plan would be discussed again if required, and then followed by the PH/Deliberation/Recommendation on the Code Blocks #4 Home Occupation/Home Industries. If the PRO Plan was concluded this evening then the continuation of the Process Discussion on the Critical Areas would commence on 11/03.
- The second November meeting would be a joint meeting with the City Council on Monday 14th November commencing at 6:30pm. Please note that there will be no

regular Planning Commission meeting on Thursday 11/17. The topic for discussion that evening is the process for the Critical Areas Discussion.

- Two further topics for future meetings include the Sustainability Plan and housing Needs Analysis. Further details would follow.

Commissioner Collins requested that the 11/03/2011 meeting commence at 7:00pm due to the opening of Sammamish EX3 Teen & Recreation Center within the old Library building on 228th Avenue. The Commission discussed the option and the agreed that the new start time would work for the Commission.

Chair Lipinsky discussed an email requested from the Citizens of Sammamish regarding a time for them to present to the Planning Commission on the subject of Citizen Input Process for ECA Code Revision at the 11/03/2011 Planning Commission meeting. The email requested a 20 minute timeslot within the Planning Commission meeting to present the details.

Discussion commenced with the Commissioners - Would the requested timeframe be appropriate as the normal rules are 3 minutes per person for Public Comment?

Motion Raised: To allow the Citizens of Sammamish a 20 minute timeframe within the 11/03/2011 Planning Commission meeting for presentation purposes. Approved 5:2

It was agreed that Chair Lipinsky would reply to the email advising that the time would be allocated within the meeting. The email would state that the presentation would have to be submitted to the Commission/Staff on Friday October 28.

DIRECTOR'S REPORT FROM CITY COUNCIL MEETING 10/17

City Council Updates:

- Ordinance: First Reading: Ordinance Of The City Of Sammamish, Washington, Amending Chapter, 21A.20 Related To Accessory Dwelling Units And Duplexes Of The Sammamish Municipal Code
- Ordinance Of The City Of Sammamish, Washington Relating To An Interim Municipal Code Amendment To Allow For Cottage Housing Demonstration Projects.
- Ordinance: Terms and Conditions of existing Terms & Conditions for Planning Commission/Council members.

PUBLIC COMMENT – NON AGENDA - None

OLD BUSINESS

PARKS RECREATION & OPEN SPACE (PRO) PLAN

- **Introduction & Review Process**

Kamuron Gurol Community Development Director opened discussion and advised that this evening's presentation would continue by *Jessi Richardson, Parks & Recreation Director City of Sammamish*.

Jessi Richardson, Parks & Recreation Director City of Sammamish gave a brief overview of the presentation and highlighted important areas including an overview of expenditures.

Slides as follows:-

PRO Plan Update – Project Background

- First Plan Adopted: December 2004
- Part of Comprehensive Plan
 - Appendix vs. Parks Element
- Updated Every 6 Years
- Required to Maintain State Grant Eligibility
- Informs Department Operations
- Update and Public Process Began in 2010

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PRO Plan Update - Coordination

- Parks Commission
- Planning Commission
- Arts Commission
- Steering Committee
- City Staff
- The Community
- City Council

PRO Plan Update - Purpose

- Sets clear goals and objectives to carry out department vision and establishes policies to support these goals.
- Provides a roadmap for park development (Capital Improvement Plan).
- Creates a forum for residents to express needs and ideas for parks and recreation.
- Meets pre-requisites for state grant funding through WA State Recreation and Conservation Office (RCO)

PRO Plan Update RCO Requirements

- Inventory
- Demand/ Needs Assessment
- Goals and Objectives
- Public Involvement and Survey
- Capital Plan
- Council Adoption

- Inventory

PRO Plan Update – GMA Requirements

The GMA - RCW 36.70A.070(3) - requires a park and recreation element that includes the following items:

- Inventory of Facilities (Chapter 3, 4 & 5)
- A Level of Service Analysis (Chapter 3)
- Forecast of Future Project Needs (Chapter 9)
- A 6-Year CIP (Future Appendix)

The Planning Commission “Meat and Potatoes

- Chapter 3 – Parks
- Chapter 4 – Athletic Fields
- Chapter 5 – Facilities
- Chapter 9 – Implementation (CIP)

PRO Plan Update – 6 Year CIP

Assumes the following:-

- 2013 Beginning Fund Balance of \$2 million
- Approximate - \$2 million per year from REET
- Approximate - \$360k per year from Impact Fees

6-year Project Summary (Draft)

- \$9 million – parks projects
- \$2 million – land acquisition
- \$2 million – trails
- \$2 million - Replacement and Contingency

Discussion

- Does the PRO Plan contain all of the GMA-required components?
 - Inventory of Facilities (Chapter 3, 4 & 5)
 - A Level of Service Analysis (Chapter 3)
 - Forecast of Future Project Needs (Chapter 9)
 - A 6-Year CIP (Future Appendix)
- Is the PRO Plan internally consistent? Is there a logical and reasonable relationship between policies and projects?
- Other feedback? Readable? Understandable?

**PUBLIC HEARING OPENED – NONE GIVEN
PUBLIC HEARING CLOSED.**

Motion: Recommendation of Adoption of PRO Plan as presented to City Council Approved 7:0

NEW BUSINESS

CODE BLOCKS #4 HOME OCCUPATION/HOME INDUSTRIES

- **Introduction**

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*.

Presentation details as follows:

Agenda

Introduction

- Summary of proposed language
- Policy items
- Open and continue Public Hearing
- Next Steps

Goals

- Protect character of neighborhoods while providing for appropriate options for home businesses
- Balance our prescriptive regulations with performance and operational measures to ensure compatibility
- Ensure our code is clear and understandable

General Steps

- Current code includes a number of “prescriptive” standards (limit of 1 non-resident employee, 3 parking stalls, etc)
- Looking to add language on operational and performance measures
- Need guidance from the public, Commissioners, and local home businesses to inform the recommendations to the Council.

Definitions

- Home businesses generally
- Type 1 home businesses
- Type 2 home businesses

General compatibility items

- Visibility
- Audibility
- Odor
- Traffic

Type 1 Home Business

- Criteria for operating business
- Presumed to be compatible with neighborhood if meet specified criteria
- Additional review may be necessary if a complaint is received

Type 2 Home Business

- Minimum standards for operations (e.g. 1 acre site, truck delivery limits, on-site sales)

- Conditional Use Permit review – case-by-case analysis of compatibility

Policy Questions

- Other compatibility topics beyond visibility, audibility, odor, traffic?
- How to handle on-site stand-alone retail sales? (e.g. winery tasting room, velvet Elvis's, etc)
- How to handle deliveries? (e.g. UPS okay for all, bulk material delivery for type 2?)

Next Steps

- Open Public hearing tonight and take comments
- November 3 – continued Public Hearing, deliberation
- December 1 – deliberation and recommendation
- January 2012 – City Council handoff

The code document 21A.15 Home Industry was discussed with the Commissioners. It was requested that the Commission review the details contained within the document for the deliberation/recommendation meeting on the 11/03/2011.

Questions with staff and the Commission were discussed following the presentation.

OPEN PUBLIC HEARING

Louise Todd, 19919 SE 27th PL, Sammamish
Susan Huenefeld, 1225 244th Ave NE, Sammamish
Rory Crispin, P. O. Box 40443, Bellevue, WA 98052

The Public Hearing will continue to the 11/03/2011 Planning Commission Meeting.

ADJOURN

Meeting adjourned at 8:39 p.m.

Chair: Joe Lipinsky
(Video Audio record 10/20/2011 refers.)

Secretary: Debbie Beadle