



## PLANNING COMMISSION REGULAR MEETING

**Monday, September 16, 2024, at 7:00 PM**

**Snoqualmie City Hall, 38624 SE River Street & Zoom**

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### COMMISSIONERS

Chair: Luke Marusiak

Vice Chair: Andre Testman

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

*This meeting will be conducted in person at Snoqualmie City Hall and remotely using Zoom.*

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **864 8750 2701** and Password **1900040121** if prompted.

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- 1) Click this [link](#)
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- 3) If prompted for Webinar ID, enter **864 8750 2701**; Enter Password **1900040121**
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### 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 August 5, 2024 and September 3, 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 related policy items referred by the City Council.*

- [2.](#) Historic Downtown Retail District Overlay Code Amendments.

## **OTHER BUSINESS**

### **Items of Planning Commissioner Interest**

#### **Upcoming Schedule**

[3.](#) Future Agenda List.

[4.](#) Work Program.

## **ADJOURNMENT**



## PLANNING COMMISSION REGULAR MEETING MINUTES

### August 5, 2024

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

**CALL TO ORDER & ROLL CALL:** Chair Marusiak called the meeting to order at 7:02 pm.

**Commissioners:**

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

Commissioner Darrell Lambert was absent.

**City Staff:**

Emily Arteche, Community Development Director; Ashley Wragge, Planning Technician; and Jimmie Betts, IT Support Systems.

**PUBLIC COMMENT** - There were no public comments.

**AGENDA APPROVAL** - The agenda was unanimously approved after additional item, Historic Training.

**MINUTES** - The minutes dated July 15, 2024, were unanimously approved.

**COUNCIL LIASION UPDATE**

Councilmember Johnson spoke about the electric vehicle curbside charging station program and that Council adopted a resolution clarifying the funding timeline for the community center expansion. Discussion ensued about construction on SR18.

**PUBLIC HEARING** - There was no public hearing.

**DESIGN REVIEW BOARD** - There was no design review.

**LEGISLATIVE/POLICY ITEMS/ REGULATIONS**

**Historic Downtown Retail District Overlay Code Amendments**

The discussion about amendments to the retail district requirements and the Snoqualmie Ridge mixed use final plan on storefronts facing Railroad Ave and Center Boulevard. Additional discussion about expanding the historic district retail overlay to include all BR-2 zoning.

**OTHER BUSINESS**

**Training- Historic Preservation**

Presented final part of a video recording from local historian, Dave Batty.

**Planning Commission Interest**

### Upcoming Schedule

Future Agenda List

Work Program

The next meeting will be on Tuesday, September 3, 2024.

### ADJOURNMENT

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

The meeting adjourned at 8:40 pm.

*Minutes by Anjali Jain*

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

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



## PLANNING COMMISSION REGULAR MEETING MINUTES

### September 3, 2024

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

#### CALL TO ORDER & ROLL CALL

Chair Marusiak called the meeting to order at 7:09 pm.

#### Commissioners

Chair Luke Marusiak, Darrell Lambert (remote), and Michael Krohn were present.

Commissioners Ashleigh Kilcup (excused), Steve Smith (excused), and Vice-Chair Andre Testman were absent.

This meeting will be adjourned (continued) to September 16, 2024, due to lack of quorum.

#### City Staff

Emily Arteche, Community Development Director; and Gretchen Garrett, Deputy City Clerk.

Andrew Levins, Land Use Planning Consultant from Van Ness Feldman, was also present.

#### ADJOURNMENT

At 7:10 pm, Chair Luke Marusiak adjourned (continued) the meeting to the Planning Commission meeting on Monday, September 16, 2024, at 7:00 pm in Council Chambers, 38624 SE River St.

*Minutes by Gretchen Garrett, Deputy City Clerk*

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

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



# Community Development Department

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

To: Planning Commission  
From: Andrew Levins, Land Use Planning Consultant  
Date: September 3, 2024  
Subject: SRI Retail Development Standards and 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.

On February 5, 2023, the Council CD Committee remanded the draft amendments back to the commission for further discussion because the Economic Development Commission did not have the opportunity to make a formal recommendation. 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 Economic Development Commission met and, in light of the findings from outreach with merchant associations,

considered 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.

On May 20, 2024, the Planning Commission met and discussed the recommendations of the EDC, which were as follows:

- Expand the minimum threshold for ground floor retail uses to also apply to Falls Avenue.
- Increase the minimum retail use requirement from 75% to 90%.
- Increase the minimum time allowance to demonstrate a good-faith effort from 120 days to 180 days.
- Require that a vacant tenant space to which the retail use requirement applies be advertised online in order to demonstrate a good-faith effort, in addition to the other methods listed in SMC 17.37.040(B)(1).

On June 19, 2024, the Community Development department mailed an informational flyer and virtual meeting invitation to the owners, as identified by King County Assessor records, of all commercial property affected by proposed changes to retail use waiver requirements in both the Downtown Historic District Retail Overlay Zone and along Center Boulevard S.E. in Snoqualmie Ridge. Staff held two virtual open-houses on June 25, 2024 to give an opportunity for property owner feedback; however, neither session was attended by any member of the public. Additionally, no comments on the proposed changes were submitted based on the information provided.

On July 1, 2024, the Planning Commission met to discuss the strikethrough and underline versions of the draft amendments and the proposed revisions to the extents of the Overlay Zone. The Planning Commission indicated it would like to review further analysis regarding the waiver approval process and consider expanding the Overlay Zone to all parcels zoned BR-1 and BR-2 in Downtown Snoqualmie.

Based on the recommendation of the EDC and public outreach, the Planning Commission directed Staff to study amendments to the SMC, as described below.

#### **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 1). Please note: any future amendment to the Municipal code regarding the 120-Day limit or the percentage of retail will not be applicable to the businesses on the Ridge without a Mixed Use Final Plan Amendment. 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 Ratio	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, although they recommended additional outreach 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 Planning Commission discussed the EDC's recommendations on May 20, 2024. The Planning Commission's directed Staff to study amendments proposing modifications to the minimum requirements to obtain a waiver from retail use requirements, which are presented in Table 2: Proposed Retail Use Requirements.

Table 2: Proposed Retail Use Requirements		
	Snoqualmie Ridge I Neighborhood Center, <del>corner</del> all storefronts facing select intersections <b><u>Center Boulevard SE</u></b> (see Attachment 5)	<b><u>Parcels located in the BR- 1 or BR-2 zone in Downtown Snoqualmie</u></b> (see attachment 4)
Ground Floor Minimum Retail Use Ratio	<b><u>90%</u></b>	<b><u>90%</u></b>



Minimum time allowance to demonstrate good-faith effort to find retail tenant	<u>365</u> days	<u>365</u> days
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The Planning Commission directed Staff to study the expansion of the Historic District Retail Overlay to encompass all Business Retail 1 (“BR-1”) and Business Retail 2 (“BR-2”) zoned property in Downtown Snoqualmie. To accommodate this change, Staff proposes the Planning Commission consider recommending modifications to the [City’s Zoning Map](#) that depict the revised extent of the Overlay District in place of verbally describing the precise extent of the Overlay Zone. This change will increase clarity as to the overall extent of the Overlay Zone, compared to the current verbose description found in the SMC. Language is proposed to be added to the SMC exempting supportive housing uses required by state law as well as City-occupied properties from calculations when determining the retail use ratio.

Currently, the purpose statement of the BR-1 zone states that the zone was created to contain all properties located within the Downtown Historic Retail Overlay zone, and to provide a shopping and dining district in a pedestrian-oriented environment (SMC 17.20.020.C). Staff proposes to modify the purpose statement of the BR-1 and BR-2 zones in SMC 17.20.020.C to reflect the modification of the extent of the Downtown Historic District Retail Overlay Zone proposed by the Planning Commission.

As directed by the Planning Commission, Staff has also included amendments requiring vacancies be advertised online as a condition of a retail waiver application.

Originally, the Planning Commission suggested a procedure in which all retail use waivers would be decided by the Community Development department with that decision appealable to the City Council. The City Attorney has identified a personal liability risk to individual City Council members that would result they were the decisionmakers for retail waivers, and continues to advise that this risk exceeds the acceptable level of risk tolerance for City of Snoqualmie officials. As such, Staff has provided for a process that requires Planning Commission approval for any retail waiver application with any administrative appeal heard by the Hearing Examiner.

In the Snoqualmie Ridge Neighborhood Center, the development standards are proposed to be modified to require that at least 50% of ground-floor windows remain uncovered by signs or other window coverings during normal business hours, ensuring visibility into the tenant space and enhancing the pedestrian experience.

Summarized, the attachments to this memo propose the following changes:

- Expand the extents of the Downtown Historic District Retail Overlay Zone to include all parcels zoned BR-1 and BR-2 in Downtown Snoqualmie as depicted on Attachment 4 and depict this change on the official zoning map. The minimum threshold for ground floor retail uses will apply to these parcels.
- Remove parcels that are currently zoned OS-2 from the Overlay Zone and are being incorporated into the Snoqualmie River Trail project.
- Increase the minimum ground-floor retail use requirement from 75% to 90%.

- Increase the minimum time allowance to demonstrate a good-faith effort from 120 days to 365 days.
- Require that a vacant tenant space to which the retail use requirement applies be advertised online in order to demonstrate a good-faith effort, in addition to the other methods listed in SMC 17.37.040(B)(1).
- Apply the 90% ground-floor retail use requirement to storefronts facing Center Boulevard S.E. (see Attachment 5).<sup>1</sup>
- Require that no more than 50% of the ground-floor windows of a tenant space be covered for storefronts facing Center Boulevard S.E. in the Snoqualmie Ridge Neighborhood Center, in order to facilitate pedestrian interest.<sup>1</sup>
- Modify the retail waiver approval process to require decision by the Planning Commission, with all appeals to the Hearing Examiner.

#### **NEXT STEPS:**

- Discuss the contents and form of the proposed amendments.
- Staff will finalize the proposed amendments to the Snoqualmie Municipal Code prior to a future public hearing with the Planning Commission.

#### **ATTACHMENTS:**

- 1. Planning Commission Resolution to Study Retail Waiver Amendments**
- 2. SMC Chapter 17.37, Strikethrough and Underline Changes**
- 3. Chapter 12 Snoqualmie Ridge Development Standards, Strikethrough and Underline Changes**
- 4. Current and Proposed Downtown Historic District Retail Overlay Zone extent**
- 5. Current and Proposed Snoqualmie Ridge retail use requirement extent**
- 6. SMC 17.55.010, Table 1, BR-1 and BR-2 zone use comparison table**

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<sup>1</sup> This proposed change will only be enforceable if amendments to the Snoqualmie Ridge Mixed Use Final Plan Conditions are approved.



**COMMUNITY DEVELOPMENT DEPARTMENT**

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Item 2.

After consideration of the May 15, 2024, Economic Development Commission recommendation and the May 20, 2024, staff report on the Snoqualmie Ridge I Mixed-Use Final Plan amendments, the Planning Commission passed the following motion:

1. Delete conditions 4 and 5 from the SRI Mixed-Use Final Plan and Development Standards.
2. Amend SR1 Development Standards Section 12E.040 to add a 90% retail requirement applicable to businesses in the three-block area of the Neighborhood Center facing Center Boulevard SE, between Snoqualmie Parkway to SE Ridge Street.
3. Amend 17.37.040(A)(2) Waiver of special use regulations, to increase the vacancy period required prior to applying for a waiver to 365 days.
4. Amend 17.37.040(B)(1) to require vacancies be advertised online during the vacancy period in order to qualify for an application for a waiver.
5. Amend 17.37.040(C) to make the Council Community Development Committee the deciding body on allowing or denying a retail use waiver, with appeals to City Council.
6. Amend 17.37.030(A) Special use regulations within downtown historic district overlay zone to increase the minimum percentage of storefronts to 90%.
7. Increase Retail District Overlay to includes Falls Avenue SE (see Attachment 2).

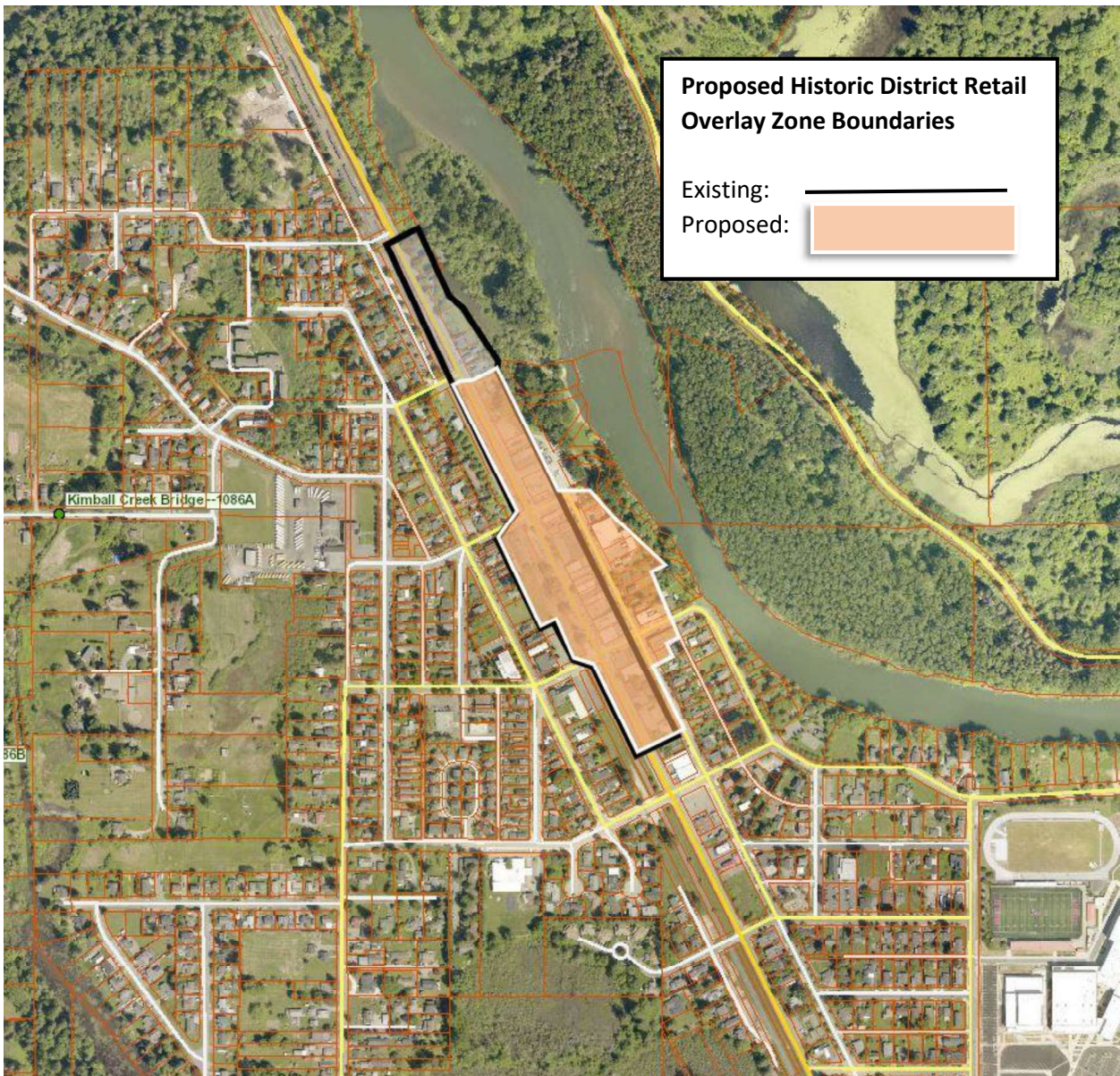
**A MOTION BY THE CITY OF SNOQUALMIE PLANNING COMMISSION ON THE 20<sup>TH</sup> OF MAY 2024.**

*Luke Marusiak* Date Jun 14, 2024  
Luke Marusiak (Jun 14, 2024 20:16 PDT)  
Luke Marusiak  
Planning Commission Chair

Attest by:  
*Ashley Wragge*  
Ashley Wragge (Jun 14, 2024 10:49 PDT)  
Ashley Wragge  
Planning Tech

Attachment 1: Retail Definition Crosswalk  
Attachment 2: Proposed Historic District Retail Overlay Zone boundaries

Table of Uses Examples	Retail	Non- Retail
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		✓












# SMC 17.37 and MUFP amendments proposal (002)

Final Audit Report

2024-06-15

Created:	2024-06-14
By:	Ashley Wragge (AWragge@snoqualmiewa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAYAHQfHRWWc773ekOuzWWk6j0UmQbTHlb

## "SMC 17.37 and MUFP amendments proposal (002)" History

-  Document created by Ashley Wragge (AWragge@snoqualmiewa.gov)  
2024-06-14 - 5:48:31 PM GMT
-  Document e-signed by Ashley Wragge (AWragge@snoqualmiewa.gov)  
Signature Date: 2024-06-14 - 5:49:51 PM GMT - Time Source: server
-  Document emailed to Imarusiak@snoqualmiewa.gov for signature  
2024-06-14 - 5:49:52 PM GMT
-  Email viewed by Imarusiak@snoqualmiewa.gov  
2024-06-15 - 3:14:52 AM GMT
-  Signer Imarusiak@snoqualmiewa.gov entered name at signing as Luke Marusiak  
2024-06-15 - 3:16:12 AM GMT
-  Document e-signed by Luke Marusiak (Imarusiak@snoqualmiewa.gov)  
Signature Date: 2024-06-15 - 3:16:14 AM GMT - Time Source: server
-  Agreement completed.  
2024-06-15 - 3:16:14 AM GMT

**17.20.020, Commercial/industrial districts.**

The following commercial/industrial districts are hereby established:

- A. Business-General District (BG). The business-general district is intended to accommodate a broad range of retail and commercial uses, including businesses and services that are of a larger scale or are inappropriate for the historic downtown area, such as certain automotive services and limited light-industrial uses.
- B. Business-Office District (BO). The business-office district is intended principally for providing space within the city for smaller-scale office uses, but also allows for some retail and service uses.
- C. Business-Retail District (BR). The business-retail district is intended to serve as the core pedestrian-oriented shopping area within the historic downtown area, with uses serving as shopping catalysts to other businesses within the district. Ground floor retail sales and services are encouraged with offices and professional services on upper floors. The business-retail district should support the downtown historic district by encouraging the use of architectural styles which reflect the history of the city and the railroad depot. The business-retail district is divided into two subdistricts, as follows:
  1. BR-1. The BR-1 subdistrict ~~contains all properties located within the downtown historic district retail overlay zone pursuant to Chapter 17.37 SMC, and~~ is intended for retail, shopping and dining uses in a pedestrian-oriented environment.
  2. BR-2. The BR-2 subdistrict contains all properties within the BR district outside of those listed within the BR-1 subdistrict and is intended to contain retail as well as commercial and professional service uses.
- D. Office Park District (OP). The office park district is intended to provide areas appropriate for commercial and office uses, such as medical, dental, and other professional services.
- E. Planned Commercial/Industrial District (PCI). The planned commercial/industrial district is intended to provide areas in the city for master planned commercial/industrial uses, which might include single- or mixed-use retail, office, light industrial and open space uses. All development on parcels of two acres or larger upon which more than one principal structure is to be constructed shall be subject to the requirements of this chapter.
- F. Industrial District (I). The industrial district is intended to provide areas for a broad range of light industrial uses, and includes heavy/resource-based industrial uses as conditional uses. This district is also known as the resource extraction district. (Ord. 1203 § 7, 2018; Ord. 1198 § 22 (Exh. D), 2017; Ord. 1066 § 3, 2010; Ord. 980 § 2, 2005; Ord. 744 § 2, 1995).

**17.37.010, Created.**

There is hereby created a special purpose zoning classification to be known as the downtown historic district retail overlay zone, the boundary of which shall ~~include all lots and parcels fronting on Railroad Avenue S.E. from the southerly margin of the right-of-way of S.E. Northern Street at its intersection with Railroad Avenue to a line intersecting Railroad Avenue defined as the southerly property boundary of 8250 Railroad Avenue S.E., commonly known as the Town Pump extended be depicted on the official zoning map.~~

**17.37.030, Special use regulations within downtown historic district overlay zone.**

- A. Subject to the underlying use regulations of this title, and subject to the provisions of SMC 17.37.040, within the historic district overlay zone at least ~~75-90~~ percent of the storefronts ~~in the downtown historic retail overlay zone on Railroad Avenue S.E.~~ shall be occupied by retail uses, and no more than ~~25-10~~ percent of storefronts shall be occupied by nonretail uses. For purposes of this section, a “storefront” shall mean separately owned or leased ground floor premises with a separate ~~entrance in the downtown historic retail overlay zone~~ ~~entrance on Railroad Avenue S.E.~~. A building may have one or more storefronts. ~~Permanent supportive housing, transitional housing, and emergency housing or shelter uses as defined in Chapter 17.10- and~~ City-occupied buildings ~~in the downtown historic retail overlay zone -fronting on Railroad Avenue S.E.-~~ shall not be included within the definition of “storefront.”
- B. The director shall establish and maintain a list by address of all storefronts within the downtown historic district retail overlay zone and a determination of whether such storefront is occupied by a retail use. The list shall include a calculation of the percentage of storefronts occupied by retail uses as of the date of the list. The list shall be updated prior to the issuance of any business license for a business intending to locate in any storefront ~~in the downtown historic retail overlay zone~~ ~~fronting on Railroad Avenue S.E. within the downtown historic district retail overlay district.~~ No business license shall be issued for any business proposing to locate in a ground floor storefront ~~in the downtown historic retail overlay zone on Railroad Avenue S.E. within the downtown historic district retail overlay zone~~ unless the director certifies that the issuance of such business license is in compliance with the requirements of subsection A of this section; provided, the renewal of business licenses for businesses in existence as of the effective date of the ordinance codified in this chapter shall not be prohibited by this section.
- C. ~~Second story uses and s~~Storefronts ~~and second-story uses -fronting on Falls Avenue S.E. or Maple Avenue S.E.-located outside the downtown historic district retail overlay zone~~ shall be subject to the underlying zoning only and shall not be subject to the special use regulations of this chapter. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 869 § 1, 2000).

**17.37.040, Waiver of special use regulations.**

- A) The owner or authorized agent of the owner of any premises subject to the special use regulations of SMC 17.37.030 may apply for a waiver of such regulations upon making a written application therefor describing the premises by address, the last retail use, the date such premises became vacant, the proposed nonretail use, and the date such proposed nonretail lease is proposed to commence. The application shall be supported by declaration signed under penalty of perjury setting forth the facts supporting the application. The grounds for such waiver shall be as follows:
- 1) Such premises are vacant;
  - 2) Such owner or agent has made a good faith effort to lease the premises for a retail use for a period greater than ~~120-365~~ days from the latter of the date of vacancy and the date of commencement of efforts to lease the premises for a retail use;
  - 3) Such owner or agent has offered the premises for lease for a retail use at a rate no higher than the rate for the proposed nonretail use and upon other terms and conditions at least as favorable; ~~and~~



advertised the premise in the following manners for at least the majority of the period specified by subsection A.2 of this section:

- i) At least one physical sign upon or within the building, with text legible from the street upon which the qualifying storefront occurs; and
- 3)ii) Upon publicly accessible online commercial real estate listing services.

- 4) Despite such good faith efforts, such owner or agent has not been able to lease the premises for a retail use and such premises remain vacant; and
- 5) Such owner or agent has not offered the premises to a potential nonretail user prior to the date of application for the waiver.

B) Such application and declaration shall be supported by copies of the following documentation:

- 1) Copies of all published and nonpublished advertising or other solicitations offering the premises for lease, including but not limited to newspaper advertisements, circulars or flyers, online listings, photos of physical signage, and advertisements used by brokers or agents, with annotations as to the date and place of publication;
- 2) A list of potential retail users contacted or expressing interest in leasing the premises, and the reason of each potential user for not leasing the premises, if known; and
- 3) Any other document the owner or agent desires to have considered by the director.

C) ~~The planning commission shall review all requests for waivers under this section. The planning commission shall review and evaluate a waiver request at a regularly scheduled meeting within 30 days following receipt of a complete application for a waiver. The planning commission director shall make a decision on the waiver request by majority vote to either approve or deny the waiver; issue a written decision allowing or denying the waiver within 14 days of receipt of a complete application; provided, the application shall be allowed unless the director planning commission affirmatively finds that one or more of the grounds of subsection A of this section have not been met; or the application or declaration is fraudulent or not made in good faith. The director shall prepare a written notice of decision reflecting the decision of the planning commission. The notice of director's decision shall be mailed to the applicant by certified mail, return receipt requested, and by ordinary mail. The effective date of the decision shall be deemed to be the date of mailing of the notice of decision.~~

D) ~~The decision of the on the waiver request community development committee director may be appealed to the planning commission city council hearing examiner by filing a written notice of appeal with the city clerk, setting forth the factual and legal basis of the appeal within 10 days of the date of the director's decision. The planning commission city council shall hold a hearing thereon at a regular meeting not less than seven nor more than 30 days from the date of filing of the appeal, and shall immediately deliberate and decide the matter upon conclusion of the hearing. The planning commission city council shall issue a written decision signed by the chairman within five business days after the hearing, which written decision shall be final unless appealed to superior court. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 884 § 1, 2001; Ord. 869 § 1, 2000).~~

**12E.040, Ground Floor Commercial Tenant Spaces**

- A. No more than one single-user ground floor retail or commercial space greater than 7,500 sq. ft. in area shall be allowed within the neighborhood center retail district. Other than the block containing this larger commercial business space, no more than 50 percent of the number of ground floor retail or commercial spaces within each block shall be greater than 2,500 sq. ft.
- B. There shall be a minimum of four separate, ground floor retail or commercial tenant spaces, each with a separate, functional storefront entrance to the street, along each side of each block of Center Blvd. For the block containing the single-user retail commercial space 7,500 sq. ft. or greater in size, a minimum of three separate ground floor retail or commercial spaces, each with a separate, functional storefront entrance to the street, shall be provided. Appendix A-4 illustrates examples of compliance/noncompliance with this standard.
- C. Retail business uses shall occupy a minimum of 90 percent of all ground-floor tenant spaces and storefronts facing Center Boulevard S.E. ~~all corner tenant spaces at the Center/Mayrand, Center/Kinsey and Center/Ridge intersections. These corner retail tenant spaces shall be a minimum of 400 gross square feet in area.~~ All leasing plans, demising plans and promotional materials shall carry a notation of "Retail Use Required" on all ~~corner-tenant~~ spaces subject to this requirement.
- D. The owner or authorized agent of any building containing a ~~corner-tenant~~ space subject to the retail use requirement of subsection C of this section may apply for a waiver of such requirement. The required showing and procedures for granting such waiver shall be as set forth in SMC 17.37.040, provided in the case of the initial leasing, the time period shall commence from the date the building is constructed and the first unit is occupied. The provisions of SMC 17.37.050 shall also apply.

**12E.053, Storefront Standards.**

- A. The storefront is the most important and prominent architectural feature of traditional commercial district buildings and plays a significant role in defining the character of the retail or commercial area. The storefront also plays a crucial role in a store's advertising and merchandising efforts to draw customers and increase business. The storefront is the most transparent portion of the facade, allowing for maximum light and display and enhancing pedestrian interest and interaction. Storefronts also create visual openness that is part of the overall proportional system of the entire facade. Although a storefront normally does not extend beyond the first story, the rest of the building is often related to it visually through a unity of form and detail.
- B. To provide a regular rhythm and unity at the ground floor level, storefronts shall not exceed 30 feet in width and shall be separated by opaque wall areas/pilasters that are at least 16 inches, but should not be more than 10 ft. wide.
- C. All ground floor windows shall be located within a storefront system containing a base panel, display windows and transom windows.
- D. To emphasize the sense of containment and provide relief at the ground floor facade, the storefront base panel and display window system shall be recessed a minimum of 3 in. from the face of the adjoining opaque wall areas.
- E. Storefront base panels shall generally be between 12 in. and 30 in. high, except where grade conditions require more variation on either end. The finished appearance of the base panel may be wood, finish grade wood paneling, aluminum paneling, brick, masonry, concrete, tile or metal.
- F. Display windows may be solid or paned glass.
- G. Transom windows at least 2 ft. in height shall be provided above doors in all storefronts. Storefront glazing shall extend to the height of the top of the transom windows.

- 46 H. Clerestory windows above transom windows are encouraged, particularly within one-story  
47 storefronts, as a way to add architectural interest or emphasize single storefront bays or corner  
48 facades.
- 49 I. The storefront entrance doorway shall be recessed at least 3 ft. from the back of the sidewalk for all  
50 commercial spaces, including lobbies, with a gross leasable area of 1,500 sq. ft. or greater. The  
51 recessed entry shall have a minimum width of 6 ft. The landing within the recessed entrance area may  
52 include special surfacing details such as mosaic tile, painted or textured concrete, brick or other  
53 paving pattern. Storefront entrances need not be located symmetrically within the storefront.
- 54 J. Storefront entry doors shall include transparent glazing.
- 55 K. Storefront entrances shall be located at building corners at the Center/Mayrand and Center/Kinsey  
56 intersections. Alternatively, storefront entrances may be located within 15 feet of the corner, where  
57 fronting directly onto a pedestrian courtyard, plaza or other recessed corner treatment.
- 58 L. Storefront design and materials should be allowed to be unique while maintaining the character of the  
59 building facade of which they are a part.
- 60 M. The interior of stores and/or offices shall be designed to provide for interesting window display and  
61 views into the main retail, restaurant or business merchandise or activity areas.
- 62 N. Appendix D depicts typical storefront design and components.
- 63 ~~N.O.~~ No more than 50% of the ground-floor windows of a retail tenant facing Center Boulevard S.E.  
64 space may be covered with an opaque material that blocks visual penetration into the retail space  
65 from the sidewalk during normal business hours. Opaque materials include, but are not limited to,  
66 signage, adhesive film, curtains, tints exceeding 50% visible light transmission, or shutters located on  
67 the interior or exterior of the glazing.

**Mixed Use Final Plan Conditions for Snoqualmie Ridge, Condition No. 4**

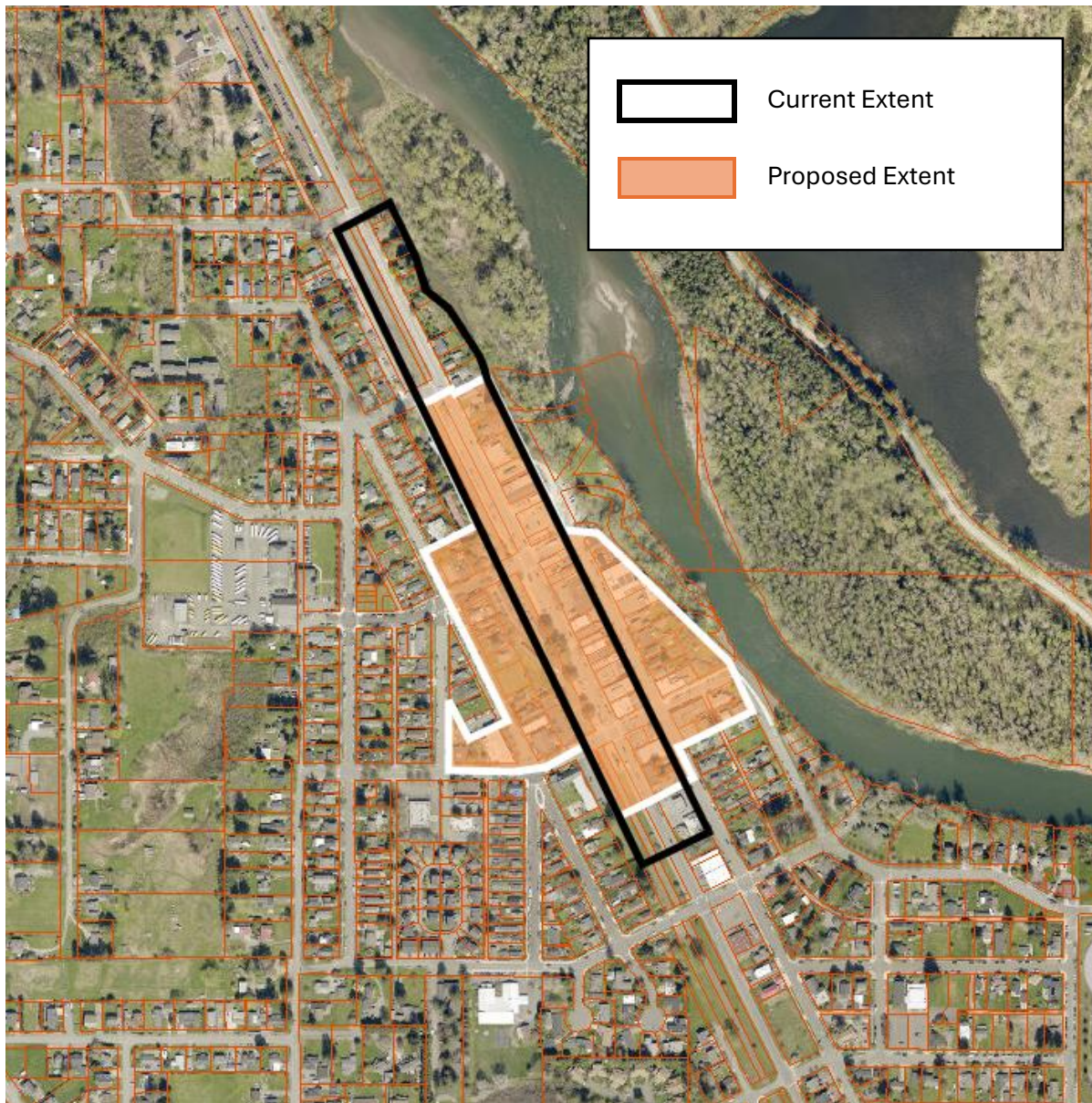
~~The development standards specifically approved with this Final Plan shall govern future development applications in place of any conflicting standards found elsewhere in the Snoqualmie Municipal Code.~~

**Mixed Use Final Plan Conditions for Snoqualmie Ridge, Condition No. 5**

~~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 standards in place of those approved in the Final Plan.~~

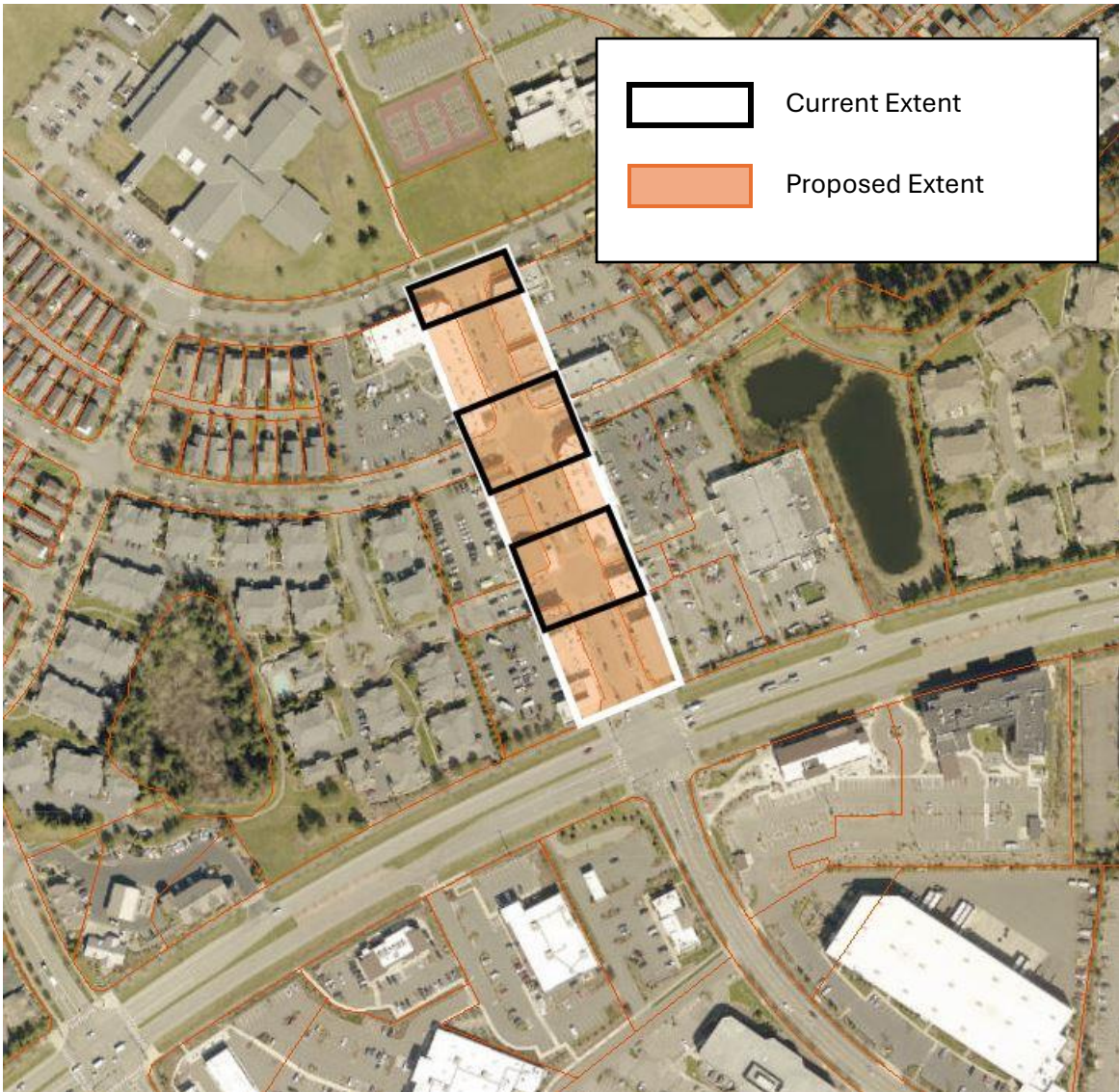


Current vs. Proposed Extent of Downtown Historic Retail Overlay Zone





Current vs. Proposed Extent of Retail Use Requirements along Center Boulevard S.E.



The table below depicts uses that SMC 17.55.020, Table 1, differ in whether they are allowed in the BR-1 or BR-2 zone.

Land Use Descriptions			BR-1	BR-2
1.0	Residential			
		1.3.2 Day Care II	P <sup>1</sup>	P
	1.4	Miscellaneous Rooms for Rent Situations		
		1.4.1 Bed and Breakfast	C <sup>1</sup>	C
		1.4.2 Boarding Houses	C <sup>1</sup>	C
2.0	Commercial/Business			
	2.1	Retail/Service		
		2.1.4b Tattoo Parlor	P <sup>1</sup>	P
		2.1.4c Shoe Repair	P <sup>1</sup>	P
		2.1.4d Copy/Print/Photo Shop	P <sup>1</sup>	P
		2.1.5 Commercial Services	P <sup>1</sup>	P
		2.1.5a Banks	X	P
		2.1.5d Dry Cleaner	X	P
		2.1.8 Formula Take-Out Food Restaurants	P <sup>3</sup>	X
		2.1.9 Espresso/Snack Stands	P	X
		2.1.10 Drive-Through Associated with Restaurant or Espresso/Snack Stand	X	P
	2.2	Office/Professional		
		2.2.1 Professional Services	P <sup>1</sup>	P
		2.2.2 Corporate Offices	P <sup>1</sup>	P
	2.5	Wholesale Sales	X	C
	2.6	Small Animal Veterinarian Clinic	X	P
	2.7	Automotive Uses		
4.0	Institutional			
	4.1	Schools (elementary, middle, or high school)	C <sup>1</sup>	C
	4.2	Churches and Religious Institutions	P <sup>1</sup>	P

Land Use Descriptions			BR-1	BR-2
	4.3	Health Services		
	4.6	Social/Fraternal/Youth Clubs, Lodges, Halls	P <sup>1</sup>	P
5.0	Recreation			
	5.2	Country Club	X	P
	5.3	Swimming Pool	X	P
6.0	Public Service			
	6.2	Public Utilities	C	P
7.0	Agricultural			
	7.1	Commercial Greenhouse	X	C
	7.2	Commercial Farm/U-Pick	X	X
	7.3	Large Animal Veterinarian Facility	X	C
	7.4	Public/Pea Patch Gardens	X	P

<sup>1</sup>. Second floor only within downtown retail overlay district per Chapter [17.37](#) SMC.



## FUTURE AGENDA LIST

Agenda Items	2024														
	20-May	3-Jun	17-Jun	1-Jul	15-Jul	5-Aug	19-Aug	3-Sep	16-Sep	7-Oct	21-Oct	4-Nov	18-Nov	2-Dec	16-Dec
Comprehensive Plan Review															
Climate Change		Climate Change Introduction									Climate Change	Climate Change	Climate Change		
Legislative/ Policy Items/ Regulations															
Design Review / Historic Design Review															
Training	Historic Preservation	Historic Preservation			Historic Preservation	Historic Preservation									
Other	MUFP Amendment					MUFP Amendment									
Staff/Chair comment items					Splash Pad				New Commissioner Intro						
Code Amendments	Historic Downtown Introduction				Critical Areas Code Intro	Downtown Historic Retail			Downtown Historic Retail	Critical Areas Code					
Key:															
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-Q4	Andrew
Code Amendment Temporary & Emergency Housing	Q1-2	Andrew
Climate Change Element	Q2 and thru 2025	Emily
Historic Design Review Board Training	Q2	Ashley
Code Amendment Critical Areas Ordinance, Flood Improvement Permit	Q3-4	Emily
Retail Code Amendments	Q2-4	Andrew

FUTURE WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Code Amendment Sign Code update	TBD	TBD
Code Amendment Wireless	TBD	TBD
Code Amendment Historic Preservation	TBD	TBD
Climate Change Element	Q2 and thru 2025	Emily
Snoqualmie Mill Design Standards	Q3	Andrew
Citywide Development Standards	Q3	Andrew