



PLANNING COMMISSION REGULAR MEETING

Monday, August 05, 2024, at 7:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMISSIONERS

Chair: Luke Marusiak

Vice Chair: Andre Testman

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

Join by Telephone at 7:00 PM: To listen to the meeting via telephone, please call **253.215.8782** and enter Webinar ID **864 8750 2701** and Password **1900040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet at 7:00 PM: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **864 8750 2701**; Enter Password **1900040121**
- 4) Please confirm that your audio works prior to participating.

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

CALL TO ORDER & ROLL CALL

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

AGENDA APPROVAL

COUNCIL LIAISON REPORT

MINUTES

- [1.](#) Approval of the minutes dated June 15, 2024.

PERMIT REVIEW/DESIGN REVIEW BOARD

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

LEGISLATIVE/POLICY ITEMS/REGULATIONS

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

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

OTHER BUSINESS

Items of Planning Commissioner Interest

Upcoming Schedule

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

ADJOURNMENT



PLANNING COMMISSION MINUTES

REGULAR HYBRID MEETING

July 15, 2024

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

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

Commissioners:

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

Commissioners Darrell Lambert and Michael Krohn were absent.

City Staff:

Emily Arteche, Community Development Director; Ashley Wragge, Planning Technician; Andrew Jongekryg, IT Support Systems.

PUBLIC COMMENT

No comments.

AGENDA APPROVAL

Agenda unanimously approved.

MINUTES

June 3, 2024 minutes were approved unanimously.

COUNCIL LIASION UPDATE

Council adopted the non-utility capital improvement plan opted for a 1-year delay for a vote on the Community Center Expansion, and recommended a speed reduction along 202 by the fields after expert consultation.

PUBLIC HEARING

No public hearing.

DESIGN REVIEW BOARD

No design review.

LEGISLATIVE/POLICY ITEMS/ REGULATIONS

Critical Areas Ordinance Update

The critical areas ordinance has not been updated since 2016 and need to be brought up to date. Items covered in this meeting are streams and riparian zones, wetlands, frequently flooded areas and flood hazard regulations, and administrative updates. This presentation acted more as informational instead of code alterations. Special focus was given to Best Available Science and buffer widths of streambeds.

OTHER BUSINESS

Training- Historic Preservation

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

Planning Commission Interest

Upcoming Schedule

Future Agenda List

Work Program

The next meeting will be on Monday, August 5, 2024.

ADJOURNMENT

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

The meeting adjourned at 8:31 pm.

Minutes by Ashley Wragge, Planning Technician

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

Minutes approved at the _____ Planning Commission Meeting.



Emily Arteche, Director
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STAFF MEMO

To: Planning Commission
From: Andrew Levins, Land Use Planning Consultant
Date: August 5, 2024
Subject: SRI Retail Development Standards and SMC 17.37 Retail District Overlay Code Amendments

BACKGROUND:

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

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

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

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

The City conducted public outreach with both the Downtown Business Association and the Ridge Merchants Association on May 2, 2024 and May 8, 2024, respectively. On May 15, 2024, the Economic Development Commission met and, in light of the findings from outreach with merchant associations,

considered appropriate threshold requirements for ground-floor retail uses, appropriate measures and timelines to demonstrate good faith efforts to lease qualifying tenant spaces to retail uses, and how the definition of retail uses could be clarified.

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

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

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

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		
<i>Development Code</i>	<i>Snoqualmie Ridge 1 Neighborhood Center, corner tenant spaces facing select intersections</i>	<i>Downtown Retail Overlay Zone along Railroad Avenue</i>
Ground Floor Minimum Retail Use Threshold along Railroad Avenue	N/A	75%

Minimum time allowance to demonstrate good-faith effort to find retail tenant	120 days	120 days
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Public outreach was conducted on May 2 and May 8, 2024, with both the Downtown Business Association and the Ridge Merchants Association, respectively. Each group strongly favored increasing the retail occupancy percentage requirement in the Downtown Retail Overlay Zone along Railroad Avenue to between 90-100%. The Downtown Merchants proposed that this requirement also be expanded to Falls Avenue. Both the Downtown and Ridge Merchants expressed favor toward a 180-day minimum vacancy period, and suggested that some additional requirements, such as demonstrating online rental listings and site-postings, should be required as a part of demonstrating a good-faith effort to find a retail-use tenant consistent with the requirement. One Ridge Merchant Association landlord expressed that 180-days is an appropriate amount of time, but that the requirement should not exceed 180 days. No additional input was provided from either group with regards to the definition of retail. The EDC concurred with the sentiment that online advertising of the retail lease opportunity should be required.

The EDC considered this stakeholder feedback at its May 15, 2024 meeting. Members of the EDC agreed with the recommendations of the two merchants associations, although they recommended additional outreach that specifically includes the owners and landlords that would be affected by this change. Concurring with the suggestions of the Downtown Merchants Association, the EDC also recommends that the ground floor retail use requirement be expanded to also include buildings facing Falls Avenue.

The Planning Commission discussed the EDC's recommendations on May 20, 2024. The Planning Commission's directed Staff to study amendments proposing modifications to the minimum requirements to obtain a waiver from retail use requirements, which are presented in Table 2: Proposed Retail Use Requirements.

Table 2: Proposed Retail Use Requirements		
<i>Development Code</i>	Snoqualmie Ridge I Neighborhood Center, corner tenant spaces facing select intersections <u>Center Boulevard SE</u> (see Attachment 4)	Downtown Retail Overlay Zone along Railroad Avenue <u>and Falls Avenue</u> (see attachment 3)
Ground Floor Minimum Retail Use Threshold along Railroad Avenue <u>and Falls Avenue</u>	<u>90%</u>	<u>90%</u>
Minimum time allowance to demonstrate good-faith effort to find retail tenant	<u>365</u> days	<u>365</u> days

Additionally, the Planning Commission directed Staff to study the potential expansion of the Historic District Retail Overlay to Falls Avenue. Staff has studied the configuration and existing uses of parcels

along Falls Avenue and has presented an alternative in Attachment 3 for discussion by the Planning Commission.

Currently, the zoning of the Downtown Historic District Retail Overlay zone is Business Retail District 1 ("BR-1"). The intent of the BR-1 zone is 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). Unless the parcels along Falls Avenue are rezoned to BR-1, or the purpose statement of the BR-1 zone in SMC 17.20.020.C is amended, an inconsistency in the SMC will be created because of this change. Staff suggests that the Planning Commission recommend that the parcels currently zoned BR-2 along Falls Avenue that are proposed to be incorporated into the Downtown Retail Historic District Overlay zone, be rezoned from BR-2 to BR-1 on the [City's Zoning Map](#).

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

The Planning Commission originally 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. On the advice of the acting City Attorney, Staff has included a process that instead would require Planning Commission approval for any retail waiver application with all appeals heard by the Hearing Examiner.

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

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

- Expand the extents of the Downtown Historic District Retail Overlay Zone to include parcels along Falls Avenue, as depicted on Attachment 3, and apply minimum threshold for ground floor retail uses to these parcels. Revise the extent of the Overlay Zone to remove parcels that are currently zoned OS-2 are being incorporated into the Snoqualmie River Trail.
- Rezone parcels along Falls Avenue proposed for inclusion in the retail overlay zone from BR-2 parcels BR-1.
- Increase the minimum ground-floor retail use requirement from 75% to 90%.
- Increase the minimum time allowance to demonstrate a good-faith effort from 120 days to 365 days.
- Require that a vacant tenant space to which the retail use requirement applies be advertised online in order to demonstrate a good-faith effort, in addition to the other methods listed in SMC 17.37.040(B)(1).
- Apply the 90% ground-floor retail use requirement to storefronts facing Center Boulevard S.E. (see Attachment 4).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
- Modify the retail waiver approval process to require decision by the Council Community Development Committee, with all appeals to the whole City Council.

NEXT STEPS:

- Discuss the contents and form of the proposed amendments.
- Provide Staff direction regarding preferred implementation approach for incorporating Falls Avenue into the Downtown Historic District Retail Overlay Zone.
- Staff will finalize the proposed amendments to the Snoqualmie Municipal Code in advance of a public hearing for this item tentatively scheduled for September 3, 2024.

ATTACHMENTS:

1. Planning Commission Resolution to Study Retail Waiver Amendments
2. SMC Chapter 17.37, Draft Amendments
3. Chapter 12 Snoqualmie Ridge Development Standards, Strikethrough and Underline Changes
4. Retail Waiver Map Exhibit

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


COMMUNITY DEVELOPMENT DEPARTMENT

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

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

A MOTION BY THE CITY OF SNOQUALMIE PLANNING COMMISSION ON THE 20TH OF MAY 2024.

Luke Marusiak
Luke Marusiak (Jun 14, 2024 20:16 PDT)

Date Jun 14, 2024

Luke Marusiak
Planning Commission Chair

Attest by:

Ashley Wragge
Ashley Wragge (Jun 14, 2024 10:49 PDT)

Ashley Wragge
Planning Tech

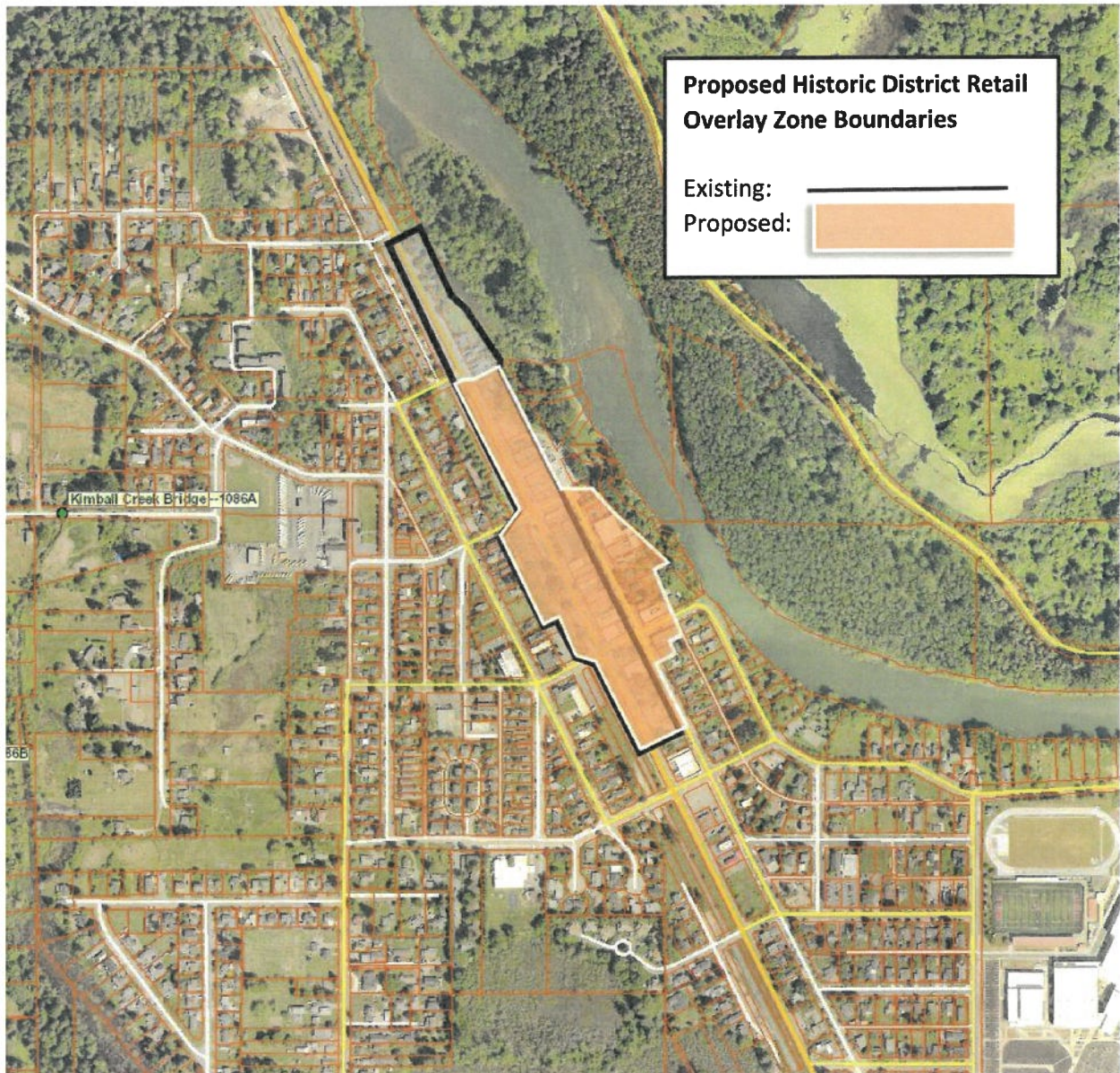
Attachment 1: Retail Definition Crosswalk

Attachment 2: Proposed Historic District Retail Overlay Zone boundaries

Attachment 1. Retail Definition Crosswalk

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

Attachment 2: DRAFT Proposed Historic District Retail Overlay Zone Boundaries










SMC 17.37 and MUFP amendments proposal (002)

Final Audit Report

2024-06-15

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

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

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

17.37.010, Created.

There is hereby created a special purpose zoning classification to be known as the downtown historic district retail overlay zone, which shall include all lots and parcels fronting on Railroad Avenue S.E. from the southerly margin of the right-of-way of Fir Street, at the northern property boundary of 7850 Railroad Ave S.E., 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, and, to all lots and parcels fronting Falls Avenue from its northernmost point at S.E. King Street to a line intersecting with Falls Avenue defined as the southerly property boundaries of the parcel addressed 8200 Railroad Ave S.E.

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 90 percent of the storefronts on Railroad Avenue S.E. and Falls Avenue shall be occupied by retail uses, and no more than 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 on Railroad Avenue S.E. or Falls Avenue. A building may have one or more storefronts. City-occupied buildings fronting on Railroad Avenue S.E. or Falls Avenue 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 fronting on Railroad Avenue S.E. or Falls Avenue within the downtown historic district retail overlay zone. No business license shall be issued for any business proposing to locate in a ground floor storefront on Railroad Avenue S.E. or Falls Avenue 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. Storefronts and second-story uses 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;

- 47 2) Such owner or agent has made a good faith effort to lease the premises for a retail use for a period
48 greater than 365 days from the latter of the date of vacancy and the date of commencement of
49 efforts to lease the premises for a retail use;
50
- 51 3) Such owner or agent has offered the premises for lease for a retail use at a rate no higher than the
52 rate for the proposed nonretail use and upon other terms and conditions at least as favorable, and
53 advertised the premise in the following manners for at least the majority of the period specified by
54 subsection A.2 of this section:
55
- 56 i) At least one physical sign upon or within the building, with text legible from the street upon
57 which the qualifying storefront occurs; and
58 ii) Upon publicly accessible online commercial real estate listing services.
59
- 60 4) Despite such good faith efforts, such owner or agent has not been able to lease the premises for a
61 retail use and such premises remain vacant; and
62
- 63 5) Such owner or agent has not offered the premises to a potential nonretail user prior to the date of
64 application for the waiver.
65
- 66 B) Such application and declaration shall be supported by copies of the following documentation:
67
- 68 1) Copies of all published and nonpublished advertising or other solicitations offering the premises
69 for lease, including but not limited to newspaper advertisements, circulars or flyers, online listings,
70 photos of physical signage, and advertisements used by brokers or agents, with annotations as to
71 the date and place of publication;
72
- 73 2) A list of potential retail users contacted or expressing interest in leasing the premises, and the reason
74 of each potential user for not leasing the premises, if known; and
75
- 76 3) Any other document the owner or agent desires to have considered by the director.
77
- 78 C) The planning commission shall review all requests for waivers under this section. The planning
79 commission shall review and evaluate a waiver request at a regularly scheduled meeting within 30 days
80 following receipt of a complete application for a waiver. The planning commission shall make a
81 decision on the waiver request by majority vote to either approve or deny the waiver; provided, the
82 application shall be allowed unless the planning commission affirmatively finds that one or more of the
83 grounds of subsection A of this section have not been met or the application or declaration is fraudulent
84 or not made in good faith. The director shall prepare a written notice of decision reflecting the decision
85 of the planning commission. The notice of decision shall be mailed to the applicant by certified mail,
86 return receipt requested, and by ordinary mail. The effective date of the decision shall be deemed to be
87 the date of mailing of the notice of decision.
88
- 89 D) The decision on the waiver request may be appealed to the hearing examiner by filing a written notice
90 of appeal with the city clerk, setting forth the factual and legal basis of the appeal within 10 days of the
91 date of the decision.

12E.040, Ground Floor Commercial Tenant Spaces

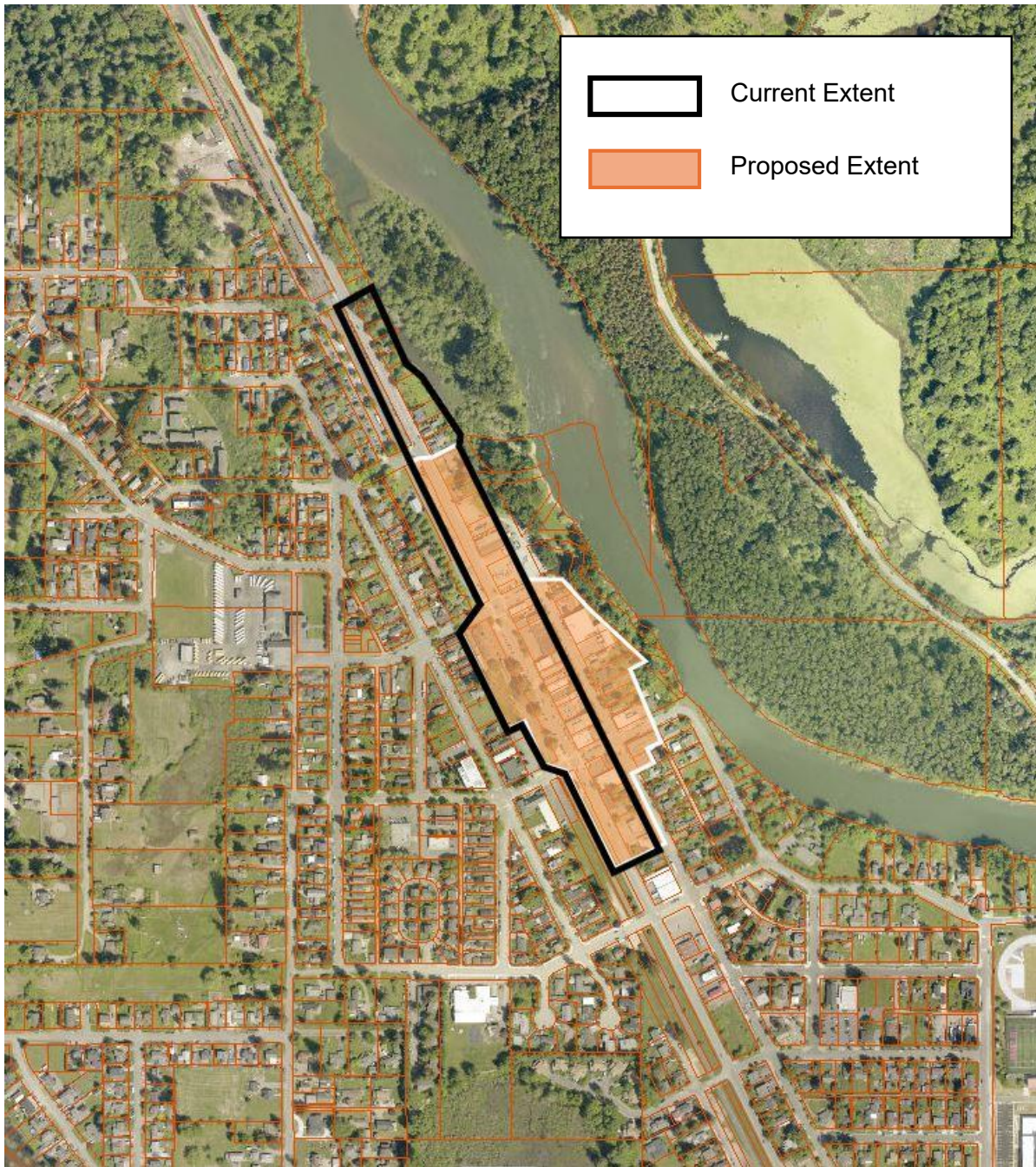
- A. No more than one single-user ground floor retail or commercial space greater than 7,500 sq. ft. in area shall be allowed within the neighborhood center retail district. Other than the block containing this larger commercial business space, no more than 50 percent of the number of ground floor retail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

12E.053, Storefront Standards.

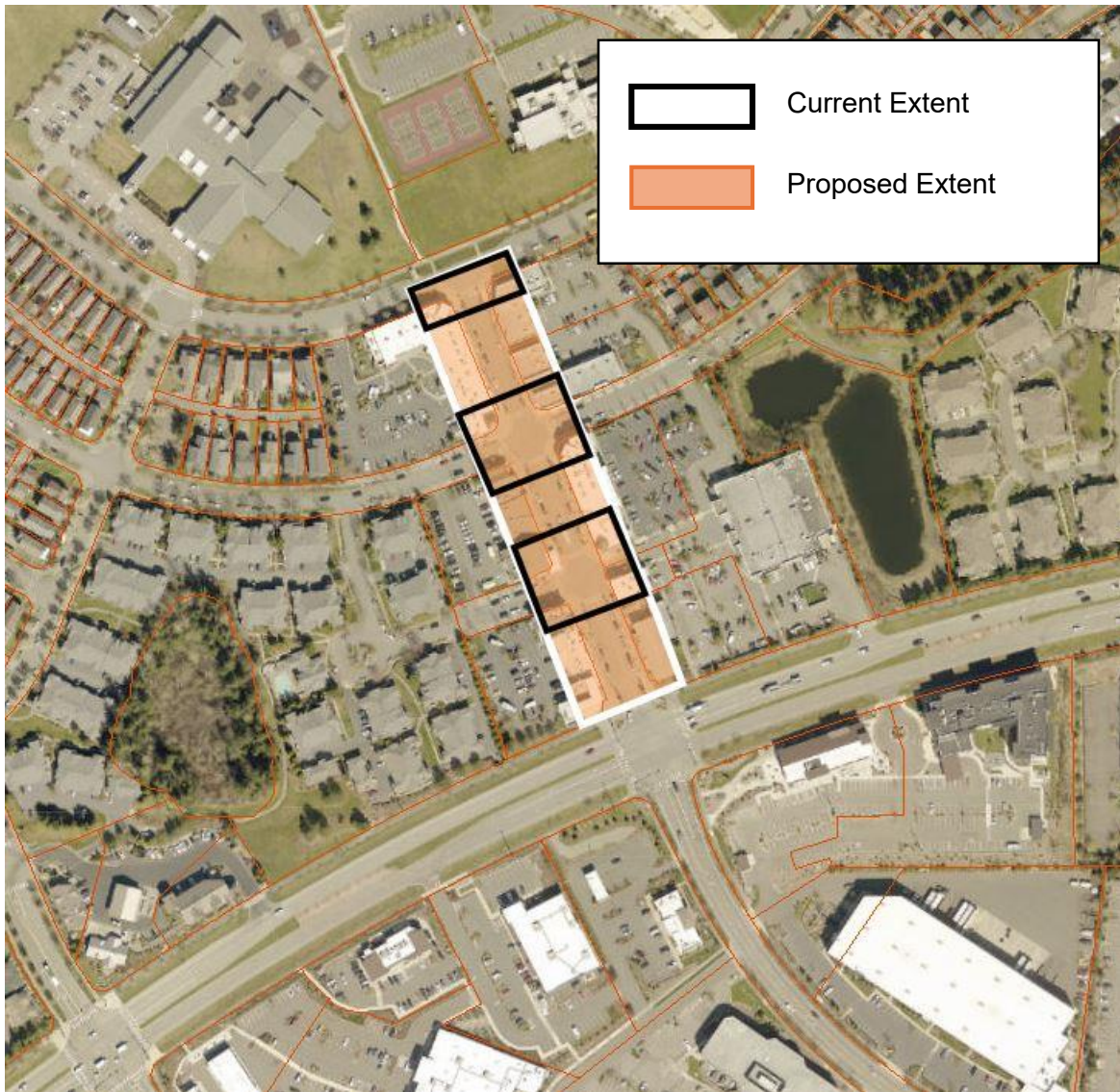
- A. The storefront is the most important and prominent architectural feature of traditional commercial district buildings and plays a significant role in defining the character of the retail or commercial area. The storefront also plays a crucial role in a store's advertising and merchandising efforts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

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

Current vs. Proposed Extent of Downtown Historic Retail Overlay Zone



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



FUTURE AGENDA LIST

Agenda Items	2024														
	20-May	3-Jun	17-Jun	1-Jul	15-Jul	5-Aug	19-Aug	3-Sep	16-Sep	7-Oct	21-Oct	4-Nov	18-Nov	2-Dec	16-Dec
Comprehensive Plan Review															
Climate Change		Climate Change Introduction								Climate Change	Climate Change				
Legislative/ Policy Items/ Regulations															
Design Review / Historic Design Review															
Training	Historic Preservation	Historic Preservation			Historic Preservation	Historic Preservation									
Other	MUFP Amendment					MUFP Amendment									
Staff/Chair comment items					Splash Pad										
Code Amendments	Historic Downtown Introduction				Critical Areas Code Intro	Downtown Historic Retail		Critical Areas Code							
Key:															
Public Hearing															
Discussion															
Training															



Planning Commission Work Program

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

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

FUTURE WORK PROGRAM ITEMS		
TOPIC	DATE	STAFF
Code Amendment Sign Code update	TBD	TBD
Code Amendment Wireless	TBD	TBD
Code Amendment Historic Preservation	TBD	TBD