



PLANNING COMMISSION REGULAR MEETING

Tuesday, January 21, 2025, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMISSIONERS

Chair: Luke Marusiak

Vice Chair: Andre Testman

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

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.

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: 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

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 December 2, 2024.

SPECIAL BUSINESS

2. Election of Chair.

PERMIT REVIEW/DESIGN REVIEW BOARD

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

LEGISLATIVE/POLICY ITEMS/REGULATIONS

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

3. Historic Downtown Retail District Overlay Code Amendments.

OTHER BUSINESS

Items of Planning Commissioner Interest

Upcoming Schedule

- [4.](#) Future Agenda List.
- [5.](#) Work Program.

ADJOURNMENT



PLANNING COMMISSION REGULAR MEETING MINUTES December 2, 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 7:00 p.m.

Commissioners:

Chair Luke Marusiak, Ashleigh Kilcup (remote), Steve Smith (remote), Darrell Lambert, and Dan Murphy were present.

Commissioner Testman was absent.

Councilmember Johnson was present.

City Staff:

Emily Arteche, Community Development Director; Mona Davis, Community Development Senior Planner; Gretchen Garrett, Deputy City Clerk; and Andrew Jongekryg, IT Support Systems.

PUBLIC COMMENT

AGENDA APPROVAL

The agenda was unanimously approved as presented.

COUNCIL LIASION UPDATE

Councilmember Johnson commented to the Commission on continued work of the Council on the Comprehensive Plan and in-depth about Council considering a Traffic Impact Fee on future development. Impact fees are used to fund road improvements that are necessary due to the increase in traffic as a result of the growth, be it driving, biking, or walking. Commissioner questions and consideration included the following:

- How does Snoqualmie's impact fees compare to neighboring cities impact fees?
- Can we use impact fee funds to repair road damage from heavy truck traffic?

MINUTES

1. The minutes dated November 18, 2024, were unanimously approved.

DESIGN REVIEW BOARD

LEGISLATIVE/POLICY ITEMS/ REGULATIONS (2 AND 3 WERE SWITCHED)**2. PUBLIC HEARING: Critical Areas Ordinance Update.**

Chair Marusiak opened the Public Hearing at 7:10 p.m.

- Angela Donaldson (online comment authorized by Director Emily Arteché and Chair Marusiak).

The Public Hearing was closed at 7:16 p.m.

Motion by Commissioner Marusiak, seconded by Commissioner Murphy to:

Recommend the Update to the Critical Areas Ordinance based on Best Available Science, as presented, to the Community Development Committee for consideration.

PASSED: 5-0 (Marusiak, Kilcup, Smith, Murphy, Lambert)

3. PUBLIC HEARING: Historic Downtown Retail District Overlay Code Amendments.

Chair Marusiak opened the Public Hearing at 7:16 p.m. Public comments were provided by:

- Cristie Coffing.
- Elizabeth Hearing.
- Charles McDonald.
- Wendy Thomas.
- Josh Wilund.
- Chelsey Shuder.

The public hearing closed at 7:37 p.m. Commissioner questions and consideration included the following:

- Remove the BR2 zone from the Historic Retail Overlay?
- Exclude Maple Street from the Historic Retail Overlay?
- Include some of Falls Avenue in the Historic Retail Overlay?
- Are professional offices possible in the Historic Retail Overlay with a 90% retail use requirement?
- Has everyone impacted had the opportunity to have their voice heard?
- Will we lose residential housing?
- Should the historic retail overlay conform to existing retail?

OTHER BUSINESS**Items of Planning Commission Interest**

- New meeting day and time. Commissioner handbook is changing and requires in-person attendance.
- Updates on the 384th project and Splash Pad project.
- Next meeting will be Jan. 21, 2025.

Upcoming Schedule

4. Future Agenda List.
5. Work Program.
 - Some of the items on the Work Program will carry over into 2025.
 - Recommendation on the Critical Areas Update will move forward to the Community Development Committee.
 - Recommendation on the Mixed Use Final Plan Amendments for Center Blvd will wait and move forward with the Downtown Historic Retail Overlay recommendation.

ADJOURNMENT

It was moved by Commissioner Marusiak, seconded by Commissioner Lambert to adjourn the meeting which passed unanimously.

The meeting was adjourned at 8:35 p.m.

DRAFT

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

STAFF MEMO

To: Planning Commission
 From: Andrew Levins, Land Use Planning Consultant
 Date: January 21, 2025
 Subject: SMC 17.20 and 37 Retail District Overlay Draft Code Amendments, SRI Retail Development Standards Draft Amendments and SRI MUFPA Draft 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 the 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.

On September 16, 2024, the Planning Commission met to discuss the strikethrough and underline versions of the draft amendments and directed staff to study removal of the waiver process altogether.

On October 21, 2024, the Planning Commission convened a public hearing for the proposed amendments. Public commenters provided comments on the proposed amendments. Staff has compiled these questions, comments, and concerns into a matrix in Attachment 6: October 21, 2024 Public Hearing Comment Response Matrix.

On November 4, 2024 and November 18, 2024, the Planning Commission met to discuss feedback received from the public during the October 21, 2024 public hearing.

On December 2, 2024, the Planning Commission reopened the public hearing and heard additional feedback on the proposed amendments. Based on comments received, the Planning Commission directed Staff to reduce the area to which the proposed amendments would apply to just the BR-1 zone and a portion of Falls Avenue (see Attachment 4).

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 recommended 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 directed Staff to study amendment including modifications to the 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, corner all storefronts facing select intersections <u>Center Boulevard SE</u> (see Attachment 5)	<u>Parcels located in the BR-1 or along Falls Ave in Downtown Snoqualmie</u> (see attachment 4)
Ground Floor Minimum Retail Use Ratio	<u>90%</u>	<u>90%</u>
Minimum time allowance to demonstrate good-faith effort to find retail tenant	<u>N/A</u>	<u>N/A</u>

The Planning Commission directed Staff to study the expansion of the Historic District Retail Overlay to include all of the Business Retail 1 (“BR-1”) zone and certain parcels zoned Business Retail 2 (“BR-2”) along Falls Avenue in Downtown Snoqualmie. To accommodate this change, Staff proposed the Planning Commission consider recommending modifications to the [City’s Zoning Map](#) to depict the Overlay District geographically. This change provides clarity boundaries 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 zone 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.

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. After considering the personal liability risk to individual City Council members that would result if Councilmember were the decisionmakers for retail waivers, the Planning Commission recommended removal of the waiver process altogether.

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 select parcels along Falls Avenue in Downtown Snoqualmie 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%.
- Remove the retail use waiver process from the SMC altogether.
- Apply the 90% ground-floor retail use requirement to storefronts facing Center Boulevard S.E. (see Attachment 5).¹
- 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.¹

NEXT STEPS:

Discuss SMC Chapter 17.20 and 37 Draft Amendments, SRI Ch 12 Draft Amendments and MUFP Conditions Draft Amendments and make a motion to vote on a recommendation of these draft amendments to the Council Community Development Committee.

ATTACHMENTS:

1. **SMC Chapter 17.20 and 37 Draft Amendments**
2. **Retail Wavier Map Exhibits**
3. **BR-1, BR-2 Comparison Table**
4. **Public Hearing Comment Responses Crosswalk Matrix**
5. **SRI Ch 12 Draft Amendments**
6. **MUFP Conditions Draft Amendments**

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

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.

48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94

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 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;~~

95
96 4) ~~Despite such good faith efforts, such owner or agent has not been able to lease the premises for a~~
97 ~~retail use and such premises remain vacant; and~~

98
99 5) ~~Such owner or agent has not offered the premises to a potential nonretail user prior to the date of~~
100 ~~application for the waiver.~~

101
102 B) ~~Such application and declaration shall be supported by copies of the following documentation:~~

103
104 1) ~~Copies of all published and nonpublished advertising or other solicitations offering the premises~~
105 ~~for lease, including but not limited to newspaper advertisements, circulars or flyers, and~~
106 ~~advertisements used by brokers or agents, with annotations as to the date and place of publication;~~

107
108 2) ~~A list of potential retail users contacted or expressing interest in leasing the premises, and the reason~~
109 ~~of each potential user for not leasing the premises, if known; and~~

110
111 3) ~~Any other document the owner or agent desires to have considered by the director.~~

112
113 C) ~~The planning commission shall review all requests for waivers under this section. The planning~~
114 ~~commission shall review and evaluate a waiver request at a regularly scheduled meeting within 30 days~~
115 ~~following receipt of a complete application for a waiver. The planning commission director shall make~~
116 ~~a decision on the waiver request by majority vote to either approve or deny the waiver; issue a written~~
117 ~~decision allowing or denying the waiver within 14 days of receipt of a complete application; provided,~~
118 ~~the application shall be allowed unless the director/planning commission affirmatively finds that one or~~
119 ~~more of the grounds of subsection A of this section have not been met, or the application or declaration~~
120 ~~is fraudulent or not made in good faith. The director shall prepare a written notice of decision reflecting~~
121 ~~the decision of the planning commission. The notice of director's decision shall be mailed to the~~
122 ~~applicant by certified mail, return receipt requested, and by ordinary mail. The effective date of the~~
123 ~~decision shall be deemed to be the date of mailing of the notice of decision.~~

124
125 A) ~~The decision of the on the waiver request director may be appealed to the planning commission hearing~~
126 ~~examiner by filing a written notice of appeal with the city clerk, setting forth the factual and legal basis~~
127 ~~of the appeal within 10 days of the date of the director's decision. The planning commission shall hold~~
128 ~~a hearing thereon at a regular meeting not less than seven nor more than 30 days from the date of filing~~
129 ~~of the appeal, and shall immediately deliberate and decide the matter upon conclusion of the hearing.~~
130 ~~The planning commission shall issue a written decision signed by the chairman within five business~~
131 ~~days after the hearing, which written decision shall be final unless appealed to superior court. (Ord.~~
132 ~~1198 § 22 (Exh. D), 2017; Ord. 884 § 1, 2001; Ord. 869 § 1, 2000).~~

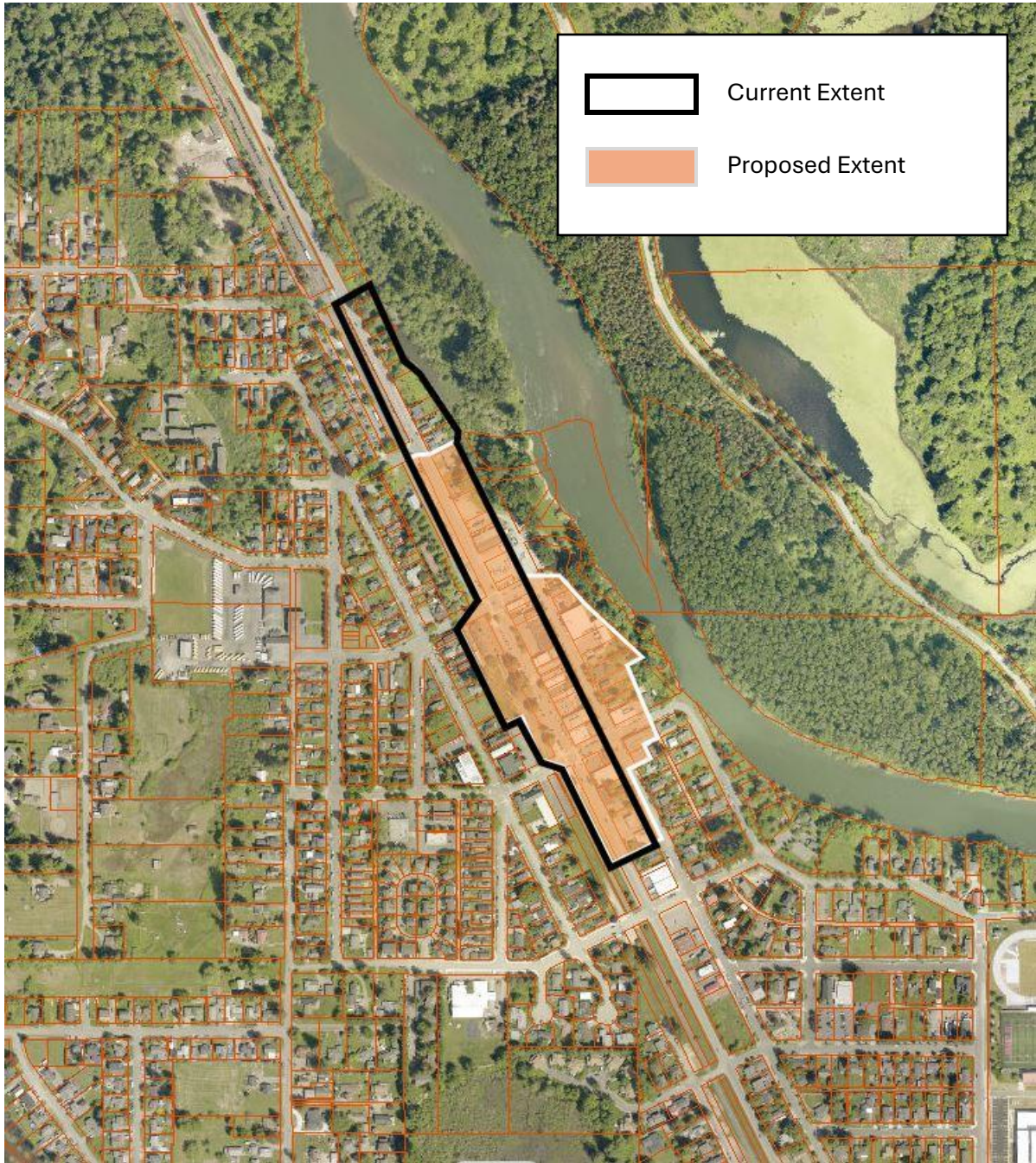
133
134 **17.37.050 Revocation of waiver for fraud:**

135 A) ~~The planning commission may revoke a waiver granted pursuant to SMC 17.37.040, and any business~~
136 ~~license issued in reliance thereon, after a hearing on notice to the property owner and holder of the~~
137 ~~business license, upon the grounds that such waiver was obtained by a material misrepresentation in~~
138 ~~the application, declaration or supporting documents. For purposes of this section, a "material~~
139 ~~misrepresentation" is a false statement upon which reliance was placed in order to find the existence of~~
140 ~~one or more of the grounds for granting the waiver. (Ord. 1198 § 22 (Exh. D), 2017; Ord. 869 § 1,~~
141 ~~2000).~~

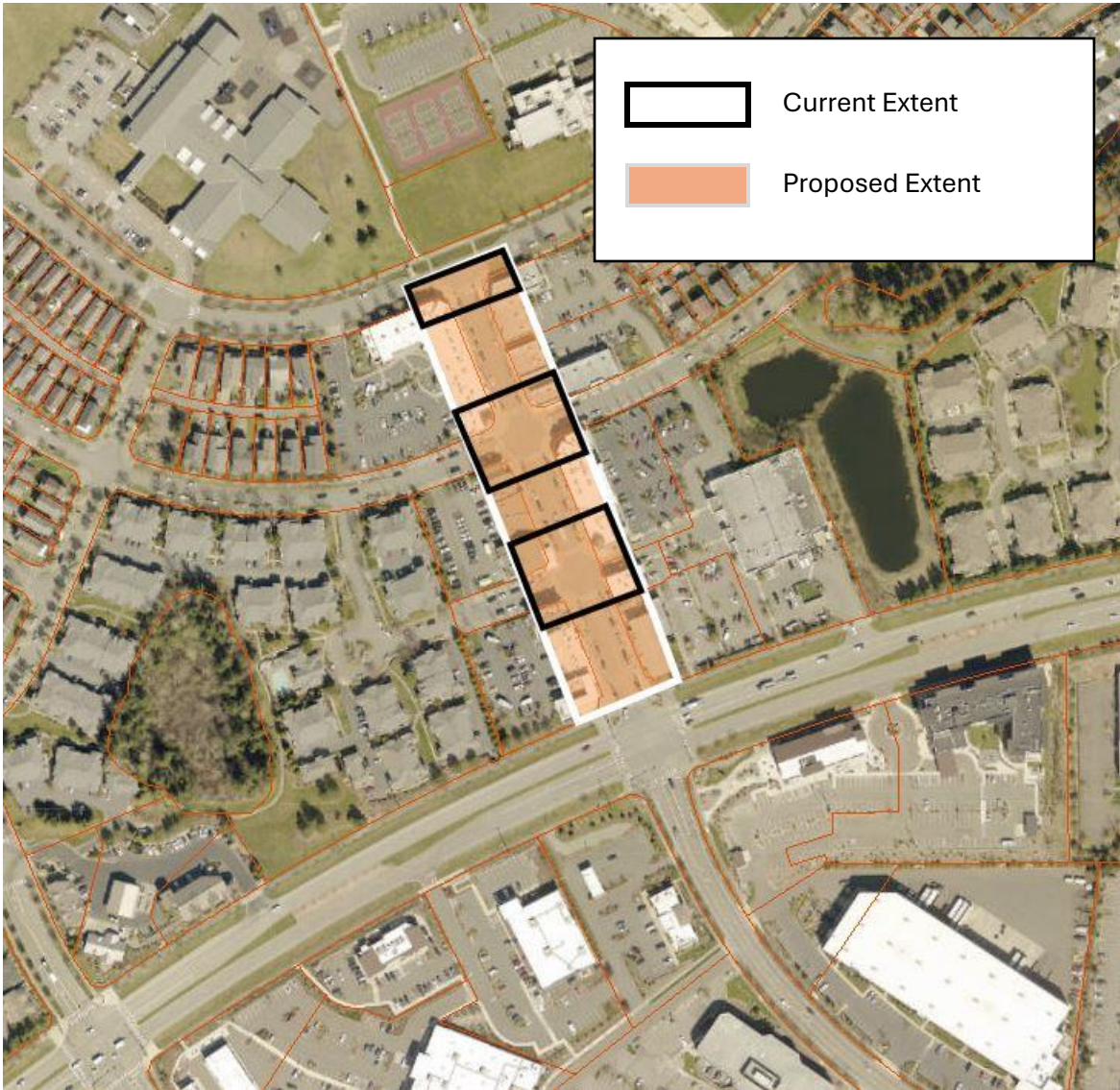
142



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 ¹	P
	1.4 Miscellaneous Rooms for Rent Situations		
	1.4.1 Bed and Breakfast	C ¹	C
	1.4.2 Boarding Houses	C ¹	C
2.0	Commercial/Business		
	2.1 Retail/Service		
	2.1.4b Tattoo Parlor	P ¹	P
	2.1.4c Shoe Repair	P ¹	P
	2.1.4d Copy/Print/Photo Shop	P ¹	P
	2.1.5 Commercial Services	P ¹	P
	2.1.5a Banks	X	P
	2.1.5d Dry Cleaner	X	P
	2.1.8 Formula Take-Out Food Restaurants	P ³	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 ¹	P
	2.2.2 Corporate Offices	P ¹	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 ¹	C
	4.2 Churches and Religious Institutions	P ¹	P

Land Use Descriptions			BR-1	BR-2
	4.3	Health Services		
	4.6	Social/Fraternal/Youth Clubs, Lodges, Halls	P ¹	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

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

SMC Retail Waivers Amendments: Staff Responses to October 21, 2024 Public Hearing Comments

#	Comment / Question	Explanation
1.	How will a rezone to retail effect current property taxes? Will taxes increase as a result of retail zoning, thus creating an undue hardship on current residents/property owners?	The Proposal does not modify the underlying zoning of the parcels. All parcels affected by the proposed ordinance are already zoned either BR-1 (“Business Retail 1”) or BR-2 (“Business Retail 2”). The King County Assessor determines the appropriate categorization for the purpose of property taxation based upon the actual use of the property; the City’s zoning designation is not used to determine property taxes.
2.	Will current residents/property owners be able to sell their homes as residential, or are they required to sell to a buyer who will put retail in said space?	All existing ground-floor residential uses are considered non-conforming uses under the current code; non-conforming uses such as these may continue to exist in perpetuity, including when a property containing a non-conforming use is bought or sold, subject to the provisions of SMC 17.55.040.
3.	How will a rezone affect the historic district overlay?	The Proposal does not modify the underlying zoning of the parcels. The proposal would expand the ground floor retail use requirements that already apply to parcels zoned BR-1, in the Historic District Overlay, to apply also to parcels in Downtown Snoqualmie zoned BR-2.
4.	Many of the lots in question are small and a retail building may require a tear down and rebuild. The ordinances in place are strict and require an adherence to the surrounding historic buildings.	No tear down/rebuild is mandated by the Proposal. Modifications to structures within the Historic District remain subject to review as described by SMC 17.35.
5.	Is this an attempt to dismantle the historic district?	No modifications to SMC Chapter 17.35, Historic District Overlay Zones and Landmarks, are proposed. The Planning Commission’s stated purpose of the Proposal is to bolster and emphasize Snoqualmie’s walkable retail districts, including the Downtown Historic District.
6.	The homes in question already have commercial/residential zoning in place. What is the reason for shifting to a more restrictive retail zoning?	The Proposal does not modify the underlying zoning of the parcels. The Proposal regulates the types and quantities of retail uses allowed within the Downtown Historic District Retail Overlay Zone; the underlying BR-1 and BR-2 zoning is not affected by the Proposal. The Planning Commission’s stated purpose for expanding the overlay zone is to encourage the occurrence of retail uses within Downtown Snoqualmie to increase walkability and preserve the feel of Snoqualmie’s Downtown. Retail use restrictions do not apply to non-conforming uses, subject to SMC 17.55.040.

#	Comment / Question	Explanation
7.	Is this an attempt to dismantle residential downtown to create condo/retail buildings as in North Bend?	The Proposal does not affect requirements that apply to existing or potential future residential uses in Snoqualmie’s Downtown.
8.	This is spot zoning — which is illegal — and by designating these few homes as retail, you are violating property owner’s rights and jeopardizing said property owner’s health, safety, and welfare.	Spot zoning is generally characterized by parcel-specific rezoning that is incongruent with the pattern of overall land use in the vicinity, or is inconsistent with a City’s Comprehensive Plan. In this case, the Proposal is characterized by neither: the retail overlay zone would be extended from the current BR-1 area to also encompass adjacent BR-2 zoned parcels – both of which are existing retail zones, and all parcels affected by the Proposal are designated for retail use according to the Comprehensive Plan. Given the distribution of the affected area, this is considered an area-wide rezone.
9.	I do not support the proposal to remove the waiver process. This proposed change removes an important guardrail for property owners within the affected zone if they are not able to find tenants to utilize their property. The current language provides a very detailed, lengthy, and thoughtful process to apply for a waiver. Eliminating this waiver process would increase already high risks of commercial property ownership in an economic environment where commercial property has been underperforming other real estate activities. Additionally, this change provides no benefit to property owners, while simultaneously providing the director the ability to wash their hands of any responsibility to assist struggling property owners. Perhaps inadvertently, this change presents itself as a move by the city government to reduce their own workload at the expense of property owners.	Comment Noted. No clarification required.
10.	I do not support the proposal to increase the minimum percentage of storefronts to 90%. The definition of a retail use for the Downtown Historic District Retail Overlay Zone is very restrictive. The current 75% mix allows for some built in demand for owners who do have a retail use storefront. For example, "nonretail" businesses such as professional services businesses described in 17.37.020(D) provide co-located demand for the retail business within the Overlay Zone. These "nonretail" businesses provide a more stable and less seasonal customer base for retail business in the Overlay Zone, which leads to less turnover in retail	Comment Noted. No clarification required.

#	Comment / Question	Explanation
	businesses over time. An increase to 90% would likely lead to more turnover in retail business as they compete for the limited supply of tourist and commuting foot traffic that flows through the downtown area.	
11.	I do not support the proposal to expand the Retail District Overlay zone in Downtown Snoqualmie, specifically when combined with the proposed change #3 and proposed change #4. Additionally, further clarification of the impact of section 17.37.030(C) needs to be addressed. The second story use of storefronts in parcels impacted by the proposed change has not been addressed in the public hearing notice letter. This omission should be rectified so that property owners can fully assess the impact of the proposed change. In the absence of any guidance provided by the public hearing notice letter, I believe that if new parcels are brought into the Retail District Overlay zone, their second story uses should be subject to the underlying zoning only and not be subjected to the special use regulations.	The amendments to SMC 17.37.30.C clarify that the ground-floor retail use requirement does not apply to second story uses within the retail overlay zone, or to ground-floor uses outside the retail overlay zone. In other words, second story uses are subject solely to the underlying zoning (BR-1 or BR-2) and are not subject to the retail use requirements of SMC 17.37.
12.	Tearing down houses and putting up 4-story condos is not in keeping with historic feel of the neighborhood.	The Proposal does not modify the development standards in the BR-1 and BR-2 zone. Demolition, remodeling, and new construction continue to be subject to the Historic District Design Guidelines and approvals process within the Downtown Snoqualmie Historic District.
13.	How will retail zoning affect property values in these areas?	Concerns noted, city staff cannot reliably forecast valuation impacts of retail use requirements.
14.	Can homes affected by the Proposal continue to be used as residences?	Non-conforming residential uses affected by the Proposal may continue as they exist in their current form, subject to the non-conforming use provisions of SMC 17.55.040.
15.	Can I use the property for both retail and residential purposes?	Properties affected by the Proposal may be used for residential and retail purposes; however, pursuant to the existing BR-1 and BR-2 use regulations and development standards, new residential, retail, or other uses are subject to the provisions of SMC 17.55 and SMC 17.37. The continuation of non-conforming uses or structures is subject to SMC 17.55.040.

#	Comment / Question	Explanation
16.	Will the Proposal limit the ability to rent out an ADU as an office or other use?	As is the case with all parcels in the City, allowed uses are subject to the zoning and use standards found in SMC 17.55. The Proposal does not modify these underlying zoning requirements, but would require that ground-floor tenant spaces facing the street contain qualifying retail uses.
17.	Non-conforming residential uses being added will skew the 90% retail ratio and make it impossible to achieve, preventing future non-retail uses from locating as part of the 10% allowance.	Non-conforming uses, supportive housing uses as defined by the SMC, and City-owned buildings are not included in the calculation of the 90% minimum retail use requirement.
18.	Non-conforming residential uses face issues expanding the footprint of their house. If a house falls out of residential use for 2 years, it loses its non-conforming status.	The Proposal does not affect non-conforming use regulations within the City. Additionally, the Proposal will not create any additional non-conforming uses. Non-conforming uses continue to be regulated by SMC 17.55.040.
19.	New retail uses may overwhelm infrastructure and cause new traffic.	No new retail zoning is proposed. The Proposal affects properties that are already zoned for retail and commercial uses within the BR-1 and BR-2 zones.
20.	There is no need for additional retail space in the Downtown, retail is a difficult landscape and the Proposal could cause storefront vacancies.	Comment noted. No clarification required.
21.	Stakeholder meetings included only merchants, and did not notice residential and commercial property owners.	<p>Stakeholder outreach was conducted in the following manners:</p> <ul style="list-style-type: none"> • 05/02/2024: In-person, at Downtown Merchants Meeting. • 05/08/2024: In-person, Snoqualmie Ridge Merchants Meeting • 06/17/2024: Mailing notice to all property owners for parcels in BR-1 zone, as listed by the King County Assessor. • 06/25/2024, at 10:00 AM and 4:00 PM: Two online information sessions noticed to all property owners on 06/17 for parcels in BR-1 zone, as listed by King County Assessor. • 10/11/2024: Mailing notice of public hearing to all property owners for parcels in the BR-2 zone, as listed by the King County Assessor, online at the City’s website, and posting in the Seattle Times. • 10/21/2024: Planning Commission Public Hearing

12E.040, Ground Floor Commercial Tenant Spaces

- 1
2 A. No more than one single-user ground floor retail or commercial space greater than 7,500 sq. ft. in area
3 shall be allowed within the neighborhood center retail district. Other than the block containing this
4 larger commercial business space, no more than 50 percent of the number of ground floor retail or
5 commercial spaces within each block shall be greater than 2,500 sq. ft.
- 6 B. There shall be a minimum of four separate, ground floor retail or commercial tenant spaces, each with
7 a separate, functional storefront entrance to the street, along each side of each block of Center Blvd.
8 For the block containing the single-user retail commercial space 7,500 sq. ft. or greater in size, a
9 minimum of three separate ground floor retail or commercial spaces, each with a separate, functional
10 storefront entrance to the street, shall be provided. Appendix A-4 illustrates examples of
11 compliance/noncompliance with this standard.
- 12 C. Retail business uses shall occupy a minimum of 90 percent of all ground-floor tenant spaces and
13 storefronts facing Center Boulevard S.E. all corner tenant spaces at the Center/Mayrand, Center/Kinsey
14 and Center/Ridge intersections. These corner retail tenant spaces shall be a minimum of 400 gross
15 square feet in area. All leasing plans, demising plans and promotional materials shall carry a notation
16 of "Retail Use Required" on all ~~corner-tenant~~ spaces subject to this requirement.
- 17 ~~D. The owner or authorized agent of any building containing a corner space subject to the retail use~~
18 ~~requirement of subsection C of this section may apply for a waiver of such requirement. The required~~
19 ~~showing and procedures for granting such waiver shall be as set forth in SMC 17.37.040, provided in~~
20 ~~the case of the initial leasing, the time period shall commence from the date the building is~~
21 ~~constructed and the first unit is occupied. The provisions of SMC 17.37.050 shall also apply.~~

12E.053, Storefront Standards.

- 22
23
24 A. The storefront is the most important and prominent architectural feature of traditional commercial
25 district buildings and plays a significant role in defining the character of the retail or commercial area.
26 The storefront also plays a crucial role in a store's advertising and merchandising efforts to draw
27 customers and increase business. The storefront is the most transparent portion of the facade, allowing
28 for maximum light and display and enhancing pedestrian interest and interaction. Storefronts also create
29 visual openness that is part of the overall proportional system of the entire facade. Although a storefront
30 normally does not extend beyond the first story, the rest of the building is often related to it visually
31 through a unity of form and detail.
- 32 B. To provide a regular rhythm and unity at the ground floor level, storefronts shall not exceed 30 feet in
33 width and shall be separated by opaque wall areas/pilasters that are at least 16 inches, but should not
34 be more than 10 ft. wide.
- 35 C. All ground floor windows shall be located within a storefront system containing a base panel, display
36 windows and transom windows.
- 37 D. To emphasize the sense of containment and provide relief at the ground floor facade, the storefront base
38 panel and display window system shall be recessed a minimum of 3 in. from the face of the adjoining
39 opaque wall areas.
- 40 E. Storefront base panels shall generally be between 12 in. and 30 in. high, except where grade conditions
41 require more variation on either end. The finished appearance of the base panel may be wood, finish
42 grade wood paneling, aluminum paneling, brick, masonry, concrete, tile or metal.
- 43 F. Display windows may be solid or paned glass.
- 44 G. Transom windows at least 2 ft. in height shall be provided above doors in all storefronts. Storefront
45 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.

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

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

4
5 **Mixed Use Final Plan Conditions for Snoqualmie Ridge, Condition No. 5**

6 ~~Development standards adopted by the City after the date of the Final Plan which are different than those~~
7 ~~specifically approved in the Final Plan shall apply to SR only if determined by the City Council to be~~
8 ~~necessary to address imminent public health and safety hazards, or, in the case of subsequently adopted~~
9 ~~more restrictive standards that are not necessary to address imminent public health and safety hazards, shall~~
10 ~~apply if the applicant elects to use these standards in place of those approved in the Final Plan.~~

FUTURE AGENDA LIST

Agenda Items	2024															
	20-May	3-Jun	16-Sep	7-Oct	21-Oct	4-Nov	18-Nov	2-Dec	16-Dec	21-Jan	3-Feb	17-Feb	3-Mar	17-Mar	7-Apr	21-Apr
Comprehensive Plan Review																
Climate Change Element		Climate Change Introduction											Climate Change Goals	Climate Change Policies	Climate Change Policies	
Design Review / Historic Design Review				Historic DRB-Var of Color	Historic DRB-Var											
Training	Historic Preservation	Historic Preservation										City History 102				
Other	MUFP Amendment									Election of Chairs						
Items of Interest			New Commissioner Intro	Climate Change Committee			Climate Change Committee	Potluck		Schedule/In Person Attendance	Climate Change Committee					
Code Amendments	Historic Downtown Introduction		Historic Downtown Retail	Historic Downtown Retail	Critical Areas Code & Historic Downtown Retail	Historic Downtown Retail & Critical Areas Code	Wireless Code Intro, Historic Downtown Retail & Critical Areas Code	Critical Areas Code @ Historic Downtown Retail		Historic Downtown Retail	Wireless Code					

Key:
No Meeting
Public Hearing
Discussion
Training

FUTURE AGENDA LIST

Agenda Items	2024											
	16-Jan	5-Feb	20-Feb	4-Mar	18-Mar	1-Apr	15-Apr	6-May	20-May	3-Jun	17-Jun	1-Jul
Comprehensive Plan Review												
Environment	Environment Goals and Policies	Environment Goals and Policies	Environment Goals and Policies									
Capital Facilities and Utilities	Capital Facilities and Utilities											
Climate Change										Climate Change Intro		
Design Review / Historic Design Review			Community Center									
Training									Historic Preservation	Historic Preservation		Historic Preservation
Other	Commission Elections						MUFP Amendment	MUFP Amendment PH	MUFP Amendment			
Staff/Chair comment items								River Trail	Grizzly Bears			
Code Amendments		Emergency Housing Intro		Emergency Housing			Emergency Housing PH		Historic Downtown Intro			Historic Downtown and MUFP Amendments, Critical Areas

Key:
Public Hearing
Discussion
Training



Planning Commission Work Program

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

2025 WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Snoqualmie Ridge Mixed Use Final Plan Amend – Center Blvd Retail Uses	Q1	Andrew
Climate Change Element	Q2 and thru 2025	Mona
Retail District Code Amendments	Q1	Andrew
Wireless Code Amendment	Q1	Emily
Sign Code update	TBD	Mona
Historic Preservation	TBD	Mona
Historic Design Review Color Palette	Q1	Mona
Citywide Development Standards	Q3-4	Mona

FUTURE WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Snoqualmie Mill Design Standards	TBD	Andrew
Permitting Co-living, RCW36.70A.535	TBD	TBD
Permitting commercial buildings to multifamily, RCW35A.21.440 or RCW35.21.990	TBD	TBD
HB 1293 Design Review Requirements and Procedures	TBD	TBD