



PLANNING COMMISSION

MEETING SUMMARY

Thursday, December 1, 2011
City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Kathy Richardson
Jan Klier
Mike Collins
Michael Luxenberg
Mahbubul Islam

ABSENT: Jeff Wasserman, Joe Lipinsky

CALL TO ORDER

Vice Chair Richardson called the meeting of Sammamish Planning Commission to order at 6:31.p.m.

APPROVAL OF AGENDA – Approved

STAFF PRESENT

Kamuron Gurol, Community Development Director
Evan Maxim, Senior Planner
Debbie Beadle, Community Development Secretary

Mark Cross - Sammamish City Council

REVIEW OF WORK PROGRAM CALENDAR

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

- This evenings meeting would continue with the Public Hearing/Discussion/Deliberation on the Code Blocks #4 Home Occupation/Home Industries topic. It was confirmed that the Public Hearing would continue to the 01/19/2012 meeting.
- The additional topic for this evenings meeting would be the Process Discussion on the Environmentally Critical Areas Code. A debrief would also take place on the Process discussion from the City Council/Planning Commission joint meeting that took place on Monday 14th November. A public Environmentally Critical Areas Input Process presentation would be given by staff at this evenings meeting.
- Title 24 would be introduced in 2012 in the beginning of March. Emily Artech Senior Planner will be presenting this project.

- Environmentally Critical Areas dates for future meetings will be decided upon with staff and information on the dates will follow.

DIRECTOR’S REPORT FROM CITY COUNCIL MEETING 11/1

City Council Updates:

- Volunteers Dinner – Reminder to all Commissioners to advise staff of their acceptance for the 12/05/2011 event.
- Electric Vehicle Charging Stations Ribbon Ceremony will take place on 12/16/2011. All Council Members/Commissioners are invited to the event.
- An email alert was sent today 12/01/2012 to invite new members to apply for the current Commissions. Commissions requiring new candidates include the Planning, Parks, Art and Beaver Lake commissions. Full details can be found on the website.
- Bylaws comments
Motion: Adopt the current document as amended – Approved 5:0

PUBLIC COMMENT – NON AGENDA

John Galvin – 432 228th Ave SE, Sammamish, WA 98075

OLD BUSINESS

CODE BLOCKS #4 HOME OCCUPATION/HOME INDUSTRIES

- **Discussion**

Kamuron Gurol Community Development Director opened discussion and introduced *Evan Maxim Senior Planner* who would present details this evening.

Details as follows:

Tonight

- Introduction
 - Quick note on “grandfathered” uses
- Public Hearing
- Policy Items in Version #2
- Next Steps

Grandfathered Uses

- Grandfathered” = “Legally Non-Conforming”
- Sammamish Municipal Code protects existing business uses from amendments to the rules, provided:
 - The use was legally established to begin with;
 - The use has not been discontinued for more than 12 months;

- The use is not changed in such a way as to make it “more” non-conforming with the new rules

PUBLIC HEARING REOPENED – HOME INDUSTRIES/HOME OCCUPATION

Susan Huenefeld, 1225, 244th Ave NE, Sammamish WA 98074

Janie McKay, 3326 217th PL NE, Sammamish, WA98074

PUBLIC HEARING CONTINUED TO JANUARY 19, 2012 - HOME INDUSTRIES/HOME OCCUPATION

The presentation continued as follows:-

Policy Items

- Definition
 - Are the examples illustrative or distracting?
- Town Center
 - Corrected unintentional omission
 - Does not allow Type 2 Home Business
- Prohibited uses:
 - Staff recommendation is to not change prohibited uses
 - Most of these uses prohibited currently (e.g. auto repair, painting). Typically industrial type use
- Exception process:
 - Allow flexibility through the Type 2 Home Business review
 - Could create an expectation on part of applicant that an exception will be approved
- Hazardous Chemicals
 - Includes chemicals that in small quantities may be appropriate (e.g. propane, acetone, ammonia, etc.)
 - Building and Fire codes currently regulate storage
 - Artist community often uses these chemicals
- Outbuildings
 - Clarified storage of materials
- Retail sales
 - Revised to match existing allowances on retail sales (i.e. by appointment, online, not “walk in”)
- Business related parking and client / customer trips
 - Public comment expressed concern about proposed limits
- “Truck” deliveries
 - The original language was unclear and overly restrictive – revised language is proposed
- Property size for Type 2 businesses
 - Is ¾ of an acre too big, too small, or just right

Other Questions?

Conditional Use Permits:

- Approximately \$7,000, depending on how complex the review is (i.e. how much staff review time is required)
- Fees – Deposit for review time – refunded if not used
- Process – includes public notice and public appeal

Next Steps

- January 19
 - Complete deliberation and make recommendation
 - Revised recommendation memorandum including pros and cons for policy choices
- February / March
 - Planning Commission handoff
 - Council review

Staff took notes from each Commissioner on their suggestions/recommendations on certain points/items within the current revised code. Revised documents will be discussed during deliberations at the 01/19/2012 meeting.

PUBLIC COMMENT OPENED CRITICAL AREAS ORDINANCE

- Reid Brockway, 167 East Lake Sammamish Shore Lane NE, Sammamish, WA
- Bob Sorenson, 22609 NE 2nd Street, Sammamish, WA
- David Gee, 2201 NE 28th Pl, Sammamish, WA

OLD BUSINESS

ENVIRONMENTALLY CRITICAL AREAS ORDINANCE

- **Process Discussion**

Kamuron Gurol Community Development Director opened discussion and presented/discussed the following on the Environmentally Critical Areas Ordinance:

Goals

- Commission's role is to advise the City Council on land use policies and development regulations
- Public input needed to help inform the Commission's analysis and recommendations
 - Meaningful, effective outreach to affected parties
 - Understand technical and policy aspects
 - Help achieve a balanced outcome, and a good fit for Sammamish
- Support hand-off to the City Council

Mechanisms for public involvement

Required mechanisms

- Formal public hearings
- SEPA notices and review opportunity
- State agency and Tribe review

- Departments of Commerce and Ecology

Additional mechanisms

- Public comment sessions
- Round tables
- Newsletter
- Website
- Survey(s)
- Mailings / GovDelivery
- Field trips
- Stakeholder outreach

City Council's rules

- 3 minute limit for individual comments
- 5 minutes for representative from recognized group
- Clerk keeps time, Mayor implements rule
- Commenters encouraged to provide written remarks

Commission By-laws

ARTICLE VI: PUBLIC COMMENT AND PUBLIC HEARINGS

- Hearings conducted by the Planning Commission will conform to relevant provisions of State Law such as the Open Public Meetings Act.
- The Chair may set reasonable time limits for the length of testimony. Once testimony is complete, the Chair shall close the hearing and begin deliberations.

Benefits of Standard Procedures

- Fair – opportunity for all to participate
- Predictable process
- Use limited time efficiently
- Encourages cogent comments
 - To the point
 - Relevant
 - Clear
 - Specific

Staff suggestions

- Continue to use standard process for comments from the lectern
 - 3 minutes and 5 minutes, like the Council
- Use round tables and other mechanisms for interactive dialogue
- Adapt as we go, and add more opportunities as needed

Each Commissioner discussed options directly with Staff and the way forward with Public Involvement/Public Comment for future meeting conduct. Staff will revise the by-Laws document to incorporate these requested changes. The revised by-laws document will be discussed and approved at the 01/19/2012 meeting.

ADJOURN

Meeting adjourned at 8:55 p.m.

Vice Chair: Kathy Richardson

(Video Audio record 12/01/2011 refers.)

Secretary: Debbie Beadle

Roberts Rules of Order Applies: [RONR (10TH ed.), p. 451, 1. 25-28]