

City of Snoqualmie Planning Commission

Position 1 - Rachel Money
Position 2 - Steve Smith
Position 3 - Jonas Means

Position 4 – Colleen Johnson, Vice-Chair
Position 5 - Luke Marusiak
Position 6 - Muhammad Shakil

Position 7 - Kenya Rose Dillon, Chair
Position 8 - Mayor Matt Larson*
Position 9 - Councilmember Matt Laase*

*~ Non-voting Member

PLANNING COMMISSION MEETING AGENDA

Monday, March 4, 2019 at 7:00 pm

**Snoqualmie City Hall - Council Chambers
38624 SE River St
Snoqualmie, WA 98065**

**This is an open public meeting; the public is welcome to attend.
Please contact the Community Development Department at 425-888-5337 for more information.**

AGENDA:

I. OPEN PLANNING COMMISSION MEETING

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of the agenda
5. Citizen Comments and requests for items not on the agenda
6. Council liaison report
7. February 19, 2019, meeting minutes; **Action**

II. PERMIT REVIEW / DESIGN REVIEW BOARD ITEMS**

8. N/A

III. LEGISLATIVE / POLICY ITEMS

9. Plat Procedures; **Public Hearing and action**

IV. OTHER BUSINESS

10. Follow up of previous items of Planning Commissioner interest
11. Items of Planning Commissioner interest
12. Upcoming schedule
 - a. Mill Site Master Plan (TBD)
 - b. Code violation penalties (TBD)
 - c. Comprehensive review of the Landmark District (April 15th)
 - d. Planning Commissioner Guidebook (March 18th)

V. ADJOURNMENT

** Note: Public comment may be limited or not allowed for these items due to the nature of the permit approval process.

City of Snoqualmie, Washington
P.O. Box 987
Snoqualmie, WA 98065

P l a n n i n g C o m m i s s i o n

Position 1- Rachel Money

Position 4- Colleen Johnson

Position 7- Kenya Rose Dillon, Chair

Position 2- Steve Smith

Position 5- Luke Marusiak

Position 8*- Matt Larson, Mayor

Position 3- Jonas Means

Position 6- Muhammad Shakil

Position 9*- Matt Laase, Council liaison

* Non-voting Member

MINUTES FOR THE 2/19/2019 PLANNING COMMISSION MEETING

OPEN PLANNING COMMISSION MEETING

Call to Order and Pledge of Allegiance

Acting Chair Smith called the meeting to order at 7:01pm.

Roll Call

PRESENT

Planning Commissioners

Rachel Money

Steve Smith

Colleen Johnson

Luke Marusiak

Muhammad Shakil

Kenya Dillon (via phone)

Staff

Mark Hofman, Community Development Director

Jason Rogers, Senior Planner

Gwyn Berry, Planning Technician

Also present

Councilmember Laase, Council liaison

Councilmember Mayhew

Councilmember Shepard

Anna Sotello

Wayne Russell

ABSENT

Planning Commissioners

None

Approval of the agenda:

The Commission discussed reordering the agenda however, after discussion, the order remained the same.

Citizen Comments

No Citizen comments.

Council Liaison Report

Councilmember Laase gave an update on the Council retreat that included discussion on citizen interaction and a round robin in April.

Minutes

Hearing no changes, Acting Chair Smith approved the January 22, 2019 minutes as presented.

PERMIT REVIEW / DESIGN REVIEW BOARD ITEMS

No action items.

LEGISLATIVE / POLICY ITEMS

Election of Chair and Vice Chair

MOTION by Commissioner Marusiak, **SECONDED** by Commissioner Means to elect Commissioner Dillon as Chair. Motion carried unanimously.

MOTION by Commissioner Means, **SECONDED** by Commissioner Marusiak to elect Commissioner Money as Vice Chair. Commissioner Money declined the nomination.

MOTION by Commissioner Marusiak, **SECONDED** by Commissioner Means to elect Commissioner Johnson as Vice Chair. Motion carried unanimously.

Design Review Checklist

The Commissioners unanimously approved the checklist. Staff will place on the website for the public to use.

Planning Commissioner Guidebook

After discussion about content, the Commissioners make their comments and staff will update and bring back to the March 18th meeting.

Guidelines for Public Participation

The Commissioners unanimously approved the checklist. Staff will place on the website for the public to use.

Plat Procedures

Staff and Commissioners reviewed the existing process and the proposed changes to the process. The public hearing will be held March 4th.

OTHER BUSINESS

Items of Planning Commissioner Interest -The following items were discussed;

- Snow removal kudos to staff
- The presence of a non-approved barrel on the roof of the Brewery
- Plowing of alleys
- Lessons learned from the snow event
 - How much did we spend in emergency funds
- Landmark district relook to continue in April
- Commissioner Smith will be absent for the April 15th meeting

Upcoming Schedule

- Mill Site Master Plan (TBD)
- Code Violation Penalties (March/April)
- Comprehensive Review of the Landmark District (April 15th)
- Plat Procedures (March 4th Public Hearing)

ADJOURNMENT

With no further business, the Planning Commission meeting adjourned at 8:24pm.

Next regularly scheduled meeting – 7:00pm on Monday, March 4, 2019

Steve Smith, Acting Chair

Attest: Gwyn Berry

Minutes taken by Gwyn Berry
Meeting audio is available on the City website



COMMUNITY DEVELOPMENT DEPARTMENT

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MEMORANDUM

To: Planning Commission
From: Jason Rogers, Senior Planner
Date: March 1, 2019

Subject: Short and Long Plat Procedures

BACKGROUND

Review procedures for subdivisions, including short and long plats, are specified in SMC Title 16. Title 16 was originally adopted in its current form in 1991 (ordinance 669) and has received only minor updates since then. In general, subdivisions are divided into two categories, each with a different approval process:

- Short plats involve subdividing a parcel into 4 or fewer lots. (Preliminary) Short plats are an administrative decision, e.g. by the Community Development Director. Final short plats are also administrative decisions.
- (Long) plats involve subdividing a parcel into more than 4 lots. Preliminary (long) plats require a public hearing and recommendation by the Hearing Examiner, and a decision by the City Council. Final (long) plats require a City Council decision.

The state law requirements for subdivisions are in Chapter 58.17 RCW. The minimum requirement for subdivisions under state law are that short plats are administrative decisions, and long plats require City Council approval. State law also has provisions which give procedural flexibility to cities and counties:

- Preliminary (long) plats may be decided by a Hearing Examiner
- Final (long) plats may be decided by a Hearing Examiner or by City staff
- Short plats may contain up to 9 lots

To date, Snoqualmie has adopted none of these optional elements.

Finally, city staff desired to explore whether allowing for unit lot subdivisions is appropriate.

In November, City staff provided analysis including pros and cons of various approaches to plat approval procedures. After review and discussion with the Planning Commission, the unit lot subdivisions was removed from consideration. Staff also identified numerous minor general cleanup and process streamlining amendments.

ANALYSIS

After review and Planning Commission discussion, staff has identified a specific set of code amendments for Planning Commission review:

- Preliminary Plat approval procedure: Change the decision-maker to the Hearing Examiner
- Final Plat approval procedure: Change the decision-maker to the Community Development Director
- Short Plat lot threshold: Change the number of lots to 9
- Variances related to plats: Align the decision-maker for all variances to the Hearing Examiner
- Process streamlining: Align various procedural requirements
- General cleanup: Minor corrections and changes based on recent changes to the City code or state law.

The Planning Commission asked staff to identify the pros and cons for changing the short plat lot threshold from 4 to 9 lots.

Pros:

- Shorter, more efficient process
- Less expensive

Cons:

- Public hearing only if appealed
- Potentially limited applicability

While neither a pro nor con, staff also notes that state law allows the lot threshold to be any number between 4 and 9.

SEPA review was done on the proposed amendments, and a Determination of Nonsignificance was published on March 1, 2019. Copies of the DNS were published in the Snoqualmie Valley Record and distributed to the City's SEPA notification list. The SEPA comment period is open until March 15, 2019.

SCHEDULE

The item was introduced on November 5, 2018. The Planning Commission discussed this item again on January 22 and February 19, 2019.

A public hearing is scheduled before the Planning Commission for March 4, 2019. Following the public hearing, the Planning Commission would make a recommendation to the City Council.

The City Council would likely take the proposed amendments up in late March. The City Council would decide whether to adopt the proposed amendments following Council discussion.

RECOMMENDATION

Please review this memo and proposed amendments, attached. The Planning Commission will conduct a public hearing on March 4, 2019, and make a recommendation to the City Council following the public hearing. Staff recommends the Planning Commission recommend approval of the proposed amendments.

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A1. Variances related to plat applications, SMC 16.04.160

Proposed Changes:

Make explicit the implication that variances for short plats require the Hearing Examiner to decide the underlying short plat as well.

Modify the section to make the Hearing Examiner the decision maker for the variance for preliminary plats.

As a request for a variance related to a short plat application is invariably tied to the underlying short plat, it is desirable to consolidate the decision with the Hearing Examiner.

Under the current code, the Hearing Examiner holds the public hearing and makes a recommendation on the variance and the preliminary plat to the City Council, which makes the final decision. The overall proposed change would make the Hearing Examiner the decision maker, instead of the City Council.

Together, these changes would make all variance requests (those specified here along with the variance process in SMC 17.85.020) Category IV permits.

16.04.160 Variances.

- A. An applicant for a short subdivision or subdivision may apply for a variance from any development standards set forth in this title where there exist extraordinary conditions such as topography, access, location, shape, size, drainage or other physical features of the site or other adjacent development which result in unusual hardship or extraordinary difficulties to the owner in attempting to make use of the land. Such application shall accompany the preliminary application, shall include information necessary to support the application, and shall outline the provisions from which the variance is sought.
- B. All applications for variances shall be heard by the hearing examiner. Notice of the hearing shall be mailed to all property owners within 500 feet of the affected property not less than 10 days prior

to the date of the hearing. ~~For a variance for a short subdivision, the decision of the hearing examiner shall be final unless appealed. For subdivisions, the~~The hearing examiner's recommendation on the variance request shall be made part of the record forwarded to the city council for action. ~~In making recommendations for approval of variances the hearing examiner~~decision may include conditions that will further the objectives of the standards or requirements so varied. ~~For a variance for a short subdivision, the hearing examiner shall also decide the underlying short plat application.~~

- C. The hearing examiner ~~and the city council~~ shall base their ~~recommendation and~~ decision ~~respectively~~ upon the finding of an unusual hardship or extraordinary difficulties if the minimum requirements of this title are strictly applied, and further find that:
1. The public welfare, use and interest are protected;
 2. The granting of the variance will not confer a special privilege to the subject property that is denied other lands in the same district;
 3. The development is in keeping with the intent of these regulations;
 4. The variance would not have the effect of nullifying the intent and purpose of the zoning code, the comprehensive plan, or this title; and
 5. The extraordinary conditions or unusual hardship do not result from the actions of the applicant.

B1. Short Plat Lot Threshold & General Cleanup, SMC 16.08.010

Proposed Changes:

Change the lot number threshold for a short plat from four (4) lots to nine (9) lots, as allowed by RCW 58.17.020(6).

16.08.010 Applicability.

Every division of contiguous land into ~~four-nine~~ or fewer lots, ~~any one of which is less than one-thirty-second of a section, or less than 20 acres if the land is not capable of description as a fraction of a section of land,~~ for the purpose of sale, lease or transfer, may proceed in compliance with this chapter, unless the applicant elects to proceed in compliance with Chapter 16.10 SMC, subject to the following:

- A. Parcels of land in the same ownership having contiguous boundaries shall be considered a single parcel for the purpose of this title.
- B. Any number of short subdivisions of parcels of land in the same ownership having contiguous boundaries may be permitted; provided, that no more than ~~eight-eighteen~~ lots are created within the contiguous ownership.
- C. All lots created by short subdivision shall comply with the zoning, health, drainage, access and procedural requirements established by this chapter.
- D. Land within a short subdivision shall not be further divided in any manner within a period of five years after recording of the short plat without the filing of a final plat; provided, this section shall not prevent the owner who filed a short plat containing fewer than ~~four-nine~~ lots from filing an alteration within the five-year period to create up to a total of ~~four-nine~~ lots within the original short plat boundaries.

B2. Short Plat Lot Threshold & Process Streamlining, SMC 16.08.030

Proposed Changes:

Change the lot number threshold for a short plat from four (4) lots to nine (9) lots, as allowed by RCW 58.17.020(6).

Streamline the notification procedures to makes them more consistent and to align with SMC 14.30.060.

16.08.030 Notice of application.

- A. Upon the filing of an application which would result in four-nine or fewer lots being created, the city shall prepare and send notices of the proposed short subdivision to the owners of property within 500 feet of any boundary of the subject property.
- ~~B. Upon the filing of applications which would result in five to eight lots being created upon contiguous ownership, the city shall prepare and send notices of the proposed short subdivision to:~~
 - 1. The owners of property within 500 feet of any boundary of the subject property;
 - 2. Any city located within 500 feet of the boundary of the subject property;
 - 3. The Washington State Department of Transportation if any part of any short subdivision within the contiguous ownership adjoins a state right-of-way;
 - 4. Any other person or agency deemed appropriate by the planning official.
- C. Such notices shall be mailed within 20-14 days after the filing-determination of a complete application, and shall contain:
 - 1. The name of the applicant and the proposed short plat;
 - 2. The street address of the property to be short subdivided, or if this is not available, a description of the location;
 - 3. The name of the owner of the property to be short subdivided;
 - ~~34.~~ A description of the proposal, including the number of lots proposed, typical lot size, and the proposed use;
 - ~~45.~~ A statement of the right of any person to submit written testimony to the planning official regarding the matter, and the deadline for submitting such testimony; and
 - ~~56.~~ A statement that only a person who submits written testimony to the planning official may appeal the planning official's decision.

B3. Short Plat Lot Threshold, SMC 16.12.030

Proposed Changes:

Change the lot number threshold for a short plat from four (4) lots to nine (9) lots, as allowed by RCW 58.17.020(6).

16.12.030 Planning official decision on binding site improvement plans of four-nine or fewer lots or tracts or residential condominium units.

- A. The procedure for notice, planning official review and approval of binding site improvement plans for proposals to create four-nine or fewer lots, parcels or residential condominium units shall be as set forth in Chapter 16.08 SMC.
- B. The planning official shall preliminarily approve the application and conceptual site plan with or without conditions, deny or return the application to the applicant, based upon the following findings:
 - 1. The conformance of the proposed site plan with all city codes, ordinances, plans and regulations; and
 - 2. The adequacy of water supply, sanitary sewage disposal, storm water and surface water management facilities, fire hydrants and fire flow, internal access to all proposed uses within the site, open spaces and parking facilities, and pertinent expertise or jurisdiction.
- C. Such preliminary approval of the application and conceptual site plan shall be valid for a period of three years. During that period a final binding site improvement plan shall be approved and filed for record. Upon good cause shown, the planning official may allow an extension of one additional 12-month period.

B4. Short Plat Lot Threshold & Plat Decision-Maker, SMC 16.12.035

Proposed Changes:

Change the lot number threshold for a short plat from four (4) lots to nine (9) lots, as allowed by RCW 58.17.020(6).

Change references to the City Council to the Hearing Examiner.

Change the duration of validity for a preliminary plat approval from three years to five, in accordance with a change to state law in 2012 (RCW 58.17.140).

16.12.035 Binding site improvement plans creating more than ~~four~~nine lots, parcels or residential condominium units.

- A. The procedure for notice, planning official review, hearing examiner review and recommendation and ~~city council~~hearing examiner decision on binding site improvement plans for proposals to create more than ~~four~~nine lots, parcels or residential condominium units shall be as set forth in Chapter 16.10 SMC.
- B. The hearing examiner shall make a ~~recommendation~~decision to approve the application and conceptual site plan with or without conditions, deny or return the application to the applicant, based upon the following findings:
 - 1. The conformance of the proposed site plan with all city codes, ordinances, plans and regulations; and
 - 2. The adequacy of water supply, sanitary sewage disposal, storm water and surface water management facilities, fire hydrants and fire flow, internal access to all proposed uses within the site, open spaces and parking facilities, and pertinent expertise or jurisdiction.
- ~~C. The city council shall consider the hearing examiner recommendation at a closed record hearing, and make its written findings and decision as provided in Chapter 16.10 SMC.~~
- D. Such preliminary approval of the application and conceptual site plan shall be valid for a period of ~~three~~five years. During that period a final binding site improvement plan shall be approved and filed for record. Upon good cause shown, the planning official may allow an extension of one additional 12-month period.

C1. Plat Decision-Maker & General Cleanup, SMC 16.10.020

Proposed Changes:

To make the Hearing Examiner the decision-maker for preliminary plats, change references to the City Council to the Hearing Examiner.

Change a reference to "sensitive" areas to "critical" areas; and delete reference to a required page size.

16.10.020 Preliminary subdivision application.

- A. Preliminary subdivision approval consists of conceptual approval and establishment of the conditions of final subdivision and final plat approval by the ~~city council~~hearing examiner.
- B. The applicant shall submit a completed preliminary subdivision application on a form prescribed by the planning official, together with an environmental checklist. The application shall include the following information:
 - 1. A site plan certified by a licensed land surveyor pursuant to Chapter 58.09 RCW which includes one or more drawings at a scale of not less than one inch equaling 100 feet or to a scale prescribed by the planning official showing the following:
 - a. The proposed name of the plat;

- b. A vicinity map showing the location of the site and its relationship to surrounding areas, including current land use, and zoning of both the site and surrounding areas;
 - c. The scale of the plat, date and north arrow;
 - d. The existing site conditions, including contours at five-foot intervals, water bodies, the limits of all ~~sensitive-critical~~ areas, as defined in Chapter 19.12 SMC, including streams, wetlands, steep slopes and seismic hazard areas, unique natural features, and forest cover;
 - e. Location by section, township, range, and/or other legal description;
 - f. Approximate lot dimensions and lot numbers;
 - g. Depiction of proposed phases, if any;
 - h. The location and size in acres or square feet of all areas to be conveyed, dedicated, or reserved as common open spaces, public parks, recreational areas, school sites and similar public or semipublic uses;
 - i. The existing and proposed circulation system of roads and alleys, including general location of off-street parking areas, and points of access to public rights-of-way;
 - j. Notations of proposed ownership, private or public, where appropriate;
 - k. Road right-of-way widths and typical cross section of such;
 - l. The location of existing and proposed pedestrian circulation system, including bicycle lanes and trails;
 - m. The location of existing and proposed water, sewer, power, and drainage systems on, under, or over the property showing size and location;
 - n. The location of existing and proposed fire hydrants;
 - o. The location and extent of the 100-year floodplain, as it affects the property;
 - p. The general location of all existing structures to remain on the property after platting;
 - q. The location of all easements of record;
 - r. Encroachments, if any, disclosed by survey; and
 - s. Existing zoning, and proposed changes in zoning, if the applicant will be proposing a zone change concurrent with the subdivision application.
2. Information in a form as required by the planning official disclosing:
 - a. The name, address, and telephone number of each owner of the property being subdivided and of the official representative of the subdivision, if different;
 - b. A legal description of the subject property;
 - c. The names and addresses of adjacent property owners within 500 feet of the subdivision boundary or within 500 feet of the outside boundary of the applicant's adjoining land, whichever is greater;
 - d. A description of the total acreage in the subdivision, number of lots proposed, lot sizes (maximum, average, and minimum), and the overall density for the proposed plat;
 - e. The number of lots per gross acre;
 - f. The acreage allocated to lots, roads and open space, and percent of the total acreage for each;
 - g. A description of source of water supply and proposed connection to sanitary sewer;
 - h. A description of anticipated phasing of the proposal, if any, and the anticipated project completion date;
 - i. A plat certificate issued within 30 days of the filing of the application from a title company authorized to do business within the state; and
 - j. The signature of the applicant or agent authorized to act on behalf of the applicant.
- C. The preliminary subdivision application shall be accompanied by five copies of the preliminary plat map ~~folded to a maximum size of 18 inches by 24 inches~~, together with other required materials; provided, the applicant shall provide such additional copies as the planning official may require for efficient administration of this title.
 - D. The application shall be scheduled for public hearing before the hearing examiner after reviews have been completed by appropriate city departments and other agencies.

C2. Plat Decision-Maker, SMC 16.10.050

Proposed Changes:

To make the Hearing Examiner the decision-maker for a preliminary plat, delete or change references to the City Council to the Hearing Examiner.

16.10.050 Hearing examiner ~~recommendation~~decision.

- A. The hearing examiner shall determine if appropriate provisions are made for the public health, safety and welfare, for open spaces, drainage ways, streets or roads, alleys, other public ways, transit stops, potable water supplies, sanitary wastes, parks and recreation, playgrounds, schools and school grounds, and sidewalks and safe walking conditions for students who walk to and from school, and shall consider all other relevant facts and determine whether the public interest will be served by the subdivision and dedication. Such determinations shall be reduced to written findings.
- B. If the hearing examiner finds that the proposal complies with the provisions of this title, and other applicable city codes, regulations, plans and policies, it shall ~~recommend approval to the city council~~approve the proposal with or without conditions. If it finds that the proposal does not comply with such provisions, the hearing examiner may ~~recommend denial or deny~~ the proposal, or ~~recommend approval~~approve the proposal subject to modifications necessary for the proposal to comply.
- C. The hearing examiner shall ~~forward~~issue a written ~~recommendation~~decision, including findings and conclusions pursuant to subsections (A) and (B) of this section, ~~to the city council~~ within 14 days of the hearing.

C3. Plat Decision-Maker, SMC 16.10.060 & 16.10.070

Proposed Changes:

To make the Hearing Examiner the decision-maker for preliminary plats, delete un-needed sections referring to the City Council review process.

16.10.060 City council hearing.

- ~~A. After receipt of the hearing examiner recommendation, the city council shall at a public meeting review the proposal, the findings and recommendation of the hearing examiner and the accompanying record at a closed record hearing as defined in SMC Title 14.~~
- ~~B. The city council, after reviewing the proposal, may approve with or without conditions, modify, or disapprove the proposed subdivision. [Reserved]~~

16.10.070 City council decision.

~~When the city council has fully considered the proposed subdivision, it shall adopt written findings and conclusions in support of its decision, including all matters specified in SMC 16.10.050(A) and (B); provided, the city council may adopt by reference some or all of the findings and recommendations of the hearing examiner. [Reserved]~~

C4. Plat Decision-Maker, SMC 16.10.090

Proposed Changes:

Change references to the City Council to the Hearing Examiner.

16.10.090 Notification of action.

Upon disapproval or modification of the preliminary plat by the ~~city council~~hearing examiner, the planning official shall so notify the applicant by mail within 10 days of the action. The action of the ~~city~~

~~city council~~ hearing examiner shall be noted on two copies of the preliminary plat, including reference to any attached documents describing conditions imposed by the city council. The planning official shall return one copy to the applicant and retain one copy for the permanent file.

C5. Plat Decision-Maker & General Cleanup, SMC 16.10.100

Proposed Changes:

To make the Hearing Examiner the decision-maker for preliminary plats, change references to the City Council to the Hearing Examiner.

Change the duration of validity for a preliminary plat approval from three years to five, in accordance with a change to state law in 2012 (RCW 58.17.140).

16.10.100 Duration of approval.

- A. Approval of the preliminary plat shall be effective for ~~three~~-five years from the date of approval by the city council, during which time a final plat must be prepared and submitted with a final subdivision application; provided, the terms and conditions upon which the preliminary approval was given will not be changed without the applicant's consent.
- B. An applicant who files a written request with the planning official at least 30 days before the expiration of this ~~three~~-five-year period shall be granted one one-year extension upon a showing that the applicant has attempted in good faith to submit the final plat within the ~~three~~-five-year period.
- C. If a final plat has not been filed prior to the expiration of the one-year extension, an applicant may file a written request for, and the planning official may grant, up to two additional one-year extensions of the approval period; provided, that if the planning official determines that the preliminary plat does not continue to serve the public use and interest or comply with existing zoning or other applicable laws or plans, he or she shall schedule such extension request for a public hearing before the ~~city council~~ hearing examiner, upon notice as required in SMC 16.10.060.
- D. Knowledge of this expiration date and initiation of a request for extension is the responsibility of the applicant. The city ~~shall not~~ is not required to provide notification of expirations of preliminary plat approvals.

D. Final Plat Procedures & General Cleanup, SMC 16.10.120

Proposed Changes:

Change the decision-maker for Final Plats to the Community Development Director.

Change the duration of validity for a preliminary plat approval from three years to five, in accordance with a change to state law in 2012 (RCW 58.17.140).

16.10.120 Submission and approval of final plat.

- A. A final plat, or phased portion thereof, shall be prepared by the applicant within ~~three~~-five years after approval of the preliminary plat, or within any approved extension period in accordance with the requirements of this section, and submitted to the planning official with an application for final plat approval, together with accompanying data as required by the planning official, including but not limited to:
 1. An updated plat certificate;
 2. Computer generated calculations showing closure of all created lots and tracts;
 3. Evidence that all required sureties have been approved and are in effect; and

4. Evidence that any required covenants, conditions and restrictions applicable to the subdivision have been duly executed and recorded.
- B. The application for final plat approval shall comply with all of the requirements of SMC 16.08.070(B) through (E) for approval of final short plats.
- C. Upon receipt of the final plat and accompanying data specified in subsection A of this section, the planning official shall review the final map and documents to determine whether the plat conforms with the approved preliminary plat, that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, that the interests of the city are fully protected, and that the plat complies with provisions of this title and other applicable laws. City staff may enter the property to verify the information on the map.
- D. The planning official shall affix his or her signature to the plat upon determination that the final plat ~~conforms fully with all applicable regulations and standards~~meets the requirements of subsection C of this section.
- E. After being approved by the planning official, the final plat shall be presented to the ~~city council~~mayor. Upon ~~finding confirming the planning official's determination~~ that the final plat has been submitted in accordance with the provisions of this title, and all other applicable laws, and that all required improvements have been completed or that arrangements or contracts have been entered into to guarantee that such required improvements will be completed, and that the interests of the city are fully protected, the ~~city council, by majority vote, shall by motion approve the final plat.~~ The mayor shall sign the final plat, accepting such dedications and easements as may be included thereon, and the final plat shall be returned to the applicant for filing.
- F. Final plats shall be approved, disapproved or returned to the applicant within 30 days from the date of filing with the planning official, unless the applicant consents to an extension of such time period.

E1. General Cleanup, SMC 16.04.020

Proposed Changes:

Delete references to maximum lot size for subdivisions.

While state law (RCW 58.17.040) continues to allow for subdivisions of very large lots to occur without a formal local approval process, this is not desirable.

16.04.020 Applicability.

This title shall apply to all divisions of land into two or more lots or tracts, ~~any one of which is less than one thirty-second of a section, or less than 20 acres if the land is not capable of description as a fraction of a section of land,~~ for the purpose of sale, lease, or transfer. It shall apply to plats, replats, subdivisions, short subdivisions and binding site improvement plans. The provisions of this chapter shall apply to all applications under any chapter of this title.

E2. General Cleanup, SMC 16.04.030

Proposed Changes:

Delete references to maximum lot size for subdivisions.

While state law (RCW 58.17.040) continues to allow for subdivisions of very large lots to occur without a formal local approval process, this is not desirable.

16.04.030 Exemptions.

The provisions of this title shall not apply to:

- A. Cemeteries and other burial plots while used for that purpose.
- B. Any division of land made by testamentary provisions or the laws of descent.
- C. ~~Any division of land within which the smallest parcel is one thirty-second of a section or larger, or 20 acres or larger if the land is not capable of description as a fraction of a section of land. For purposes of computing the size of any lot under this section, the lot size shall include that area up to the centerline of any road or street bordering the lot.~~ [Reserved]
- D. Any deeding of land to the city; provided, however, that any remaining lot or lots which do not comply with the requirements of this code relating to zoning, access or health and safety shall not be considered as building sites by the city.
- E. Any division of land for the purpose of adjustment of one or more boundary lines between adjacent lots or tracts, subject to the following provisions:
 - 1. Adjustments to boundary lines may only be approved to consolidate existing lots, or to effect minor changes to existing property lines.
 - 2. Adjustments to boundary lines shall not result in the creation of any new lot or tract, substandard lot or substandard yard or setback, nor increase the degree of nonconformity of any existing legal nonconforming lot.
 - 3. Adjustments to boundary lines shall not significantly change the configuration, shape or pattern of more than four existing lots, nor require the relocation of an existing public street or the creation of a new public or private street to provide access to the lots after the adjustment of boundary lines.
 - 4. All requirements of this section shall be narrowly and strictly construed and applied, and the responsible official shall resolve any reasonable question as to whether the proposed adjustment of boundary lines creates a new lot or a substandard lot in favor of denial of the boundary line adjustment.
 - 5. The director shall prepare a written decision on all proposed adjustments of boundary lines, setting forth the basis therefor. The decision may be to approve, approve with conditions or deny.
 - 6. The applicant shall prepare a true and correct graphic representation to a scale prescribed by the director. The graphic representation shall be produced in recordable form upon one or more sheets of 18-inch by 25-inch mylar or similar reproducible material, with two-inch borders. All previously existing and adjusted boundary lines shall be depicted, and all conditions of approval established by the director shall set forth as notes thereon. The approval of the director shall be endorsed upon such graphic representation prior to recording.
 - 7. The right to appeal a decision of the director pursuant to this subsection is limited to those owners of record of any and all property whose boundaries are changed by the boundary line adjustment.

E3. Process Streamlining, SMC 16.08.040

Proposed Changes:

Adjust the comment period for a short plat to 21 days.

16.08.040 Review period.

- A. Any person or agency shall have ~~15~~21 days from the latter of (1) the date notification is mailed, or (2) the date of publication of notice, if published, in which to respond, or the planning official shall conclude that the reviewing agency or person has no interest in the application.
- B. The application for short subdivision shall be approved, disapproved, or returned to the applicant for modification or correction within 90 days of the date of filing of a complete application, or within 90 days after the issuance of a final environmental impact statement, if required, whichever is later, unless the applicant consents to an extension of such time period.

E4. General Cleanup, SMC 16.10.010

Proposed Changes:

Delete references to maximum lot size for subdivisions.

While state law (RCW 58.17.040) continues to allow for subdivisions of very large lots to occur without a formal local approval process, this is not desirable.

16.10.010 Applicability.

Every division of contiguous land into any number of lots, ~~any one of which is less than one-thirty-second of a section, or less than 20 acres if the land is not capable of description as a fraction of a section of land,~~ for the purpose of sale, lease or transfer shall proceed in compliance with this chapter, unless the applicant is authorized and elects to proceed under Chapter 16.08 SMC.

E5. Process Streamlining & General Cleanup, SMC 16.10.040

Proposed Changes:

Align the notification requirements for a preliminary plat public hearing with SMC 14.30.060, and remove outdated references to “tape recorded” in favor of the generic “audio recording.”

16.10.040 Hearing examiner hearing.

- A. Upon receipt of a preliminary subdivision application and all required data, and after issuance of any required draft environmental impact statement, the planning official shall set a date for public hearing before the hearing examiner. Notice of the date, time, and place of the public hearing, and a description of the location of the proposed subdivision in the form of a vicinity sketch or a description in nonlegal language, and including a statement that the application and all supporting materials are available for public inspection at the planning department shall be given by mail not less than 10 days prior to the date of the hearing as follows:
1. To all of the owners of land within ~~300~~ 500 feet of the exterior boundary of the proposed subdivision. If the applicant owns adjoining land, the distance of notification shall be measured from the outside of the applicant’s ownership. Names and addresses for such property owners shall be as shown on the latest records of the county assessor, and shall be supplied to the planning official by the applicant pursuant to SMC 16.04.090. Failure of any person to receive the notice shall not invalidate the hearing or decision;
 2. To any town, city or county whose boundaries are adjacent to or within one mile of the proposed subdivision;
 3. To the State Department of Transportation of every proposed subdivision located within ~~300~~ 500 feet of the right-of-way of a state highway; ~~and~~
 4. To the State Department of Ecology, if the land is situated in a floodplain; ~~;~~ and
 5. ~~to~~ To any other federal, state or local agency as may be deemed relevant by the planning official to determine if the public use and interest may be served by the proposed subdivision.
- B. Notice of such hearing shall also be given by publication at least once in a newspaper of general circulation within the city.
- C. The planning official shall make a written staff report for the hearing examiner, summarizing all pertinent information and containing staff recommendations regarding all matters specified in SMC 16.10.050(A) and (B).
- D. At the public hearing, the hearing examiner shall accept testimony from all interested persons or agencies regarding the proposed subdivision. ~~A tape recorded~~ An audio recording or stenographic record of the public hearing shall be kept by the hearing examiner or planning official and made available for public inspection.

E6. General Cleanup, SMC 2.12.040

Proposed Changes:

Delete the section, as the process requirements previously changed.

The City has used the Hearing Examiner to hold the public hearing and provide a recommendation to the City Council since 1996. With the proposed changes, this section serves no purpose.

2.12.040 Submission of plats or plans for subdivisions.

~~All plats or plans of subdivisions of land within the city or proposed additions, as well as dedications of streets and alleys, offered to the city council for acceptance shall first be submitted to the planning commission for its recommendation and report, which report shall be made to the council within 30 days after submission, or at such earlier date as the council shall direct[Reserved].~~



**COMMUNITY DEVELOPMENT
DEPARTMENT**

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Snoqualmie, WA 98065

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www.ci.snoqualmie.wa.us

DETERMINATION OF NONSIGNIFICANCE (DNS)

Project Name: Plat Procedures Code Amendment
Issuance Date: February 27, 2019
Publication Date: March 1, 2019
Proponent: City of Snoqualmie, Community Development Department
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

Description of Proposal: Amend the Snoqualmie Municipal Code to change the decision-maker for preliminary plats from the City Council to the Hearing Examiner; change the decision-maker for final plats from the City Council to the Community Development Director; change the number of lots for a short plat from 4 or fewer to 9 or fewer; change the variance process to make the Hearing Examiner the decision-maker for all variances; and general related cleanup of outdated language relating to plat procedures and requirements.

Lead Agency: City of Snoqualmie

Threshold Determination: After a review of the environmental checklist, the City of Snoqualmie (lead agency for this proposal) has determined that the proposed adoption of the Plat Procedures code amendment will not have any probable significant adverse impacts on the environment. An environmental impact statement is therefore not required under RCW 43.21C.030(2)(c).

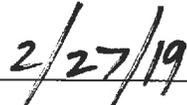
Responsible Official: Mark Hofman, Community Development Director, 38624 SE River Street, P.O. Box 987, Snoqualmie, WA 98065, 425-888-5337 or mhofman@ci.snoqualmie.wa.us.

This decision was made after a review of a completed environmental checklist and other information on file with the City. This information is available to the public upon request. This DNS is issued under WAC 197-11-340; the lead agency will not act on this proposal for 14 days from the date of publication, allowing time for public comment.

Comments on the Threshold Determination: If you would like to comment on this Threshold Determination, written comments should be sent to P.O. Box 987, Snoqualmie WA, 98065, Attn: Jason Rogers, Senior Planner, or jrogers@ci.snoqualmie.wa.us, by Friday, March 15, 2019, at 5:00 PM. The City will not take final action on this proposal until after the end of the comment period. The issuance of this DNS should not be interpreted as acceptance or approval of this proposal as presented. The City of Snoqualmie (City) reserves the right to deny or approve said proposal subject to conditions if it is determined to be in the best interest of the City and/or necessary for the general health, safety, and welfare of the public. This DNS may be appealed, pursuant to WAC 197-11-680.



Mark Hofman, Responsible Official



Date



Plat Procedures

March 4, 2019

City of Snoqualmie Planning Commission

Topics

- Permit Process Overview
- Short Plats – Process
- Preliminary Plats – Process
- Final Plats – Process
- Short Plat Lot Threshold
- Details & Code Sections
- Next Steps



Permit Categories and Process

	Notice of Application & Comment Period	Predecision Open Record Public Hearing	Decision	Notice of Decision	Administrative Appeal
Category I	No	No	Staff	No	Hearing Examiner (Open Record)
Category II	Yes	No	Staff	Yes	Hearing Examiner (Open Record)
Category III	Yes	Yes Hearing Examiner or Planning Comm	City Council	Yes	None
Category IV	Yes	Yes Hearing Examiner or Planning Comm	Hearing Examiner or Planning Comm	Yes	City Council (Closed Record)

SMC 14.30.020 – Categories of Permits



Short Plats – Process (existing)

- Category II
- Requirements:
 - Notice of Application
 - Public comments via writing, verbal to staff, etc.
 - No public hearing
 - Staff (CD Director) decision
 - Appeal to Hearing Examiner
- **NO CHANGES PROPOSED**



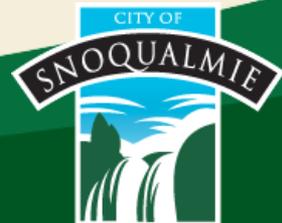
Preliminary Plats – Process (existing)

- Category III
- Requirements:
 - Notice of Application
 - Public comments in writing or verbal to staff, or written or verbal at public hearing.
 - Public hearing by Hearing Examiner
 - Hearing Examiner recommendation
 - City Council Decision
 - No administrative appeal



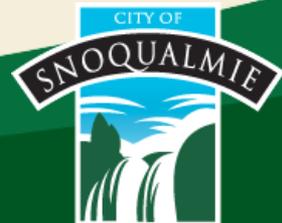
Preliminary Plats – Process (proposed)

- *Category IV*
- Requirements:
 - Notice of Application
 - Public comments in writing or verbal to staff, or written or verbal at public hearing.
 - Public hearing by Hearing Examiner
 - *Hearing Examiner decision*
 - *Administrative appeal to City Council*



Final Plats – Process (existing)

- Hybrid of Category I and III
- Requirements:
 - No Notice of Application
 - Public comments are technically accepted
 - With no notice the City would typically receive no comments
 - Comments on a final plat would be inapt, as final plats involve no discretion, and cannot change Pre-Plat decision
 - No public hearing
 - City Council Decision
 - No administrative appeal



Final Plats – Process (proposed)

- *Category I*
- Requirements:
 - No Notice of Application
 - Public comments are technically accepted
 - With no notice the City would typically receive no comments
 - Comments on a final plat would be inapt, as final plats involve no discretion, and cannot change Pre-Plat decision
 - No public hearing
 - *Staff (CD Director) decision*
 - *Administrative appeal to Hearing Examiner*



Permit Categories and Process

	Notice of Application & Comment Period	Predecision Open Record Public Hearing	Decision	Notice of Decision	Administrative Appeal
Category I	No	No	Staff	No	Hearing Examiner (Open Record)
Category II	Yes	No	Staff	Yes	Hearing Examiner (Open Record)
Category III	Yes	Yes Hearing Examiner or Planning Comm	City Council	Yes	None
Category IV	Yes	Yes Hearing Examiner or Planning Comm	Hearing Examiner or Planning Comm	Yes	City Council (Closed Record)

SMC 14.30.020 – Categories of Permits



Short Plat Lot Threshold

- Currently 4 lots
- Other cities:
 - Issaquah: 4
 - Sammamish: 9
 - Bellevue: 9
 - Redmond: 9
 - North Bend: 9
 - Carnation: 4
 - Kirkland: 9
 - Duvall: 4



Short Plat Lot Threshold

- Pros:
 - Shorter, more efficient process
 - Less expensive
 - Provides for a hearing examiner appeal
- Cons:
 - Public hearing only if appealed
 - Potentially limited applicability



Variations

- Variations are in two sections, with three different processes:
 - SMC 16.04.160, for variations related to plat applications
 - Hearing Examiner decision for short plat-related variations (Cat IV)
 - City Council decision for preliminary plat-related variations (Cat III)
 - SMC 17.85.020, for “general” variations
 - Hearing Examiner decision (Cat IV)
- Amend the code to align variance procedures as a Hearing Examiner decision (Cat IV)



Process and General

- Process Streamlining to align various procedural requirements between different sections of the code.
 - Mailing radius (300 → 500 feet)
 - Comment period (longer)
 - Timing of Notice of Application (sooner)
- General Cleanup to correct minor inconsistencies and amend outdated language



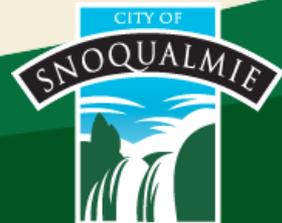
Details

- Variances related to plats
 - Align the variance process
- Plat decision-maker
 - Change the decision-maker to the Hearing Examiner (currently City Council)
- Short Plat lot threshold
 - Change the threshold to 9 lots (currently 4)
- Process streamlining
 - Alignment of code provisions regarding notice, mailing radius, comment periods, etc.
- General cleanup
 - Other cleanup items



Details

- Code sections requiring amendment:
 - 16.04.160 Variances (Variances)
 - 16.08.010 Applicability (Short Plat lot threshold, general cleanup)
 - 16.08.030 Notice of Application (Short Plat lot threshold, process streamlining)
 - 16.12.030 Planning Official Decision on... (Short Plat threshold)
 - 16.12.035 Binding Site Improvement Plans...(Short Plat threshold)
 - 16.10.020 Preliminary Subdivision Application (Plat decision-maker, general cleanup)
 - 16.10.050 Hearing Examiner Recommendation (Plat decision-maker)
 - 16.10.060 City Council Hearing (Plat decision-maker; delete section)



Details

- 16.10.070 City Council Decision (Plat decision-maker; delete section)
- 16.10.090 Notification of Action (Plat decision-maker)
- 16.10.100 Duration of Approval (Plat decision-maker, general cleanup)
- 16.10.120 Submission and Approval of Final Plat (Final plat procedures, general cleanup)
- 16.04.020 Applicability (General cleanup)
- 16.04.030 Exemptions (General cleanup)
- 16.08.040 Review Period (Process streamlining)
- 16.10.010 Applicability (General cleanup)
- 16.10.040 Hearing Examiner Hearing (Process streamlining)
- 2.12.040 Submission of plats or plans for subdivisions (General cleanup)



Next Steps

- Tonight: Public Hearing and Recommendation
- Late March: City Council Introduction

