



MINUTES

Special Joint Meeting

PLANNING POLICY COMMISSION & DEVELOPMENT COMMISSION

6:30 p.m. - Thursday, June 9, 2022

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 relating to the COVID-19 emergency and open public meetings. The proclamation has been extended. Due to these factors, the meeting was held using a remote meeting platform.

1. Call to Order

The meeting was called to order at 6:32 p.m. by Chair Voiss.

Planning Policy Commissioners Present:

Chair Voiss, Vice Chair Monahan, Commissioners Bader, and Milligan

Absence: Commissioner Lewis (Excused)

Development Commission Members Present:

Chair Sanford, Vice Chair Shore, Commissioners Dillon, Gilbert, Ikeda, and Morgan

Absence: Commissioner Silverman (Excused)

Staff Present:

Minnie Dhaliwal, Director, CP&D
Christen Leeson, Senior Planner, CP&D
Valerie Porter, Associate Planner

2. Public Comments (General)

- Susan Neville stated that during the June 7, 2022 workshop on section three, number six of the goals chart, subdivisions were to be looked at through the lens of increasing housing diversity by the Planning Policy Commission. How to maintain distinct

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character of traditional suburban and mixed-use neighborhoods will be challenging. The zero-lot line proposal should address diversity while not replacing small homes with mega structures.

3. Public Hearing

a) Proposed Amendments to Title 18 Building and Design Standards, (D)

- Building Design
- Site and Urban Design
- Neighborhood Overlays: Olde Town, Central Issaquah, Issaquah Highlands, Talus

Presented by Christen Leeson, Senior Planner, and Valerie Porter, Associate Planner

CHAIR VOISS stated that clarifying questions would be taken at the end of the presentations. Public Comments would be heard following Commissioner questions and the Public Comment period would then be closed. The Development Commission would deliberate after Public Comments and the Planning Policy Commissioners would turn off cameras at that time, to deliberate at the next Planning Policy meeting.

(00:08) Porter began the presentation with Building Design and Site and Building Design.

(00:15) Leeson finished the presentation with Neighborhood Overlays.

(00:23) CHAIR VOISS opened Commissioner clarifying questions.

VICE CHAIR SHORE asked for the rationale behind changing the term *should* to *shall*. Porter replied that *should* sounds like a suggestion versus a requirement to ensure that the code can be enforced. VICE CHAIR SHORE asked if each item had been weighed individually where the change was made, and if the items were intended previously to be suggestions. Porter replied yes, most were previously suggestions. Those that were possibly too restrictive were evaluated for how to be applicable without being too restraining.

COMMISSIONER PRICE asked if the suggestion was to remove Olde Town regulations altogether with city-wide regulations becoming the umbrella. Leeson replied that only multi-family medium was being addressed. COMMISSIONER PRICE asked about another section on Sunset heading east that is not multi-family, and Leeson replied that the area is multi-family high and not medium.

CHAIR SANFORD asked if setbacks were considered in Site and Urban Design or Form and Intensity rather than only Building Design, page five following the step back section and in Massing and Articulation. Porter replied that setbacks were not considered but can be and will be reviewed.

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COMMISSIONER IKEDA asked if Americans with Disabilities Act (ADA) standards will still be considered. Porter replied correct, Plan examiners have assured staff that accessibility standards will be required. COMMISSIONER IKEDA asked if sustainable design will be readdressed in 2023 with the Energy code update and Porter replied that the section has already been deleted from the draft and what is online does not include a sustainability section. There are still requirements in the draft promoting solar panels, but additional regulations will be included in the Energy code update in July 2023. COMMISSIONER IKEDA asked for clarification regarding the words *shall* versus *should*, Developer Obligations. Leeson replied that compliance and consistency issues that are not enforceable in projects are being changed to "*must*" and "*shall*" in code.

COMMISSIONER MORGAN asked for clarification regarding step backs and usable space requirements. Porter stated that all step backs need to incorporate usable open space. COMMISSIONER MORGAN asked for clarification that the space would need to be where people could be present on, and Porter replied correct. COMMISSIONER MORGAN asked if the issue was being transferred over from previous code and Porter replied that research would be needed to determine but the information may be from the Design Manual, from which everything is a requirement. The Design Manual opening statement stated that there were requirements even though the language "*should*" may have been used. COMMISSIONER MORGAN asked for clarification regarding language about the Director ability to adjust if code was vague, 18.604.040. Porter replied that there appears to be a discrepancy in direction within code. COMMISSIONER MORGAN asked if a figure which had updated based on inflation regarding development bonus fees has been restudied for other possible reasons for increase, 18.703.030, page 50. Leeson replied that the figure was from 2013 and staff believed that the fluid arch formula to determine current market price would be more accurate than a solid number printed in code. COMMISSIONER MORGAN stated that a set number is under Overlays on page 50 of 69. Leeson replied that the note would need to be changed as text in code refers to the formula. COMMISSIONER MORGAN stated that the set number is mentioned again on page 51, but Leeson replied that the figure was used as an example of the calculation used, and that \$18.55 would be explained as a sample price.

CHAIR VOISS asked if large buildings are exempt from set backs because of Development Agreements or if in example, there are setbacks for the Costco building along I-90. Porter replied that the Costco design standards are similar to the Central Issaquah Design Standards. Leeson replied that there are setbacks per the standards in place at the time of the Development Agreement in 2012-14. Urban design standards were adopted afterward.

COMMISSIONER GILBERT asked for clarification regarding setbacks in Building Design, page 5 of 13. Porter replied that language will be cleaned up. COMMISSIONER GILBERT asked about the word *setting* back although the section is about *stepping* back, page 6 of 13, section F. Porter replied that the section is regarding creating visual interest and language can be moved to another section.

CHAIR SANFORD stated that the step back section needs to be re-examined and asked if a requirement for electric vehicle charging stations in all new development was a carry-over,

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18.604.040A. Porter replied correct, any new and re-development is required to provide stations or hookups. CHAIR SANFORD asked if the requirement was regardless of use, commercial or residential. Porter replied correct, a percentage is different, however. CHAIR SANFORD asked if asphalt is now prohibited for all driveways, 18.604.090. Porter replied that the last several feet in the right-of-way can be asphalt, a street standard requirement.

COMMISSIONER PRICE asked how Developers are currently addressing obligations. Porter replied that typically, staff bring requirements to the pre-application process and relay that requirements will need to be addressed in narrative for the Land Use Permit. Minimal effort can fulfill general requirements with "should" verbiage. There are some areas within the Central Issaquah plan with a specific requirement regarding jobs, strictly enforced. COMMISSIONER PRICE asked for clarification that processing applications would be simpler with stronger code verbiage and Porter replied yes.

COMMISSIONER MILLIGAN asked if clarifying questions could be asked during the next Planning Policy Meeting or if this meeting would be the only opportunity. COMMISSIONER MILLIGAN asked for clarification regarding an allowed deviation versus an exception and where the information could be found, and stated confusion regarding step backs. Porter replied that 18.604.030 addresses exception and placeholders and the deviation process will be addressed in the next bucket. Porter replied that regarding step backs, the new standard allows to the third floor to eliminate previous challenges for taller building construction, encouraging a step back at the sixth floor but allowing at the third floor. Dhaliwal replied that from construction standpoints, a lower tier effect makes sense because of a change in materials (between concrete and wood frame construction).

CHAIR VOISS replied to COMMISSIONER MILLIGAN that this meeting would be the time for Planning Policy clarifying questions as staff was present to answer as well as keeping the public and the Development Commission informed. The public can continue to submit questions through email.

COMMISSIONER DILLON asked if staff has considered design standards as the area develops with the fit of single-family homes with newer multi-family construction. Leeson replied that the maximum height in Olde Town multi-family medium has recently been changed to three stories or 40 feet, whichever is lower. Most Olde Town multi-family medium standards are also city-wide standards. Materials such as windows and colors could be a small issue in the future.

CHAIR VOISS stated that the change from "should" to "shall" is significant and asked if there has been Public Comment. Porter replied that aside from one comment received today there have been no other comments.

(01:01) CHAIR VOISS opened Public Comment for Title 18 Building and Design Standard code updates. Leeson stated that Connie Marsh had attempted to speak during General Public Comment but had technical issues and asked if Marsh could make a General Public Comment at this time. CHAIR VOISS agreed.

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- Connie Marsh, Squak Mountain, stated a General Public Comment regarding zoning, grid and shared driveways; that simple sentence cut and paste of policy guidance do not relay direction that is found in the paragraphs in the Comprehensive Plan. Diverse housing is desired if able to fit into neighborhood character. Addressing Building and Design Standards, single-family housing city-wide is not exempted. Urban Design guidelines should not apply to single-family housing city-wide. There is still language mandating the color of garage doors. Regarding neighborhood character, conversations have occurred regarding future neighborhoods, but there are no overlays and only Developer requirements are being implemented. The intent is that as redevelopment occurs, character is maintained. Overlays or further language is needed. Setbacks should not be contradicted in other areas of code except for potentially deviations. Streets and trails may not be the correct place in code to set the standards for internal circulation. Regarding Olde Town, standards have been developed with the help of a great deal of thought and time by community members and should be left alone out of respect for the extensive public participation in the process. Staff response to the community meeting was excellent and appreciated.
- Susan Neville thanked staff for the community meeting and agreed with Marsh regarding staff response. Staff had stated that the working definition of Urban Area would be included in the next draft. Single-Family suburban housing should be exempt during neighborhood overlay and there is a placeholder in place now. Neville stated agreement for minimal changes to Olde Town standards for the same reason Marsh had given.

(01:13) CHAIR VOISS asked the Planning Policy Commissioners to turn off cameras and turned the meeting over to CHAIR SANFORD for Development Commission deliberations.

CHAIR SANFORD asked how deliberations should be focused and Leeson replied that a reason for the full deliberation process is for Commissioners to discuss tables, questions, and anything else needed. CHAIR SANFORD asked if the policy question regarding Olde Town and multi-family should be deliberated first and there were no objections.

COMMISSIONER PRICE stated that Olde Town standards should not be changed, in the interest of maintaining character. Some of the oldest structures in Issaquah are in the area.

COMMISSIONER GILBERT stated that some of the Olde Town code is overly prescriptive, in example roofs, In that using a more eclectic style rather than preserving character seems to be in code, and the effect may not be what the intent is. COMMISSIONER GILBERT stated being in favor of modifying, changing or even eliminating the requirement.

COMMISSIONER MORGAN stated agreement with Marsh that a lot of work has gone into Olde Town standards over the years including colors. The intent of the standards are to maintain distinctive character. COMMISSIONER MORGAN stated being in favor of keeping specific multi-family medium requirements for Olde Town.

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VICE CHAIR SHORE stated being in favor of keeping Olde Town requirements and that the requirements should not be changed because of the restructuring.

COMMISSIONER DILLON stated agreement with VICE CHAIR SHORE, particularly if the differences are minimal when public process had been fully utilized. The desire to simplify code and zoning is appreciated but there is value in leaving Olde Town standards alone.

CHAIR SANFORD stated that there is value in keeping Olde Town design standards as-is for flexibility going forward in the area. The character of the neighborhood is intended to be eclectic, and that level of detail advances the overall goal.

COMMISSIONER IKEDA stated agreement to keep Olde Town standards.

(01:22) CHAIR SANFORD moved to the next topic for Development Commission deliberations, summary tables of substantive changes in each section. Any major changes can be commented on. The first section was Building Design, 18.606, page two of eight or page 14 of 133 of the Building Design memo.

COMMISSIONER DILLON stated that another pass-through Building Design should be done to be sure intent is correct.

CHAIR SANFORD stated that the step back area is confusing and needs rework, also inconsistent with section 18.604.040 G1B. Step back and setback language could be consolidated. City street standards are adopted by reference in the Issaquah Municipal code (IMC), but the document should be more accessible to users.

COMMISSIONER GILBERT asked if there is a solid definition included for through-block passages. CHAIR SANFORD replied that there is a definition section in the IMC defined in the Central Issaquah Architecture Urban Design Manual being imported into code at this time. Leeson replied that codes are being consolidated because there are definitions for Central Issaquah, Urban Standards, Talus, and Issaquah Highlands, all needing reconciling. The definition will be in the definition section. Through-block passages do not only include alleys and pedestrian areas but also passages recommended for every 250 to 300 feet.

(01:30) CHAIR SANFORD continued to Site and Urban Design, page 36 of 133.

VICE CHAIR SHORE stated that regarding through-block passages, the letter received from Lakeside made a good point that what would be preserved was unclear, and what would be protected should be further defined.

CHAIR SANFORD asked for Commissioner opinions regarding the electrical vehicle charging stations required of all development regardless of use and stated that cross referencing the Critical Areas chapter of the IMC would be helpful regarding orientation as prescriptive code is missing, in example buffer width.

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COMMISSIONER DILLON stated that the list to be considered for every project seems extensive. Whether requirements are intended to be applied to all uses throughout the city needs to be clarified.

COMMISSIONER MORGAN stated that requiring electric vehicle charging stations in all developments will become an issue and staff should re-examine.

(01:39) CHAIR SANFORD moved to the final section, Neighborhood Overlays, page 60 of 133.

CHAIR SANFORD stated feeling that the section is missing illustrations from original source documents, and subsequently hard to understand concepts by a layperson in terms of architectural styles. Regarding the Development Bonus Program, 18.703, page 50 of 69, the section is difficult to decode even with examples.

COMMISSIONER IKEDA stated agreement with CHAIR SANFORD regarding the Development Bonus Program being unclear.

COMMISSIONER MORGAN stated that in 18.700.080, Page 10 of 69, there are the words "must" and "when feasible" in the same sentence regarding sustainable roof design and materials. and asked how staff would decide what is feasible as well as what "sustainable materials" would be defined as.

CHAIR SANFORD stated that on page three of 69 regarding applicability, 18.700.020, both E and F speak to standards in Olde Towne being interpreted for all development and re-development, seeming to say that on a case-by-case basis a process would be applied to make the decision when the provisions of the sections apply, as well as to what degree. While true of any permit application, CHAIR SANFORD asked if there was special meaning intended. The section should be moved to the top of applicability as a high-level issue.

CHAIR SANFORD concluded Development Commission deliberation.

(01:47) CHAIR VOISS thanked the Development Commission for helping the Planning Policy Commission with Title 18 in addition to normal workloads and that the help has been significant. The Development Commission was allowed to leave the meeting.

4. Reports
a) Council Update

Dhaliwal stated that the Council meeting on Tuesday, June 7, 2022 was presented with the next bucket of Title 18. All comments have been submitted. Staff has been charged with coming back to the Planning Policy Commission for a further discussion regarding zero-lot lines with the filter of increasing housing diversity. The Issaquah Climate Action Plan (ICAP) and the whiteboard list will be also addressed.

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5. Other Business/Announcements
 - a) Upcoming Schedule

There were no announcements.

The next meetings will be on June 23, 2022, and July 14, 2022.

6. **Adjournment**

With no further business to conduct, CHAIR VOISS adjourned the meeting at 8:25 p.m.

Respectfully submitted,

Carolyn Garza, LLC
Recording Secretary