



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Monday, November 04, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Robert Wotton

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **860 6728 7531**; Enter Password **1730040121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

1. Approval of the minutes dated October 21, 2024.

AGENDA BILLS

2. **AB24-118:** Workforce Housing Development Request for Qualifications (RFQ).
3. **AB24-055:** Amendments to Snoqualmie Municipal Code Titles 14 and 15, Implementing Senate Bill 5290.

DISCUSSION ITEMS

4. 2025 Legislative Priorities.

ADJOURNMENT

UPCOMING ITEMS

The following items reference either upcoming projects or issues pertaining to matters of the Community Development Council Committee. There will be no discussion of these items unless there is a change in status.

5. King County Flood Plan and Snoqualmie Annexation Resolution.
6. Traffic Impact Fee Program Draft Ordinance.



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES OCTOBER 21, 2024

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER & ROLL CALL: Chair Louis Washington called the meeting to order at 6:00 pm.

Committee Members:

Councilmembers Louis Washington, Jo Johnson, and Rob Wotton were present.

City Staff:

Mike Chambless, City Administrator; Emily Arteche, Community Development Director; Deana Dean, City Clerk (remote); and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES

1. The minutes dated October 7, 2024, were approved as amended.

AGENDA BILLS – There were no agenda bills.

DISCUSSION ITEMS

2. Affordable Housing Request for Qualifications (RFQ) Review. Director Arteche introduced this item noting the draft provided today incorporates the suggestions made at the last committee meeting. Discussion followed with committee members making additional suggested changes and comments to Section 1. Introduction, Section 3. General Scope of Work, Section 4. Evaluation Criteria, and comments regarding the deadline, Q&A session, and adding the property information. Staff to make the suggested changes and bring back to the next committee meeting on November 4, 2024, and the November 12, 2024, City Council meeting.

ADJOURNMENT

The meeting was adjourned at 6:43 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Community Development Committee Meeting.



Emily Arteche, Director
38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-5337 | earteche@snoqualmiewa.gov

MEMORANDUM

To: Community Development Committee
From: Emily Arteche, Community Development Director
Date: November 4, 2024
Subject: Request for Qualifications, RFQ Review

Introduction

A request for qualifications, RFQ is an invitation to qualified consulting firms asking them to submit their qualifications and possibly be hired to develop a described project. The RFQ is both widely advertised and distributed to select firms.

Background

In August the Committee requested that Staff prepare a draft RFQ that could be used to solicit qualifications of firms suitable to design and build affordable/work force housing on parcel 2524079033. On September 16, 2024, the Committee requested that the draft RFQ discussion be moved to the October 7, 2024. On October 7, 2024, the Committee discussed the draft RFQ and requested edits to Part 1, Title, Part 4, Evaluation Criteria, Part 5, Submission Requirements and Part 8, Questions and Additional Information.

Other Committee considerations included: 1) mixed-income levels, 2) senior housing, 3) parking and 4) wraparound services. The Committee also indicated that additional edits to the second paragraph on area median income (AMI) percentages (pending further discussion) may be needed.

On October 21, 2024, the Committee discussed the draft RFQ and requested edits to Part 1, Introduction and Part 4, Evaluation Criteria. Other Committee considerations included legal review.

Analysis

The revised RFQ title now states “Workforce Housing Development”. Part 1 includes details regarding the location of the parcel, parcel specific information and 55 plus years of affordability. “Community Partners” is now an additional criterion in Part 4. The point system now would allow firms to earn up 56 points. Each evaluation criterion includes more details. For example, under “Approach” wraparound services is defined and parking and senior populations are included. Annual audits and balance sheets are described as means of demonstrating Financial Stability. Part 8 instructs firms on submitting questions and includes a Zoom link where interested firms could join a remote question and answers meeting before the submittal deadline.

Because an RFQ doesn’t require a significant investment of time or materials, response rates from interested firms are generally expected to be high.

NEXT STEPS

Discuss the revised draft RFQ including a schedule for City Council review and release.



CITY OF SNOQUALMIE
P.O. Box 987
Snoqualmie, Washington 98065
www.ci.snoqualmie.wa.us

Request for Qualifications (RFQ) for Workforce Housing Development

Date Issued: [Insert Date]
RFQ Number: [Insert RFQ Number]
Response Deadline: [Insert Deadline Date]

1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a development on Parcel No: 2524079033, geared towards providing housing to Snoqualmie Valley employees working for the school district, hospital, first responders, retail, local government, hospitality, and service industries.

Additional Information about this parcel including environmental constraints may be found on: <https://www.snoqualmiewa.gov/893/Affordable-Housing>

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative affordable/workforce housing. [Affordable housing is defined as housing that is affordable for households earning up to 60% of Area Median Income (AMI), and preferred workforce housing is intended to be affordable for those earning between 80% and 120% of AMI, with affordability guaranteed for up to 55+years.]

2. Background

Snoqualmie WA is a city located about 28 miles east of Seattle with a 2024 population of 14,520. Approximately 4600 employees enter the city each day. Most employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent, and Auburn, WA due to the high cost of local housing. Over 2500 of these jobs are in the hospitality industry. Just under 1000 jobs are in the manufacturing and business park sectors.

3. General Scope of Work. No firm is required to provide both development and management services, but each firm should be prepared to address how both could be accomplished.

- Development Services: Site assessment, design, construction management and/or,
- Management Services: Property management, tenant relations, maintenance services.

4. Evaluation Criteria (56 Points)

Interested parties should demonstrate the following:

- a. **Experience:** Proven track record in creative workforce housing or similar projects. This includes ability to bring a viable mixed income development from concept to occupancy creating a safe environment for all residents. Mixed-income development refers generally to residential settings in which housing is affordable to individuals and families across multiple AMI bands. **(20 points)**
- b. **Approach:** Demonstrate an understanding of the local workforce housing needs and proposed methodology for addressing them. This includes providing a narrative of how the firm intends to approach the scope of work and how the firm would cultivate and discern possible development components like wraparound services, parking, senior population, daycare etc. “Wraparound services” embraces any resident’s individualized mental health needs onsite. **(20 points)**
- c. **Expertise:** Relevant qualifications and experience of key personnel. This includes providing resumes and qualifications of key team members that demonstrate the firm’s complete ability to perform development tasks and the overall management of the development process and manage and operate the property or find a partner with expertise to manage. **(5 points)**
- d. **Financial Stability:** Evidence of financial stability and ability to handle project requirements. This includes demonstrating sufficient company reserves, accurate balance sheets, currency with annual audits, information on cash flow and liabilities. **(5 points)**
- e. **Community Partners:** Organizations identified and committed in participating in the of Workforce Housing financing, construction, management, wraparound services or other . **(2 points per partner up to a total of 6 points)**
- f. **References:** At least 3 references from past projects. This includes details of relevant projects, including scope and outcomes.

5. Submission Requirements

Submissions must include:

- Cover Letter: Summarizing the interest and qualifications of the firm.
- Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- Responses to the Evaluation Criteria

Submissions will be evaluated and scored based on a complete submittal including all evaluation criteria and submission requirements detailed in items 4 and 5 above.

7. Submission Instructions:

Submit your qualifications package by 5 PM on December xx, 2024, to:

WorkforceHousingRFQ@snoqualmiewa.gov

8. Questions/Additional Information

All questions regarding this RFQ should be submitted in writing to: **Emily Arteche, AICP Director of Community Development**. Email: WorkforceHousingRFQ@snoqualmiewa.gov [By November 25, 2024 @ 5 PM].

A Zoom virtual meeting will be held at 9 AM on December 2, 2024, to answer questions received regarding this RFQ.

9. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the City or project.



BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-055
October 28, 2024
Ordinance

Item 3.

AGENDA BILL INFORMATION

TITLE:	AB24-055: Amendments to Snoqualmie Municipal Code Titles 14 and 15, Implementing Senate Bill 5290	<input type="checkbox"/> Discussion Only
PROPOSED ACTION:	Adopt Ordinance 1293 amending the Snoqualmie Municipal Code to comply with the requirements of Senate Bill 5290.	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

REVIEW:	Department Director	Emily Arteche	9/6/2024
	Finance	n/a	9/6/2024
	Legal	David Linehan	9/6/2024
	City Administrator	Mike Chambless	10/7/2024

DEPARTMENT:	Community Development		
STAFF:	Emily Arteche & Andrew Levins, Contract Land Use Consultant		
COMMITTEE:	Community Development	DATE: September 16, 2024	
EXHIBITS:	1. Draft Ordinance and Code Amendment 2. SB 5290 Crosswalk		

AMOUNT OF EXPENDITURE	\$ n/a
AMOUNT BUDGETED	\$ n/a
APPROPRIATION REQUESTED	\$ n/a

SUMMARY

INTRODUCTION

The requirements of Senate Bill (“SB”) 5290 pertain to the timelines by which local jurisdictions planning under the Growth Management Act must process certain permit applications. The proposed text amendments would bring the SMC into compliance with the requirements of SB 5290. Cities are required to comply SB 5290 as of January 1, 2025, or the deadlines in SB5290 will be imposed on city.

LEGISLATIVE HISTORY

The Council Community Development reviewed this item on 5/6/2024 and on 9/16/2024.

BACKGROUND

Permits within a local jurisdiction are evaluated against the development regulations that control at the time a complete application is submitted. Since its enactment in the 1990’s, the Growth Management Act has required that these permit decisions be issued within 120 days of receiving a complete application.

During its 2023 session, the Washington State Legislature passed and the Governor signed [SB 5290](#) which is intended to provide prompt and coordinated reviews for project permit applications. SB 5290 is designed to

increase predictability in permitting outcomes by standardizing review deadlines for different types of permits. The timeframe required varies depending on whether public notice and/or a public hearing is required. The bill also requires that some cities with a population of greater than 20,000 people conduct an annual performance report describing compliance with these requirements.

ANALYSIS

Project permit application time periods are currently regulated under SMC 14.30.120, Time Limitation For Issuance Of Notice Of Decision, which states a notice of decision for a permit application shall be issued within 120 days of receiving a complete application, notwithstanding certain scenarios that may cause that that time limit to be extended. SB 5290 requires local governments to implement review deadlines for different categories of project permit applications in their development regulations. A summary of the timeframes required by SB 5290 is listed below:

Summary of New Permit Processing Timeframes
65 days for permits which do not require public notice;
100 days for permits which require public notice; and
170 days for permits which require public notice and a public hearing.

Other provisions of 5290 that are applicable to local governments include: procedures for temporarily suspending review of a permit application, optional measures that may streamline permitting processes, the amount of refund provided for permits that are not processed in a timely manner, and permit processing timeline compliance reporting. Except for applications for Wireless Communication Facility permits, the City of Snoqualmie does not collect any permit application fees. The City does collect deposits from applicants, which are an estimate of fees the city has incurred or will incur to process the application.

BUDGET IMPACTS

This agenda bill does not require the expenditure of any City funds.

NEXT STEPS

A second reading and proposed adoption is scheduled for the November 12, 2024, City Council meeting.

PROPOSED ACTION

Motion to adopt Ordinance 1293 amending the Snoqualmie Municipal Code to comply with the requirements of Senate Bill 5290.

ORDINANCE NO. 1293

**AN ORDINANCE OF THE CITY OF SNOQUALMIE,
WASHINGTON, AMENDING CHAPTERS 14.10, 14.30, AND 15.20
OF THE SNOQUALMIE MUNICIPAL CODE FOR COMPLIANCE
WITH THE REQUIREMENTS OF RCW 36.70B**

WHEREAS, during its 2023 session, the Washington State Legislature adopted, and the Governor signed SB 5290, codified in Chapter 36.70B RCW with the intent to increase the timeliness and predictability of local permit processing; and

WHEREAS, the code amendments proposed modifying relevant chapters of the Snoqualmie Municipal Code such that it complies with the provisions Chapter 36.70B RCW as revised by SB 5290; and

WHEREAS, the proposed amendments to the Snoqualmie Municipal Code relate solely to governmental procedure and will result in no substantive changes with respect to use or modification of the environment, and are therefore exempt from review under SEPA pursuant to WAC 197-11-800(21)(a),

WHEREAS, the Community Development Committee of the Snoqualmie City Council reviewed the proposed amendments on May 6, and September 16, 2024.

NOW, THEREFORE, BE IT HEREBY ORDAINED by the City Council of the City of Snoqualmie, Washington, as follows:

Section 1. Amendment of SMC 14.10.020. Snoqualmie Municipal Code section 14.10.020, Scope, is hereby amended to update the list of permits that are exempt from compliance with SB 5290, as shown in Exhibit A, attached hereto.

Section 2. Amendment of SMC 14.10.030. Snoqualmie Municipal Code section 14.10.030 is hereby amended to modify the definition of “project permit application,” as shown in Exhibit A, attached hereto.

Section 3. Amendment of SMC 14.30.020. Snoqualmie Municipal Code section 14.30.020, Categories of permits, is hereby amended to modify 14.30.020.B, Table-1, to include permit processing timelines required by SB 5290, as shown in Exhibit A, attached hereto.

Section 4. Amendment of SMC 14.30.050. Snoqualmie Municipal Code section 14.30.050 is hereby amended to reflect changes required by SB 5290 pertaining to determining an application procedurally complete, as shown in Exhibit A, attached hereto.

Section 5. Amendment of SMC 14.30.120. Snoqualmie Municipal Code section 14.30.120 is hereby amended to reflect changes required by SB 5290 pertaining to timely issuance of notice of decision, as shown in Exhibit A, attached hereto.

Section 6. Repeal of SMC 15.20.050. Snoqualmie Municipal Code section 15.20.050 is hereby repealed to remove duplicative text that conflicts with proposed amendments, as shown in Exhibit A, attached hereto.

Section 7. Effective Date. This ordinance shall be effective five days after its passage and publication, as provided by law.

Section 8. Severability. If any portion of this ordinance is found to be invalid or unenforceable for any reason, such finding shall not affect the validity or enforceability of any other section of this ordinance.

Section 9. Corrections by the City Clerk or Code Reviser. Upon approval of the City Attorney, the City Clerk and Code Reviser are authorized to make necessary corrections to this ordinance, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering.

PASSED by the City Council of the City of Snoqualmie, Washington this 28th day of October 2024.

Katherine Ross, Mayor

Attest:

Approved as to form:

Deana Dean, City Clerk

David Linehan, Interim City Attorney

Exhibit A**14.10.020, Scope**

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- A. The provisions of this title shall apply to all project permit applications filed on or after the effective date hereof under the substantive provisions of other titles of this code, except as specifically provided by subsections (B), (C) and (D) of this section.
 - B. Landmark designations, street vacations and any permits relating to the use of public areas or facilities shall be exempt from the provisions of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
 - C. Applications for approval of mixed use final plans present special circumstances that warrant a different review process as provided in Chapter 17.30 SMC, and shall be exempt from the requirements of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
 - D. Lot line or boundary adjustments, building permits, sign permits not requiring design review, or other similar administrative permits, which are either categorically exempt from environmental review under Chapter 43.21C RCW or for which environmental review has been completed in connection with other project permits, shall be exempt from the requirements of [SMC 14.30.020.B, Table-1](#), SMC 14.30.060, notice of application, SMC 14.30.130, optional consolidated permit processing, and SMC 14.30.110, relating to giving notice of the decision to the public and other agencies. (Ord. 768 § 2, 1996).

14.10.030, Definitions

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Unless the context clearly requires otherwise, the definitions in this section apply throughout this title.

- A. “Closed record appeal” means an administrative appeal on the record, with no or limited new evidence or information allowed to be submitted and only oral argument allowed, to either the hearing examiner or the city council, following an open record hearing on a project permit application.
- B. “Comprehensive plan” means the Snoqualmie Vicinity Comprehensive Plan, as the same now exists or may hereafter be amended, including any other plans incorporated therein by reference or by operation of law.
- C. “Director” means the director of community development.
- D. “Open record appeal hearing” means a hearing conducted by the city council to receive testimony and the submission of exhibits and information for the purpose of reviewing a decision of city staff for which no open record hearing is required before the planning commission or hearing examiner.
- E. “Predecision open record hearing” means a hearing conducted by the hearing examiner or the planning commission to create the city’s record through testimony on oath or affirmation and submission of evidence and information, other than those proceedings falling within the definition of “public meeting” in subsection (G) of this section. If an open record hearing is held prior to the city’s decision on a project permit application, it shall be known as a “predecision open record hearing.” If an open record hearing is held after the city’s decision on a project permit application, it shall be known as an “open record appeal hearing.”

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50 F. “Project permit application” means any land use or environmental permit, license or approval
51 required from the city for a project action, including but not limited to ~~building permits,~~
52 subdivisions, binding site improvement plans, planned unit developments, conditional uses,
53 shoreline substantial development permits, flood improvement permits, design review, sensitive
54 areas review, drainage review and site specific rezones ~~authorized by the comprehensive plan which~~
55 ~~do not require a comprehensive plan amendment~~, but excluding adoption or amendment of the
56 comprehensive plan, subarea plans, annexation implementation plans.
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58 G. “Public meeting” means an informal meeting, workshop or other public gathering to obtain
59 comments from the public or other agencies on a proposed project permit prior to the city’s
60 decision. Public meetings may include but are not limited to design review and scoping meeting on
61 a draft environmental impact statement.
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63 **14.30.020 Categories of permits.**

64 A. The categories of permits shall be as follows:

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- 66 1. Category I constitutes those permits which are categorically exempt from environmental review, or
67 for which SEPA has already been done, do not require any public comment period or an open record
68 predecision hearing, and for which the staff decision is final unless appealed;
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- 70 2. Category II constitutes those permits which require a threshold environmental determination, but
71 do not require a predecision open record hearing, or those permits where other sections of the
72 Snoqualmie Municipal Code require a public comment period but do not require an open record
73 hearing, and for which the staff decision is final unless appealed;
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- 75 3. Category III constitutes those permits which require a predecision open record hearing, but do not
76 provide for a closed record appeal (i.e., recommendation by planning commission or hearing
77 examiner and decision by city council); and
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- 79 4. Category IV constitutes those permits which require an open record predecision hearing, and
80 provide for a closed record appeal hearing (i.e., decision by planning commission or hearing
81 examiner and appeal to city council).
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83 B. The initial decision maker, appeal body and other requirements applicable to each category of permit
84 shall be as follows:

85 **14.30.020.B, Table-1**

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	Permits	Preapplicati on Process	Determinati on of Completeness	Notice of Applicati on and Comment Period	Predecisio n Open Record Hearing	Decision	Distributi on of Notice of Decision	Appeal To/ Open – Closed Record	<u>Project Permit Applicati on Processin g Time</u>
Ca t I	Clearing and Grading Permit (Chapter <u>15.20</u> SM C) Flood Improvement Permit (Chapter <u>15.12</u> SM C) Lot Line Adjustment (SMC <u>16.04.030</u> (E))	Yes, unless exempt	Yes	No	No	S	No	HE/ Open	<u>65 Days unless exempt</u>

	<p>Historic Design Review, Type I (Chapter 17.35 SMC)</p> <p>Temporary Use Permit (SMC 17.55.050)</p> <p>Sign Permit (Chapter 17.75 SMC)</p> <p>Wireless Communication Facility Permit (Chapter 17.77 SMC)</p> <p>Site Plan Permit (Chapter 17.80 SMC)</p>								
Ca t II	<p>Clearing and Grading Permit (Chapter 15.20 SMC)</p> <p>Short Subdivision (Chapter 16.08 SMC)</p> <p>Binding Site Improvement Plan, 4 or fewer lots (SCM 16.12.030)</p> <p>Historic Design Review, Type I (Chapter 17.35 SMC)</p> <p>Temporary Use Permit (SMC 17.55.050)</p> <p>Wireless Communication Facility Permit (Chapter 17.77 SMC)</p> <p>Site Plan Permit (Chapter 17.80 SMC)</p>	Yes	Yes	Yes	No	S	Yes	HE/Open	<u>100 Days</u>
Ca t III	<p>Planned Residential Plan (SMC 17.15.050)</p> <p>Planned Commercial/Industrial Plan (SMC 17.20.050)</p> <p>Mixed Use Plan/Mixed Use Final Plan (Chapter 17.30 SMC)</p> <p>Planned Unit Development (Chapter 17.50 SMC)</p> <p>Unclassified Use Permit (Chapter 17.60 SMC)</p> <p>Wireless Communication Conditional Use Permit</p>	Yes	Yes	Yes	Yes/PC or HE *Landmarks and Heritage Commission for Landmark Designation	CC *PC for Types II – III Historic Design Review and Landmark Designation	Yes	SC/Closed *HE/Closed for Types II – III Historic Design Review and Landmark Designation	<u>170 Days</u>

	(Chapter 17.77 S MC) Zoning Code Map or Text Amendment (SMC 17.85.010) Comprehensive Plan Amendment (Chapter 21.30 S MC) *Historic Design Review Types II – III and Landmark Designation (Chapter 17.35 S MC)*								
Ca t IV	Long Subdivision (Chapter 16.10 S MC) Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040) Historic Design Review Variance (SMC 17.35.170(C)) Conditional Use Permit (SMC 17.55.030) Variance (SMC 17.85.020)	Yes	Yes	Yes	Yes/PC or HE	HE or PC *PC for Historic Design Review Variance	Yes	CC/Closed	170 Days

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14.30.050 Determination of completeness of application.

- A. Within 28 days after receiving a project permit application, the director shall ~~mail or~~ provide ~~in person~~ a written determination to the applicant, stating either:
 1. That the application is complete, or
 2. That the application is incomplete, ~~the procedural submission requirements have not been met,~~ and ~~outline~~ what is necessary to make the application complete. The determination shall also include, if feasible, a statement of the preliminary determination of the project permit application’s consistency with development regulations and preliminary identification of the development regulations compliance with which may be determined to constitute compliance with SEPA.
- ~~2.—~~
- B. A project permit application may be deemed complete for purposes of this section when it meets the ~~procedural~~ submission requirements of other titles of this code and the additional requirements of SMC 14.30.030 and it is sufficient for continued processing, even though additional information may be required or project modifications may be undertaken subsequently.
- C. A determination of completeness under this section shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or subsequent changes in the proposed project occur. ~~However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.~~
- D. A project permit application shall be deemed ~~procedurally~~ complete ~~on the 29th day after receiving a project permit application~~ if the director does not provide a written determination to the applicant that

the application is procedurally incomplete under subsection (A) of this section. When the director does not provide a written determination, they may still seek additional information or studies as provided for in subsection (C) of this section.

E. Within 14 days after the applicant has submitted any additional information identified by the director as being necessary for a complete application, the director shall notify the applicant whether the application has been made complete or what additional information is necessary.

E.F. The number of days shall be calculated by counting every calendar day.

14.30.120, Time limitation for issuance of notice of decision.

A. Except as provided in subsection (B) and (D), the notice of decision shall be issued within 120 days the time period specified by 14.30.020.B, Table-1, after the applicant has been notified that the application is complete; provided the following time periods shall be excluded:

1. Any period during which the applicant has been requested in writing to correct plans, perform required studies, or provide additional required information. This period shall be calculated from the date of notification to the applicant of the need for additional information and the day when responsive information is resubmitted by the applicant until the earlier of the date of determination whether the additional information satisfied the request for information or 14 days after the date the applicant submitted the information. If the information submitted is determined to be insufficient, the applicant shall again be notified of the deficiencies, and the procedures for determination of completeness shall apply as if a new request for information or studies had been made;
2. Any period during which an environmental impact statement is being prepared, if the city has by ordinance or resolution established time periods for the completion of environmental impact statements, or if the city and the applicant have agreed in writing to a time period for completion of the environmental impact statement;
3. Any period for an open or closed record appeal, not exceeding 60 days, unless all parties to the appeal agree to extend the time period; and
4. Any extension of the 120-day time period specified by 14.30.020.B, Table-1, mutually agreed between the city and the applicant; and;
- 4.5. Any period after an applicant informs the city, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the city, in writing, that they would like to resume the application. The director may set conditions for the temporary suspension of a permit application.

B. The time limits of subsection (A) 14.20.030, Table-1, do not apply if a project permit application:

1. Requires an amendment to the comprehensive plan or a development regulation;
2. Requires siting of an essential public facility; or
3. The application is substantially revised by the applicant to the extent that it proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new

163 use, in which case the time period shall start from the date at which the revised project permit
 164 application is determined to be procedurally complete.
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166 C. If a notice of decision cannot be issued within the time limit provided in ~~subsection (A)~~14.20.030,
 167 Table-1, the applicant shall be provided a written notice of this fact, which shall include a statement of
 168 reasons why the time limits have not been met and an estimated date for issuance of the notice of final
 169 decision.

170 D. If, at any time, an applicant informs the director, in writing, that the applicant would like to temporarily
 171 suspend the review of the project for more than 60 days, or if an applicant is not responsive for more
 172 than 60 consecutive days after the county or city has notified the applicant, in writing, that additional
 173 information is required to further process the application, an additional 30 days may be added to the
 174 time periods to issue a notice of decision for each type of project permit that is subject to this chapter.
 175 Any written notice from the director to the applicant that additional information is required to further
 176 process the application must include a notice that nonresponsiveness for 60 consecutive days may result
 177 in 30 days being added to the time for review. For the purposes of this subsection, "nonresponsiveness"
 178 means that an applicant is not making demonstrable progress on providing additional requested
 179 information to the city, or that there is no ongoing communication from the applicant to the city on the
 180 applicant's ability or willingness to provide the additional information.

181 E. The following measures promote consistency with the timelines for issuance of notice of decision
 182 specified in 14.30.020.B, Table-1:

- 183 1. Projects that are consistent with adopted development regulations will be expedited;
- 184 2. Maintain and budget for on-call permitting assistance for when permit volumes or staffing levels
 185 change;
- 186 3. Meet with the applicant within 14 days of a second request for corrections during permit review to
 187 resolve outstanding corrections. If the meeting cannot resolve the issues and the city proceeds with
 188 a third request for additional information or corrections, the city will approve or deny the
 189 application upon receiving the additional information or corrections.

191 **~~15.20.050 Clearing and grading permit – Application review.~~**

192 ~~A. The director shall provide comments regarding the adequacy of the application to the applicant~~
 193 ~~within two weeks of receipt of the application. The director shall promptly notify the applicant, in~~
 194 ~~writing, when the application is complete.~~

195
 196 ~~B. The director shall act on the application, either approving, approving with conditions, or denying~~
 197 ~~the permit, within 90 days after notifying the applicant that the application is complete; provided,~~
 198 ~~however, that this 90-day period shall be tolled pending completion of an EIS pursuant to the State~~
 199 ~~Environmental Policy Act, if one is required. Conditions on an approved permit shall be designed to~~
 200 ~~ensure compliance with the standards set forth in SMC 15.20.060. (Ord. 1198 § 20, 2017; Ord. 1082 §~~
 201 ~~2, 2011).~~

SB 5290 Crosswalk Matrix and Consistency Analysis

SMC Chapter 14	Existing SMC	Summary of SB 5290 Legislation	Consistent	Not Consistent	Not Applicable
30.050	Does not specify that "completeness" is based solely on meeting procedural requirements of application.	Clarify determination of completeness procedural requirements – the determination must be based solely on the procedural requirements as outlined on the project permit application.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30.020	Implements a blanket 120-day requirement.	Revise the existing 120-day requirement to specific timelines required by SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for permit fee refunds if reviews are not timely.	Refund 10-20% of permit fees if the new time periods not met, unless a City adopts at least 3 measures listed in SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for annual performance report required for cities with populations greater than 20,000.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The City has not adopted measures that would avoid permit fee refund requirements.	Cities may adopt 3 or more of the measures listed in SB 5290 to avoid permit fee refund requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	As a City with fewer than 20,000 inhabitants, the City does not generate an annual report on permit processing timeline requirements.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The City does not participate in developing guidance with state agencies.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Key:
 Consistent=SMC compliance
 Not Consistent= No SMC compliance
 Not Applicable= SB 5290 Legislation is not applicable to the City



City Council

P.O. Box 987, Snoqualmie, Washington 98065
(425) 888-1555 | www.snoqualmieva.gov

2025 Legislative Priorities

Community Center Expansion: Requesting \$5M in state funding:

To help expand Snoqualmie's Community Center and add a swimming pool. This will address over-capacity issues at our community center, provide an opportunity for all children in our city the chance to learn to swim, so they will be safe when recreating in our rivers, and provide health and wellness, senior, youth, and aquatics programs.

Affordable housing:

Expand REET authority for state and locals (HB 1628) to fund affordable housing.

Public Safety:

- Police and Fire Personnel: Additional funding tools and resources to support recruitment and retention, including but not limited to updating the Public Safety Sales Tax to allow an option to implement by councilmanic authority and providing greater flexibility on use of the funds. Funding tools to assist small municipalities recruit and retain.
- Juvenile Access Law: Fix ESHB 1140: Positive intervention by addressing the juvenile access law. Need to provide more thought about when youth require lawyers to be present, otherwise it becomes mandatory to put them in the system.
- ~~Police Pursuit: Further expand crimes eligible for pursuit to include auto theft and some property crimes.~~
- Opioid Settlement Disbursements and underlying drug issues and resources to support communities.
- Traffic Safety. Additional grant funding for school safety and traffic calming measures along Hwy 202.

I-90 and Hwy 18 interchange:

Ensure preservation of prior legislative appropriations funding for the Snoqualmie Parkway and SR 18.

- Concern that if the state or federal gas tax is suspended or reduced, it may delay the start of these projects (interchange and highway widening);
- We desire to have communities most impacted by construction involved in an advisory committee, fostering greater public dialogue and support.

Snoqualmie Parkway Jurisdiction Transfer:

Ensure alignment of utilization of infrastructure with taxing jurisdiction. The parkway is a transportation system connector between Highway 18 and State Route 202. The majority of its utilization is through regional commercial trucks. In order to align usage with revenue source most the parkway should be transferred to state control and maintenance.

Property Tax Cap:

Revise the property tax cap to tie it to inflation, up to 3%, and population growth factors, so that local elected officials can adjust the local property tax rate to better serve their communities. The current 1% cap has created a structural deficit in the city revenue and expenditure model, resulting in a reliance on regressive revenues and artificially restricting the use of property taxes to fund community needs.

DRAFT