



## COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Monday, September 16, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

### COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Robert Wotton

*This meeting will be conducted in person and remotely using Zoom.*

**Join by Telephone:** To listen to the meeting via telephone, please call **253.215.8782** and enter

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### CALL TO ORDER & ROLL CALL

### AGENDA APPROVAL

**PUBLIC COMMENTS (online public comments will not be taken).**

### MINUTES

1. Approval of the minutes dated August 5, 2024.

### AGENDA BILLS

2. **AB24-055:** Text Amendments for Senate Bill 5290 Compliance.

### DISCUSSION ITEMS

3. Mayor's Proposed 2025-2026 Biennial Budget Department Presentations.
4. Draft Request for Qualifications (RFQ) Review.

### ADJOURNMENT

### UPCOMING ITEMS

*(The following items reference either upcoming projects or issues pertaining to matters of the Community Development Council Committee. There will be no discussion of these items unless there is a change in status.)*

5. Traffic Impact Fee Draft Ordinance.
6. Resolution of Comprehensive Plan.



## COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES August 5, 2024

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

**CALL TO ORDER & ROLL CALL:** Chair Louis Washington called the meeting to order at 6:01 pm.

**Committee Members:**

Councilmembers Louis Washington, Jo Johnson, and Rob Wotton were present.

**City Staff:**

Mike Chambless, City Administrator; Emily Arteche, Community Development Director; Deana Dean, City Clerk; Ashley Wragge, Planning Technician; Gretchen Garrett, Deputy City Clerk (remote); and Jimmie Betts, IT Support.

**AGENDA APPROVAL** - The agenda was approved as presented.

**PUBLIC COMMENTS** – There were no public comments.

**MINUTES**

1. The minutes dated July 15, 2024, were approved as presented.

**AGENDA BILLS** – There were no agenda bills.

**DISCUSSION ITEMS**

2. Affordable Housing RFP and RFQ. This item was introduced by Community Development Director Emily Arteche. Discussion followed including pros and cons of both options and timelines for staff's preparation of an RFP vs an RFQ. Staff to draft a detailed RFQ and bring it back to Committee for review.

**ADJOURNMENT**

The meeting was adjourned at 6:38 pm.

*Minutes taken by Deana Dean, City Clerk.*

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

*Minutes approved at the \_\_\_\_\_ Community Development Committee Meeting.*



# BUSINESS OF THE CITY COUNCIL CITY OF SNOQUALMIE

AB24-055  
October 14, 2024  
Ordinance

Item 2.

## AGENDA BILL INFORMATION

<b>TITLE:</b>	<b>AB24-054:</b> Snoqualmie Municipal Code, SMC Amendments to Titles 14 and 15 Implementing SB 5290	<input type="checkbox"/> Discussion Only
<b>PROPOSED ACTION:</b>	Move to adopt Ordinance No. xxxx amending the Snoqualmie Municipal Code to comply with the requirements of SB 5290	<input checked="" type="checkbox"/> Action Needed: <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution

<b>REVIEW:</b>	Department Director	Emily Arteche	9/6/2024
	Finance	n/a	9/6/2024
	Legal	David Linehan	9/6/2024
	City Administrator	Mike Chambless	Click or tap to enter a date.

<b>DEPARTMENT:</b>	Community Development	
	<b>STAFF:</b> Andrew Levins, Contract Land Use Consultant	
	<b>COMMITTEE:</b> Community Development	<b>DATE:</b> September 16, 2024
	<b>CITY COUNCIL</b> City Council, First Reading	<b>DATE:</b> September 23, 2024
	<b>EXHIBITS:</b> 1. AB24-05Xx1 Draft Ordinance and Code Amendment 2. AB24-05Xx2 SB 5290 Crosswalk	

**AMOUNT OF EXPENDITURE** \$ n/a

**AMOUNT BUDGETED** \$ n/a

**APPROPRIATION REQUESTED** \$ n/a

## SUMMARY

### INTRODUCTION

The requirements of Senate Bill ("SB") 5290 pertain to the timelines by which local jurisdictions planning under the Growth Management Act must process certain permit applications and encourages those jurisdictions to adopt optional strategies to promote compliance with those timelines. Jurisdictions that do not achieve compliance with permitting deadlines may be required to refund portions of permit fees. The proposed text amendments would bring the SMC into compliance with the requirements of SB 5290. Cities are required to comply SB 5290 as of January 1, 2025, or the deadlines in SB5290 will be imposed on city.

### LEGISLATIVE HISTORY

The Council Community Development reviewed this item on 5/6/2024 and on 9/16/2024.

### BACKGROUND

Permits within a local jurisdiction are evaluated against the development regulations that control at the time a complete application is submitted. Since its enactment in the 1990's, the Growth Management Act has required that these permit decisions be issued within 120 days of receiving a complete application.

During its 2023 session, the Washington State Legislature passed and the Governor signed [SB 5290](#) which is intended to provide prompt and coordinated reviews for project permit applications. SB 5290 is designed to increase predictability in permitting outcomes by standardizing review deadlines for different types of permits. The timeframe required varies depending on whether public notice and/or a public hearing is required. The bill also requires that some cities with a population of greater than 20,000 people conduct an annual performance report describing compliance with these requirements.

### ANALYSIS

Project permit application time periods are currently regulated under SMC 14.30.120, Time Limitation For Issuance Of Notice Of Decision, which states a notice of decision for a permit application shall be issued within 120 days of receiving a complete application, notwithstanding certain scenarios that may cause that that time limit to be extended. SB 5290 requires local governments to implement review deadlines for different categories of project permit applications in their development regulations. A summary of the timeframes required by SB 5290 is listed below:

Summary of New Permit Processing Timeframes
65 days for permits which do not require public notice;
100 days for permits which require public notice; and
170 days for permits which require public notice and a public hearing.

Other provisions of 5290 that are applicable to local governments include: procedures for temporarily suspending review of a permit application, optional measures that may streamline permitting processes, the amount of refund provided for permits that are not processed in a timely manner, and permit processing timeline compliance reporting. Except for applications for Wireless Communication Facility permits, the City of Snoqualmie does not collect any permit application fees. The City does collect deposits from applicants, which are an estimate of fees the city has incurred or will incur to process the application.

### BUDGET IMPACTS

This agenda bill does not require the expenditure of any City funds.

### NEXT STEPS

A first reading at the City Council is scheduled for September 23, 2024.

## PROPOSED ACTION

Motion to approve the requirements of Senate Bill 5290 and recommend City Council adopt Ordinance No. XXX amending the Snoqualmie Municipal Code.

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF SNOQUALMIE,  
WASHINGTON, AMENDING CHAPTERS 14.10, 14.30, AND  
15.20 OF THE SNOQUALMIE MUNICIPAL CODE FOR  
COMPLIANCE WITH THE REQUIREMENTS OF CHAPTER  
36.70B RCW**

**WHEREAS**, during its 2023 session, the Washington State Legislature adopted, and the Governor signed SB 5290, codified in Chapter 36.70B RCW with the intent to increase the timeliness and predictability of local permit processing; and

**WHEREAS**, the code amendments proposed modifying relevant chapters of the Snoqualmie Municipal Code such that it complies with the provisions Chapter 36.70B RCW as revised by SB 5290; and

**WHEREAS**, the proposed amendments to the Snoqualmie Municipal Code relate solely to governmental procedure and will result in no substantive changes with respect to use or modification of the environment, and are therefore exempt from review under SEPA pursuant to WAC 197-11-800(21)(a),

**WHEREAS**, the Community Development Committee of the Snoqualmie City Council reviewed the proposed amendments on May 6, and September 16, 2024.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the City Council of the City of Snoqualmie, Washington, as follows:

**Section 1 Amendment of SMC 14.10.020.** Snoqualmie Municipal Code section 14.10.020, Scope, is hereby amended to update the list of permits that are exempt from compliance with SB 5290, as shown in Exhibit A, attached hereto.

**Section 2 Amendment of SMC 14.10.030.** Snoqualmie Municipal Code section 14.10.030 is hereby amended to modify the definition of “project permit application,” as shown in Exhibit A, attached hereto.

**Section 3. Amendment of SMC 14.30.020.** Snoqualmie Municipal Code section 14.30.020, Categories of permits, is hereby amended to modify 14.30.020.B, Table-1, to include permit processing timelines required by SB 5290, as shown in Exhibit A, attached hereto.

**Section 4. Amendment of SMC 14.30.050.** Snoqualmie Municipal Code section 14.30.050 is hereby amended to reflect changes required by SB 5290 pertaining to determining an application procedurally complete, as shown in Exhibit A, attached hereto.

**Section 5. Amendment of SMC 14.30.120.** Snoqualmie Municipal Code section 14.30.120 is hereby amended to reflect changes required by SB 5290 pertaining to timely issuance of notice of decision, as shown in Exhibit A, attached hereto.

**Section 6. Repeal of SMC 15.20.050.** Snoqualmie Municipal Code section 15.20.050 is hereby repealed to remove duplicative text that conflicts with proposed amendments, as shown in Exhibit A, attached hereto.

**Section 7. Severability.** If any one or more section, subsection, or sentence of this ordinance adopted herein is held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portion of this ordinance and the same shall remain in full force and effect.

**Section 8. Corrections.** Upon approval of the City Attorney, any corrections, including the correction of clerical errors; references to other local, state or federal laws, codes, rules, or regulations, or ordinance numbering and section/subsection numbering shall be allowed.

**Section 9. Effective Date.** This ordinance shall be effective five (5) days after passage and publication, as provided by law.

**PASSED** by the City Council of the City of Snoqualmie, Washington, this 14th day of October 2024.

\_\_\_\_\_  
Katherine Ross, Mayor

Attest:

Approved as to form:

\_\_\_\_\_  
Deana Dean, City Clerk

\_\_\_\_\_  
David Linehan, Interim City Attorney

**Exhibit A****14.10.020, Scope**

- A. The provisions of this title shall apply to all project permit applications filed on or after the effective date hereof under the substantive provisions of other titles of this code, except as specifically provided by subsections (B), (C) and (D) of this section.
- B. Landmark designations, street vacations and any permits relating to the use of public areas or facilities shall be exempt from the provisions of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
- C. Applications for approval of mixed use final plans present special circumstances that warrant a different review process as provided in Chapter 17.30 SMC, and shall be exempt from the requirements of this title, except the requirements of SMC 14.10.070, integration of SEPA and project permit review, and SMC 14.40.020, limitation of hearings and appeals.
- D. Lot line or boundary adjustments, building permits, sign permits not requiring design review, or other similar administrative permits, which are either categorically exempt from environmental review under Chapter 43.21C RCW or for which environmental review has been completed in connection with other project permits, shall be exempt from the requirements of [SMC 14.30.020.B, Table-1](#), SMC 14.30.060, notice of application, SMC 14.30.130, optional consolidated permit processing, and SMC 14.30.110, relating to giving notice of the decision to the public and other agencies. (Ord. 768 § 2, 1996).

**14.10.030, Definitions**

Unless the context clearly requires otherwise, the definitions in this section apply throughout this title.

- A. “Closed record appeal” means an administrative appeal on the record, with no or limited new evidence or information allowed to be submitted and only oral argument allowed, to either the hearing examiner or the city council, following an open record hearing on a project permit application.
- B. “Comprehensive plan” means the Snoqualmie Vicinity Comprehensive Plan, as the same now exists or may hereafter be amended, including any other plans incorporated therein by reference or by operation of law.
- C. “Director” means the director of community development.
- D. “Open record appeal hearing” means a hearing conducted by the city council to receive testimony and the submission of exhibits and information for the purpose of reviewing a decision of city staff for which no open record hearing is required before the planning commission or hearing examiner.
- E. “Predecision open record hearing” means a hearing conducted by the hearing examiner or the planning commission to create the city’s record through testimony on oath or affirmation and submission of evidence and information, other than those proceedings falling within the definition of “public meeting” in subsection (G) of this section. If an open record hearing is held prior to the city’s decision on a project permit application, it shall be known as a “predecision open record hearing.” If an open record hearing is held after the city’s decision on a project permit application, it shall be known as an “open record appeal hearing.”

F. "Project permit application" means any land use or environmental permit, license or approval required from the city for a project action, including but not limited to ~~building permits, subdivisions, binding site improvement plans, planned unit developments, conditional uses, shoreline substantial development permits, flood improvement permits, design review, sensitive areas review, drainage review and site specific rezones~~ ~~authorized by the comprehensive plan which do not require a comprehensive plan amendment~~, but excluding adoption or amendment of the comprehensive plan, subarea plans, annexation implementation plans.

G. "Public meeting" means an informal meeting, workshop or other public gathering to obtain comments from the public or other agencies on a proposed project permit prior to the city's decision. Public meetings may include but are not limited to design review and scoping meeting on a draft environmental impact statement.

#### 14.30.020 Categories of permits.

A. The categories of permits shall be as follows:

1. Category I constitutes those permits which are categorically exempt from environmental review, or for which SEPA has already been done, do not require any public comment period or an open record predecision hearing, and for which the staff decision is final unless appealed;
2. Category II constitutes those permits which require a threshold environmental determination, but do not require a predecision open record hearing, or those permits where other sections of the Snoqualmie Municipal Code require a public comment period but do not require an open record hearing, and for which the staff decision is final unless appealed;
3. Category III constitutes those permits which require a predecision open record hearing, but do not provide for a closed record appeal (i.e., recommendation by planning commission or hearing examiner and decision by city council); and
4. Category IV constitutes those permits which require an open record predecision hearing, and provide for a closed record appeal hearing (i.e., decision by planning commission or hearing examiner and appeal to city council).

B. The initial decision maker, appeal body and other requirements applicable to each category of permit shall be as follows:

**14.30.020.B, Table-1**

	Permits	Preapplicati on Process	Determinati on of Completeness	Notice of Applicati on and Comment Period	Predecisio n Open Record Hearing	Decision	Distributi on of Notice of Decision	Appeal To/ Open – Closed Record	<u>Project Permit Applicati on Processing Time</u>
Ca t I	Clearing and Grading Permit (Chapter <u>15.20</u> SM C) Flood Improvement Permit (Chapter <u>15.12</u> SM C) Lot Line Adjustment (SMC <u>16.04.030</u> (E))	Yes, unless exempt	Yes	No	No	S	No	HE/ Open	<u>65 Days</u>



	Historic Design Review, Type I (Chapter <a href="#">17.35</a> SMC) Temporary Use Permit (SMC <a href="#">17.55.050</a> ) Sign Permit (Chapter <a href="#">17.75</a> SMC) Wireless Communication Facility Permit (Chapter <a href="#">17.77</a> SMC) Site Plan Permit (Chapter <a href="#">17.80</a> SMC)								
Ca t II	Clearing and Grading Permit (Chapter <a href="#">15.20</a> SMC) Short Subdivision (Chapter <a href="#">16.08</a> SMC) Binding Site Improvement Plan, 4 or fewer lots (SCM <a href="#">16.12.030</a> ) Historic Design Review, Type I (Chapter <a href="#">17.35</a> SMC) Temporary Use Permit (SMC <a href="#">17.55.050</a> ) Wireless Communication Facility Permit (Chapter <a href="#">17.77</a> SMC) Site Plan Permit (Chapter <a href="#">17.80</a> SMC)	Yes	Yes	Yes	No	S	Yes	HE/Open	<u>100 Days</u>
Ca t III	Planned Residential Plan (SMC <a href="#">17.15.050</a> ) Planned Commercial/Industrial Plan (SMC <a href="#">17.20.050</a> ) Mixed Use Plan/Mixed Use Final Plan (Chapter <a href="#">17.30</a> SMC) Planned Unit Development (Chapter <a href="#">17.50</a> SMC) Unclassified Use Permit (Chapter <a href="#">17.60</a> SMC) Wireless Communication Conditional Use Permit	Yes	Yes	Yes	Yes/PC or HE *Landmarks and Heritage Commission for Landmark Designation	CC *PC for Types II – III Historic Design Review and Landmark Designation	Yes	SC/Closed *HE/Closed for Types II – III Historic Design Review and Landmark Designation	<u>170 Days</u>

	(Chapter <a href="#">17.77 S MC</a> ) Zoning Code Map or Text Amendment (SMC <a href="#">17.85.010</a> ) Comprehensive Plan Amendment (Chapter <a href="#">21.30 S MC</a> ) *Historic Design Review Types II – III and Landmark Designation (Chapter <a href="#">17.35 S MC</a> )*								
Ca t IV	Long Subdivision (Chapter <a href="#">16.10 S MC</a> ) Binding Site Improvement Plan, 5 or more lots (SMC <a href="#">16.12.040</a> ) Historic Design Review Variance (SMC <a href="#">17.35.170</a> (C)) Conditional Use Permit (SMC <a href="#">17.55.030</a> ) Variance (SMC <a href="#">17.85.020</a> )	Yes	Yes	Yes	Yes/PC or HE	HE or PC *PC for Historic Design Review Variance	Yes	CC/Close d	<a href="#">170 Days</a>

#### 14.30.050 Determination of completeness of application.

- A. Within 28 days after receiving a project permit application, the director shall ~~mail or~~ provide ~~in person~~ a written determination to the applicant, stating either:
1. That the application is complete, or
  2. That the application is incomplete, ~~the procedural submission requirements have not been met,~~ and ~~outline~~ what is necessary to make the application complete. The determination shall also include, if feasible, a statement of the preliminary determination of the project permit application's consistency with development regulations and preliminary identification of the development regulations compliance with which may be determined to constitute compliance with SEPA.
  - ~~2.—~~
- B. A project permit application may be deemed complete for purposes of this section when it meets the ~~procedural~~ submission requirements of other titles of this code and the additional requirements of SMC 14.30.030 and it is sufficient for continued processing, even though additional information may be required or project modifications may be undertaken subsequently.
- C. A determination of completeness under this section shall not preclude the city from requesting additional information or studies either at the time of the notice of completeness or subsequently if new information is required or subsequent changes in the proposed project occur. ~~However, if the procedural submission requirements, as outlined on the project permit application have been provided, the need for additional information or studies may not preclude a completeness determination.~~
- D. A project permit application shall be deemed ~~procedurally~~ complete ~~on the 29<sup>th</sup> day after receiving a project permit application~~ if the director does not provide a written determination to the applicant that

the application is procedurally incomplete under subsection (A) of this section. When the director does not provide a written determination, they may still seek additional information or studies as provided for in subsection (C) of this section.

E. Within 14 days after the applicant has submitted any additional information identified by the director as being necessary for a complete application, the director shall notify the applicant whether the application has been made complete or what additional information is necessary.

E.F. The number of days shall be calculated by counting every calendar day.

#### **14.30.120, Time limitation for issuance of notice of decision.**

A. Except as provided in subsection (B) and (D), the notice of decision shall be issued within 120 days the time period specified by 14.30.020.B, Table-1, after the applicant has been notified that the application is complete; provided the following time periods shall be excluded:

1. Any period during which the applicant has been requested in writing to correct plans, perform required studies, or provide additional required information. This period shall be calculated from the date of notification to the applicant of the need for additional information and the day when responsive information is resubmitted by the applicant until the earlier of the date of determination whether the additional information satisfied the request for information or 14 days after the date the applicant submitted the information. If the information submitted is determined to be insufficient, the applicant shall again be notified of the deficiencies, and the procedures for determination of completeness shall apply as if a new request for information or studies had been made;
2. Any period during which an environmental impact statement is being prepared, if the city has by ordinance or resolution established time periods for the completion of environmental impact statements, or if the city and the applicant have agreed in writing to a time period for completion of the environmental impact statement;
3. Any period for an open or closed record appeal, not exceeding 60 days, unless all parties to the appeal agree to extend the time period; and
4. Any extension of the 120-day time period specified by 14.30.020.B, Table-1, mutually agreed between the city and the applicant; and:
- 4.5. Any period after an applicant informs the city, in writing, that they would like to temporarily suspend review of the project permit application until the time that the applicant notifies the city, in writing, that they would like to resume the application. The director may set conditions for the temporary suspension of a permit application.

B. The time limits of subsection (A) 14.20.030, Table-1, do not apply if a project permit application:

1. Requires an amendment to the comprehensive plan or a development regulation;
2. Requires siting of an essential public facility; or
3. The application is substantially revised by the applicant to the extent that it proposes a change in use that adds or removes commercial or residential elements from the original application that would make the application fail to meet the determination of procedural completeness for the new

use, in which case the time period shall start from the date at which the revised project permit application is determined to be procedurally complete.

- C. If a notice of decision cannot be issued within the time limit provided in subsection (A) 14.20.030, Table-1, the applicant shall be provided a written notice of this fact, which shall include a statement of reasons why the time limits have not been met and an estimated date for issuance of the notice of final decision.
- D. If, at any time, an applicant informs the director, in writing, that the applicant would like to temporarily suspend the review of the project for more than 60 days, or if an applicant is not responsive for more than 60 consecutive days after the county or city has notified the applicant, in writing, that additional information is required to further process the application, an additional 30 days may be added to the time periods to issue a notice of decision for each type of project permit that is subject to this chapter. Any written notice from the director to the applicant that additional information is required to further process the application must include a notice that nonresponsiveness for 60 consecutive days may result in 30 days being added to the time for review. For the purposes of this subsection, "nonresponsiveness" means that an applicant is not making demonstrable progress on providing additional requested information to the city, or that there is no ongoing communication from the applicant to the city on the applicant's ability or willingness to provide the additional information.
- E. The following measures promote consistency with the timelines for issuance of notice of decision specified in 14.30.020.B, Table-1:
1. Projects that are consistent with adopted development regulations will be expedited;
  2. Maintain and budget for on-call permitting assistance for when permit volumes or staffing levels change;
  3. Meet with the applicant within 14 days of a second request for corrections during permit review to resolve outstanding corrections. If the meeting cannot resolve the issues and the city proceeds with a third request for additional information or corrections, the city will approve or deny the application upon receiving the additional information or corrections.

#### **15.20.050 Clearing and grading permit—Application review.**

A. The director shall provide comments regarding the adequacy of the application to the applicant within two weeks of receipt of the application. The director shall promptly notify the applicant, in writing, when the application is complete.

B. The director shall act on the application, either approving, approving with conditions, or denying the permit, within 90 days after notifying the applicant that the application is complete; provided, however, that this 90-day period shall be tolled pending completion of an EIS pursuant to the State Environmental Policy Act, if one is required. Conditions on an approved permit shall be designed to ensure compliance with the standards set forth in SMC 15.20.060. (Ord. 1198 § 20, 2017; Ord. 1082 § 2, 2011).

### SB 5290 Crosswalk Matrix and Consistency Analysis

SMC Chapter 14	Existing SMC	Summary of SB 5290 Legislation	Consistent	Not Consistent	Not Applicable
30.050	Does not specify that "completeness" is based solely on meeting procedural requirements of application.	Clarify determination of completeness procedural requirements – the determination must be based solely on the procedural requirements as outlined on the project permit application.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30.020	Implements a blanket 120-day requirement.	Revise the existing 120-day requirement to specific timelines required by SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for permit fee refunds if reviews are not timely.	Refund 10-20% of permit fees if the new time periods not met, unless a City adopts at least 3 measures listed in SB 5290.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Current code does not provide for annual performance report required for cities with populations greater than 20,000.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	The City has not adopted measures that would avoid permit fee refund requirements.	Cities may adopt 3 or more of the measures listed in SB 5290 to avoid permit fee refund requirements.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	As a City with fewer than 20,000 inhabitants, the City does not generate an annual report on permit processing timeline requirements.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	The City does not participate in developing guidance with state agencies.		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Key:

Consistent=SMC compliance

Not Consistent= No SMC compliance

Not Applicable= SB 5290 Legislation is not applicable to the City



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

## MEMORANDUM

To: Community Development Committee  
From: Emily Arteche, Community Development Director  
Date: September 16, 2024  
Subject: Request for Qualifications, RFQ Review

### Introduction

A request for qualifications, RFQ is an invitation to qualified consulting firms asking them to submit their qualifications and possibly be hired to develop a described project. The RFQ is both widely advertised and distributed to select firms.

### Background

At the last Community Development Committee meeting on August 5, 2024, the Committee requested that an RFQ be prepared for design of workforce housing on City owned property.

### Analysis

Because an RFQ doesn't require a significant investment of time or materials response rates from the issuance of such an invitation are generally high response. Four or five of the most qualified consultants should be invited to submit full proposals through a request for proposal, RFP.

### NEXT STEPS

A draft RFQ was prepared for Committee discussion. Discuss the draft RFQ including a schedule for release.



CITY OF SNOQUALMIE  
P.O. Box 987  
Snoqualmie, Washington 98065  
www.ci.snoqualmie.wa.us

## Request for Qualifications (RFQ) for Workforce Housing

Date Issued: [Insert Date]  
RFQ Number: [Insert RFQ Number]  
Response Deadline: [Insert Deadline Date]

### 1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a workforce housing project, geared towards providing housing to *Snoqualmie Valley* employees working for the school district, hospital, first responders, retail, casino, *local government* and *hospitality industries*.

*The City is interested in working with organizations who have demonstrated a proven track record of building and managing affordable/workforce housing. [Affordable housing is considered to be up to 60% AMI. Workforce housing is considered to be between 80% and 120% of AMI] with affordability for up to X years. In addition, the city is looking for organizations that have demonstrated creative and innovative approaches to workforce/affordable housing as well as examples of working with local governments.*

### 2. Background

*Snoqualmie WA is a city located about 28 miles east of Seattle with an approximate population of 15,000. From the last census data approximately 4600 employees are entering the city each day. Over 2500 jobs of these jobs are filled hospitality by industry followed just less than 1000 in the manufacturing and business park sector. Most of the city employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent and Auburn, WA due to the high cost of housing.*

### 3. Scope of Work

Outline the specific services or expertise you are seeking. This might include:

Development Services: Site assessment, design, construction management.

Management Services: Property management, tenant relations, maintenance services.

Consulting Services: Feasibility studies, financial analysis, grant writing.

Other: Any additional services relevant to your project.

#### 4. Qualifications

Interested parties should demonstrate the following:

Experience: Proven track record in workforce housing or similar projects.

Expertise: Relevant qualifications and experience of key personnel.

References: At least three references from past projects.

Approach: Understanding of workforce housing needs and proposed methodology for addressing them.

Financial Stability: Evidence of financial stability and ability to handle project requirements.

#### 5. Submission Requirements

Submissions must include:

- a. Cover Letter: Summarizing the interest and qualifications of the firm.
- b. Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- c. Project Experience: Details of relevant projects, including scope, outcomes, and client references.
- d. Key Personnel: Resumes and qualifications of key team members.
- e. Approach and Methodology: A narrative of how the firm intends to approach the scope of work.
- f. Financial Information: Recent financial statements or other evidence of financial stability.

#### 6. Evaluation Criteria

Submissions will be evaluated based on:

- a. Relevant Experience and Expertise
- b. Quality of Past Projects
- c. Approach and Methodology
- d. Financial Stability
- e. References

#### 7. Submission Instructions

Submit your qualifications package by email to:

[WorkforceHousingRFQ@snoqualmiewa.gov](mailto:WorkforceHousingRFQ@snoqualmiewa.gov)



## 8. Questions

All questions regarding this RFQ should be directed to **Emily Arteche, AICP Director of Community Development**, at [earteche@snoqualmiewa.gov](mailto:earteche@snoqualmiewa.gov) by [Deadline for Questions].

## 9. Additional Information

Add additional information that may be pertinent to the RFQ, such as project timelines, budget constraints, or specific goals for the workforce housing project.

## 10. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the project.

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<sup>i</sup> Workforce Housing is considered as 80% to 120% AMI and is based on the A Regional Coalition for Housing (ARCH) 2024 Income and Rent Limits as of April 26, 2024.