



# PLANNING COMMISSION REGULAR HYBRID MEETING

Monday, May 20, 2024, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

## COMMISSIONERS

Chair: Luke Marusiak

Vice Chair: Andre Testman

Commissioners: Steve Smith, Ashleigh Kilcup, Michael Krohn, Darrell Lambert, and Vacant.

**Join by Telephone at 7:00 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 7:00 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.

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

## CALL TO ORDER & ROLL CALL

**PUBLIC COMMENT - *Public comment will be accepted by in-person attendees. Remote attendees may submit written comments to the staff liaison.***

## AGENDA APPROVAL

## COUNCIL LIAISON REPORT

## MINUTES

1. Approval of the minutes dated May 6, 2024.

## 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. Historic Downtown Retail Code Amendment Recommendation and MUFPA Amendment Update

## OTHER BUSINESS

3. Training-Historic Preservation

Planning Commission Regular Hybrid Meeting  
May 20, 2024

**Items of Planning Commissioner Interest**

**Upcoming Schedule**

[4.](#) Future Agenda List

[5.](#) Work Program

**ADJOURNMENT**



# PLANNING COMMISSION MINUTES

## REGULAR HYBRID MEETING

### May 6, 2024

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

**CALL TO ORDER & ROLL CALL:** Chair Marusiak called the meeting to order 7:03 PM

**Commissioners:**

Chair Luke Marusiak, Vice- Chair Testman, Steve Smith, Ashleigh Kilcup, Darrell Lambert, and Michael Krohn were present.

Commissioner Chris Alef was excused.

**City Staff:**

Emily Arteche, Community Development Director; Ashley Wragge, Planning Technician; Andy Latham, IT Support Systems.

**PUBLIC COMMENT**

No comments.

**AGENDA APPROVAL**

Agenda unanimously approved.

**MINUTES**

April 15, 2024 minutes were approved unanimously.

**COUNCIL LIASION UPDATE**

The inclusive playground at Centennial Fields Park had its official opening. Tenth year of Tree City USA event. Council is reviewing a traffic impact fee possibility.

**PUBLIC HEARING**

**Mixed Use Final Plan Amendment**

The public hearing opened at 7:29 and closed at 7:30. The intention to the proposed amendments are to increase procedural clarity. The amendment includes a deletion of No. 4 and No. 5 and revise No. 41 to appropriately reference the BR-1 zone. Discussion ensued around retail and non-retail uses and how would regulations look with the amendment to No. 41. The Commission wants to see a better explanation of how the current system works and will refrain from any decision making until then.

**DESIGN REVIEW BOARD**

No design review.

**LEGISLATIVE/POLICY ITEMS/ REGULATIONS**

**Landmarking Processing Overview**

Due to time constraints, this item was moved to a future meeting.

**OTHER BUSINESS**

**Planning Commission Interest**

**Upcoming Schedule**

Future Agenda List

Work Program

The next meeting will be on Monday, May 20, 2024.

**ADJOURNMENT**

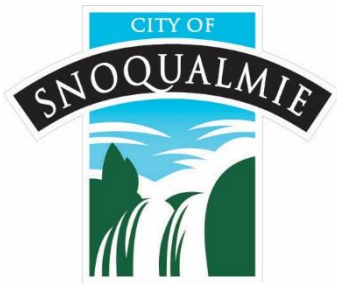
**MOTION** by Commissioner Marusiak, **SECONDED** by Commissioner Lambert to adjourn the meeting.  
Motion carried unanimously.

The meeting adjourned at 8:52 pm.

*Minutes by Ashley Wragge, Planning Technician*

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

*Minutes approved at the \_\_\_\_\_ Planning Commission Meeting.*



**Emily Arteche, Director**  
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## STAFF MEMO

To: Economic Development Commission  
From: Andrew Levins, Land Use Planning Consultant  
Date: May 20, 2024  
Subject: SMC 17.37 Retail District Overlay Code Amendments

### BACKGROUND:

In December of 2023 the Chair of the Economic Development Commission, (EDC) sent a letter to the Community Development Council Committee regarding recommended draft amendments to the Snoqualmie Municipal Code Chapter 17.37, Downtown Historic District Retail Overlay Zone and 17.37.040 Waiver of special use regulations. The recommendations included:

1. 100 Percent of the storefronts on Railroad Avenue S.E. occupied by retail uses, increased from the current 75% requirement; and
2. 180-day allowance on good faith efforts to lease the premises for a retail use, increased from the current 120-day requirement.

Currently, 75% of the ground floor tenant spaces along Railroad Avenue are required to be occupied by a qualifying retail use. If total retail storefront occupancy drops below 75% on Railroad Ave, a ground floor tenant space must be vacant for 120 days before the landlord can apply to the City for a “retail waiver,” allowing a non-retail commercial use to occupy the space.

Because the EDC did not have the opportunity to make a formal recommendation. On February 5, 2023, the Council CD Committee remanded the draft amendments back to the commission for further discussion. The Community Development Committee provided general feedback to the EDC stating that 100 percent of the storefronts on Railroad Avenue S.E. is too high of a percentage requirement for retail occupation and that the EDC should consider a percentage range within 70 to 100 percentage for retail occupation. Furthermore, the CD Committee stated 180 days is too low for the time allowance to demonstrate a good faith effort to find a retail tenant. Additionally, the definition of what constitutes a retail use should be evaluated and clarified, if necessary.

The City conducted public outreach with both the Downtown Business Association and the Ridge Merchants Association on May 2, 2024 and May 8, 2024, respectively. On May 15, 2024, the EDC met and

considered the findings from outreach with merchant associations. The EDC discussed appropriate threshold requirements for ground-floor retail uses, appropriate measures and timelines to demonstrate good faith efforts to lease qualifying tenant spaces to retail uses, and how the definition of retail uses could be clarified.

**ANALYSIS:**

Both the existing retail occupancy requirement of 75% and the time allowance of 120 days apply to the ground floor of buildings facing Railroad Avenue only in the Downtown Retail Overlay Zone. Because of the way the Snoqualmie Ridge 1 Development Standards incorporate and apply to the Municipal Code, only the time allowance applies to retail tenant spaces facing specific intersections including Center Boulevard SE and SE Ridge Street, SE Mayrand Lane, and SE Kinsey Street. All uses at these intersections are required to be a retail use, as defined by SMC Section 17.37.020 (See Attachment 2a EDC Recommended Historic Downtown Code Amendment -signed by EDC Chair Hudson and 2b Retail Definition Crosswalk). Please note: any future amendments to the Municipal code regarding the 120-Day limit or the percentage of retail will not be applicable to the businesses on the Ridge until the a Mixed-Use Final Plan Amendment is completed.

Table 1 further illustrates how these requirements currently apply to Snoqualmie’s two primary walkable retail districts:

Table 1: Existing Retail Use Requirements		
	Snoqualmie Ridge I Neighborhood Center, corner tenant spaces facing select intersections	Downtown Retail Overlay Zone along Railroad Avenue
Ground Floor Minimum Retail Use Threshold along Railroad Avenue	N/A	75%
Minimum time allowance to demonstrate good-faith effort to find retail tenant	120 days	120 days

Public outreach was conducted on May 2 and May 8, 2024, with both the Downtown Business Association and the Ridge Merchants Association, respectively. Each group strongly favored increasing the retail occupancy percentage requirement in the Downtown Retail Overlay Zone along Railroad Avenue to between 90-100%. The Downtown Merchants proposed that this requirement also be expanded to Falls Avenue. Both the Downtown and Ridge Merchants expressed favor toward a 180-day minimum vacancy period, and suggested that some additional requirements, such as demonstrating online rental listings and site-postings, should be required as a part of demonstrating a good-faith effort to find a retail-use tenant consistent with the requirement. One Ridge Merchant Association landlord expressed that 180-days is an appropriate amount of time, but that the requirement should not exceed 180 days. No additional input was provided from either group with regards to the definition of retail. The EDC concurred with the sentiment that online advertising of the retail lease opportunity should be required.

The EDC considered this stakeholder feedback at its May 15, 2024, meeting. Members of the EDC agreed with the recommendations of the two merchants’ associations. The Commission encouraged additional outreach as appropriate, that specifically includes the owners and landlords that would be affected by this change. Concurring with the suggestions of the Downtown Merchants Association, the EDC also recommends that the ground floor retail use requirement be expanded to also include buildings facing Falls Avenue. The precise extent of the boundary along Falls Avenue requires further study.

Table 2: Proposed Retail Use Requirements		
	Snoqualmie Ridge I Neighborhood Center, corner tenant spaces facing select intersections	Downtown Retail Overlay Zone along Railroad Avenue <b><i>and Falls Avenue</i></b>
Ground Floor Minimum Retail Use Threshold along Railroad Avenue <b><i>and Falls Avenue</i></b>	N/A	<b><i>90%</i></b>
Minimum time allowance to demonstrate good-faith effort to find retail tenant	<b><i>180</i></b> days	<b><i>180</i></b> days

SMC 17.37.020 currently defines “retail use” as a business primarily characterized by the sale of goods or merchandise to the local public and tourists for personal, household or business consumption, and rendering of services incidental to the sale of such goods. Staff has noted that definition could be clarified to include “a business primarily characterized by the taxable sale of goods or merchandise to the local public and tourists”. The EDC recommended that Staff continue to study this text amendment in pursuit of clarifying the definition of retail use, as applied by this Chapter.

**RECOMMENDATION:**

The EDC made a motion on May 15, 2024 and unanimously voted to recommend amendments to the Planning Commission for the Downtown Historic Retail District Overlay. The recommendations, (see Attachment 2a, EDC Recommended Historic Downtown Code Amendment-signed by EDC Chair Hudson and 2b Retail Definition Crosswalk) include the following:

- Expand Historic District Overlay be expanded to Falls Avenue SE,
- Increase the minimum retail use requirement to 90%,
- Increase the minimum time allowance to 180 days,
- Require that a vacant tenant space be advertised online in addition to the other methods listed in SMC 17.37.040(B)(1).
- Further define a retail uses as taxable sales of goods or merchandise.

Additionally, Staff recommends modifying the approval process for retail waivers to address concerns related to the MUFPP and SRI retail uses on Center Boulevard SE. Currently, retail waivers are reviewed and approved by the Community Development Director, whose decision may be appealed to the Planning Commission. Staff recommends modifying this language to require all future retail waivers be approved by the Council Community Development Committee, whose decision would be appealable to the City Council. The purpose of this change is to place responsibility of this decision with an elected official.

**NEXT STEPS:**

- Discuss the recommendations of the EDC and Staff referenced above.
- Make a motion to initiate a Resolution of Intention by the Planning Commission for an amendment to the municipal code.
- Staff to prepare amendments for further Planning Commission review, including draft strikeout and under code amendments, SEPA, public hearing and noticing.





**COMMUNITY DEVELOPMENT DEPARTMENT**

Item 2.

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Date: May 16, 2024  
To: City of Snoqualmie Planning Commission  
From: City of Snoqualmie Economic Development Commission


RE: SMC 17.37 Downtown Historic District Overlay Amendments Recommendation


The Community Development Committee received a letter from the Economic Development Commission (EDC) in December 2023 expressing a desire to amend provisions of the Downtown Historic Retail District Overlay, SMC 17.37. The Committee remanded the request back to the EDC to gain unanimous consent from the Commission and reconsider some of the proposed amendments. After discussions with business members and property owners in the community and a staff formulated recommendation, the EDC unanimously voted on May 15, 2024 to recommend the following to the Planning Commission:

1. Extend the retail requirement area to include Falls Avenue SE,
2. Increase the ground floor retail requirement to 90%,
3. Increase the vacancy period prior to applying for a waiver to 180 days,
4. Update language regarding good faith effort to include online advertising,
5. Include an expanded definition of retail to taxable sale of goods or merchandise while using the Retail Definition Crosswalk as an example of current allowances.

The Economic Development Commission unanimously recommends the Planning Commission reviews the recommended amendments to SMC 17. 37 Downtown Historic District Retail Overlay Zone and transmits them to the Community Development Committee for consideration.

**RECOMMENDED BY THE CITY OF SNOQUALMIE ECONOMIC DEVELOPMENT COMMISSION ON THE 15<sup>TH</sup> OF MAY 2024.**

  
 \_\_\_\_\_ Date May 17, 2024  
 Kristina Hudson  
 EDC Chair

Attest by:  
  
 \_\_\_\_\_  
 Ashley Wragge  
 Planning Tech

Attachment 1: Retail Definition Crosswalk







# EDC Hisoric Downtown Code Ammendment Proposal draft update

Final Audit Report

2024-05-17

Created:	2024-05-17
By:	Ashley Wragge (AWragge@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAADKYJeAGf19o0YO_QXcOeWs51JY3S3Yky

## "EDC Hisoric Downtown Code Ammendment Proposal draft up date" History

-  Document created by Ashley Wragge (AWragge@snoqualmiewa.gov)  
2024-05-17 - 2:48:29 PM GMT
-  Document e-signed by Ashley Wragge (AWragge@snoqualmiewa.gov)  
Signature Date: 2024-05-17 - 2:49:34 PM GMT - Time Source: server
-  Document emailed to Kristina Hudson (kristinah@oneredmond.org) for signature  
2024-05-17 - 2:49:35 PM GMT
-  Email viewed by Kristina Hudson (kristinah@oneredmond.org)  
2024-05-17 - 5:24:17 PM GMT
-  Document e-signed by Kristina Hudson (kristinah@oneredmond.org)  
Signature Date: 2024-05-17 - 5:25:02 PM GMT - Time Source: server
-  Agreement completed.  
2024-05-17 - 5:25:02 PM GMT

<b>Table of Uses Examples</b>	<b>Retail</b>	<b>Non- Retail</b>
Apparel	✓	
Books	✓	
Arts and crafts	✓	
Furniture	✓	
Home Furnishings	✓	
Jewelry	✓	
Records/ CDs	✓	
Consumer electronic equipment	✓	
Hardware	✓	
Sporting goods	✓	
Stationery and office supplies	✓	
Toys	✓	
Convenience goods	✓	
Food and grocery	✓	
Pharmacies/ drug stores	✓	
Restaurants/ taverns	✓	
Barber shops/ beauty salons	✓	
Tailors	✓	
Florists	✓	
Shoe Repair	✓	
Movie Theaters	✓	
Bowling alleys	✓	
Museums/ galleries	✓	
Advertising		✓
Architecture		✓
Landscape architecture		✓
Engineering		✓
Planning		✓
Law		✓
Medicine		✓
Music Instruction		✓
Interior design		✓
Dentistry		✓
Accounting		✓
Insurance		✓
Real estate		✓
Finance/ securities investments		✓
Drive- through food or beverage service		✓
Motor vehicle related uses (sales, fueling, repair, storage)		✓
Outside storage of stock, vehicles or machinery		✓
Wholesale sales		✓



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## STAFF MEMO

**To:** Planning Commission  
**From:** Andrew Levins, Land Use Planning Consultant  
**Date:** May 20, 2024  
**Subject:** Snoqualmie Ridge Mixed Use Final Plan Amendments Update

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**PROPONENT:** Barbara Yarrington, Murray Franklyn, inc. (successor organization to original developer of Snoqualmie Ridge, Weyerhaeuser Real Estate Company)

**LOCATION OF PROPOSAL:** Snoqualmie Ridge Mixed Use Final Plan area, generally west of Downtown Snoqualmie along Snoqualmie Parkway.

**DESCRIPTION OF PROPOSAL:**

The proponent proposes an amendment to the Snoqualmie Ridge (“SRI”) Mixed Use Final Plan (“MUFP”) conditions 4 and 5, as approved on September 15, 1995, to increase procedural clarity so that the City may address current and future land use needs in SRI more effectively. The proposed amendments remove default settings, which accommodate the use of retail waivers within the SRI Neighborhood Center Retail area. Currently the default settings have allowed several retail waivers to be issued by the City. Many key retail spaces identified in the Development Standards of SR1 have been hindered by the existing default settings resulting in the loss or retail business in key retail spaces on Center Boulevard SE. Deletion of the identified SR1 conditions of approval will be processed along with proposed amendments to retail waiver requirements.

**BACKGROUND:**

On October 17, 1995, the Weyerhaeuser Real Estate Company (now known as Murray Franklyn, inc.) filed an application for a Mixed-Use Final Plan (“MUFP”) to develop the first phase of a master planned development known as Snoqualmie Ridge (“SRI”). The City conducted environmental review in accordance with the requirements of the State Environmental Policy Act, issuing the Snoqualmie Ridge Mixed Use Final Plan Draft Supplemental Environmental Impact Statement on April 26, 1995, and a Final Supplemental Environmental Impact Statement on August 21, 1995. The Snoqualmie City Council approved the MUFP application on September 15, 1995, and determined it was consistent with the purposes of the Mixed-Use District Regulations identified in Snoqualmie Municipal Code (“SMC”) 17.30.020, subject to various conditions of approval. Since its approval in 1995, the development

contemplated by the MUFPP has been substantially completed, including the designated mixed-use portion of SRI known as the Neighborhood Center. The SRI Development Standards envisioned four subareas within the Neighborhood Center, including a retail-oriented area along Center Boulevard. The purpose of the Neighborhood Center retail area was to provide a pedestrian oriented area within SRI for retail businesses and non-retail commercial uses intended to serve residents of the development as well as throughout the City of Snoqualmie.

Since the MUFPP was approved in 1995, evolving market conditions have adjusted the demand for certain types of retail uses. The Snoqualmie Council Community Development Committee (“CD Committee”) has indicated a preference for additional retail uses on Center Boulevard within Snoqualmie Ridge, and directed staff to study amendments to the SRI MUFPP conditions of approval that would allow certain land use regulations affecting the Neighborhood Center to be modified. While the MUFPP Conditions of Approval generally limit the ways in which the City can modify standards within SRI, the item of concern specifically identified by the CD Committee is the potential for non-retail uses to occupy a space where retail use is required in the SRI Neighborhood Center. Currently, when a retail tenant space facing the intersections of Center Blvd and Maynard Ave, Center Blvd and Kinsey Ave, and Center Blvd and Ridge Ave becomes vacant, it must either be rented by a qualifying retail use, or, after a 120-day vacancy period, the owner/landlord may apply to the City for a waiver from this retail requirement. The CD Committee believes that this minimum vacancy period is currently too short and should be increased from 120 days to 180 days, an approach that has also been recommended by the Economic Development Commission, (EDC), in order to demonstrate that a good-faith effort has been made to find a qualifying retail tenant. However, because of the aforementioned MUFPP Conditions, this increase cannot be implemented without amending the SRI MUFPP in parallel.

Table 1: SR1 MUFPP Proposed Amendments to Conditions			
#	Proposed Revisions	Summary of Change	Delete
4	<del>The development standards specifically approved with this Final Plan shall govern future development applications in place of any conflicting standards found elsewhere in the Snoqualmie Municipal Code.</del>	Changes in default settings existing in the SR 1 Development Standards making it more restrictive to permit issuance of retail waivers.	<input checked="" type="checkbox"/>
5	<del>Development standards adopted by the City after the date of the Final Plan which are different than those specifically approved in the Final Plan shall apply to SR only if determined by the City Council to be necessary to address imminent public health and safety hazards, or, in the case of subsequently adopted more restrictive standards that are not necessary to address imminent public health and safety hazards, shall apply if the applicant elects to use these</del>	Allows the City to implement Development Standards effective for SR! making it more restrictive to issue retail waivers	<input checked="" type="checkbox"/>

standards in place of those approved in the Final Plan.		
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The Planning Commission held a hearing on May 6, 2024, and considered the proposed amendments. Commissioners expressed a preference not to include amendments to the MUFPP condition of approval 41 of the approved MUFPP permit which would for the correction of a typo on Business-Retail District BR permitted uses. Furthermore, the commissioners expressed a desire to review the EDC recommendations to the downtown historic district overlay.

**ANALYSIS:**

The amendments to the MUFPP propose to delete conditions 4 and 5 in their entirety. Table 1: Proposed Amendments, summarizes the reasoning for the modifications proposed to the SRI MUFPP conditions of approval and depicts deletions in strikeout. In total, two conditions are proposed to be deleted from the MUFPP.

Specific SRI Mixed Use Final Plan conditions of approval, originally part of SRI Final Plan approval in 1995, make it difficult for the City to modify existing SMC regulations, including the retail requirements. Modifying the MUFPP to address retail use and waiver requirements. On May 6, 2024, the Planning Commission held a Public Hearing. No written public comment or oral public comment was provided. However, the Staff held outreach sessions with the Downtown and Ridge Merchants Associations. Based on that outreach, the EDC recommended the minimum vacancy period be increased from 120 to 180 days as several other amendments which are specific to the downtown historic district overlay.

**RECOMMENDATION:**

Staff recommends the Planning Commission recommend to the City Council deletion of MUFPP Conditions 4 and 5 at the time of review and recommended approval of Downtown Historic District Overlay amendments. This approach allows the Commission to process mixed use final plan amendments simultaneously to that of the development code amendments.

**NEXT STEPS:**

Prepare the Downtown Historic District Overlay recommended amendments for further Planning Commission review, including draft code amendments, SEPA, public hearing and noticing.

# FUTURE AGENDA LIST

Agenda Items	2024											
	16-Jan	5-Feb	20-Feb	4-Mar	18-Mar	1-Apr	15-Apr	6-May	20-May	3-Jun	17-Jun	1-Jul
<b>Comprehensive Plan Review</b>												
Environment	Environment Goals and Policies	Environment Goals and Policies	Environment Goals and Policies									
Capital Facilities and Utilities	Capital Facilities and Utilities											
Climate Change										Climate Change Intro		
<b>Design Review / Historic Design Review</b>			Community Center									
<b>Training</b>									Historic Preservation			
<b>Other</b>	Commission Elections						MUFP Amendment	MUFP Amendment PH	MUFP Amendment			
<b>Staff/Chair comment items</b>								River Trail	Grizzle Bears			
<b>Code Amendments</b>		Emergency Housing Intro		Emergency Housing			Emergency Housing PH		Historic Downtown			Public Process Intro <span style="color: red;">Historic Downtown</span>

<b>Key:</b>
Public Hearing
Discussion
Training



# Planning Commission Work Program

Items are not listed in any order. Subject to change.

2024 WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Comprehensive Plan Update	Q1-4	Emily
Snoqualmie Ridge Mixed Use Final Plan Amend – Center Blvd Retail Uses	Q1-Q2	Andrew
Code Amendment Temporary & Emergency Housing	Q1-2	Andrew
Climate Change Element	Q2 and thru 2025	Emily
Historic Design Review Board Training	Q2	Ashley
Public Process Streamlining Code Amendments	Q2	Andrew
FEMA and Flood Improvement Permit, 2 feet elevations	Q3-4	Emily
Code Amendment Critical Areas Ordinance	Q3-4	Emily
Snoqualmie Mill Design Standards	Q3	Andrew
Retail Code Amendments	Q2-4	Andrew

FUTURE WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Code Amendment Sign Code update	TBD	TBD
Code Amendment Wireless	Q3	TBD
Code Amendment Historic Preservation	TBD	TBD
Climate Change Element	Q2 and thru 2025	Emily