



CITY OF SAMMAMISH

PLANNING COMMISSION REGULAR MEETING

May 18, 2017 6:30 – 8:30 PM

SAMMAMISH CITY HALL 801-228TH AVE SE

AGENDA

Approx start time

CALL TO ORDER

6:30 pm

ROLL CALL

6:31 pm

- APPROVAL OF THE AGENDA
- APPROVAL OF THE MINUTES; 4/2/17 & 4/20/17
- PUBLIC COMMENT – Non Agenda (3 minutes each)

6:45 pm

OLD BUSINESS

- Title 24 Update
 - Workshop Session

7:00 pm

- PUBLIC COMMENT – Agenda (7 minutes each)

ADJOURN

8:30 pm

Note: This is an opportunity for the public to address the Planning Commission. For non-agenda items, three (3) minutes are granted per person, or five (5) minutes if representing the official position of a recognized community organization. Seven (7) minutes are granted per person for agenda items.

If you are submitting written material, please supply 8 copies (7 for Planning Commission; 1 for the record). If you would like to show a video or PowerPoint, it must be submitted or emailed by 5pm the day of the meeting to Kevin Johnson at Kjohnson@sammamish.us. Please be aware that Planning Commission meetings are videotaped and available to the public.

The City of Sammamish Planning Commission is appointed and is the advisory board to the City Council on the preparation and amendment of land use plans and implementing ordinances such as zoning. Planning Commissioners are selected to represent all areas of the City and as many "walks of life" as possible. The actions of the Planning Commission are not final decisions; they are in the form of recommendations to City Council who must ultimately make the final decision.

THE COMMISSION MAY ADD OR TAKE ACTIONS ON ITEMS NOT LISTED ON THIS AGENDA.

Planning Commission meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.

PLANNING COMMISSION AGENDA CALENDAR

Date	Time	Type	Staff	Topics
May 18	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre David Goodman	Work Session: Title 24 Update
June 1	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre David Goodman Public Works Staff	Public Hearing / Deliberation: Title 24 Update Work Session: Comprehensive Plan Amendments – Transportation Element Update
June 15	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre Public Works Staff	Public Hearing / Deliberation: Comprehensive Plan Amendments – Transportation Element
July 6	6:30 PM	Regular Meeting	Doug McIntyre David Goodman Public Works Staff	Work Session: Electronic Reader Boards Code Work Session: Comprehensive Plan Amendments – Capital Facilities Element
July 20	6:30 PM	Regular Meeting	Kellye Hilde Doug McIntyre David Goodman Public Works Staff	Public Hearing / Deliberation: Electronic Reader Boards Code Public Hearing / Deliberation: Comprehensive Plan Amendments – Capital Facilities Element
August		No Meetings		
September 6	5:00 PM	Special Meeting w/ Parks Commission	Kellye Hilde Parks Staff	Work Session: Urban Forestry Management Plan Work Session: PRO Plan Update
	6:30 PM	Regular Meeting	ARCH Staff	Work Session: Housing Strategy Update
September 7	Cancelled	Regular Meeting		



Memorandum

Date: May 18, 2017

To: City of Sammamish Planning Commission

From: David Goodman, Management Analyst

Re: Update to Comprehensive Plan Amendment Procedures

Background

Sammamish Municipal Code (SMC) Title 24 contains the processes, procedures, and requirements for updating and amending the Comprehensive Plan. This title was originally adopted in 1999 (Ord. 099-29), and was last updated in 2003 (Ord. O2003-132). City staff will be drafting a new title – SMC Title 24A – to replace Title 24 that will make the Comprehensive Plan amendment process easy to understand for citizens wishing to participate and for staff to administer.

Project Overview

As a City planning under the Growth Management Act (Chapter 36.70A RCW), Sammamish must adopt a Comprehensive Plan to serve as the “centerpiece of local planning” efforts.¹ The Plan is a framework for decisions on land use, transportation, housing, capital facilities, parks, and the environment.² RCW 36.70A.070 specifies the elements that are required to be included in a Comprehensive Plan, including land use, housing, capital facilities, utilities, parks and recreation, and environment and conservation. The Plan features goals associated with these elements, and identifies policies to help achieve those goals. The Plan also includes the future land use map, which serves as a guide for the long-term layout of the city. Sammamish adopted its first Comprehensive Plan in 2003 and approved a full update in 2015.

Pursuant to RCW 36.70A.130, major updates to the Comprehensive Plan are required every eight years, beginning in 2015. This “periodic update” allows the City to make appropriate changes to the Plan in response to changes in local conditions and priorities, county planning policies, and state law. In between these periodic updates, RCW 36.70A.130(2)(a) permits the City to consider amendments to the Comprehensive Plan no more frequently than once per year (there are a few specific cases in which the Plan may be updated outside of this framework). Typically, amendments proposed in between major updates are text amendments (changes to the text of goals, policies, or background information of the Plan) or site-specific land use map amendments (changes to the future land use zoning of a property or small group of properties).

While the Growth Management Act provides the framework for updating and amending the Comprehensive Plan, the details regarding the process of how the Plan is updated at the local level is left to the jurisdictions themselves. Staff determined that the processes and procedures for updating and

¹ Comprehensive Planning/Growth Management. MRSC. <<http://mrsc.org/Home/Explore-Topics/Planning/General-Planning-and-Growth-Management/Comprehensive-Planning-Growth-Management.aspx>>.

² City of Sammamish Comprehensive Plan Vol. I: Introduction, 3.

amending the Comprehensive Plan in SMC Title 24 are overly and confusingly prescriptive, redundant in many areas, contain numerous references to actions either beyond the scope of amending the Comprehensive Plan or that are no longer relevant, and difficult for the City to implement and the public to understand. As a result, staff propose repealing SMC Title 24 and replacing it with a new SMC Title 24A, which will establish a Comprehensive Plan amendment process based upon a review of peer cities' codes and staff's experience administering Sammamish's and other cities' codes.

Summary of New Comprehensive Plan Amendment Procedures in SMC Title 24A

SMC Title 24A includes the following new processes related to amending the Comprehensive Plan:

- **A “biennial review” cycle that coincides with the City’s budget.** The proposed code includes a two-year “biennial” review cycle that will replace the annual docket review currently used. Moving to a biennial review cycle will allow the City to better allocate resources to fully analyze amendment proposals.
- **A two-step review process for amendment proposals.** The proposed code delineates a two-step process for the review of amendment proposals: the docket review, which will serve as a preliminary review, and a legislative review for those proposals that the Planning Commission and City Council are interested in analyzing further.
- **Clear guidelines and responsibilities for review.** The proposed code better outlines the roles and responsibilities of the Planning Commission and City Council regarding the acceptance and review of amendment proposals.
- **Streamlined code.** The proposed code significantly reduces the length of the chapter on amending the Comprehensive Plan, and introduces the amendment process in a logical, linear manner.

Process

Following their discussion on May 18, the Planning Commission will hold a public hearing on SMC Title 24A at its June 1, 2017 meeting. The Commission will then vote on a recommendation to City Council on the proposed code.

Attachments

Attachment A - Draft SMC Title 24A

Sammamish Municipal Code Title 24A
PROCEDURES FOR AMENDMENT OF COMPREHENSIVE PLAN

Chapter 24A.10 – Purpose and General Procedures

24A.10.010 – Purpose

The purpose of this Chapter is to establish the procedures and review criteria for amending the City’s Comprehensive Plan. All plan and development regulation amendments will be afforded appropriate public review pursuant to the provisions of this section.

24A.10.020 – General Procedures

1. The City of Sammamish Comprehensive Plan shall be amended no more than once a year, except that it may be amended on a more frequent basis in accordance with the provisions of RCW 36.70A.130.
2. The Comprehensive Plan may be amended between periodic updates to address technical updates and corrections and to consider docketed changes which do not require substantive changes to policy language or changes initiated by the City. This review occurs once every two years, and may be referred to as the biennial review. The Comprehensive Plan may be amended in the biennial review only to consider the following:
 - a. Technical amendments;
 - b. The annual capital improvement plan;
 - c. The transportation needs report;
 - d. Changes to the designations shown on the service and finance strategy map and any amendments required thereby;
 - e. Changes required by existing Comprehensive Plan policies;
 - f. Changes to the technical appendices and any amendments required thereby;
 - g. Comprehensive updates of subarea plans initiated by motion;
 - h. Changes required by amendments to the Countywide Planning Policies or state law;
 - i. The following categories of site-specific comprehensive land use map amendments:
 - i. Amendments to correct a technical error; and

- ii. Land use amendments which do not require substantive change to Comprehensive Plan policy language nor alter the urban growth area boundary;
 - j. Amendments initiated by the City.
- 3. Pursuant to RCW 36.70A.140, the City will provide a public participation program as a part of the development and amendment of the Comprehensive Plan during the periodic update and biennial review processes.

Chapter 24A.20 – Definitions

24.20.025 – Definitions

1. Biennial review

The biennial review refers to the process by which the Comprehensive Plan may be amended between periodic updates to address technical updates and corrections and to consider docketed changes which do not require substantive changes to policy language or changes initiated by the City. The biennial review will occur every other year, beginning two years after the last periodic update is complete. The biennial review consists of two stages: the docket review and the legislative review.

2. Comprehensive Plan

Comprehensive plan means the principles, goals, objectives, policies, and criteria approved by the City Council to meet the requirements of the Washington Growth Management Act and Chapter 36.70A RCW.

3. Docket Review

Docket review is the first step in the biennial review process. Completed applications are placed on the docket for an initial review, and must be approved by City Council prior to advancing to legislative review.

4. Legislative Review

Legislative review is the second step in the biannual review process. Proposals that are approved after docket review advance to legislative review for a more comprehensive analysis.

5. Periodic Update

The periodic update is a comprehensive review of the Comprehensive Plan that occurs pursuant to RCW 36.70A.130.

6. Site-specific land use map amendment

Site-specific land use map amendment means an amendment to the comprehensive plan land use map that includes one property or a small group of specific properties. Site-specific land use map amendments are legislative actions.

7. Subarea Plan

Subarea plan means a detailed local land use plan that implements and is an element of the Comprehensive Plan containing specific policies, guidelines, and criteria adopted by the council to guide development and capital improvement decisions within specific subareas of the City. The subareas of the City shall consist of distinct communities, specific geographic areas or other types of districts having unified interests or similar characteristics within the City.

8. Text amendment

Text amendment means an amendment to the text of the Comprehensive Plan.

9. Zone reclassification

Zone reclassification means a change in the zoning classification on the current zoning map of a property or group of properties. Zone reclassifications are Type 3 land use actions, subject to a hearing and decision by the Hearing Examiner.

Chapter 24A.30 – Amendment Procedures

24A.30.010 - Amendment Procedures – General

1. Applicants

a. Citizens.

Citizens may submit applications for site-specific land use map amendments Applicants may only submit site-specific land use map amendment proposals for properties in the exclusive ownership of the applicant, or for which the applicant has received the consent of all owners of the affected property.

- i. Citizen-initiated site-specific land use map amendment proposals are eligible for consideration during the biennial review only if the proposal:

1. Corrects a technical error.
 2. Does not require substantive change to Comprehensive Plan policy language nor alter the urban growth area boundary.
 - ii. Applications that do not meet either of the above criteria will only be considered as part of the periodic review.
 - b. City.

The City may initiate site-specific land use map amendments, including those which require substantive change to Comprehensive Plan policy language or the urban growth area boundary, during the biennial review or the periodic update.
 - c. Applications for site-specific land use map amendments require a preapplication conference.
 - d. All applicants must submit an application form provided by the City as well as a completed State Environmental Policy Act (SEPA) checklist.
 - e. No amendment to a land use designation for a property may be initiated unless at least three years have elapsed since City Council adoption or review of the current designation for the property. This time limit may be waived by the City manager or the City Council if the proponent establishes that there exists either an obvious technical error or a change in circumstances justifying the need for the amendment.
2. Should the Council consider a change to an amendment to the Comprehensive Plan that is proposed after the opportunity for review and comment has concluded, an additional opportunity for review and comment on the proposed change shall be provided before the City Council votes on the proposed change, pursuant to RCW 36.70A.035(2).

24A.30.020 - Amendment Procedures – Periodic Update

1. Pursuant to RCW 36.70A.130, the City shall take action to review and, if needed, revise its Comprehensive Plan to ensure the plan complies with the

requirements of the Growth Management Act. The process of completing this review shall be referred to as the periodic update.

2. The Comprehensive Plan adopted as a result of the periodic update will serve as the official Comprehensive Plan of the City, until otherwise amended through the biennial review process.

24A.30.030 Amendment Procedures – Biennial Review

1. Timing

- a. The biennial review is a two-year process that will begin in 2019, with an application deadline of July 1 of the preceding year. The biennial review will occur concurrently with the City's adopted biennial budget.
- b. The biennial review may not occur during years when a periodic update is scheduled.

2. Submittal Deadlines

- a. The deadline for submitting docket proposals for the biennial review is July 1 of the year before the scheduled biennial review.

3. Docket Review

a. Purpose

- i. The purpose of the docket review is to provide the opportunity for staff, Planning Commission, and City Council to analyze a proposal before it can be considered through Legislative Review.
- ii. Proposals under Legislative Review will be subject to more comprehensive review pursuant to SMC 24A.30.030(4).

b. Process

- i. The Department shall make a recommendation to the Planning Commission on each proposal. In making their recommendation, the Department shall consider the proposals' compatibility with its work program for the Biennial Review period, including the availability of staff time and other necessary resources.

- ii. The Planning Commission shall review and make a recommendation on each proposal, and will submit a recommendation to City Council.
- iii. The City Council shall review the recommendations of staff and the Planning Commission at a public meeting, and shall determine which proposals will be considered as part of the Legislative Review via an adopting resolution.

4. Legislative Review

a. General Guidelines

- i. The purpose of legislative review is to provide a comprehensive analysis of proposals based on applicant-provided information and staff research and analysis.
- ii. Additional information may be requested from applicants at this stage.
- iii. Legislative review of a proposal is not a guarantee that the proposal will be approved.
- iv. Applicants for site-specific land use map amendments under Legislative Review may submit a concurrent zone reclassification application to implement the proposed change. The City Council's consideration of a site-specific land use map amendment is a legislative decision which will be made prior to their consideration of a zone reclassification, which is a quasi-judicial decision.
 - 1) If a zone reclassification is not proposed concurrently with an application for a site-specific land use map amendment and the amendment is adopted, a City zone reclassification pursuant to SMC 20.05.020 will be required in order to implement the proposed zoning.
- v. No amendment to a land use designation for a property may be initiated unless at least one biennial review cycle has elapsed since the previous docket review or legislative review of the current designation for the property. This time limit may be waived by the Director of Community Development or the Council if the proponent establishes that there exists either an

obvious technical error or a change in circumstances justifying the need for the amendment.

b. Process

- i. Staff shall review and assess the proposals under Legislative Review and prepare a report that includes a recommended action for each item.
- ii. Staff may request further information from applicants whose proposals are included in the legislative review process.
- iii. Upon initiation of Legislative Review, Staff will provide public notice for site-specific land use map amendments pursuant to SMC 20.05.060(6), (7), and (8).
- iv. Planning Commission shall review the proposals under legislative review based on the criteria listed in SMC 24A.30.030(4)(c)(i) and staff analysis at a publicly noticed meeting. Planning Commission shall transmit a recommendation to the City Council regarding which proposals will be considered under Legislative Review.
- v. City Council shall review the Planning Commission's recommendations regarding proposals under Legislative Review on the criteria listed in SMC 24.25.010(2)(a), (b), and (c), and on staff's analysis at a publicly noticed meeting. The City Council may deny, approve, or modify the Planning Commission's recommendations.
- vi. Upon adoption of any Comprehensive Plan amendment, the Department shall provide notice to the public pursuant to SMC 20.05.090(1) and to the State pursuant to RCW 36.70A.106.

c. Review Criteria

- i. Proposals for site-specific land use map amendments shall be considered based on the following criteria while under Legislative Review:
 - 1) Anticipated impacts of the proposed change, including geographic area affected and issues presented;
 - 2) Proposed change implements and supports the goals of the Comprehensive Plan;

- 3) The proposed change is compatible with and will not affect the health, safety, and welfare of adjacent and nearby existing and permitted land use and the surrounding development pattern.
- ii. The City Council may approve, deny, or modify amendment proposals based on criteria other than those listed in SMC 24A.30.030(4)(c)(i).