



# ECONOMIC DEVELOPMENT COMMISSION HYBRID MEETING

Wednesday, May 15, 2024, at 8:00 AM

Snoqualmie City Hall, 38624 SE River Street & Zoom

## COMMISSION MEMBERS

Commissioners: Joelle Gibson, Kristina Hudson, Rob McDonald, Nichole Pas, Paula Shively, Adrian Webb, and VACANT.

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

## CALL TO ORDER & ROLL CALL

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

## AGENDA APPROVAL

## MINUTES

1. [Approval of the minutes dated April 17, 2024.](#)

## LIAISON REPORTS

## SPECIAL ORDERS

2. Election of Chair

## OLD BUSINESS

3. [SMC17.37 Downtown Historic District Overlay Amendments](#)
4. [Council Priority Tracker](#)

## NEW BUSINESS

## ITEMS OF COMMISSIONER INTEREST

## UPCOMING SCHEDULE

5. [Roundtable Schedule](#)

[6.](#) Work Program

**ADJOURNMENT**



# ECONOMIC DEVELOPMENT COMMISSION

## MEETING MINUTES

### APRIL 17, 2023

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

#### CALL TO ORDER & ROLL CALL

Mike Chambless called the meeting to order 8:01am

**Commissioners:** Joelle Gibson, Kristina Hudson, Nichole Pas, Paula Shively, and Adrian Webb.

Rob McDonald was absent.

Councilmember Rob Wotton was also present.

**City Staff:** Emily Arteche, Community Development Director; Mike Chambless; City Administrator; Nicole Wiebe, Community Liaison; Ashley Wragge, Planning Technician; Andrew Jongekryg, IT Systems Support.

**AGENDA APPROVAL:** The agenda was approved without objection.

**PUBLIC COMMENTS:** None

**APPROVAL OF MINUTES:** March 20, 2024 minutes were approved.

#### LIAISON REPORTS

##### Community Liaison

Recounting the timeline of events regarding the fire downtown and updated the commission on the status of the businesses.

##### Council Liaison

Update on the Snoqualmie Valley Economic Alliance. Discussion on grant writing and proposals.

#### SPECIAL ORDERS

##### EDC Chair Request for SMC Amendments

The letter proposes changes to the retail time allowance and new retail ratio requirements. The Community Development Committee recommended 70-100% for retail requirements to be discussed, increase the vacancy period, and propose new definitions of retail. Discussion of current definitions of retail and precedent for retail changes, what the impacts of lengthening the vacancy period, who is involved in this discussion, and what is the timeline.

#### OLD BUSINESS

##### Business Visitation Update and Strategy

This will be brought back at the staff level through roundtables and anonymous surveys, it could be an opportunity to gather data. Discussion on how comfortable business owners would feel with sharing information.

**NEW BUSINESS**

None.

**ITEMS OF COMMISSIONER INTEREST**

None.

**UPCOMING SCHEDULE**

Work Program

**ADJOURNMENT**

Meeting adjourned at 8:45 am



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MEMORANDUM

To: Economic Development Commission  
From: Andrew Levins, Land Use Planning Consultant  
Date: May 15, 2024  
Subject: SMC 17.37 Retail District Overlay Code Amendments

**BACKGROUND:**

In December of 2023 the Chair of the Economic Development Commission 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 proposed amendments to including:

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

Because the Economic Development Commission did not have the opportunity to make a formal recommendation. On February 5, 2023, the Council Committee remanded the draft amendments back to the commission for further discussion. The Community Development Council 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, 180 days is too low for the time allowance on good faith efforts. Lastly, the definition of retail should be reevaluated.

**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 qualified retail use. 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.

Public outreach was conducted on May 2 and May 8, 2024, with both the Downtown Business Association and the Ridge Merchants. Each group strongly favored increasing the retail occupancy percentage requirement in the Downtown Retail Overlay Zone along Railroad Avenue to between 90-100%. 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 current definition, SMC 17.37.020 retail use, see Attachment 1 Retail Definition Crosswalk means a business primarily characterized by the sale of goods or merchandise to the local public and tourists for personal, household or business consumption, and rendering of services incidental to the sale of such goods. Staff has noted that definition could be clarified to include “a business primarily characterized by the taxable sale of goods or merchandise to the local public and tourists”.

**RECOMMENDATION:**

Staff is recommending proposing a minimum 180-day time allowance to demonstrate a good faith effort, a 90% minimum retail requirement for ground floor tenant spaces along Railroad Avenue in Downtown Snoqualmie. Staff is also recommending language refining the definition of “retail use” found in Snoqualmie Municipal Code 17.37.020 to further state that a use must generate retail sales tax to be considered a retail use.

**NEXT STEPS:**

Discuss the Staff recommendation and make a motion to move the recommendations to the Planning Commission for further processing, including draft code amendments, SEPA, public hearing and noticing.

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



**City of Snoqualmie**  
**2023-2024 Council Priority Tracker**  
 Community Development Committee

Topic	Council Priorities						Purpose	Council Committee	Department	Start Date	End Date	Intended Outcome	Next Steps	Contact	Notes	Hyperlinks (if available)
	Encourage Economic Vibrancy	Bolster Neighborhood Viability	Invest in Transportation and Infrastructure	Enhance Quality of Life	Assure a Safe Community	Insure Fiscal Transparency and Operational Stability										
Snoqualmie Mill Site Development	✓	✓	✓	✓			Economic Development and Affordable Housing	Community Development	Community Development	N/A	Ongoing	New Community with Economic Vibrancy	Awaiting the permit review process	Emily Artesche	The applicant is currently waiting for improved economic conditions before pursuing additional permits. An approval of resolution for MFTE is required.	<a href="https://www.snoqualmieva.gov/888/Snoqualmie-Mill-PC-Plan">https://www.snoqualmieva.gov/888/Snoqualmie-Mill-PC-Plan</a>
Affordable Housing		✓		✓		✓	Meet State Requirements	Community Development	Community Development	Nov-22	Ongoing	New Units Available to All Income Levels	Roundtable	Emily Artesche	3-pronged approach analyzing city lands, city funds and city policy.	
Tourism	✓	✓		✓		✓	Economic Development	Community Development	Community Development	Nov-23	Ongoing	On-going Economic Vibrancy	Economic Development Commission	Emily Artesche	This is an effort to support downtown businesses and retail expansion to create a Tourism Multiplier Effect. A Trolley Car could be considered.	<a href="https://www.railwaypreservation.com/vintagetrolleyissues.htm">https://www.railwaypreservation.com/vintagetrolleyissues.htm</a>
Northwest Railway Museum Roundhouse Project	✓	✓		✓			Economic Development	Community Development	Community Development	Sep-21	Ongoing	Expanded Museum Bringing Tourism	Continue the permit review process	Emily Artesche	The applicant is currently addressing City review comments on permitting on plans for a building with a circular or semicircular shape used by railways for servicing and storing locomotives.	
FEMA Community Rating System (CRS) and Flood Mitigation		✓		✓	✓		Meet State and Federal Requirements	Community Development	Community Development	Sep-23	Ongoing	Lower Insurance Rate for Property Owners	Review Repetitive Loss Properties	Emily Artesche	Staff is seeking opportunities to address flood mitigation including raising of homes above flood elevation and changing the city classification.	<a href="https://www.fema.gov/food/pain-management/community-rat/crs-system">https://www.fema.gov/food/pain-management/community-rat/crs-system</a>
Comprehensive Plan	✓	✓	✓	✓	✓	✓	Meet State Requirements	Community Development	Community Development	Jan-23	Ongoing	A Viable Roadmap for Future	Review Recommendations from Commission	Emily Artesche		<a href="https://www.snoqualmieva.gov/997/Comprehensive-Plan-Update-2044">https://www.snoqualmieva.gov/997/Comprehensive-Plan-Update-2044</a>
Urban Growth Area (UGA) Boundaries		✓		✓			Meet State and County Requirements	Community Development	Community Development	Jul-23	Dec-25	A Review of Capacity Opportunities	Identify desired features in UGA, Proposed Reconciliation Steps, complete current housing efforts	Emily Artesche	Staff is working with King County on next steps which include completion of a Comprehensive Plan, determination of feasible boundaries, requesting County/State Tools to assist the City in the process, and requesting reconciliation.	
Snoqualmie Municipal Code (SMC) Retail Code Amendment	✓	✓				✓	Economic Development	Community Development	Community Development	Apr-23	Dec-24	Increased Retail in Key Locations	Initiate MUPF Amendments	Jonathan Kestler	Discussion occurred at a Community Development Committee Meeting in April 2023. Next steps to come.	
Middle Housing	✓	✓	✓	✓			Meet State and Federal Requirements	Community Development	Community Development	Sep-22	Jun-23	Development and Encouragement of Attached Units, Variety of Complexes	N/A	Emily Artesche	The city will continue to stay involved in discussions on middle housing additions. Other opportunities to address work-force housing and low-income housing are forthcoming.	<a href="https://www.snoqualmieva.gov/1017/Middle-Housing">https://www.snoqualmieva.gov/1017/Middle-Housing</a>
Human Services Program		✓		✓	✓		Support Desired Services and/or Enhancements	Community Development	Administration	Jan-23	Dec-24	Providing Money to Desired Services and Enhancements	Identify Gaps to Fill	Carson Hornsby	The Human Services Advisory Committee will review accountability forms and distribute remaining funds to human services organizations throughout the biennium.	<a href="https://www.snoqualmieva.gov/583/Human-Services">https://www.snoqualmieva.gov/583/Human-Services</a>





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## MEMORANDUM

To: Economic Development Commission  
From: Emily Arteche, Director CD  
Date: May 15, 2024  
Subject: Restructured Business Visitations to Roundtables

### INTRODUCTION:

During regularly scheduled EDC meetings the EDC would hold quarterly Roundtables discussions with the City’s major employment districts, including the business park, the Ridge and the Downtown Business Association.

### BACKGROUND:

The Economic Development Commission had a long-standing effort in progress dating back to 2017 to interview owners and directors of numerous key businesses in the community as part of the Business Visitation Program. A total of 14 businesses were originally selected for the initial interviews which included businesses in the downtown, Ridge and Business Park. Twelve questions were asked of these businesses as summarized below.

*Table 1. Previous Business Visitation Questions, 2017*

1. What aspects of Snoqualmie enticed to locate here?
2. How business friendly is the City?
3. What positive aspects are there of the City?
4. What negative aspects are there of the City?
5. What concerns do you have about the future of your business?
6. Do you have divisions of business outside the City?
7. Do you have plans to move?
8. What would help you make that decision?
9. Are there synergistic companies that could relocate to the City?
10. Do you have sufficient broadband?
11. What can the City do to help you?
12. What can the EDC assist you with?

The business visitation program was primarily the responsibility of each commissioner to schedule, meet and complete the business visitation questions listed above. A few attempts were made by commissioners to interview remaining businesses in 2022. No business visitations were documented as completed in 2023. At the April 17, 2024, EDC meeting the commissioners agreed to redesign business

visitations program as Roundtables and prioritize the first Roundtable with businesses in the business park. Other Roundtables would be followed by other commercial areas.

**ANALYSIS:**

New questions have been drafted to help the City understand the needs of the business owners as well as a Roundtable schedule. The Roundtable could be supplemented with additional resources as appropriate information provided. The format of the Roundtables would be informal with no live recording of the roundtable. Following introductions an introductory statement would be made such as: we'd would like to learn more about your business. Each commissioner could then proceed to ask the below draft questions.

**New Revised Business Visitation Questions, June 2024:**

- 1. What do you do here in Snoqualmie?
- 2. Do have other offices in the region or elsewhere?
- 3. Have you been finding the employees that you need? (If not, what is the biggest issue?)
- 4. Do you have any supply chain issues? If so, tell me more about that.
- 5. How is your business doing?
- 6. Do you have any concerns?
- 7. What do you like best about being here in Snoqualmie?

Below is a draft roundtable and EDC meeting schedule for discussion.

Draft 2024 Roundtable and Meeting Schedule	
TOPIC	DATE
EDC Meeting	June 20
Roundtable – Snoqualmie Ridge Business Park	July 17
Summer Break- Cancel August meeting	<del>August 21</del>
Roundtable- Ridge Merchants (Center Blvd & Center St) + Better Way	September 18
EDC Meeting	October 16
Roundtable – Downtown Merchant District	November 20
December Break– Cancel December meeting	<del>December 18</del>

**NEXT STEPS:**

Discuss recommended draft questions and meeting schedule. Staff would take the necessary steps to invite representatives from these districts to the Roundtables.



# Economic Development Commission Work Program

2024 WORK PROGRAM ITEMS	
TOPIC	DATE
Business Visitations	1st Quarter
Snoqualmie Wayfinding Signage	On-going
Council Priority Tracker, Tourism	On-going
Training, Department of Commerce	1st Quarter
Mainstreets USA Status	1st-2nd Quarters
Annexation Strategy Study	3rd Quarter
Washington State’s Creative Districts	1st-2nd Quarters
Business Park Recruitment	On-going
Marketing/Re-branding Identity	TBD
Kiosks	TBD
Funding, Doors Open King County	TBD

2025 AND FUTURE WORK PROGRAM ITEMS	
TOPIC	DATE