



PLANNING COMMISSION REGULAR HYBRID MEETING

Monday, November 07, 2022, at 7:30 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMISSIONERS

Chair: Luke Marusiak

Vice Chair: Andre Testman

Commissioners: Chris Alef, David Goodman, Darrell Lambert,
Neeraj Mathur, and Steve Smith

This meeting will be conducted in person and remotely using teleconferencing technology provided by Zoom.

Join by Telephone at 7:30 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **864 8750 2701** and Password **1900040121** 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 at 7:30 PM: 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 **864 8750 2701**; Enter Password **1900040121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

MINUTES

1. Approval of the minutes dated

1. October 3, 2022
2. October 17, 2022

PERMIT REVIEW/DESIGN REVIEW BOARD

The Planning Commission, sitting as the Design Review Board or the Historic Design Review Board, reviews the design of certain development proposals in Snoqualmie. The Planning Commission also reviews certain development permits per the Snoqualmie Municipal Code. Public comment may be limited for some or all of these items due to the nature of the permit approval process.

LEGISLATIVE/POLICY ITEMS/REGULATIONS

The Planning Commission reviews proposed legislation within its scope of authority, including Comprehensive Plan amendments and development regulation amendments, and planning and development replated policy items referred by the City Council.

2. Housing Needs Assessment Presentation
3. Site Plan Review Code Amendment

OTHER BUSINESS

4. Training: Short Course segment

Items of Planning Commissioner Interest

Upcoming Schedule

[5.](#) Planning Commission Planning Schedule

ADJOURNMENT



PLANNING COMMISSION MINUTES REGULAR HYBRID MEETING October 3, 2022

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER & ROLL CALL:

Commissioners:

Chair Luke Marusiak, Commissioners Steve Smith, Chris Alef, David Goodman, Andrew Testman, Neeraj Mathur (arrived 7:32pm), and Darrell Lambert (arrived 7:36pm) were present.

Councilmember Jo Johnson, Council Liaison, was also present.

City Staff:

Emily Arteché, Community Development Director; Dylan Gamble, Associate Planner; and Jason Rogers, Senior Planner.

AGENDA APPROVAL

MOTION by Marusiak; second by Alef to approve the agenda.
Motion passed unanimously.

MINUTES

Approval of the September 6, 2022, minutes were approved without objection.

PUBLIC COMMENTS

There were no public comments.

COUNCIL LIASION REPORT

Councilmember Johnson shared two items:

1. A potential model train museum at the so-called Christmas Tree lot at Railroad Avenue and Snoqualmie Parkway. The City and proponent would enter into an agreement to move the project forward soon.
2. The City Council is considering formation of a new committee for affordable housing.

PERMIT REVIEW / DESIGN REVIEW BOARD ITEM

DRB2022-0008, Wild Hare sign

MOTION by Commissioner Marusiak to approve the proposal with the conditions recommended by staff, **SECONDED** by Commissioner Testman.
PASSED 7-0

DRB22-0010, Salish Lodge Portico

The Commission discussed the proposed design including lighting and the support columns.

MOTION by Commissioner Marusiak to approve the proposal with the conditions recommended by staff, **SECONDED** by Commissioners Mathur.
PASSED 7-0

Historic Design Review Code Amendment

Staff reviewed proposed changes to Chapter 17.35 of the Snoqualmie Municipal Code, focused on updating procedural requirements for historic design review. The Commission discussed potential involvement by King County historic review staff.

OTHER BUSINESS

Training

The Commission discussed followup to the Short Course on Local Planning and the PSRC Passport to 2044 series.

Upcoming Schedule

Staff reviewed the planning schedule for the Planning Commission.

Items of Commissioner Interest

Commissioner Goodman noted Planning Calendar was helpful.

Commissioner Marusiak commented on the Model Train museum and Riverwalk.

ADJOURNMENT

MOTION by Commissioner Marusiak, **SECONDED** by Commissioner Lambert to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 8:30pm.

Next regularly scheduled meeting (hybrid) - 7:30pm on Tuesday, October 17, 2022

CITY OF SNOQUALMIE

Luke Marusiak, Chair

Attest:

Jason Rogers, Senior Planner



PLANNING COMMISSION MINUTES REGULAR HYBRID MEETING October 17, 2022

This meeting was conducted in person and remotely using teleconferencing technology provided by Zoom.

CALL TO ORDER & ROLL CALL:

Commissioners:

Chair Luke Marusiak, Commissioners Steve Smith, David Goodman, Andrew Testman, and Darrell Lambert were present.

Commissioners Neeraj Mathur and Chris Alef (excused) were absent.

Councilmember Jo Johnson, Council Liaison, Mayor Katherine Ross.

City Staff:

Emily Arteche, Community Development Director, Dinah Reed, Senior Planner, and Jason Rogers, Senior Planner.

AGENDA APPROVAL

It was moved by Marusiak; second by Smith to:

Approve the agenda.

PASSED: 5-0

MINUTES

Approval of the October 3, 2022, minutes was deferred to the next meeting.

PUBLIC COMMENTS

There were no public comments.

COUNCIL LIASION REPORT

Councilmember Johnson shared two items:

1. The city has hired a mental health professional to assist the police department, Stephanie Butler. She will be assisting on various types of calls. Funding is primarily coming from the State.
2. Councilmember Rob Wotton was appointed to be the liaison to address affordable housing needs.

PERMIT REVIEW / DESIGN REVIEW BOARD ITEM

DRB2022-0009, Gere Automotive

The application submitted to the City for DRB approval proposes a change of use of an existing building at 9025 Meadowbrook Way SE that was formerly a bank/credit union to a vehicle service and repair shop. The proposed plan decreases the square footage of the existing building by removing the existing front vestibule. Additional changes include removing nine (9) parking spaces in the front where the five service bay doors will be located and creating a new storefront/waiting area for customers in the west corner.

Commissioners discussed the scope of the design review for the proposal, the plan set for construction, and the color scheme. Commissioners were concerned that a representation of the actual color scheme is not yet available, and that a condition be added to review the color scheme later when it is available.

MOTION by Commissioner Marusiak to approve the proposal with the three conditions recommended by staff,

SECONDED by Commissioner Smith.

MOTION by Commissioner Marusiak to add a fourth condition stating that the applicant will present a final color scheme to the Design Review Board for approval prior to painting, **SECONDED** by Commissioner Smith.
PASSED 5-0

Main Motion, as amended
PASSED 5-0

Historic Design Review Code Amendment

Staff reviewed proposed changes to Chapter 17.35 of the Snoqualmie Municipal Code, focused on updating procedural requirements for historic design review. The Commission also discussed timing of further Commission review and for a public hearing.

OTHER BUSINESS

Training

The Commission discussed followup to the Short Course on Local Planning and the PSRC Passport to 2044 series.

Items of Commissioner Interest

Commissioner Goodman noted that the comparison table for the Historic Design Review code amendment was very helpful.

Commissioner Lambert asked for an update on the small clothing store on Falls Ave that underwent Design Review. Staff will check and provide an update.

Commissioner Marusiak asked if there was any update on the former Woodman Lodge space.

Upcoming Schedule

Staff reviewed the planning schedule for the Planning Commission.

ADJOURNMENT

MOTION by Commissioner Marusiak, **SECONDED** by Commissioner Smith to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:14pm.

Next regularly scheduled meeting (hybrid) - 7:30pm on Tuesday, November 7, 2022

CITY OF SNOQUALMIE

Luke Marusiak, Chair

Attest:

Jason Rogers, Senior Planner

14.30.020 Categories of permits.**A. The categories of permits shall be as follows:**

1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).

B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

	Preapplication Process	Determination of Completeness	Notice of Application and Comment Period	Predecision Open Record Hearing	Decision	Distribution of Notice of Decision	Appeal To/ Open - Closed Record
Cat I	Yes, unless exempt	Yes	No	No	S	No	HE/Open
Cat II	Yes	Yes	Yes	No	S	Yes	HE/Open
Cat III	Yes	Yes	Yes	Yes/PC or HE	CC	Yes	SC
Cat IV	Yes	Yes	Yes	Yes/PC or HE	HE or PC	Yes	CC/Closed

S = Staff HE = Hearing Examiner PC = Planning Commission CC = City Council SC = Superior Court

C. Only one administrative appeal is allowed. See SMC 14.40.020, Limitation on hearings and appeals.**D. Permits shall be considered the following categories as follows, provided, the Director may, at their sole discretion, determine the category for any permit application based on the nature of the permit application.**

1. Clearing and Grading Permit (Chapter 15.20 SMC): Category I or II
2. Flood Improvement Permit (Chapter 15.12 SMC): Category I
3. Lot Line Adjustment (SMC 16.04.030.E): Category I
4. Short Subdivision (Chapter 16.08 SMC): Category II
5. Long Subdivision (Chapter 16.10 SMC): Category IV
6. Binding Site Improvement Plan, 4 or fewer lots (SMC 16.12.030): Category II
7. Binding Site Improvement Plan, 5 or more lots (SMC 16.12.040): Category IV
8. Planned Residential Plan (SMC 17.15.050): Category III
9. Planned Commercial/Industrial Plan (SMC 17.20.050): Category III

- 10. Mixed Use Plan/Mixed Use Final Plan (Chapter 17.30 SMC): Category III
- 11. Historic Design Review (Chapter 17.35 SMC): Varies, see SMC 17.35.120
- 12. Planned Unit Development (Chapter 17.50 SMC): Category III
- 13. Conditional Use Permit (SMC 17.55.030): Category IV
- 14. Temporary Use Permit (SMC 17.55.050): Category I or II
- 15. Unclassified Use Permit (Chapter 17.60 SMC): Category III
- 16. Sign Permit (Chapter 17.75 SMC): Category I
- 17. Wireless Communication Facility Permit (Chapter 17.77 SMC): Category I or II
- 18. Wireless Communication Conditional Use Permit (Chapter 17.77 SMC): Category IV
- 19. Zoning Code Map or Text Amendment (SMC 17.85.010): Category III
- 20. Variance (SMC 17.85.020): Category IV
- 21. Comprehensive Plan Amendment (Chapter 21.30 SMC): Category III

Chapter 17.80 DESIGN REVIEW BOARD

Sections:

- 17.80.010 Purpose and objectives.**
- 17.80.020 ~~Membership~~Design Review Board.**
- 17.80.030 Scope of authority – Design Review Board.**
- 17.80.035 Site Plan Permit.**
- 17.80.040 Application requirements.**
- 17.80.050 Design Review guidelines.**
- 17.80.055 Site Plan Review criteria**
- 17.80.060 Action by the design review board or director.**

17.80.010 Purpose and objectives.

It is the purpose of this chapter to:

- A. ~~provide~~Provide for the review by public officials of land development and building design in order to promote the public health, safety, and welfare. ~~Specifically, the design review board shall~~
- B. ~~encourage~~Encourage well designed developments that are creative and harmonious with the natural and manmade environments and that embody good design principles that will result in high quality development on the subject property.
- C. Review a proposal for compliance with the provisions of this code and all other applicable law.
- D. Ensure that a proposal is coordinated, as is reasonable and appropriate, with other known or anticipated development on private properties in the area and with known or anticipated right-of-way and other public improvement projects within the area.

17.80.020 ~~Membership~~Design Review Board.

There is hereby created a design review board. The design review board shall consist of the members of the planning commission. The members of the planning commission shall also sit as members of the design review board.

17.80.030 Scope of authority – Design Review Board.

- A. The rules and regulations of the design review board shall be the same as those stated for the planning commission in the bylaws of the planning commission. The board shall have the authority to approve, approve with conditions, or deny all plans submitted to it using guidelines in SMC 17.80.050.
- B. The design review board shall review proposed development plans for the following described land use actions:
 - 1. All proposed developments, excluding the following:
 - a. ~~single~~Single-family homes;
 - b. ~~and further excluding any~~Any proposed development for which historic design review is required pursuant to Chapter 17.35 SMC, unless the design review board is sitting as the historic design review board in accordance with SMC 17.35.055;
 - c. The expansion, remodel, or alteration of any building or other structure by less than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable, provided the proposed design is generally consistent with the existing design as determined by the director;
 - 2. Approval by the design review board is required for all landscape plans in the MU zone. The design review board may modify all minimum width requirements according to scale of the property upon request of the applicant;
 - 3. Proposed development which, as a condition of approval of any rezone or other land use action of the city council, or as a condition of the responsible official's decision pursuant to the State Environmental Policy Act, is referred to the board for design review.

17.80.035 Site Plan Permit

- A. The Community Development Department shall review proposed site plans for the following described actions:
 - 1. The new construction of a nonresidential building or other structure;
 - 2. The expansion, remodel, or alteration of any building or other structure by more than ten percent of its existing floor area, or overall size in cases where floor area standards are not applicable;
 - 3. The expansion of any building or structure that creates a new dwelling unit;
 - 4. A change of use, or where traffic, parking, noise or other impacts are greater than the impacts for the previously existing use, as determined by the director; or
 - 5. The construction and reconstruction of driveway approaches, gates, roads, shared access facilities, alleys, and driving surfaces within ingress/egress easements.

17.80.040 Application requirements.

Applications for design review or site plan review by the design review board under this chapter must be submitted to the ~~planning commission~~Community Development Department prior to or concurrently with a building permit application, but in no case less than at least two weeks prior to the meeting of the design review board. Building permits shall not be granted until approval of plans by the design review board or director. All applications shall be accompanied by a filing fee as required in SMC 17.85.030 and shall include but not be limited to site plans, exterior building elevations, the environmental checklist, if applicable, and other materials as required by the ~~planning commission~~director.

17.80.050 Design Review guidelines.

In reviewing any application, the following guidelines shall be used by the design review board in its decision-making:

- A. Relationship of the Structure to the Site.
 - 1. The site should be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping and pedestrian movement.
 - 2. Parking and service areas should be located, designed, and screened to moderate the visual impact of large paved areas.
 - 3. The height and scale of each building should be considered in relation to its site.
- B. Relationship of the Structure and Site to Adjoining Area.
 - 1. Harmony in texture, lines, and masses is encouraged.
 - 2. Appropriate landscape transition to adjoining properties should be provided.
 - 3. Public buildings and structures should be consistent with the established neighborhood character.
 - 4. Compatibility of vehicular pedestrian circulation patterns and loading facilities in terms of safety, efficiency, and convenience should be encouraged.
 - 5. Compatibility of on-site vehicular circulation with street circulation should be encouraged.
- C. Landscape and Site Treatment.
 - 1. Where existing topographic patterns contribute to beauty and utility of a development, they should be recognized and preserved and enhanced.
 - 2. Grades of walks, parking spaces, terraces, and other paved areas should promote safety and provide an inviting and stable appearance.
 - 3. Landscape treatment should enhance architectural features, provide buffers between incompatible land uses, and provide shade.
 - 4. In locations where plants will be susceptible to injury by pedestrian or motor traffic, mitigating steps should be taken.
 - 5. Where building sites limit planting, the placement of trees or shrubs in paved areas is encouraged.
 - 6. Screening of service yards, and other places which tend to be unsightly, should be accomplished by use of walls, fencing, planting, or combinations of these. Screening should be effective in winter and summer.
 - 7. In areas where general planting will not prosper, other materials such as fences, walls, and paving of wood, brick, stone, or gravel may be used.
 - 8. Exterior lighting, when used, should enhance the building design and the adjoining landscape. Lighting standards and fixtures should be of a design and size compatible with the building and adjacent area. Lighting should be shielded and restrained in design.
- D. Building Design.
 - 1. Architectural style is not restricted, evaluation of a project should be based on quality of its design and relationship to surroundings.
 - 2. Buildings should be to appropriate scale and be in harmony with permanent neighboring developments.
 - 3. Building components, such as windows, doors, eaves, and parapets, should have good proportions and relationship to one another. Building components and ancillary parts shall be consistent with anticipated life of the structure.
 - 4. Paint and material colors shall be selected to coordinate the entire facade and to be compatible with adjacent buildings. Bright or brilliant colors shall be used only for accent.
 - 5. Mechanical equipment or other utility hardware on roof, ground, or buildings should be screened from view.
 - 6. Exterior lighting should be part of the architectural concept. Fixtures, standards, and all exposed accessories should be harmonious with building design.

7. Monotony of design in single or multiple building projects should be avoided. Variety of detail, form, and siting should be used to provide visual interest.
- E. Miscellaneous Structures and Street Furniture.
 1. Miscellaneous structures and street furniture should be designed to be part of the architectural concept of design and landscape. Materials should be compatible with buildings, scale should be appropriate, colors should be in harmony with buildings and surroundings, and proportions should be to scale.
 2. Lighting in connection with miscellaneous structures and street furniture should meet the guidelines applicable to the site, landscape, and buildings.

17.80.055 Site Plan Review Criteria

Lot-based standards are typically applied to each individual lot within the site. However, the director may approve an application for site plan review where such standards have been applied to the site as if it consisted of one parcel. The director may approve an application for site plan review if it is consistent with the following criteria:

- A. It is consistent with the comprehensive plan;
- B. It is consistent with all applicable provisions of this title, including:
 1. The use standards in Chapter 17.55 SMC;
 2. The area, height, setback, and miscellaneous provisions in SMC 17.20.040;
 3. The parking standards in Chapter 17.65 SMC;
 4. The landscape standards in Chapter 17.70 SMC;
- C. It is consistent with the public health, safety, and welfare;
- D. The streets and utilities in the area of the subject property are adequate to serve the anticipated demand from the proposal;
- E. The proposed access to the subject property is at the optimal location and configuration for access;
- F. Traffic safety impacts for all modes of transportation, both on and off site, are adequately mitigated;
and

17.80.060 Action by the design review board or director.

- A. Approval. If the design review board or director approves the proposed development, a building permit may be issued by the appropriate city official, providing they have complied with all other requirements of the building code and ordinances of the city.
- B. Approval with Conditions. If the design review board or director approves the proposed development plans with conditions, it may require that such conditions shall be fulfilled prior to the issuance of a building or occupancy permit, where appropriate.
- C. Denial. The design review board or director may deny the proposed development plans if they do not satisfy the guidelines of SMC 17.80.050 or SMC 17.80.055, as applicable.

Draft Planning Commission Schedule

Task Name	2022				
	17-Oct	7-Nov	21-Nov	5-Dec	19-Dec
Comprehensive Plan Review			Introduction		
Housing		HNA presentation FCS Group		HAP element review	
Land Use					
Transportation					
Community Character					
Parks and Open Space					
Economic Development					
Design Review/Historic Design Review	DRB: Gere Auto			DRB: Gere Auto (colors only)	
Training	Short Course	Short Course (Joe Tovar segment)	PSRC presentation to City Council (recording from 11/14)		
Other	PSRC Economic Development Training 1 of 4 (recording)				
Staff/Chair comments items		PSRC Passport to 2044 series			
Code Amendments					
Historic Design Review Procedures	HDRB Amendment		HDRB Amendment	HDRB Amendment	
Site Plan Review		SPR Amendment	SPR Amendment	SPR Amendment	
Key					
Public Hearing					
Discussion					
Action					