



PLANNING COMMISSION REGULAR HYBRID MEETING

Tuesday, January 17, 2023, 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

ELECTION OF CHAIR AND VICE-CHAIR

MINUTES

- [1.](#) Approval of the minutes dated December 5, 2022.

COUNCIL LIAISON UPDATE

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.

- [2.](#) Historic Design Review: Buckshot Honey Pergola

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.

OTHER BUSINESS

3. PSRC VISION 2050 Training

[4.](#) Planning Commission Work Program

Items of Planning Commissioner Interest

Upcoming Schedule

[5.](#) Future Agenda List

ADJOURNMENT



PLANNING COMMISSION MINUTES REGULAR HYBRID MEETING December 5, 2022

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 7:32 PM

Commissioners:

Chair Luke Marusiak, Vice-Chair Andre Testman, and Commissioners David Goodman, Chris Alef, and Steve Smith.

Councilmember Jo Johnson was also present.

Commissioners Neeraj Mathur and Darrell Lambert were absent.

City Staff:

Emily Artech, Community Development Director; Bob Sterbank, City Attorney; Jason Rogers, Senior Planner.

AGENDA AMENMENT

MOTION by Chair Marusiak to add council liaison report; **SECONDED** by Commissioner Alef to approve the agenda.
Motion passed unanimously

MINUTES

MOTION by Chair Marusiak; **SECONDED** by Commissioner Smith to approve the minutes of November 7, 2022, as presented.
Motion passed unanimously

COUNCIL LIASION REPORT

An MOU with Northwest Trunk Lines Museum was approved by Council. The Council also adopted a budget. It is a conservative budget with revenue and will maintain level of service as well as increase human service spending.

PUBLIC HEARING

Public hearing for the Historic Design Review Board Code Amendments and Site Plan Permit Code Amendments.

Chair Marusiak continued the public hearing at 7:34 pm.

No members of the public provided comments.

MOTION by Chair Marusiak to close the public hearing at 7:36 pm.

LEGISLATIVE/ POLICY ITEMS/ REGULATIONS

Historic Design Procedures Code Amendments

Staff explained changes made to code, many changes were codifying references from the King County code.

MOTION by Chair Marusiak to approve amendments as written for recommendations to council; **SECONDED** by Commissioner Testman.

Motion passed unanimously.

Site Plan Code Amendments

Staff explained that the purpose of the amendments were to create a site plan permit process that is separate from the historical review.

MOTION by Chair Marusiak to approve amendments as written for recommendations to council; **SECONDED** by Commissioner Alef.

Motion passed unanimously.

Comprehensive Plan Update

Staff provided context for the kickoff of the 10-year Comprehensive Plan update. Public participation will be important since it is the guiding document for the city. Staff is forming a strategy for public engagement and requirements from the state.

OTHER BUSINESS

Items of Commissioner Interest

Commissioner Testman is happy about Train Museum progress.

Commissioner Smith is interested on feedback of the snow plowing. Staff explained that the city was prepared due to lessons from the past but lower priority streets were much slower to get plowed.

Commissioner Marusiak continued to promote in person attendance if possible. A Potluck is schedule for the second meeting January 17, 2023.

Upcoming Schedule

The next meeting will be on Tuesday January 17th, 2022.

ADJOURNMENT

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

The meeting adjourned at 8:31 pm.

Next regularly scheduled meeting (hybrid) - 7:30 pm, January 17, 2022.

Minutes taken by Ashley Wragge, Planning Technician

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

Minutes approved at the _____ Planning Commission Meeting.



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Fax: 425-831-6041

www.snoqualmiewa.gov

HISTORIC DESIGN REVIEW STAFF REPORT:
Buckshot Honey Pergola
DRB23-0001

PROJECT DESCRIPTION:

The application is for improvements to the existing outdoor patio area at Buckshot Honey located at 38767 SE River Street. The site is located within the Downtown Historic Overlay District and the Historic Downtown Commercial Landmark District.

The proposed improvements include constructing a pergola structure over the existing outdoor patio seating area. The dimensions will be 31 feet long by 23 feet wide. No changes to the existing building are proposed.

BUILDING HISTORY AND CONTEXT:

The original building was a bank (Seattle First National Bank) built in 1923. The building has been used as a bank, City office building, and as a restaurant. The building is a contributing structure within the Landmark District.

The building is a brick structure of with many historic details intact, including windows, brick ornamentation, and exterior lighting. The building's primary façade is red brick with dark green painted wood trim around windows.

As noted above, there are no changes to the building proposed. The proposed pergola would be a separate free-standing structure.

OTHER PERMITS REQUIRED:

In addition to this Historic Design Review approval, the project requires a building permit. The pergola is outside of the shoreline jurisdiction and does not require a shoreline permit.

SCOPE OF AUTHORITY:

The Downtown Historic District is established in Chapter 17.35 SMC – Historic Overlay Zones and Landmarks. SMC 17.35.150 requires Historic Design Review Board approval for all regulated improvements (e.g. Type II or Type III projects per SMC 17.35.120) within the Historic District Overlay Zone. As the Historic Design Review Board has not yet been established, SMC 17.35.055 authorizes the Design Review Board to act as the Historic Design Review Board and conduct historic design review.

The project is a Type II project under SMC 17.35.120(B)(5) as the project is new construction. Historic Design Review Board approval is required.

PURPOSES AND OBJECTIVES:

The purpose of Chapter 17.35 SMC is defined in SMC 17.35.020, as follows:

- A. Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city's, county's, states and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;*
- B. Foster civic pride in the beauty and accomplishments of the past;*
- C. Stabilize and improve the economic values and vitality of landmarks;*
- D. Protect and enhance the Snoqualmie tourist industry by promoting heritage-related tourism;*
- E. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, and objects for the education, inspiration and welfare of the people of Snoqualmie;*
- F. Promote and continue incentives for ownership and utilization of landmarks;*
- G. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;*
- H. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter;*
- I. Provide for the most efficient process for review of all construction, alteration, or demolition of buildings and structures with the historic districts and the downtown landmark district to achieve the foregoing purposes.*

The purpose and objectives for the Design Review Board in SMC 17.80.010 are also helpful guides, but are not specifically applicable to Historic Design Review.

REVIEW CRITERIA:

Historic Design Review for this proposal is considered relative to conformance with the following sections of the Snoqualmie Municipal Code: SMC 17.35.180 – Objectives and Principles of Historic Design Review, SMC 17.35.190 – Standards of General Applicability, and SMC 17.35.210 – Architectural Design Standards. Discussion follows each subsection below relating the proposal to those applicable criteria.

SMC 17.35.180 Objectives and Principles of Historic Design Review

The historic preservation officer and the historic design review board shall be guided by the following objectives and principles in applying the specific standards set forth herein.

- A. The overall objective is to preserve historic buildings and the unique sense of place that make Snoqualmie distinctive and attractive.*

The proposed pergola would not affect the historic building.

- B. The key method of achieving the overall objective is to maintain the historic details and materials of each contributing building. Design standards for contributing buildings are intended to be more stringent for contributing buildings.*

The proposed pergola is not attached to or part of a contributing building.

- C. Changes to non-contributing buildings or structures or the construction of new buildings or structures should enhance the overall character by using forms, details, colors and materials similar to those of contributing buildings or structures.*

The proposed pergola would utilize wood in a traditional pergola/trellis design which would enhance the site and provide for an outdoor seating area.

- D. The standards and guidelines contained herein are based on the Secretary of the Interior's Standards for Rehabilitation, which may be consulted for assistance in understanding the intent hereof.*

Not applicable.

SMC 17.35.190 Standards of General Applicability

The following standards apply to all regulated improvements:

- A. Retain and preserve the historic character of contributing buildings. Avoid removal of historic materials or alteration of the features that characterize the property.*

The proposed pergola is not attached to or part of a contributing building.

- B. Make changes to any building or structure constructed prior to 1940 as authentic as possible, based upon that building's own history and materials. Preserve pre-1940 era changes to an original building if such changes have historic significance of themselves or are good examples of that era. For buildings constructed prior to 1940, changes should reflect the building's earlier appearance as shown in pre-1940 photographs. Materials, style and detailing should reflect this period as much as possible.*

The proposed pergola would be constructed of wood. The proposed materials are consistent with other structures in the downtown historic district.

- C. Any changes to post-1940 building shall reflect to the extent possible the features and character of the surrounding structures and overall historic overlay zone in which it is located. This shall be accomplished through size, massing and setback, roof configuration, window and door type and placement, materials and color.*

The proposed pergola would not visually dominate the site; it is shorter and smaller than the adjacent historic building, and designed in a way to not mimic or copy the building.

- D. Prior to maintenance or repair work, each building's historic features shall be identified and a plan developed to retain, maintain and repair such historic features. The identification of historic features shall be based upon the use of photographs from different periods, if possible, to understand the historic development of the building, its style and features and its uses.*

Not applicable; the proposal is not for maintenance or repair work.

- E. Repair rather than remove or replace deteriorated historic features. If replacement is necessary, use a new feature that matches the old feature in design, texture, color and other visual qualities, and where possible, matches the original materials.*

Not applicable.

- F. Avoid changes that create a false sense of history, such as the addition of architectural features from another era. Respect the physical record of each building's own time, place and past uses. If a feature is missing, replace it only if there is physical or historical evidence demonstrating the original appearance.*

The proposed pergola is a standalone structure that would be visually distinct from the existing building by using different materials in different colors, and would not create a false sense of history by attempting to mimic or copy historic design elements of other buildings in the Downtown Historic District and Landmark District.

- G. Preserve distinctive features, finishes or examples of craftsmanship or construction techniques that are characteristics of the property.*

The proposed pergola would be constructed of wood, which would be distinctive and show high quality craftsmanship and design.

- H. Use the gentlest means possible to clean all surfaces. Avoid irreversible damage by improper cleaning of historic materials, such as sandblasting of brick.*

Not applicable.

- I. Preserve a building's character even if its interior use changes. If property is no longer used for its historic use, adopt methods to ensure that the new use minimizes changes to the building's defining characteristics and surroundings.*

Not applicable.

- J. Design new additions and exterior alterations to preserve historic materials. New work shall be designed so that it is differentiated from the old and is compatible with the massing, size, scale and architectural features of the old sections.*

The proposed pergola will be compatible with the massing, size, scale, and architectural features of the building and be differentiated through use of different materials.

- K. Design new additions or alterations such that, if they were to be removed in the future, the essential form and historic integrity of the property would be unimpaired.*

The proposed pergola could be removed and would not affect the building.

The following architectural design standards are established in order to ensure that remodeling, new construction and other alterations enhance the district's pre-World War II building fabric and sense of place:

- A. Construct new or replacement structures to be similar to but not mimic other existing contributing structures in the district. Use architectural styles and materials representative of the pre-World War II era.*

The proposed would be constructed of wood, which is the predominantly used building material in the historic district.

- B. Continue the pattern of massing, height, bulk and setbacks established by the existing pre-World War II structures. All new commercial or industrial structures shall relate specifically in style, massing, materials and fenestration to at least one contributing structure, preferably to one in close proximity to the new structure.*

The proposed pergola is designed to blend with the existing building while maintaining differentiation through materials and colors. The general style using wood is appropriate within the historic district.

- C. Building height shall be governed by applicable zoning standards in SMC 17.20.040.*

The pergola will be approximately 9 feet tall, which is less than the height limit of 35 feet.

- D. Organize commercial building facades with the three-part horizontal division and vertical columns typically found in Snoqualmie's pre-World War II structures. Primary facades should have a clear base, middle and top. Box-like designs should be avoided.*

Not applicable.

- E. Emphasize primary building entrances with a recessed entry and transom windows.*

Not applicable.

- F. Break up street-facing walls more than 30 feet wide with recesses, columns, bays or entryways. Avoid long uninterrupted walls.*

Not applicable.

- G. Design and maintain rooflines to reflect traditional commercial roof configurations and pitches found in contributing buildings. These configurations include gabled, flat and shed-roof styles, usually with a decorative parapet wall.*

The proposed pergola will be flat and well below the height of surrounding buildings. While no parapet wall is proposed, this is acceptable for a small accessory structure.

- H. Accent the roofline with a dominant parapet wall in one of the styles commonly found in Snoqualmie. The most common styles include pediment, cornice molding, cresting and stepped front.*

Not applicable.

- I. Make details on each building appropriate to its style. Most buildings are simple in style with minimal detailing.*

The pergola would have a very simple style with no or minimal detailing.

- J. Use traditional finish materials found in the Snoqualmie historic area, including brick, stucco, and horizontal or vertical wood siding. Modern materials and synthetic substitutes are to be avoided where they are easily visible from the street.*

The proposed pergola would utilize wood as primary material.

- K. If synthetic siding is used where it is not easily visible, it shall conform to the existing siding in dimension, profile and relationship to corner boards, window trim and other architectural details. Trim or details shall not be permanently removed.*

Not applicable.

- L. On Railroad Avenue, include an awning or other sidewalk covering suitable to the style of the building, consistent with the awning and canopy standards set forth in the next section.*

Not applicable; the existing building and proposed pergola are not on Railroad Avenue.

- M. Choose paint and material colors appropriate to the style and setting of the building. Colors should coordinate with the entire facade and not conflict with adjacent buildings. Color schemes should be simple, in keeping with the community's history. The historic design review board shall establish an approved color palette, which shall be maintained by the historic preservation officer and be available for public inspection and use.*

The proposed pergola would use wood and be distinct from the existing building to not duplicate the historic style of that existing building.

- N. Assure that rooftop mechanical equipment is not visible from the street.*

The structure has no rooftop mechanical equipment.

- O. Retain original window and door openings, keeping the original placement, size and spacing. Whenever possible, repair and re-use original openings and trim, including glass, sash, lintels and sills, steps, doors and hardware.*

Not applicable.

- P. Retain original types and styles of windows, such as doublehung, casement or large commercial. Avoid modern window styles.*

Not applicable.

- Q. Provide generous amounts of clear glass for the ground floor of buildings facing sidewalks to allow passersby to see into the building. Include windows on the second floors of street-facing facades. Alignment, proportions and groupings of windows should relate to the first floor building elements. Windows should have detailing suitable to the building's style and materials.*

Not applicable.

- R. Avoid the use of vinyl or other synthetic materials, or anodized aluminum, on window or door frames on the principal facade.*

Not applicable.

- S. Use replacement glass when needed of similar size, color and reflective quality as the original.*

Not applicable.

- T. Design exterior lighting to enhance the building design, with fixtures of a design and size suitable to the building's style. Excessively bright or colored lighting is prohibited, except for temporary holiday decorations.*

Specific information on lighting has not been provided.

STAFF RECOMMENDATION:

Staff recommends **approval** of Historic Design Review DRB23-0001 for the proposed pergola for Buckshot Honey at 38767 SE River Street, with the following conditions:

1. The applicant shall obtain a building permit prior to construction of the proposed improvements.
2. The applicant submit lighting design and details to the Community Development Director for approval prior to final inspection of the structure.

The historic design review board may approve or approve with conditions the proposed development. If approved with conditions, the Historic Design Review Board may require that such conditions be fulfilled prior to the issuance of a building or occupancy permit, where appropriate. The historic design review board may deny the proposed development plans if they do not satisfy the requirements of Chapter 17.35 SMC. Decisions of the historic design review board may be appealed per SMC 17.35.170.

FINDINGS AND CONCLUSIONS

The Historic Design Review Board adopts the staff report above as its findings and conclusions for this project, DRB23-0001, and adopts the conditions above as conditions of approval.

Luke Marusiak
Chair, Planning Commission
(sitting as the Historic Design Review Board per SMC 17.35.055)

Date _____

CITY OF SNOQUALMIE STANDARDIZED PERMIT APPLICATION

**BUILDING
PERMIT
APPLICATION**
**BASIC PLAN
NUMBER:**

(Office Use Only)

DATE RECEIVED: _____

APPLICATION NUMBER: _____

Please print clearly in blue or black ink only. Leave no spaces blank. Enter N/A in areas that do not apply to your project.

PROJECT ADDRESS: 38767 SE River St., Snoqualmie

BRIEF DESCRIPTION OF WORK: Build a 31x23 outdoor covered patio with a tin roof.

APPLICANT INFORMATION
☐ OWNER ☒ CONTRACTOR ☐ OTHER

NAME: Adolfo Santandrea

ADDRESS: 34609 SE Carmichael Loop

CITY/STATE/ZIP: Snoqualmie, WA 98065

PHONE #: (310) 613-6319 FAX #: ()

CELLULAR OR PAGER #: _____

DESIGNER INFORMATION
☐ ARCHITECT ☐ DESIGNER ☐ ENGINEER

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE #: () FAX #: ()

E-MAIL ADDRESS: _____

PROJECT CONTACT PERSON: Nancy Santandrea

PHONE #: (425) 428-9396 FAX #: ()

ADDRESS: 34609 SE Carmichael Loop, Snoqualmie

E-MAIL ADDRESS: adolfo@wstonerestoration.com

☒ **CONTRACTOR**☐ **OWNER-BUILDER**

COMPANY NAME: Whitestone Restoration

PHONE #: (310) 613-6319 FAX #: ()

STATE LICENSE#: CC Whiter*805JM

ADDRESS: 34609 SE Carmichael Loop

EXPIRATION DATE: 4/14/2024

CITY/STATE/ZIP: Snoqualmie, WA 98065

BUSINESS LICENSE #: 604598622

E-MAIL: adolfo@wstonerestoration.com

PROPERTY INFORMATION

ASSESSOR'S PARCEL NUMBER: _____

LOT: _____ BLOCK: _____ SUBDIVISION: _____

USE ZONE: _____ FLOOD ZONE: _____

LEGAL DESCRIPTION: _____

LENDING OR BONDING INFORMATION

Required if a job specific bond equal to at least 50% of the project is acquired or if a lender has security interest in this project.

NAME OF INSTITUTION: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: ()

I certify that I have read this application and state that the above information is correct. I further certify that I am the legal owner or am an authorized owner's agent of the property described above. I agree to comply with all city and state laws relating to building construction and hereby authorize representatives of the City of Snoqualmie to enter upon the above-mentioned property for inspection purposes.

SIGNATURE OF OWNER OR AGENT: Nancy Santandrea DATE: 11/30/2022

PLEASE PRINT NAME: Nancy Santandrea

 Office Use Only
 INTAKE INITIAL: _____

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

BUILDING PERMIT APPLICATION WORKSHEET

PLEASE PRINT CLEARLY IN BLUE OR BLACK INK.

TYPE OF CONSTRUCTION: New OCCUPANCY: _____ FIRE SPRINKLERS ☐ YES ☒ NO

EXISTING USE: N/A PROPOSED USE: Patio cover

ESTIMATED FAIR MARKET VALUE OF WORK: \$ \$20,000 (DO NOT INCLUDE COST OF LAND OR SITE DEVELOPMENT)

DESCRIPTION OF WORK: (PLEASE MARK AND FILL IN ALL THAT APPLY)

☒ **NONRESIDENTIAL** ☐ **RESIDENTIAL**

- | | | | |
|--------------------------------------------------|---------------------------------------------|-------------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> NEW BUILDING | <input type="checkbox"/> SWIMMING POOL/ SPA | <input type="checkbox"/> DEMOLITION | <input type="checkbox"/> COMBINATION PERMIT |
| <input type="checkbox"/> MOVE BUILDING | <input type="checkbox"/> SIGN | <input type="checkbox"/> CHIMNEY REPAIR | <input type="checkbox"/> PLUMBING |
| <input type="checkbox"/> TENANT IMPROVEMENT | <input type="checkbox"/> FIRE REPAIR | <input type="checkbox"/> SEISMIC RETROFIT | <input type="checkbox"/> MECHANICAL |
| <input type="checkbox"/> ADDITION | <input type="checkbox"/> DRY ROT REPAIR | <input type="checkbox"/> FOUNDATION ONLY | <input type="checkbox"/> FIRE SPRINKLER |
| <input type="checkbox"/> ALTERATION | <input type="checkbox"/> FLOOD REPAIR | <input type="checkbox"/> FILL AND GRADING | |

BRIEF PROJECT DESCRIPTION: Build a 31x23 outdoor covered patio with a tin roof.

DESCRIPTION OF BUILDING:

- | | | |
|-----------------------------------------------------|---------------------------------------------|------------------------------------------|
| <input type="checkbox"/> OFFICE/ BANK/ PROFESSIONAL | <input type="checkbox"/> INDUSTRIAL | <input type="checkbox"/> SINGLE FAMILY |
| <input type="checkbox"/> POLICE/ FIRE STATION | <input type="checkbox"/> CHURCH/ ASSEMBLY | <input type="checkbox"/> DUPLEX/ TRIPLEX |
| <input type="checkbox"/> HOTEL/ MOTEL | <input type="checkbox"/> ACCESSORY BUILDING | <input type="checkbox"/> APARTMENT |
| <input checked="" type="checkbox"/> RESTAURANT/ BAR | <input type="checkbox"/> RETAIL | <input type="checkbox"/> CONDOMINIUM |
| <input type="checkbox"/> AMUSEMENT/ RECREATION | <input type="checkbox"/> EDUCATIONAL | <input type="checkbox"/> TOWNHOUSE |
| <input type="checkbox"/> SERVICE STATION | <input type="checkbox"/> COMMERCIAL STORAGE | NUMBER OF DWELLING UNITS: _____ |

EXISTING BUILDING AREA: _____ SQ. FT.	FIRST STORY: _____ SQ. FT.
NEW BUILDING AREA: <u>7713</u> SQ. FT.	SECOND STORY: _____ SQ. FT.
TOTAL BUILDING AREA: <u>713</u> SQ. FT.	THIRD STORY: _____ SQ. FT.
BUILDING HEIGHT: <u>8</u> FT.	UNFINISHED BASEMENT: _____ SQ. FT.
NUMBER OF STORIES: <u>1</u>	FINISHED BASEMENT: _____ SQ. FT.
WATER METER SIZE: _____ INCHES	ATTACHED GARAGE: _____ SQ. FT.
SIDE SEWER SIZE: _____ INCHES	DECKS/ PORCHES: _____ SQ. FT.
SIDE SEWER MATERIAL: _____	

APPLICATION #: _____

OFFICE USE ONLY

ROUTE TO: <input type="checkbox"/> COMMERCIAL PLAN CHECKER	<input type="checkbox"/> PLANNING	<input type="checkbox"/> INTAKE STAFF INITIALS _____
<input type="checkbox"/> RESIDENTIAL PLAN CHECKER	<input type="checkbox"/> ENGINEERING	<input type="checkbox"/> PUGET SOUND CLEAN AIR AGENCY
SUPPLEMENT TO BUILDING PERMIT: <input type="checkbox"/> YES <input type="checkbox"/> NO	NEW SEWER SERVICE <input type="checkbox"/> YES <input type="checkbox"/> NO	
BUILDING PERMIT #: _____	NEW WATER SERVICE-Meter <input type="checkbox"/> YES <input type="checkbox"/> NO	
PLANS REQUIRED: <input type="checkbox"/> YES <input type="checkbox"/> NO	Size: _____ <input type="checkbox"/> YES <input type="checkbox"/> NO	
SUBJECT TO FIELD INSPECTION: <input type="checkbox"/> YES <input type="checkbox"/> NO	EXISTING FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO	
	NEW FIRE ALARM SYSTEM <input type="checkbox"/> YES <input type="checkbox"/> NO	
	CONTRACTOR LICENSE VERIFIED <input type="checkbox"/> YES <input type="checkbox"/> NO	
	SCHOOL IMPACT FEE REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	


COMMUNITY DEVELOPMENT DEPARTMENT

38624 SE River St
PO Box 987
Snoqualmie, WA 98065
Office: 425-888-5337
Fax: 425-831-6041

www.ci.snoqualmie.wa.us
GBerry@ci.snoqualmie.wa.us

CITY OF SNOQUALMIE
PLANNING AND COMMUNITY DEVELOPMENT
DESIGN REVIEW SUBMITTAL CHECKLIST

Applicant shall submit documents identified below. This checklist is intended as a guide for applicants and is not a substitute for the applicable code sections. Depending on the scope of the project, some items may not apply or may be combined. All applications shall be submitted with a filing fee. The City of Snoqualmie will review application and materials for completeness pursuant to Snoqualmie Municipal Code (SMC) 17.80. If the proposed project is located within the Historic Landmark District, applicants may refer to SMC 17.35 for supplemental information. If application is determined complete, City staff will draft a (conclusion of findings). A Planning Commission hearing will then be scheduled.

Project File Number: _____ Accepted By: _____

Project Name: _____ Date: _____

DESIGN REVIEW SUBMITTAL REQUIREMENTS:

- Administrative Staff Review – A copy of this checklist with the necessary documents. Three (3) hard copies in color and one electronic copy, unless additional items are requested, to be delivered to staff at City Hall.
- Design Review Board – Ten (10) hard copies in color and one electronic copy of plans.

DESIGN REVIEW APPLICATION REQUIREMENTS:
Staff Requirements:

- ☐ Application Filing Fee
- ☐ Permit Application
- ☐ Complete Application

Required Documents:

1. Design Narrative - Project Description and Design Intent.

Describe how the proposal complies with the applicable development code and review guidelines contained in SMC 17.80.050.

We are building a 31 x 23 outdoor patio cover made out of wood with a tin roof on the right side of the building.

2. Site Plans

All plans must be drawn at an engineering or architectural scale.

A. Identifying Information. Name, Address, and phone number of the person who prepared the drawing.

☐ N/A ☒ Submitted on sheet/page(s) _____

B. Site Layout. A plan, drawn to scale no smaller than one inch equals 30 feet showing location and size of all structures, critical areas, required buffer areas, required yards, landscape areas, open spaces, common areas or plazas, walkways, retaining wall locations, storm water retention facilities and parking and vehicle maneuvering areas. Include graphic scale and north arrow.

☐ N/A ☒ Submitted on sheet/page(s) _____

C. General Building Information. Location, identification, and dimensions of all proposed and existing buildings and their uses.

☐ N/A ☒ Submitted on sheet/page(s) _____

D. Property Information. Dimensions of all property lines.

☐ N/A ☒ Submitted on sheet/page(s) _____

E. Frontage. Planned or required frontage improvements.

☐ N/A ☒ Submitted on sheet/page(s) _____

F. Setbacks. Building/structure setbacks from front, side, and rear property lines.

☐ N/A ☒ Submitted on sheet/page(s) _____

G. Neighboring Property Information. Plans/drawings depicting the relationship of the project to abutting properties and buildings. Include buildings and property lines within 50' of the proposed site.

☐ N/A ☒ Submitted on sheet/page(s) _____

H. Parking Management, Pedestrian and Vehicular Circulation.

i. **Vehicular Circulation.** Alleys, access lanes, parking areas, and curb cuts.

☐ N/A ☒ Submitted on sheet/page(s) _____

ii. **Parking.** Number, angle and size of parking stalls.

☐ N/A ☒ Submitted on sheet/page(s) _____

iii. **Parking Lot.** Parking lot layout design and when applicable, loading areas.

☐ N/A ☒ Submitted on sheet/page(s) _____

iv. **Emergency Access.** Service and emergency access driveways & loading areas.

- ☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- v. **Pedestrian Circulation.** Walkways, public gathering spaces, and open spaces.
☐ N/A ___ ☒ Submitted on sheet/page(s)_____
- vi. **Parking Reductions.** Responses to criteria for parking reduction.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- I. **Public Improvements.** Including sidewalks, curbs, gutters, etc.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- J. **Significant Tree Survey.** A significant tree survey which accurately identifies the species, size and location of all significant trees within the property subject to the application.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- K. **Tree Retention Survey.** A survey showing the species size and location of all significant trees to be retained on the property.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- L. **Civil Engineering Plans.** Include all applicable plans listed below.
☐ N/A ___ ☒ Submitted on sheet/page(s)_____
- i. **Grading Plan.** A topographic map of the property, delineating contours, existing and proposed, at no greater than five-foot intervals. The plan shall indicate all proposed cuts, fills and retaining wall heights and include areas of disturbance necessary to construct all retaining walls, structures and hard surfaces.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- ii. **Paving Plan.** A description of proposed plan, pedestrian and moving vehicular paving materials; include proposed type (asphalt, concrete, pavers, etc.), color, scoring, and texture.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- iii. **Utilities Plan.** A utilities plan showing the location and type of any utilities proposed in critical areas critical area buffers and natural vegetation retention areas.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- M. **Accessories.** The location of all outdoor furniture, trash receptacles and accessories.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- N. **Landscape Plans.**
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- i. **Existing Vegetation.** Location of any existing vegetation and trees to be retained.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- ii. **Proposed Plant Materials.** Show the location of proposed plant materials, with a plant schedule identifying plants by common and scientific names, spacing, size at planting and maturity, and special notes.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____
- iii. **Photographs or Images.** Include photographs or images of proposed plant materials.
☒ N/A ___ ☐ Submitted on sheet/page(s)_____

3. **Building Elevations.** At applicable scale, showing the details identified below.

☐ N/A ☒ Submitted on sheet/page(s) _____

A. **Color and Materials.** Elevation drawings showing the exterior color and material composition.

☐ N/A ☒ Submitted on sheet/page(s) _____

B. **Height.** Height of each building from average existing grade.

☐ N/A ☒ Submitted on sheet/page(s) _____

C. **Features.** Projections, upper floor setbacks, balconies, overhangs, windows, building entrances, roofs, and similar architectural features (as specified).

☒ N/A ☒ Submitted on sheet/page(s) _____

D. **Equipment Screening.** A description of how all mechanical and utility equipment will be screened. (Include material samples and color chips).

☒ N/A ☐ Submitted on sheet/page(s) _____

E. **Fencing.** The location and description of any proposed fencing.

☒ N/A ☐ Submitted on sheet/page(s) _____

F. **Renderings.** A colored illustration of the proposed design.

☒ N/A ☒ Submitted on sheet/page(s) _____

4. **Lighting.** Lighting plan drawn to engineering scale showing details identified below.

A. **Mounting.** Pole and mounting heights for all proposed fixtures.

☒ N/A ☐ Submitted on sheet/page(s) _____

B. **Exterior lighting.** Building exterior and parking area lighting.

☒ N/A ☐ Submitted on sheet/page(s) _____

5. **Signage.** Sign plans to scale showing details below.

A. **Placement.** Sign location and appropriate setbacks from property lines.

☒ N/A ☐ Submitted on sheet/page(s) _____

B. **Dimensions.** Sign dimensions, size height and length.

☒ N/A ☐ Submitted on sheet/page(s) _____

C. **Rendering.** A colored illustration of the proposed sign(s).

☒ N/A ☐ Submitted on sheet/page(s) _____

D. **Material Example.** An example of types of material(s) to be used for the sign with color samples.

☒ N/A ☐ Submitted on sheet/page(s) _____

E. **Wall Signs.** For wall signs, the drawing shall portray the proposed sign's relationship with to any existing or proposed signs located on the same façade or common building wall.

☒ N/A ☐ Submitted on sheet/page(s) _____

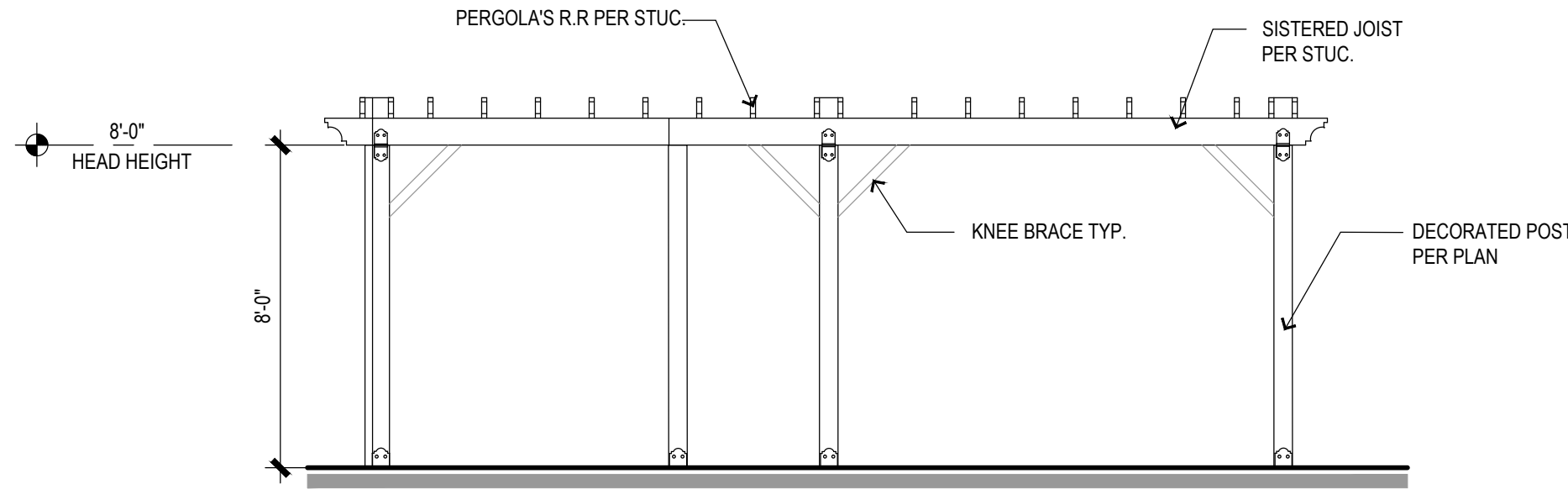
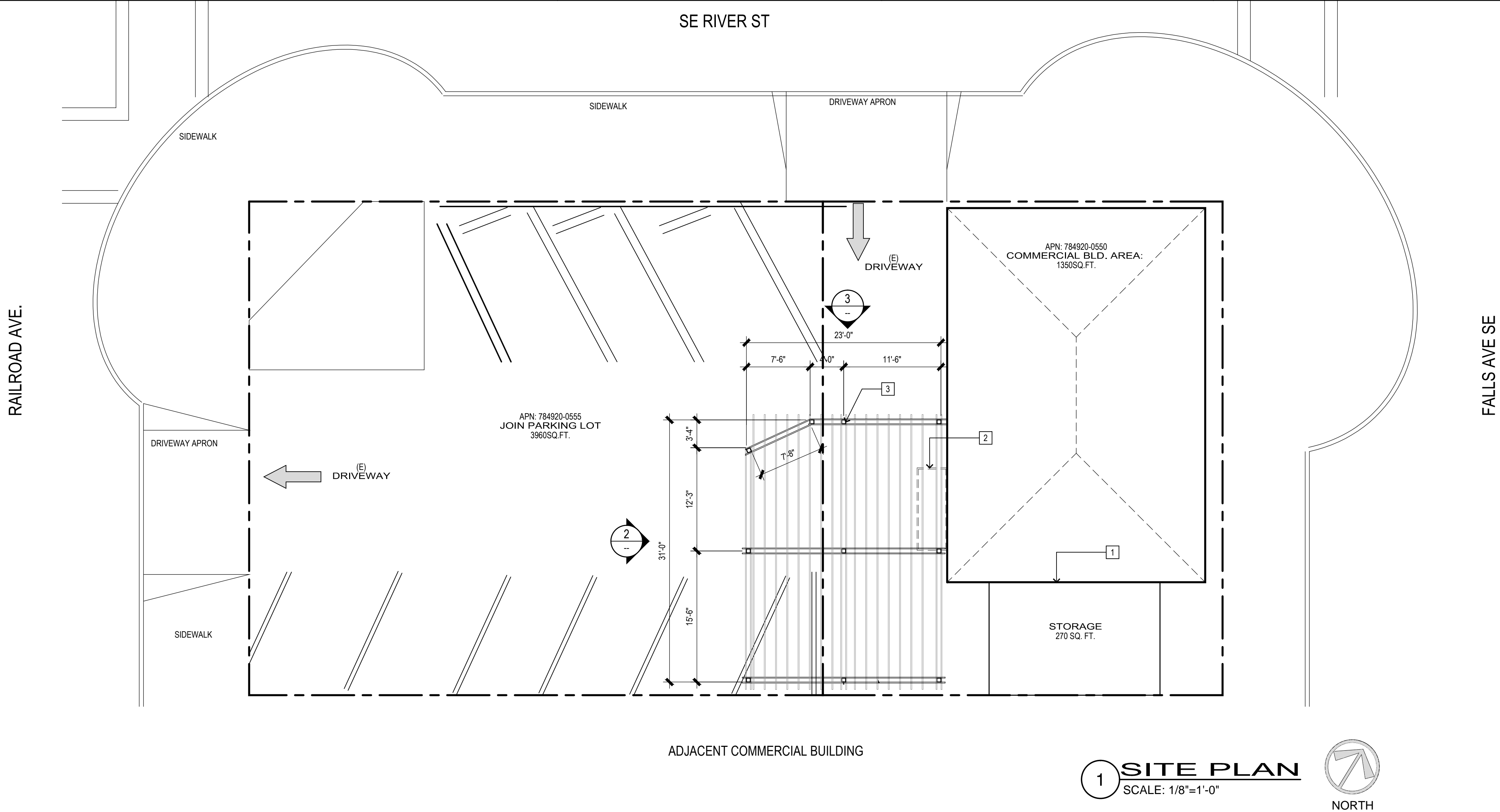
6. **Color and Materials Palette.** A schematic color and materials palette of the building's exterior siding, trim, cornice, windows and roofing. If alternative design review is requested, material and color samples shall be provided.

☒ N/A ___ ☐ Submitted on sheet/page(s) _____

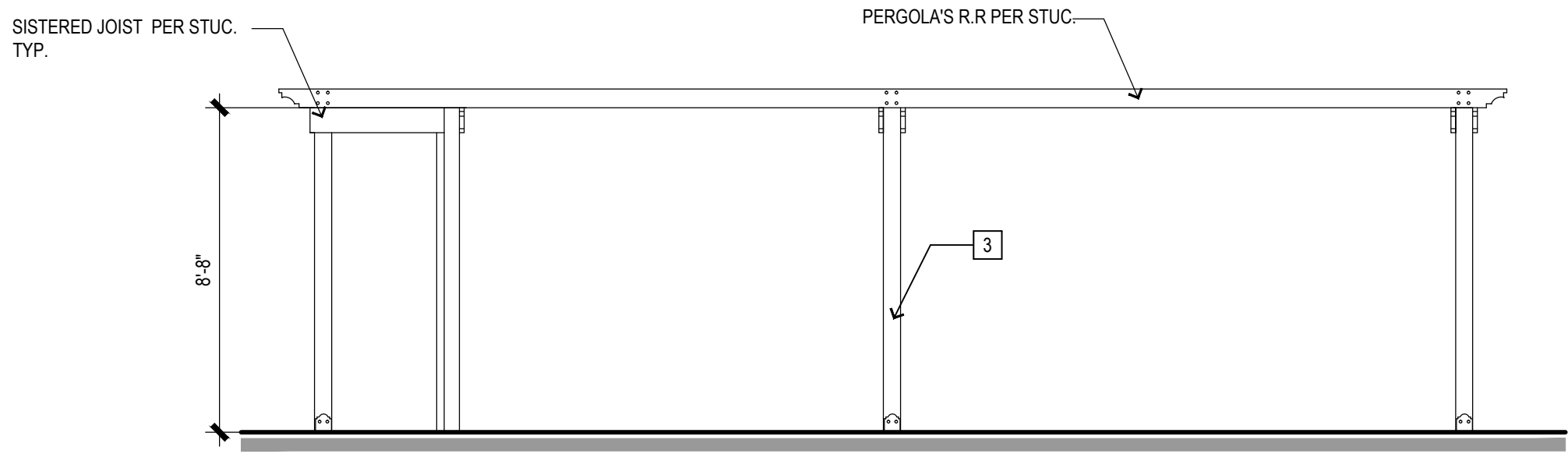
NOTES:

- Please be sure that all drawings are clear and information is legible. Recommended sheet size is 11 x 17. Number each page of your application consecutively.
- Property owner bears the responsibility for the accuracy and completeness of all information provided with or affecting the application submittal.
- The city may require additional information as needed. If you have any questions concerning your application submittal, please visit or call.

	SCOPE OF WORK	PROJECT CONTACTS		SHEET INDEX
	<ul style="list-style-type: none">NEW 23' BY 31' PERGOLA	<div>OWNER</div> <div>K&P PRESTON LLC . 38767 SE RIVER ST SNOQUALMIE,WA 98065 ATTN: K&P PRESTON LLC . TEL: . FAX: . E-MAIL@GMAIL.COM</div> <div>DESIGNER</div>		A-1 SITE PLAN
	UTILITY NOTES	CODES	SEPARATE PERMITS	PROJECT DATA
	<ul style="list-style-type: none">CONTACT THE LOCAL GAS COMPANY FOR NEW GAS SERVICE INSTALLATIONCONTACT THE LOCAL WATER DEPARTMENT FOR NEW METER SERVICE INSTALLATIONCONTACT THE LOCAL ELECTRIC UTILITY COMPANY FOR A METER SPOT	ALL WORK SHALL CONFORM TO THE 2019 CRC, CBC,CMC,CEC,CPC THE CITY OF SNOQUALMIE MUNICIPAL CODE., 2019 WA ENERGY CODE ,		EXISTING CONSTRUCTION TYPE TYPE V - B FIRE SPRINKLERS NO PROPOSED USE RESTAURANT OCCUPANCY GROUP APN 784920-0550 ZONE BR1 TRACT BLOCK 11 LOT SITE AREA COMMERCIAL BLD. AREA:..... JOIN PARKING LOT



3 ELEVATION
SCALE: 1/4"=1'-0"



2 ELEVATION
SCALE: 1/4"=1'-0"

- KEY NOTES
- 1 EXISTING BUILDING
 - 2 DEMO ENCLOSURE
 - 3 (N) POST PER PLAN

- LEGEND
- ELEVATION SYMBOL
 - BUILDING PERIMETER
 - PROPERTY LINE

- GENERAL NOTES
- PROVIDE HOUSE STREET NUMBER VISIBLE AND LEGIBLE FROM STREET.
 - FINISH GRADE AROUND THE NEW STRUCTURE/ ADDITION SHALL BE SLOPED AWAY FROM THE BUILDING FOR DRAINAGE PURPOSES.
 - THE DISCHARGE OF POLLUTANTS TO ANY STORM DRAINAGE SYSTEM IS PROHIBITED. NO SOLID WASTE, PETROLEUM BYPRODUCTS, SOIL PARTICULATE, CONSTRUCTION WASTE MATERIALS, OR WASTEWATER GENERATED ON CONSTRUCTION SITES OR BY CONSTRUCTION ACTIVITIES SHALL BE PLACED, CONVEYED OR DISCHARGED INTO THE STREET, GUTTER OR STORM DRAIN SYSTEM.
 - CONTRACTOR TO REPLACE CLAY SEWER LINE IF IT FALLS WITH-IN NEW ADDITION TO ABS LINE (ONLY AT ADDITION)
 - CONTRACTOR TO VERIFY THAT GAS PIPING, ELECTRICAL PANEL, CENTRAL HEATING ARE ADEQUATE FOR NEW ADDITIONS & OR REMODEL AND PROVIDE HOME OWNER WITH A PRICE PRIOR TO START OF WORK. (ALL ELECTRICAL, MECHANICAL, & PLUMBING TO BE DESIGN BUILD & TO CODE)
 - SEPARATE PERMIT(S) IS/ARE REQUIRED FOR ACCESSORY BUILDING, PATIO COVERS, FENCES, SWIMMING POOL, RETAINING WALL, DEMOLITION, ETC.

AS-BUILT NOTES

ALTHOUGH ALL REASONABLE EFFORTS WERE MADE TO ENSURE ACCURACY, THESE PLANS REPRESENT AS-BUILT CONDITIONS AND ARE NOT INTENDED TO REPRESENT AN EXACT AND ACCURATE LAYOUT. THE OWNER SHOULD ANTICIPATE UNFORESEEN CONDITIONS AND SHOULD BE EXPECTED DURING CONSTRUCTION.

OWNER _____

THE CONTRACTOR SHALL VERIFY ALL DIMENSIONS ON THE JOB SITE ACCORDING TO THE CONTRACT DOCUMENTS. NOTES AND DIMENSIONS ON ARCHITECTURAL PLANS SHALL BE CHECKED AND VERIFIED WITH STRUCTURAL, MECHANICAL, PLUMBING AND ANY OTHER DRAWINGS INCLUDED IN THE CONTRACT DOCUMENTS. ANY DISCREPANCIES IN NOTES AND OR DIMENSIONS SHALL BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE DESIGNER PRIOR TO COMMENCING WORK, SO THAT ANY REQUIRED REMEDIAL WORK CAN BE PERFORMED.

ALL DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS PREPARED BY THE DESIGNER AND HIS CONSULTANTS FOR THIS PROJECT ARE INSTRUMENTS OF THE DESIGNERS SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT AND UNLESS OTHERWISE PROVIDED, THE DESIGNER SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHTS. COPIES OF ARCHITECTURAL DRAWINGS, SPECIFICATIONS AND OTHER DOCUMENTS FOR INFORMATION AND REFERENCE ARE PROHIBITED UNLESS EXPRESSLY IN WRITING.

JOB NUMBER: _____
PLOT DATE: 11/4/22
DRAWN BY: ADOLFO
SHEET TITLE: SITE PLAN
SHEET NO: A-1

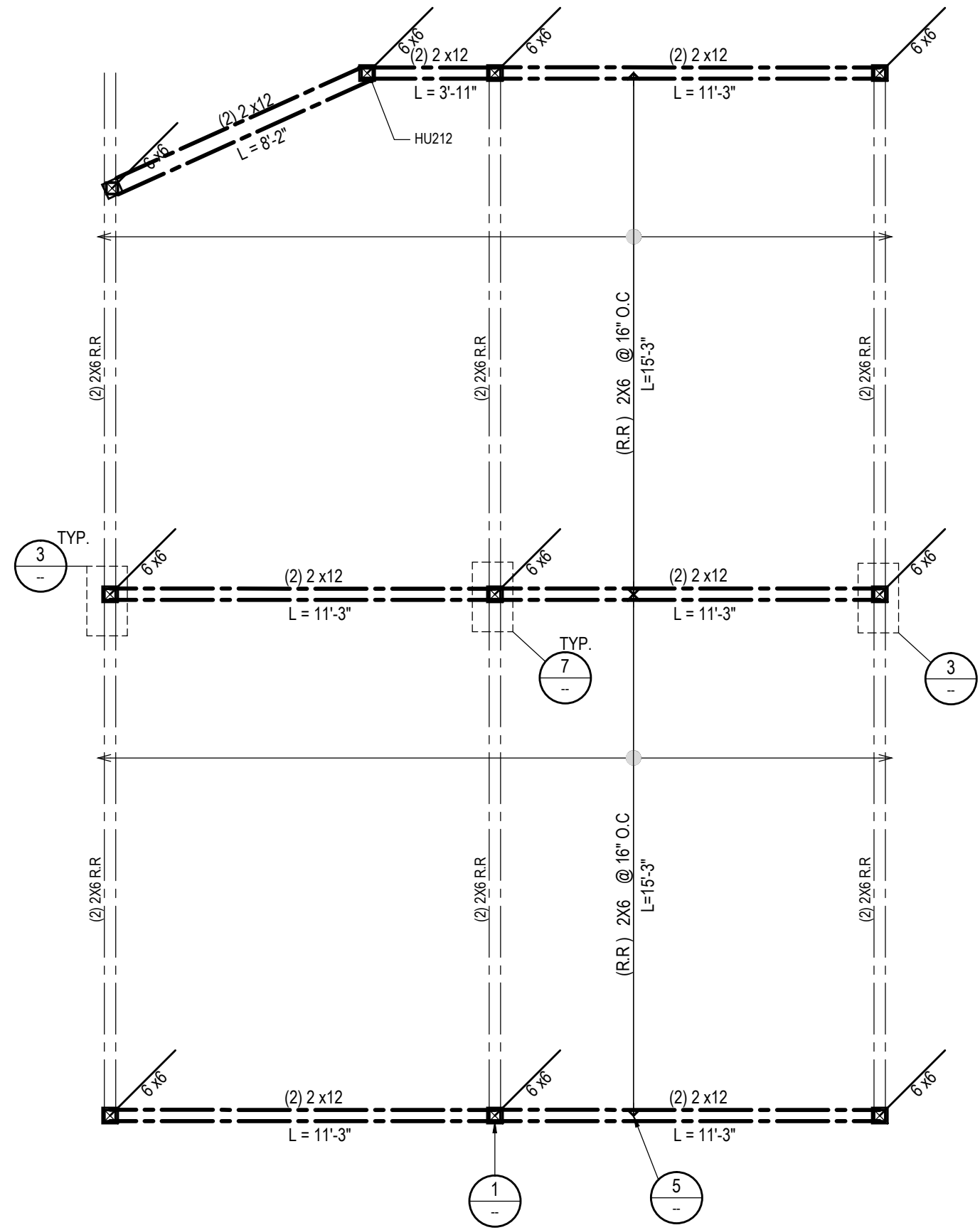
REVISIONS
Item 2.

DESIGNERS

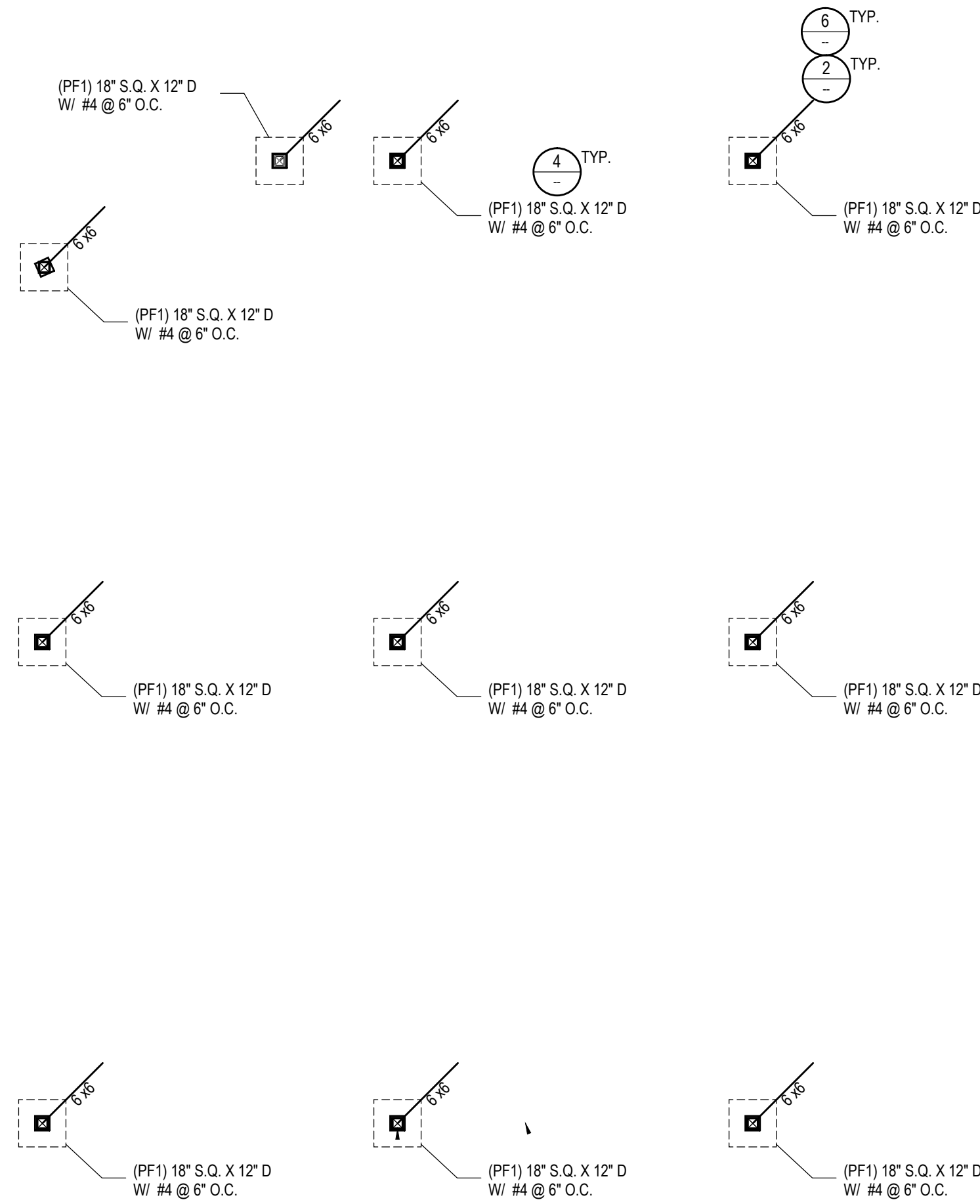
310-424-9162

PROPOSED PERGOLA
K&P PRESTON LLC COMMERCIAL BUILDING
38767 SE RIVER ST
SNOQUALMIE, WA 98065

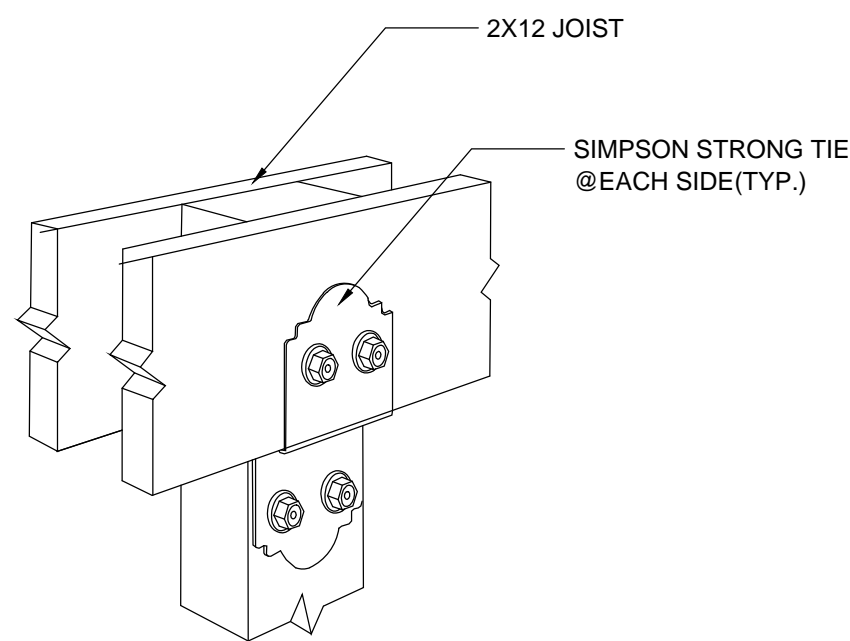
FOR JOIST SPAN AND SPACING PLEASE SEE .
TABLE R802.4.1 (1)



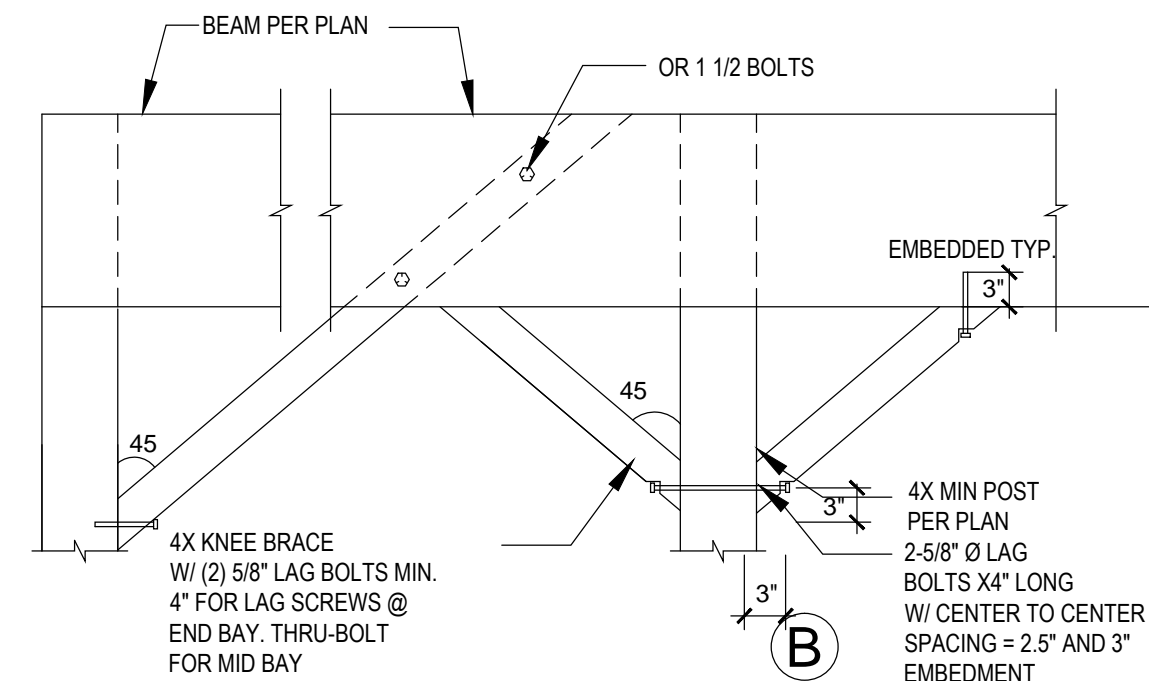
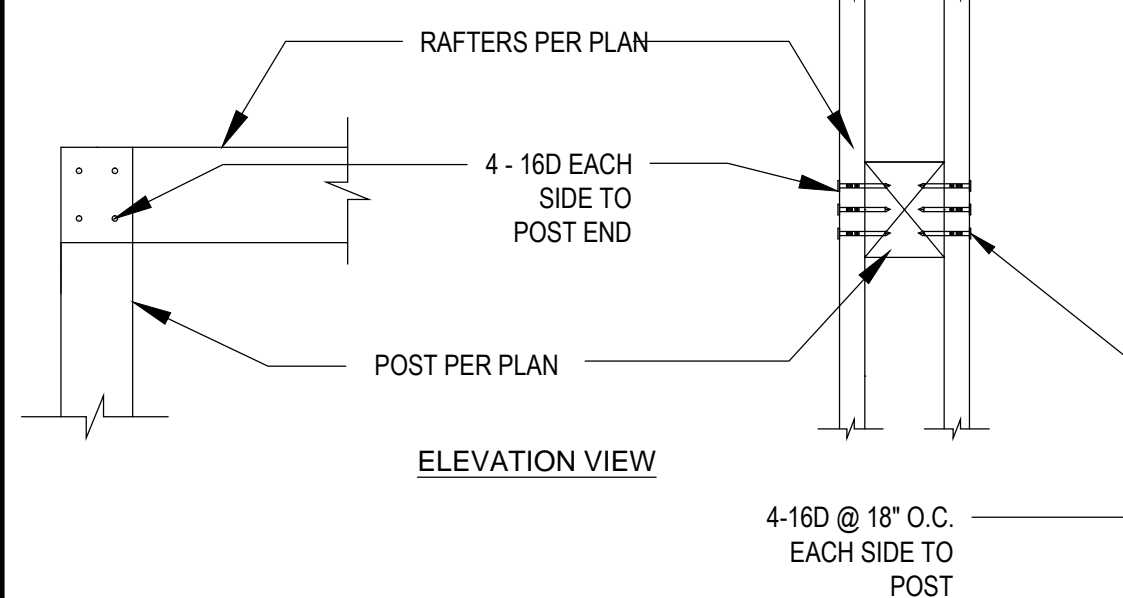
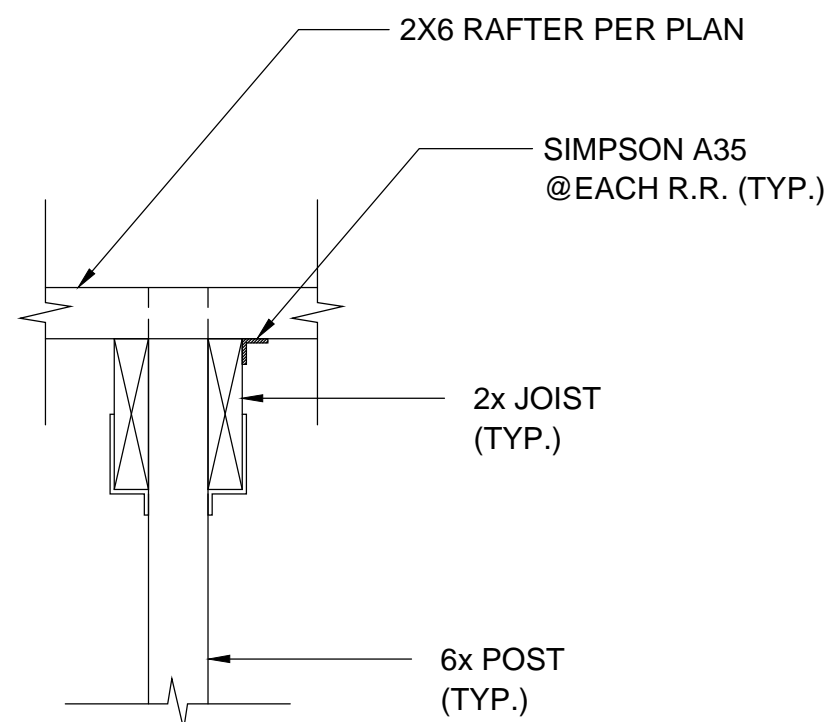
2 **FRAMING PLAN**
SCALE: 1/4"=1'-0"



1 **FOUNDATION PLAN**
SCALE: 1/4"=1'-0"



INSTALL WITH OUTDOOR ACCENTS STRUCTURAL SCREWS
(SDWSDBB) AND STN22 HEX-HEAD WASHERS



NOTE: 'CCQ' AND 'ECCQ' COLUMN CAP MAY BE USED IN LIEU OF 'CC' AND 'ECC' RESPECTIVELY.

DECORATIVE STEAL

N.T.S.

7

DBL R.R. TIE

N.T.S.

5

DBL R.R.

N.T.S.

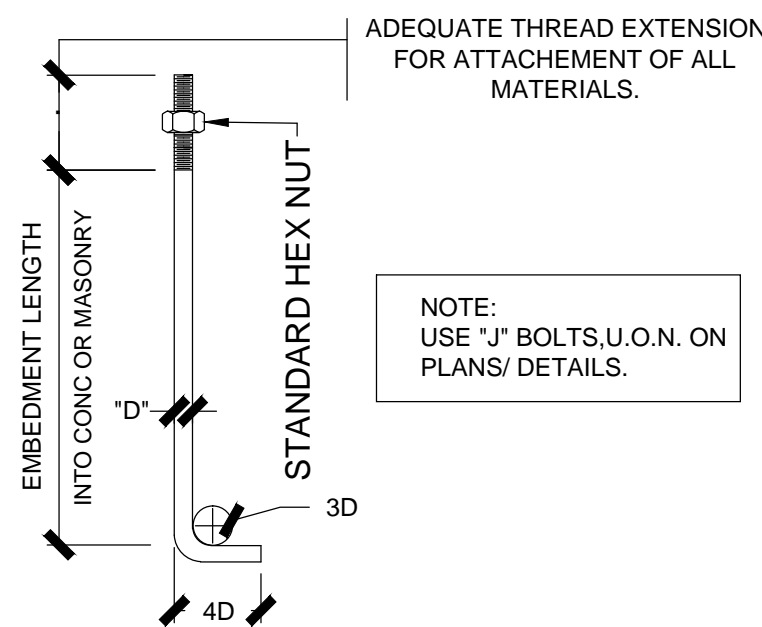
3

KNEE BRACE

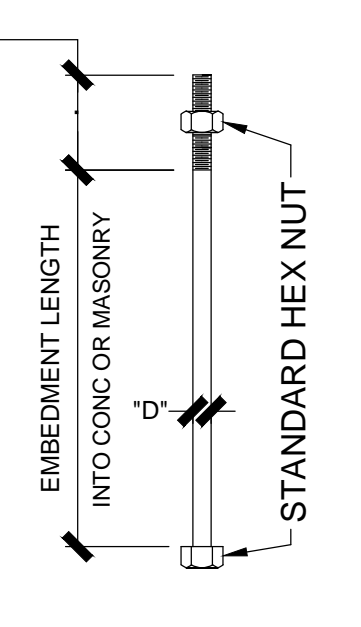
N.T.S.

1

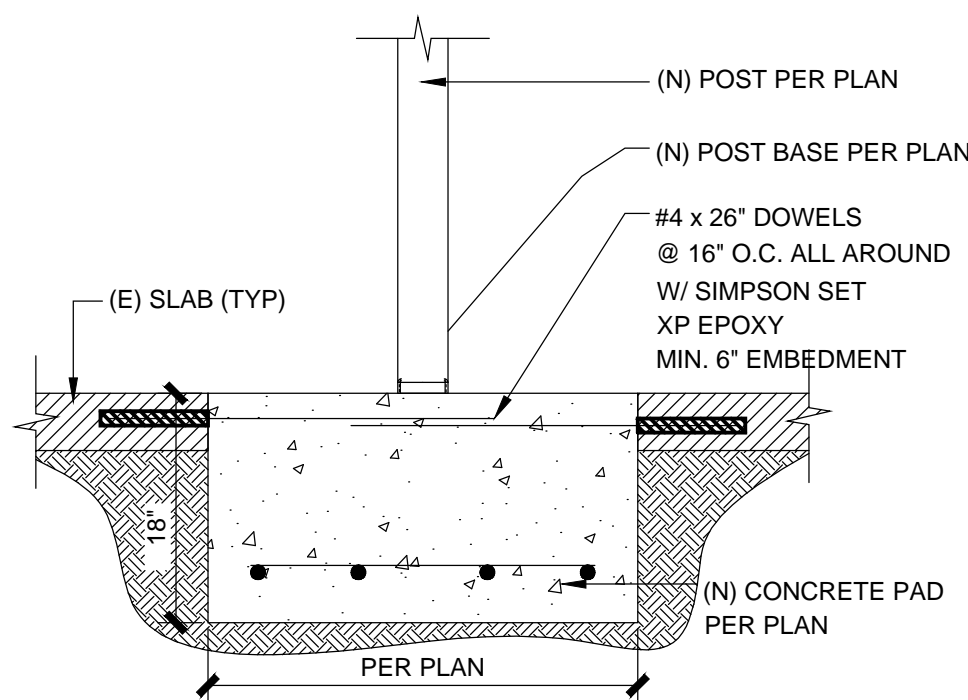
BOLT DIAMETER "D"	MINIMUM EMBEDMENT	
	VERT ANCHOR BOLTS	HOR ANCHOR BOLTS
3/8"	3"	5"
1/2"	4"	5"
5/8"	5"	6"
3/4"	6"	7"
1"	7"	8"
1 1/4"	10"	8"



A. "J" BOLTS



B. HEADED BOLTS



PAD FOOTING

N.T.S.

4

6"x6" Post Base - LS

N.T.S.

2

NOTES:

- MIN 5/8" DIA. ANCHOR BOLTS @ 60 INCHES O.C. WITH 1/2" X 3.0" X 3.0" SQUARE PLATE WASHERS WITH BOLT EMBEDDED AT LEAST 7 INCHES.
- THERE SHALL BE A MINIMUM OF TWO BOLTS PER PIECE WITH ONE BOLT LOCATED NOT MORE THAN 12 INCHES OR LESS THAN 4 INCHES FROM EACH END OF EACH PIECE.
- SEE SHEARWALL SCHEDULE FOR SHEARWALL ANCHOR BOLT SPACING.
- ALL ANCHOR BOLTS SHALL BE SET IN PLACE BY TEMPLATE PRIOR TO FOUNDATION INSPECTION.
- ALL ANCHOR BOLTS SHALL BE TIGHTENED JUST PRIOR TO COVERING THE WALL FRAMING.
- FOUNDATION SILL PLATE SHALL BE PRESSURE TREATED.
- SILL PLATE SHALL BE A MIN 2X U.N.O. SEE SHEARWALL SCHED FOR LOCATION OF 3X SILL.
- FOUNDATION SILLS:
 - GROUT SHALL BE USED WHEN NECESSARY TO ACHIEVE FULL BEARING.
 - SILLS SHALL BE SET TO THE EXACT DIMENSIONS SHOWN ON THE DRAWINGS WITH TOLERANCE OF 1/8 INCH IN EITHER DIRECTION. THE OWNER SHALL BE IMMEDIATELY NOTIFIED IF THIS CONDITION WOULD BE VIOLATED.
 - ALLOW NO CROOKS OR WAVES IN SILLS THAT WILL NOT PROVIDE STRAIGHT LINE FOR STUD WORKS.
- CONCRETE FLOOR SLABS SHALL NOT BE LESS THAN 3 1/2 INCHES WITH A 6 MIL POLYETHYLENE VAPOR RETARDER WITH JOINT LAPPED NOT LESS THAN 6 INCHES SHALL BE PLACED BETWEEN THE BASE COURSE OR SUBGRADE AND THE CONCRETE FLOOR SLAB. SLAB SHALL BE REINFORCED WITH #3 BARS @ 18" O.C. EACH WAY.
- BOLTS SHALL CONFORM TO ASTM A 307 OR AN APPROVED EQUIVALENT.
- INSTALLATION TO EXISTING CONCRETE FOUNDATION PER SIMPSON 'SET' ADHESIVE. (ESR -1772 AND LARR NO 25279). SPECIAL INSPECTION REQUIRED.
- IF ADVERSE SOIL CONDITIONS ARE ENCOUNTERED, A SOILS INVESTIGATION REPORT MAY BE REQUIRED.
- ALL MECHANICAL CONNECTORS SHALL BE INSTALLED PER MANUFACTURERS SPECS. FOR TYPICAL CONDITIONS, ADDITIONAL INFORMATION, REQUIREMENTS AND SPECIFICATIONS, SEE TYPICAL DETAILS.

LEGEND:

	SHEAR WALL LENGTH		SHEAR WALL TYPE		SIMPSON "HD" HOLDOWN/ SIMPSON "MST" VERT STRAP W/ 4"x4" POST, U.N.O.
	HORIZONTAL STRAP (DRAG LINE)		POST/ POST - ABOVE PER PLAN. FOR POST ABOVE, MATCH POST SIZE AT FLOOR BELOW WHERE SUPPORTING BEAM IS NOT PRESENT. U.N.O. (POST SHALL BE 4"x4" MIN., U.N.O.)		FLUSHED OR DROPPED BM W/ 4"x4" POST U.N.O.
	HEADER BM FOR OPENING		SPAN AND DIRECTION OF FRAMING RAFTER/ JOISTS.		EXTENT OF FRAMING MEMBERS.
	DETAIL NUMBER		DETAIL SHEET NUMBER		

HOLDOWN SCHEDULE

MARK	HOLDOWN	A.B. DIA.	END POST	SDS SCREWS		ALLOW TENSION (LBS)	25% REDUCTION
				SIZE	QTY.		
1	HDU2	5/8"	4"x4"	1/2" X 2.5	6	3075	2306
2	HDU4	5/8"	4"x4"	1/2" X 2.5	10	4565	3423
3	HDU5	5/8"	4"x4"	1/2" X 2.5	14	5645	4233
4	HDU8	7/8"	4"x4"	1/2" X 2.5	20	5980	5227
5	H DU11	7/8"	6"x6"	1/2" X 2.5	30	9535	7151

NOTES:

- ASSEMBLY PER ESR - 2330 AND LARR NO. - 25720.
- THE HOLDOWN ASSEMBLY ARE REDUCED BY 25% PER THE CURRENT L.A. CITY BLDG CODE.
- THE SDS 1/2" WOOD SCREWS ARE APPROVED BY LARR NO. 25281.
- INSTALLATION TO EXISTING CONCRETE FOUNDATION PER SIMPSON 'SET- XP' ADHESIVE. (ESR# 2508, RR# 25744). SPECIAL INSPECTION REQUIRED.
- USE 'CNW' COUPLER NUT FOR RAISE FLOOR CONDITION.

LEGEND:

	SHEAR WALL LENGTH		SHEAR WALL TYPE		SPAN AND DIRECTION OF FLOOR JOISTS.
	EXIST FOUNDATION		EXTENT OF FRAMING MEMBERS.		FOUNDATION PADS W/ 4X4 POST, U.N.O.
	FOUNDATION PIERS (16"x16" MIN., U.N.O.)		FLOOR GIRDER		SIMPSON "HD" HOLDOWN/ SIMPSON "MST" VERT STRAP W/ 4"x4" POST, U.N.O.
	UNDER FLOOR VENTILATION 14 1/2" x 6"		POST/ POST - ABOVE PER PLAN. FOR POST ABOVE, MATCH POST SIZE AT FLOOR BELOW WHERE SUPPORTING BEAM IS NOT PRESENT. U.N.O. (POST SHALL BE 4"x4" MIN., U.N.O.)		

THE CONTRACTOR SHALL VERIFY ALL GRADES, DIMENSIONS, FRAMING, FOUNDATION AND SITE CONDITIONS PRIOR TO STARTING WORK. ALL MAJOR DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER IN WRITING PRIOR TO COMMENCING OR CONTINUING WITH WORK.

REVISIONS

DESIGNERS

310-424-9162

PROPOSED PERGOLA
K&P PRESTON LLC COMMERCIAL BUILDING
38767 SE RIVER ST
SNOQUALMIE, WA 98065

JOB NUMBER:
PLOT DATE:
11/4/22
DRAWN BY:
ADOLFO
SHEET TITLE:
STRUCTURAL
SHEET NO:

S-1

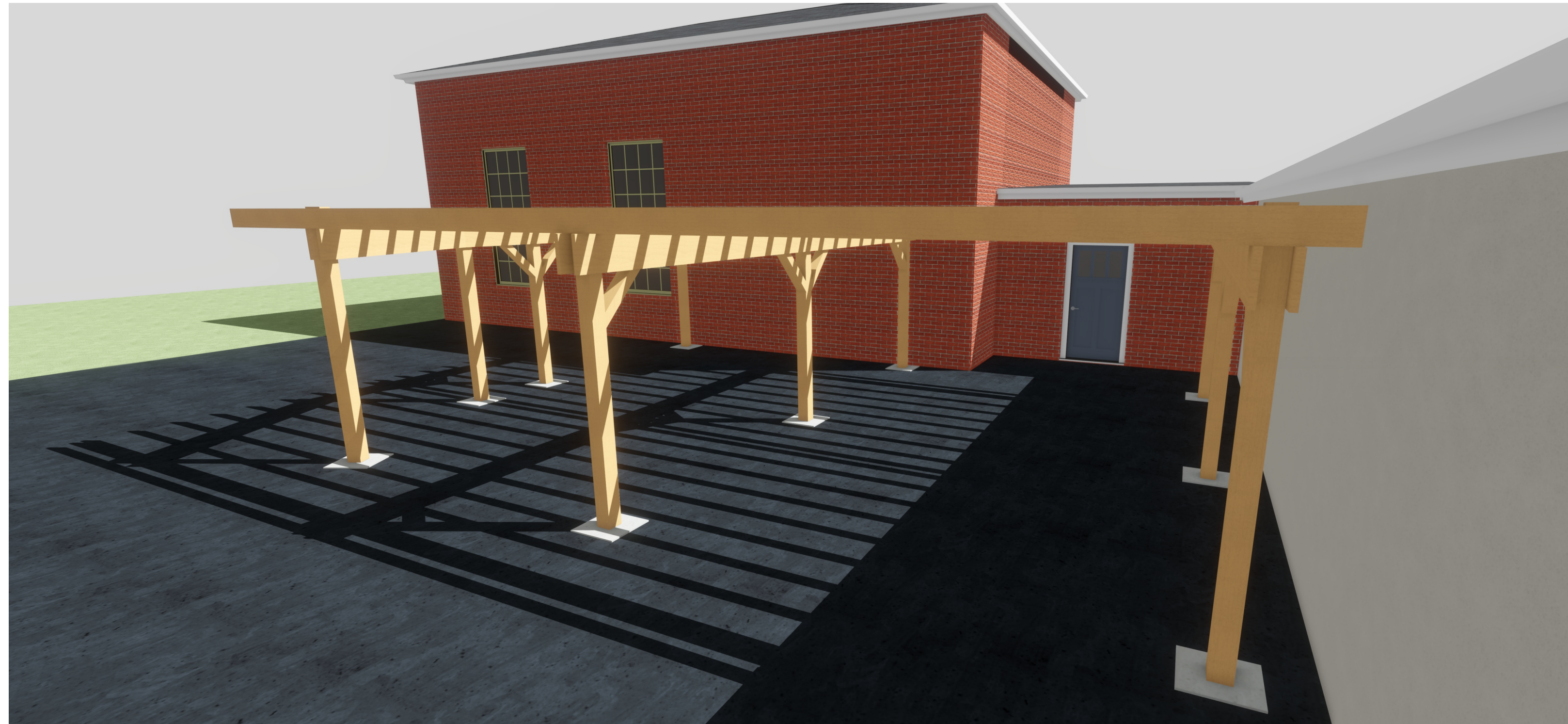
FILE NAME: 38767 SE River St.dwg 21



Camera 2



Camera 4



Camera 3



Camera 1

REVISION TABLE		REVISION	DESCRIPTION
NUMBER	DATE	REVISOR	DESCRIPTION

38767 SE River

DRAWINGS PROVIDED BY:

DATE:

11/19/2022

SCALE:

SHEET:

P-1



Item 2.

23



Community Development Department

Item 4.

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

MEMORANDUM

To: Planning Commission
From: Jason Rogers, Senior Planner
Emily Arteche, Community Development Director

Date: January 17, 2023

Subject: Planning Commission 2023 Draft Work Program

Introduction

To ensure efficiency and help determine priorities, staff recommends the preparation of an annual work program for the Planning Commission. The work program is an evolving document in response to the ongoing work of the Planning Commission, the priorities of the city administration, and direction of the city council. It does not mandate project completion, nor does it preclude work on other projects not identified.

The draft 2023 Work Program identifies 6 current major items. In addition, the Planning Commission can anticipate seeing more routine items such as Design Review Board/Historic Design Review Board items come forward on an as-needed basis throughout the year.

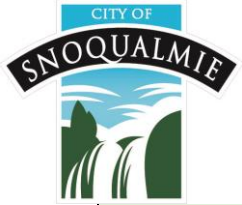
Items on the work program include major projects such as the Comprehensive Plan update, code amendments, and other related items. Further details on two work plan items are available in the attached companion memo, and the draft work program.

Next Steps

A joint meeting of the Planning Commission and the City Council Community Development Committee is anticipated in the first quarter of 2023. The Planning Commission should discuss the draft work program. The work program items will be added to the future agenda list as the schedule allows. No further action is required.

Attachments:

Attachment 1 Planning Commission 2023 Draft Work Program
Attachment 2 Upcoming Future Agenda List, Staff Memo



Planning Commission Work Program

2023 WORK PROGRAM ITEMS	
TOPIC	DATE
Comprehensive Plan Update	Throughout 2023
Snoqualmie Mill Design Standards	TBD
Multi-Family Tax Exemption program	TBD
Snoqualmie Ridge Mixed Use Final Plan Amendment – Center Blvd Retail Uses	TBD
Wireless Code update	TBD
Sign Code update	TBD

2024 WORK PROGRAM ITEMS	
TOPIC	DATE
Comprehensive Plan Update	Throughout 2024



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Office: 425-888-5337
Fax: 425-831-6041

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MEMORANDUM

To: Planning Commission

From: Jason Rogers, Senior Planner

Date: January 17, 2022

Subject: Upcoming Future Agenda List, Code Amendments

Introduction

Multi-Family Tax Exemption program

The approved development agreement for the Snoqualmie Mill project requires the City to adopt a revised Multi-Family Tax Exemption (MFTE) program to accommodate the affordable housing called for by the Development Agreement. The MFTE is a tool to provide a property tax exemption over a period of 8-12 years for projects providing affordable housing. The City's current MFTE program only applies to Parcel S-20 in Snoqualmie Ridge II, Panorama Apartments, however the MFTE is not used by that project.

Snoqualmie Ridge Mixed Use Final Plan amendments – Center Blvd retail uses

The City Council has directed that the City seek amendment of the Snoqualmie Ridge Mixed Use Final Plan (MUFP) to revise or eliminate certain conditions of approval that govern retail uses on Center Blvd. in the Neighborhood Center. Specifically, certain corner commercial spaces on Center Blvd. are required to support retail or restaurant uses, with an exception from this requirement if certain conditions are met. The City Council desires to revise the criteria and decision-maker for such exceptions. Amendment of the MUFP requires a Planning Commission recommendation to the City Council.

Next Steps

This is an update for future agenda items. No action is required.

Planning Commission Future
Agenda List

Agenda Items		2023																		
	3-Jan	17-Jan	6-Feb	20-Feb	6-Mar	20-Mar	3-Apr	17-Apr	1-May	15-May	1-Jun	20-Jun	3-Jul	17-Jul	7-Aug	21-Aug	5-Sep	18-Sep	2-Oct	23-Oct
Comprehensive Plan Review	CANCELLED																			
Housing																				
Land Use																				
Transportation																				
Community Character																				
Parks and Open Space																				
Economic Development																				
Design Review/Historic Design Review		HDRB: Buckshot Honey			DRB: Gere Auto (colors only)															
Training		PSRC (recording from 1/9)																		
Other		Planning Commission Work Program	Joint CDC Planning Commission																	
Staff/Chair comments items																				
Code Amendments			Intro: Mixed Use Final Plan, MFTE		Mixed Use Final Plan, MFTE															
Key																				
Public Hearing																				
Discussion																				
Action																				