

**CITY OF ISSAQUAH  
Planning Policy Commission  
MINUTES---SPECIAL MEETING**

6:30 PM  
February 6, 2020

Council Chambers  
135 E. Sunset Way

**COMMISSION AND ADMINISTRATIVE PERSONNEL PRESENT**

*Commissioners Present:*

Joan Probala, Chair  
Ron Faul, Vice Chair  
Randy Harrison  
Joy Lewis  
Bill Rinehart  
Jason Voiss  
Robin Beukers, Alt. (voting)

*Commissioners Not Present:*

Janice Carle (Excused)

*Administration/Staff:*

Trish Heinonen, Policy Planning Mgr.  
Christen Leeson, Senior Planner  
Andrea Snyder, Deputy City Administrator

**CALL TO ORDER**

PROBALA, Chair, called the meeting to order at 6:32 PM. She noted that PPC's Alternate Member (BEUKERS) will act as a Regular Member for tonight's business and will vote.

**APPROVAL OF MINUTES**

a) MOVED BY RINEHART, SECONDED BY LEWIS that minutes of the PPC meeting on January 9, 2020 be approved as presented. MOTION CARRIED UNANIMOUSLY.

b) MOVED BY FAUL, SECONDED BY LEWIS that minutes of the PPC meeting on January 11, 2020 be approved as presented. MOTION CARRIED UNANIMOUSLY.

**PUBLIC HEARING**

**a) PROPOSED 2020 DOCKET OF COMPREHENSIVE PLAN AND ZONING MAP AMENDMENTS, (A)**

*Presented by:*

*Trish Heinonen, Planning Manager*

Heinonen introduced Andrea Snyder, Deputy City Administrator. She explained the Comprehensive Plan Amendment update process, including its purpose and the state requirement to establish a list early in the year for an annual review of the Comprehensive Plan. She referred to an email sent yesterday that updated the docket with new information since the original document was distributed. (Changes include removal of an amendment to the Utilities and Public Services Element due to a timeline change in the stormwater management plan, and changes to certain proposed redesignations/rezones because only three property owners met the January 31 deadline for applications.) She outlined the actions PPC will be asked to take tonight, leading to a recommendation to City Council about which items should be on the docket for 2020.

She continued with a summary of the proposed changes to the Transportation Element, Land Use Element, Capital Facilities Element, and Land Use Designation/Rezoning, as described on pages 13-14 of 23. She referred to the map of potential land use/rezoning for privately owned or for private use parcels, and gave a brief description of each:

- (1) Parcel 1, currently a commercial business at Newport Way/SR 900;
- (2) Parcel 2, a City-owned RV park adjacent to City Public Works Operations Site; and
- (3) Parcel 3, a single-family home at Black Nugget Road.

She concluded the Administration recommends that the proposed 2020 Comprehensive Plan docket move forward to City Council for approval as presented. She explained the next steps in the review timeline, leading to Council action by the end of the year. She referred to two emails received from the public and previously distributed to Commissioners.

### **PUBLIC HEARING**

PROBALA opened the public hearing for public comment at 6:54 PM. Hearing no requests to speak, she closed the public hearing at 6:54 PM

### **PPC RECOMMENDATION**

MOVED BY FAUL, SECONDED BY VOISS that PPC forward the Comprehensive Plan amendment docket as proposed to City Council with a recommendation for approval. MOTION CARRIED UNANIMOUSLY.

Heinonen provided an update on work now under way to update various sections of the Land Use Code, within the 2020 Land Use Code Docket. She also gave more details about the purpose of the joint meeting with the Development Commission on Olde Town Architectural Standards/Design Guidelines to be held on Wednesday, February 12, 2020 at 7:00 PM.

### **REGULAR BUSINESS**

#### **a) APPROVAL OF PPC RULES & REGULATIONS, (A)**

*Presented by:*

*Trish Heinonen, Planning Manager*

PROBALA asked Commissioners whether all changes discussed at the January 11, 2020 meeting have been satisfactorily incorporated into the new rules and regulations. LEWIS spoke in favor of the new version. She noted that the process for when alternate(s) vote at PPC meetings has been clarified in the new version, and apologized for any previous misinterpretations of PPC's rules.

HARRISON commented that including a new "Reports" section on PPC agendas is a good idea. He asked staff to clarify Report #A-2 (*On Jan. 21, 2020, City Council approved Ord. 2895 adopting Community Facilities land use designation and Community Facility-Facility zoning for the three Issaquah School District parcels adjacent to Providence Point. Council action was not consistent with PPC's recommendation.*) Heinonen explained that Council took action to approve designating all three parcels as Community Facilities (CF) and zoning them Community Facilities – Facilities (CF-F). That would allow a high school to be built, she continued, and was not consistent with PPC's recommendation. PROBALA added it is valuable for PPC to receive feedback from staff about eventual Council actions, particularly after PPC makes a recommendation. Heinonen indicated staff is open to other ways to present this information to PPC.

HARRISON said in looking at rules and regulations, as well as agendas, for all boards and commissions, there does not appear to be much consistency about when opportunities for public comment are provided. Heinonen replied the Clerk's Office is trying to achieve more consistency. She explained that public hearings normally include opportunities for the public to speak after presentation of each public hearing agenda item, as well as an opportunity to provide Audience Comments near the end of the agenda. So there are normally at least two opportunities for the public to speak when the meeting includes a public hearing. She continued agendas always include an Audience Comment opportunity at regular meetings (not public hearings) as well. HARRISON said in general, if people come to a meeting to address a board or commission, they should always have an opportunity to speak on an item before the board or commission starts its deliberations. Heinonen agreed. She reiterated the Clerk's Office is working to ensure a more consistent process across the boards and commissions.

BEUKERS asked so as an example, when would the public have an opportunity to comment at the joint PPC/Development Commission meeting next week. Heinonen replied the meeting is not a public hearing and no action is scheduled. The published agenda for the meeting includes an "Audience Comment" opportunity near the end of the meeting, she noted.

### **PPC RECOMMENDATION**

MOVED BY LEWIS, SECONDED BY FAUL that PPC forward the proposed Planning Policy Commission Rules & Regulations as presented to City Council with a recommendation for approval. MOTION CARRIED UNANIMOUSLY.

### **REPORTS**

#### **a) COMPREHENSIVE PLAN AMENDMENTS, (I)**

*1. On Dec. 16, 2019, City Council approved Ord. 2894 adopting the 2019 amendments to the Comprehensive Plan, except for redesignation/rezone of three Issaquah School District parcels adjacent to Providence Point. Council action was consistent with PPC's recommendation.*

*2. On Jan. 21, 2020, City Council approved Ord. 2895 adopting Community Facilities land use designation and Community Facility-Facility zoning for the three Issaquah School District parcels adjacent to Providence Point. Council action was not consistent with PPC's recommendation.*

#### **b. OLDE TOWN AMENDMENTS, (I)**

*1. On Jan. 11, 2020, PPC and community members participated in the Olde Town walking tour and workshop regarding Olde Town Architectural Standards/Design Guidelines. See website for more information on this major project.*

*2. On Feb. 25, 2020, City Council will have a study session on the Olde Town land use code amendments recommended by PPC on Sept. 26, 2019. Council action is anticipated on Mar. 17, 2020.*

### **OTHER BUSINESS/ANNOUNCEMENTS**

**a) Upcoming Schedule.** Staff noted that (1) the February 13, 2020 PPC meeting is cancelled, and (2) the topic for the February 27, 2020 meeting is to be determined.

HARRISON asked what would be the mechanism for Commissioners to request that discussions on topics such as transportation be scheduled at future PPC meetings. Heinonen replied provided that the request is part of the work plan, staff could definitely try to make that happen, and gave examples. The Commission discussed how best to bring such items to the

attention of staff so those discussions could be scheduled. The consensus was to bring up such items under "Other Business/Announcements."

**AUDIENCE COMMENTS**

None.

**ADJOURNMENT**

With no additional business to conduct, PROBALA adjourned the meeting at 7:26 PM.

Respectfully submitted,

Susan Lowe  
Recording Secretary