



PLANNING COMMISSION

MINUTES OF THE MEETING

MEETING SUMMARY

Regular bi-monthly meeting
Thursday, June 16, 2016, 6:30pm
City of Sammamish Council Chambers

COMMISSIONERS PRESENT

Frank Blau, *Pos. 6, Chair*
Shanna Collins, *Pos. 3, Vice-Chair*
Eric Brooks, *Pos. 1*
Larry Crandall, *Pos. 4*
Philip Cherian, *Pos. 5*

ABSENT: *Brian Garvey (Pos. 2), Nancy Anderson (Pos. 7)*

STAFF PRESENT

David Pyle, Deputy Director Community Development
Mike Sugg, Management Analyst
Tammy Mueller, Administrative Research Assistant

CALL TO ORDER

Chair Frank Blau called the Sammamish Planning Commission meeting to order at 6:30 pm.

EXCUSAL REQUEST FOR BRIAN GARVEY AND NANCY ANDERSON: Approved 5:0

APPROVAL OF AGENDA AS DISCUSSED: Approved 5:0

APPROVAL OF MINUTES: Approved 5:0

05/05/2016, 05/19/2016, & 06/02/2016 minutes approved as read.

NON-AGENDA PUBLIC COMMENT: (3 Mins)

No non-agenda public comments made.

OLD BUSINESS

Procedural Code Amendments – Work Session

Mike Sugg, Management Analyst and David Pyle, Deputy Director gave the following informational presentation to the Commission as follows:

Background:

Procedural Code Amendments were introduced and discussed during the 5/5/2016 meeting. The proposed amendments were brought before the Planning Commission this session for review.

Proposed Schedule

- Proposed PC Handoff to City Council: July 5, 2016

Discussion: Staff and Commission commenced discussion.

The proposed amendments are outlined in [Attachment A - Procedural Code Amendments](#). A summarizing [PowerPoint presentation](#) was presented by Staff to the Commission.

Proposed Amendments to Sammamish Municipal Code (SMC):

- **19A.12.020 – Preliminary approval of short subdivisions and subdivisions – Filing of final plat or final short plat**
 - Revise for clarity.
- **19A.16.045 - Final plat and final short plat review procedures**
 - Adjust threshold for submittal of an application for final plat/short plat.
- **20.05.030 – Pre-application conferences**
 - Require conferences for single family homes on sites with environmentally critical areas.
 - Clarify language related to “shelf life” of pre-application meetings.
 - Distinguish between feasibility and project pre-application meetings.
- **20.05.035 – Neighborhood meetings**
 - Require meetings within city limits and require applicant to attend meeting.
 - Require meeting materials to be the same as application.
 - Amend time periods for noticing and application submittal.
- **20.05.100 – Permit issuance**
 - Add time period for application response.
- **21A.95.070 – Limitation of permit approval**
 - Revise language for clarity.
- **21A.100.060 – Director review – Decision and interpretation final unless appealed**
 - Amend shelf life of conditional use permits, reasonable use exceptions, and variances.

Commission requested clarification from Staff on current codes and permitting processes, and how proposed amendments would alter these processes.

Staff will revise code amendments, taking Commission’s feedback into consideration.

Public Comment – Agenda (7 Minutes)

No agenda public comments made.

Public Hearing Closed

Motion to Adjourn

Meeting adjourned at 8:02pm

Chair: Frank Blau

PC Coordinator: Tammy Mueller

(Video Audio record 06/16/2016)

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