

**City of Snoqualmie Planning Commission**

Position 1 – Cara Christensen

Position 2 – Steve Smith

Position 3 – Jolyon Johnson, Chair

Position 4 – Darrell Lambert

Position 5 – Luke Marusiak, Vice-chair

Position 6 – Muhammad Shakil

Position 7 – David Goodman

Position 8 – Mayor Matt Larson\*

Position 9 – Councilmember Katherine Ross\*

\*Non-voting Member

**PLANNING COMMISSION MEETING AGENDA**

**Monday, May 3, 2021 at 7:00 pm**

**REMOTE/VIRTUAL MEETING**

This is an open public meeting, however under Governor Inslee’s Proclamation 20-28, in-person attendance is not allowed, and all participation must occur remotely. Please contact Gwyn Berry, Planning Technician, with the City’s Community Development Department at [gberry@snoqualmiewa.gov](mailto:gberry@snoqualmiewa.gov) or 425-766-9031 for more information.

Zoom link:

<https://us02web.zoom.us/j/86487502701?pwd=QUx6N2FJR05jeUI1V2hPVUJXdjZlZQT09>

If you are joining by telephone only, please:

- Dial: **1-253-215-8782**
- Enter the Meeting ID: **864 8750 2701** and press #
- If you are prompted to enter a password, enter: **1900040121** and press #
- If prompted to enter the host key, press # to wait for the meeting to start.
- If prompted to enter a unique ID, press # to skip.

Telephone meeting participation instructions:

- Press \*9 to raise your hand to speak. *Raising your hand signals the meeting moderator that you have a comment.*
- Press \*6 to mute and unmute.

**AGENDA:**

**I. OPEN PLANNING COMMISSION MEETING**

1. Call to Order
2. Roll Call
3. Approval of the agenda
4. Citizen Comments and requests for items not on the agenda
5. Council liaison report
6. April 19, 2021 meeting minutes; **ACTION**

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**II. PUBLIC HEARING**

N/A

**III. PERMIT REVIEW / DESIGN REVIEW BOARD ITEMS\*\***

N/A

**IV. LEGISLATIVE / POLICY ITEMS / REGULATIONS**

7. Downtown Historic Relook; **DISCUSSION**

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**V. BUSINESS WITHIN THE SCOPE OF PLANNING COMMISSION AUTHORITY**

8. Follow up of previous items of Planning Commissioner interest
  - City Staff Follow Up
9. Items of Planning Commissioner interest
10. Upcoming schedule

**VI. ADJOURNMENT**

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

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

Position 1- Cara Christensen      Position 4- Darrell Lambert      Position 7- David Goodman  
Position 2- Steve Smith      Position 5- Luke Marusiak, Vice-chair      Position 8\*- Matt Larson, Mayor  
Position 3- Jolyon Johnson, Chair      Position 6- Muhammad Shakil      Position 9\*- Katherine Ross, Council liaison

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\* Non-voting Member

**MINUTES FOR THE 4/19/2021 PLANNING COMMISSION REGULAR MEETING**  
**This meeting was conducted remotely under Governor Inslee's Proclamation 20-28**

**OPEN PLANNING COMMISSION MEETING**

**Call to Order**

Chair Johnson called the meeting to order at 7:02pm.

**Roll Call**

**PRESENT**

**Planning Commissioners**

Cara Christensen  
Jolyon Johnson  
Darryl Lambert (arrived 7:11pm)  
Luke Marusiak  
Muhammed Shakil  
David Goodman

**Staff**

Mark Hofman, Community Development Director  
Jason Rogers, Senior Planner  
Gwyn Berry, Planning Technician

**Also present**

Katherine Ross, Councilmember  
Peggy Shepard, Councilmember

**ABSENT**

**Planning Commissioners**

Steve Smith

**MOTION** by Commissioner Johnson, **SECONDED** by Commissioner Marusiak to excuse Commissioner Smith.  
Motion carried unanimously.

**Approval of the agenda**

**MOTION** Commissioner Marusiak, **SECONDED** by Commissioner Christensen, to approve the agenda as presented. Motion carried unanimously.

**Council Liaison Report**

Councilmember Ross reported that the City Council approved the utility and non-utility Capital Improvement Plans for 2021 and 2022. Council also ratified the second two-year extension of the contract with Waste Management. The King County Council is considering legislation to prohibit the sale and use of all types of fireworks in Unincorporated King County. This will be voted on April 27, 2021 and if approved, would take effect one year after approval.

### **March 15, 2021 meeting minutes**

Revise the minutes to reflect that Commissioner Goodman was present. **MOTION** by Commissioner Marusiak, **SECONDED** by Commissioner Lambert, to approve the minutes of the March 15, 2021 meeting as amended. Motion carried unanimously.

### **Citizen comments and requests for items not on the agenda**

No citizens commented.

### **PUBLIC HEARING- Fence Height Standards**

Staff introduced the draft fence standards ordinance with proposed regulations as discussed previously by the Planning Commission. Chair Johnson opened the public hearing at 7:09pm. No citizens commented during the public hearing. Chair Johnson closed the public hearing at 7:10pm.

### **PERMIT REVIEW / DESIGN REVIEW BOARD ITEMS**

N/A

### **LEGISLATIVE / POLICY ITEMS**

#### **Fence Height**

With no changes to the ordinance, the Planning Commission recommendations are as follows;

1. Fences abutting alleys should be no more than 3 feet tall up to 5 feet back from where an alley meets a road. This requirement could be relaxed if the fence is at least 60% visibly permeable or see-through;
2. Additional design standards should be adopted for fences in the landmark and historic districts;
3. Fence design standards in the historic district design regulations, Chapter 17.35 SMC, should direct fences "shall complement the primary building". This would also provide the HDRB discretion to consider a wide variety of fence types, materials, and colors to meet that direction;
4. Additional language or clarification regarding existing fences is not needed; and
5. No new permit process be created, and a clarification to the methods of measuring fence height is needed.

**MOTION** by Commissioner Johnson, **SECONDED** by Commissioner Marusiak to recommend the ordinance to City Council for approval. Motion carried unanimously.

### **BUSINESS WITHIN THE SCOPE OF THE PLANNING COMMISSION AUTHORITY**

#### **Follow up of previous items of Planning Commissioner interest;**

N/A

#### **Items of Planning Commissioner interest**

- Missing Silent Creek Trail trash can
- Downtown Relook
- Empty Ana's restaurant space
  - There has been a demolition only permit approved to return the space back to its original bare configuration in preparation for a future tenant.
- Parkway Trail trees from Railroad Ave to Fairway Ave are all brown.
- Property taxes and property valuations

#### **Upcoming schedule**

- April 19, 2021 minutes (May 3)
- Downtown relook (May 3)

### **ADJOURNMENT**

**MOTION** by Commissioner Marusiak, **SECONDED** by Commissioner Lambert to adjourn the meeting. Motion

carried unanimously.

The meeting adjourned at 7:29pm.

Next regularly scheduled meeting - 7:00pm on Monday, May 3, 2021

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Jolyon Johnson, Chair

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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: Mark Hofman, Community Development Director  
Jason Rogers, Senior Planner  
Dylan Gamble, Assistant Planner  
Date: May 3, 2021  
Subject: Historic Downtown Relook

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### BACKGROUND

Following amendments to the height limit for the historic districts, on September 10, 2018, the City Council directed the Planning Commission to undertake a relook of the Historic Downtown regulations. The Planning Commission began this effort in late 2018 by receiving briefings on the history of Snoqualmie focused on Downtown, downtown merchants, public infrastructure projects, flood risks and regulations, and the Northwest Railway Museum and the role of the railroad throughout Snoqualmie's history.

Following these briefings, the Planning Commission's initial discussion focused on preserving history and character, balancing history and aesthetics, business needs of the community, signage, creation of a full Historic Design Review Board, defining the 1940s and Pacific Northwest logging town look, balancing tourism, and a downtown visitor center. The Planning Commission then centered further discussions and recommendations on 15 elements, which were transmitted to the City Council in a memorandum dated November 4, 2019.

### CD COMMITTEE DIRECTION

The City Council Community Development Committee (CD Committee) took up the Planning Commission's recommendations in 2020. Following extensive discussion, the CD Committee requested that the Planning Commission focus on elements that can occur immediately or in the near future that will drive outcomes. The CD Committee focused the request on seven elements and in these two groups:

- Elements 3, 8, 10 & 11

These elements center around purpose statements. The Planning Commission and staff would work towards integrating all the Downtown plans into the purpose section of Chapter 17.35 SMC. Also, the Planning Commission and staff can identify potential policies around storytelling tools that foster civic pride and preserving history.

***3: Policy and implementation relevant to storytelling tools, e.g. plaques, events, art, and monuments that relay history and interest.***

***8: Purpose statements. Incorporate Downtown Master Plan and/or Vision Plan (or other) into Snoqualmie purpose section.***

*Chelan purpose 17.14.010A on p. 1  
17.14.010 Administration.*

*A. Purpose. The downtown code was authorized by the city council as a major*

*implementation tool of Chelan's downtown master plan. Overall, the code intends to:*

- 1. Provide clear objectives for those embarking on the planning and design of projects in downtown Chelan.*
- 2. To preserve and enhance downtown's historic resources and character.*
- 3. To ensure that new mixed-use and commercial development is of high quality and appropriate to downtown's character.*
- 4. To retain the generally small scale residential quality of residential areas.*
- 5. To upgrade the visual appearance of downtown's principal vehicular corridors.*
- 6. To promote increased pedestrian, bicycling, and transit use downtown.*
- 7. To increase awareness of design considerations among the citizens of Chelan.*
- 8. To maintain and enhance property values within Chelan.*

*Existing SMC purpose 17.35.020*

*17.35.020 Purposes of chapter.*

*The purposes of this chapter are to:*

- A. Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city's, county's, state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;*
- B Foster civic pride in the beauty and accomplishments of the past;*
- C. Stabilize and improve the economic values and vitality of landmarks;*
- D. Protect and enhance the Snoqualmie tourist industry by promoting heritage-related tourism;*
- E. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, and objects for the education, inspiration and welfare of the people of Snoqualmie;*
- F. Promote and continue incentives for ownership and utilization of landmarks;*
- G. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;*
- H. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter;*
- I. Provide for the most efficient process for review of all construction, alteration, or demolition of buildings and structures with the historic districts and the downtown landmark district to achieve the foregoing purposes.*

**10: Explore kiosks and public information policy and implementation.**

**11: Foster civic pride, community awareness of historic assets and importance.**

**Existing SMC purpose 17.35.020**

- Elements 5, 6 & 15

These elements center around the streetscape, and building uniformity and articulation. The Planning Commission and staff should explore exactly what that means. Does it include things such as benches, statues, signage, planting/landscaping, and types of canopies in historic downtown (e.g. mostly streetscape elements), or does it encompass larger ideas around building design?

**5: Examine Street frontage uniformity.**

*Poulsbo p. 10. B.1.a*

*B. Building Design. The intent of the building design standards is to maintain and reinforce appropriately scaled design that is compatible with the existing development pattern*

and community character of the C-1 zoning district, including active public spaces, friendly storefronts, varying rooflines, peak dormers, and visual access to the shoreline.

1. New or redeveloped buildings shall be placed adjacent to the front property line or sidewalk, unless a pedestrian courtyard, forecourt, or square is provided. Entrances to retail spaces shall be directly from the sidewalk.

a. Whenever possible, existing buildings not adjacent to the sidewalk should create pedestrian courtyard, forecourt, squares, seating areas or other pedestrian amenities with the space between the sidewalk and building wall consistent with subsection C of this section.

*Existing SMC 17.35.200.C*

C. Maintain the predominant street front along the east side of Railroad Avenue by building to the property line. Setbacks not exceeding three feet may be permitted if permanently dedicated to use for seating, landscaping or planter boxes. In other areas, the setback for commercial structures shall be no more than three feet.

**6: Explore design standards that maximize building articulation even with zero lot line existing development to break up homogeneous store frontages.**

*Poulsbo p. 11, Section B.3*

3. Building Articulation. Any new building facades publicly visible from a street or parking area shall include articulation features that create a pattern of smaller storefronts to reduce the scale of the building, and/or add visual interest. Multiple articulation methods shall be used, including window patterns, weather protection features, offsets, recesses, staggered walls, stepped walls, pitched or stepped rooflines, overhangs and other elements of the building's mass. Simply changing materials or color is not sufficient to accomplish this.

*Chelan 17.14.040.F*

(F) For facade additions to historic buildings, such additions should either extend the facade through use of consistent articulation, materials, and roofline treatment or design the addition to look like a separate building and comply with the guidelines for new buildings referenced in subsection (B)(2)(a)(iii) of this section. The director may allow alterations to the side or rear facades that are not character defining; provided, that the alterations do not interfere with existing building features or alter the historic character of the building. The director may allow alterations to the original primary facades in order to accommodate a desired use, provided deviation from historic conditions is minimized.

*Existing SMC 17.35.210.D*

D. Organize commercial building facades with the three-part horizontal division and vertical columns typically found in Snoqualmie's pre-World War II structures. Primary facades should have a clear base, middle and top. Box-like designs should be avoided.

E. Emphasize primary building entrances with a recessed entry and transom windows.

F. Break up street-facing walls more than 30 feet wide with recesses, columns, bays or entryways. Avoid long uninterrupted walls.

**15: Explore amendments to the existing SMC standards for streetscape amenities.**

*Chelan 17.14.030.I on p. 35*

I. Special Features and Amenities.

1. Intent.

a. To create attractive and comfortable pedestrian environments.

b. To enhance the unique character and identity of downtown Chelan.

2. Durable Pedestrian Furniture. Pedestrian furniture provided in public spaces shall be made of durable, vandal- and weather-resistant materials that do not retain rainwater and can be reasonably maintained over an extended period of time.

3. Streetscape Amenities. Streetscape amenities must be integrated into the design of

*sidewalks in conjunction with new construction along all designated storefront and secondary streets. Level I and II additions and project sites adjacent to sidewalks that were recently constructed or upgraded by the city (as determined by the director) shall be exempt from these standards. For each one hundred cumulative lineal feet of storefront street frontage, at least two of the desired amenity elements listed below shall be included. Along designated secondary streets, at least one amenity element shall be included. The type, location, and design of chosen amenities shall contribute to a well-balanced mix of features on the street, as determined by the director. Desired amenities include:*

*a. Seating. Each six feet of seating area or four individual seats count as one amenity element. Seating areas should generally be located in areas that provide views of pedestrian activity. Seating ledges must be at least twelve inches wide to qualify;*

*b. Trash Receptacles. To qualify as an amenity, at least one trash receptacle is needed per one hundred linear feet of sidewalk. For designated pedestrian-oriented streets, this shall be required;*

*c. Permanent landscaping elements including planting beds and other landscaping elements that add visual interest to the sidewalk as determined by the director;*

*d. Special pavement patterns and/or tree grates;*

*e. Bicycle racks;*

*f. Informational kiosks (may count as two amenity elements at the discretion of the director);*

*g. Decorative clocks (may count as two amenity elements at the discretion of the director);*

*h. Artwork as approved by the arts council (may count as two amenity elements at the discretion of the arts council);*

*i. Special lighting; and*

*j. Other amenities that meet the intent as determined by the director.*

*Features above that are publicly funded, already required by code, and/or obstruct pedestrian movement shall not qualify as an amenity to meet this standard.*

*All features are subject to city approval.*

*Existing SMC 17.35.240.D/E Street furniture standards*

*D. Use planters of moderate size (extending no more than 24 inches into the sidewalk) and made of wood, clay, terra cotta or other materials with a natural appearance. Do not use planters of shiny metal, glossy plastic or other materials that appear modern.*

*E. Wooden benches and other pedestrian amenities are encouraged. Use benches that have a simple design, are made of natural-looking materials, and extend no more than 24 inches into the sidewalk. Avoid modern designs.*

Discussion of elements outside of the seven identified above is not needed at this time.

## **PLANNING COMMISSION REVIEW**

The Planning Commission began review of the seven focus elements suggested by CDC on February 1, 2021. The Planning Commission requested staff to include 'Public artwork' code language. In reviewing this code language staff would request Planning Commission review recommendation 15: 'Explore amendments to the existing SMC standards for streetscape amenities.' For similar items of interest that could be included.

## **STREET FRONTAGE REVIEW**

The Planning Commission requested information regarding the City's current policy and code requirements relating to public artwork and street frontage. Planning Commission should review street frontage language for specific code reference or adoption that is within the Downtown Master Plan, or the Downtown Vision plan. The Commission could also consider the modification of SMC 17.35.200/17.35.220 for frontage details to expand and include Falls Ave more specifically.

*Snoqualmie Downtown Vision Plan: Falls Ave Frontage* ([Link listed in Planning Commission Review section above](#))

- Goal 2: Objective 3(#3,4,5): Implementation strategy for incorporating Store/retail frontage along Falls Ave.

### *Falls Avenue Frontage/Dual Frontage – Current Code*

- Chapter 17.35 SMC does not presently address dual frontage on both Railroad and Falls Avenues directly. The current code includes provisions requiring primary entrances be on the principal street and to maintain parking to the rear. Service areas should be located in unspecified "unobtrusive locations" (SMC 17.35.200). Other architectural and site designed provisions are written generally, and because they are focused on the primary/principal frontage, are generally considered to not be applicable for properties fronting on both Railroad and Falls Avenues.
- The Form-Based Mixed Use (FBMU) Zone provisions in Chapter 17.32 SMC may be a useful guide in some respects. The FBMU provisions designate different streets as requiring different frontage design requirements; for example Railroad Avenue as "Storefront" and Falls Avenue north of Beta Street as "Mixed." These different frontage requirements would be applied to lots with dual frontage on the applicable street, although the FBMU provisions allow for a "departure" process to allow flexibility.

Due to the complexity of the various code requirements, significant changes to the Historic District regulations may not be possible in the near-term.

Downtown Master Plan link:

<https://www.ci.snoqualmie.wa.us/DocumentCenter/View/24593/Downtown-Master-Plan-Complete-Document-April-2010-PDF>

Callison Downtown Vision Plan link:

<https://www.ci.snoqualmie.wa.us/DocumentCenter/View/32002/Callison-Downtown-Vision-Plan-2007-05-10-PDF>

## **NEXT STEPS**

The Planning Commission should review the above information regarding the amendments to Snoqualmie Municipal Code in conjunction with Planning Commission's downtown relook recommendations. In addition, retaining the direction recommended by CDC's discussion, along with the November 4, 2019, recommendation memo from the Planning Commission to the City Council (attached). The audio recording of the June 15, 2020, CD Committee meeting is also available on the City website if Planning Commissioners desire further context.

<https://www.ci.snoqualmie.wa.us/DocumentCenter/View/31130/2020-06-15-Community-Development-Committee-meeting-audio>

This item is for continued discussion on May 3, 2021. The Planning Commission should be prepared to discuss these items at this meeting and at future meetings with the objective of providing a report back to the City Council and CD Committee.