

**CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2023-**

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, APPROVING THE SCOPE OF WORK,
AND PROJECT SCHEDULE FOR THE 2024
COMPREHENSIVE PLAN PERIODIC UPDATE.**

WHEREAS, the Washington State Legislature adopted the Growth Management Act (GMA) that requires counties, cities, and towns in Washington State to develop, adopt, and periodically review and update comprehensive plans that plan for population growth in a coordinated and intentional way; and

WHEREAS, the City of Sammamish adopted its Comprehensive Plan in 2003 and has since completed periodic reviews pursuant to the schedule provided in RCW 36.70A.130; and

WHEREAS, the last periodic update of the Sammamish Comprehensive Plan was completed in 2015 and adopted by Ordinance No. 2015-396; and

WHEREAS, the current periodic update of the Sammamish Comprehensive Plan must be adopted by December 31, 2024; and

WHEREAS, on July 12, 2022, the Sammamish City Council was briefed on a draft scope of work and schedule for the 2024 Comprehensive Plan update that included work items considered mandatory to meet requirements set in state law and regional planning policies and work items included at the City Council’s discretion; and

WHEREAS, the City Council directed the inclusion of discretionary items, specifically the creation of two new comprehensive plan elements for economic development and climate change and resiliency; and

WHEREAS, the City completed the Washington State Department of Commerce Periodic Update Checklist and Puget Sound Regional Council Consistency Tool to further define mandatory work items to be included in the scope of work; and

WHEREAS, on February 2, 2023, the Sammamish Planning Commission reviewed a final draft scope of work and schedule for the 2024 Comprehensive Plan update; and

WHEREAS, on February 14, 2023, the City Council reviewed a final draft scope of work and schedule for the 2024 Comprehensive Plan update and requested minor amendments which have been incorporated into the final scope of work;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAMMAMISH, WASHINGTON, DO RESOLVE AS FOLLOWS:

Section 1. Approval of the 2024 Sammamish Comprehensive Plan Periodic Update Scope of Work and Schedule. The 2024 Sammamish Comprehensive Plan Periodic Update Scope of Work, as set forth in Attachment 1 attached hereto and incorporated by reference, is hereby approved.

PASSED BY THE CITY COUNCIL AT A REGULAR MEETING THEREOF ON THE 21st DAY OF MARCH 2023.

CITY OF SAMMAMISH

Mayor Kali Clark

ATTEST/AUTHENTICATED:

Lita Hachey, City Clerk

Approved as to form:

Kari L. Sand, City Attorney
Ogden Murphy Wallace, P.L.L.C.

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: R2023-



SCOPE OF WORK

CITY OF SAMMAMISH COMPREHENSIVE PLAN UPDATE

Updated March 9, 2023



IN COLLABORATION WITH

CODE STUDIO



SIEGER
CONSULTING
for the public good



SCOPE OF WORK

The scope of work incorporates by reference the attached summary of required updates associated with the WA Department of Commerce and Puget Sound Regional Council's checklists for periodic updates to comprehensive plans. Major topics include land use, affordable housing, capital facilities, climate change, environmental justice, regional collaboration, displacement, and reducing disparities/barriers to employment opportunities.

TASK	SUMMARY + DELIVERABLES
Task 1: Project Management	
1.1 Kick-Off Meeting <i>May, 2022</i>	Deliverables: <ul style="list-style-type: none"> • Kick-off meeting agenda • Project schedule
1.2 Project Management <i>Ongoing</i>	Deliverables: <ul style="list-style-type: none"> • Project update reports • Weekly / bi-weekly meeting agendas • Coordination of sub-consultants • Coordination with related projects
1.3 Staff Meetings <i>Ongoing</i>	Deliverables: <ul style="list-style-type: none"> • Staff meeting agendas
Task 2: Existing Conditions and Plan Audit	
2.1 Review and Audit of the Comprehensive Plan and Development Regulations <i>Completed; May, 2022~November, 2022</i>	A review and audit of the existing Comprehensive Plan and development regulations against the WA Department of Commerce Checklist to identify gaps that will be addressed in the plan update.
2.2 Existing Conditions Analysis <i>September, 2022~August, 2023</i>	The existing conditions analysis will form the basis for the existing conditions report and address key information and trends for each element topic such as existing land use patterns, demographics, housing trends, and development.

Attachment 1

<p>2.3 Department of Commerce and PSRC Checklists</p> <p><i>Completed; September, 2022~December, 2022</i></p>	<p>The Department of Commerce periodic update checklist is an important step in the comprehensive planning process to ensure compliance with the Growth Management Act.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • WA Department of Commerce Checklist • Puget Sound Regional Council Plan Update Checklist
<p>2.4 Land Use Scenarios</p> <p><i>April 2023~October, 2023</i></p>	<p>Land use scenarios will address compliance with population and employment targets from King County and consider lands appropriate for residential and commercial development. Land use scenarios will also factor in affordable housing and housing types needed within the community. Up to three land use scenarios will be developed in collaboration with City staff and the Planning Commission.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Land Use Scenario Summary
<p>2.5 Capital Facilities Inventory, Level of Service, and Baseline Financial Analysis</p> <p><i>June, 2023</i></p>	<p>Confirm the inventory of capital facilities and make any updates to the level of service standards.</p> <p>Update the capital facilities 6- and 20-year capital facility needs.</p> <p>Identify gaps in existing and planned capital facilities necessary to serve the community based on the land use plan and adopted levels of service.</p> <p>Update the financial analysis and funding plan for the 6-year capital facilities plan. The 20-year capital facilities should also consider funding sources but can be less detailed than the 6-year.</p> <p>Update capital facilities policies to support planned growth for a sustainable and walkable community with high-quality infrastructure and community amenities.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Capital facilities inventory, existing level of service, and baseline financial conditions summary
<p>2.6 Existing Conditions Report</p> <p><i>May, 2023~October, 2023</i></p>	<p>The draft plan will include all the elements and components within Task 2.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Existing Conditions Report

Attachment 1

Task 3: Public Engagement	
<p>3.1 Public Engagement Plan</p> <p><i>Completed; September, 2022</i></p>	<p>Our team will provide a draft public engagement plan for review and discussion at the kick-off meeting. The plan will address all engagement activities, events, and key stakeholder groups.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Public Engagement Plan
<p>3.2 Stakeholder Interviews/Focus Groups</p> <p><i>January~August, 2023</i></p>	<p>A series of stakeholder interviews and or focus groups will be conducted early in the project to understand community goals, concerns, and opportunities. Focus groups and/or interviews may include residents, property owners, developers, community organizations, and other key stakeholder groups.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Stakeholder interview/focus group questions • Stakeholder interview/focus group summaries with key findings
<p>3.3 Pop up Engagement Activities</p> <p><i>April~August, 2023, ongoing</i></p>	<p>To build awareness about the project and receive early input from the community we will seek input at areas with high activity such as parks and the farmers market.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Communication materials • Input summary
<p>3.4 Website, Style Guide and Communication Materials</p> <p><i>Completed; October, 2022</i></p>	<p>Framework will develop project branding including a logo, fonts, colors, and other visual elements that will be used for all project communication materials.</p> <p>Framework will create communication materials for a variety of formats and purposes including a project website, social media, the City's website, the City newsletter, and other mediums. The website will become a web-based plan at the conclusion of the project and include Volume I of the Comprehensive Plan in HTML format.</p> <p>The project branding will use visual elements that best reflect the community and the project.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Project branding and style guide, project logos, a project website, and communication materials • Web-based Plan for Volume I

Attachment 1

<p>3.5 Planning Summit</p> <p><i>Completed; November, 2022</i></p>	<p>The planning summit is envisioned as the marquee public engagement event for the plan update. The planning summit will be an opportunity to bring the community together around the refreshed community vision and identify potential strategies for implementation. The summit may include representation from state and regional partners, other WA cities that may have relevant experience to share, and planning practitioners that can help guide the discussion. Framework will continue to refine the vision statement based on community input. The outcome of the planning summit will be to provide direction to development of the draft plan including priorities and strategies for implementation.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Meeting Program • Meeting boards, presentation, live polling, and input exercises • Meeting summary with key themes
<p>3.6 Staff Workshops</p> <p><i>Fall 2022, Spring 2023, Ongoing</i></p>	<p>The Comprehensive Plan update will involve several departments within the City. Staff workshops will bring together key staff to keep them informed of the update process and milestones, to get input from staff on key issues, challenges, and opportunities, and receive feedback as the plan is developed. We anticipate facilitating at least two staff workshops during the plan update process.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Workshop agendas • Workshop meeting summaries
<p>3.7 Visioning and Scoping Workshop</p> <p><i>Completed; January, 2023</i></p>	<p>Framework will facilitate a workshop with the City Council to confirm the plan vision and scope for the plan update. The workshop will consider key plan topics such as land use, the town center, commercial areas, capital facilities, and transportation.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Workshop program • Workshop meeting materials • Workshop meeting summaries

Attachment 1

<p>3.8 Open House</p> <p><i>Fall, 2024</i></p>	<p>The open house will be focused on review and feedback on the existing conditions report, policy review, and the draft plan. The open houses may include in-person and virtual components. The draft plan will be available for public review prior to the open house. The open house will ideally be held in person in Sammamish.</p> <p>Input from the open houses will be summarized in detailed reports with key findings and shared with the public. The vision, goals and policies, and draft plan will be updated based on public feedback an incorporated into future deliverables and ultimately for the final draft plan.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Open house informational boards • Open house program(s) • Open house presentation(s) • Open house summary report(s) • Virtual open house preparation materials
<p>3.9 City Council, Board and Commission Meetings</p> <p><i>Completed approximately 11 meetings as of March 2023; Ongoing</i></p>	<p>Attend up to 45 meetings with City boards and commissions. This task includes the preparation of any materials for the meeting such as handouts or presentations.</p> <p>Meetings may occur in a variety of formats including workshops, study sessions, public hearings, and public meetings.</p>
<p>3.10 Online Surveys</p> <p><i>Ongoing</i></p>	<p>Framework and Site Story will develop and administer up to 3 online surveys to collect qualitative input and feedback. Surveys will likely be used at key project milestones such as during existing conditions review, land use alternatives, and feedback on the draft plan concepts.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Draft and final surveys • Survey summaries with key themes
<p>Task 4: Comprehensive Plan Elements</p>	
<p>4.1 Document Design Template</p> <p><i>Summer, 2023</i></p>	<p>Framework will design a new document template in InDesign that is branded specifically for Sammamish’s Comprehensive Plan. The document will be designed to be user-friendly, graphically-oriented, and compelling.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Document template

Attachment 1

<p>4.2 Comprehensive Plan Maps and Graphics</p> <p><i>Ongoing</i></p>	<p>Framework will lead development of all maps and graphics for the plan including plan diagrams, 3d modeling, and visualizations.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Comprehensive Plan map folio • Plan graphics
<p>4.3 Land Use Element</p> <p><i>May, 2023, Draft Spring, 2024</i></p>	<p>The Land Use Element will include the preferred land use scenario and a detailed summary of land capacity for jobs and housing in the community. The Land Use Element will include an update future land use map that shows the desired land use pattern in the City with an emphasis on the special planning areas such as the Town Center. The Land Use Element will include photos and graphics that illustrate character elements for each zoning district and special planning area along with policies and strategies for implementation.</p> <p>Required Updates:</p> <ul style="list-style-type: none"> • Update future land use map (FLUM) to accommodate growth targets including affordable housing. • Update FLUM and the Land Use Element to meet requirements of HB 1220.
<p>4.4 Housing Element</p> <p><i>June, 2023, Draft Spring, 2024</i></p>	<p>The Housing Element will be informed by the housing needs analysis performed as part of the existing conditions analysis to close any gaps in housing types and affordability. The Housing Element will be consistent with the Land Use Element and include examples of housing types that fit with the community vision and are an appropriate scale for maintain the City’s desired character. The Housing Element will also include policies and strategies to improve the availability of affordable housing and accommodate all housing needs during the planning horizon.</p> <p>Required Updates:</p> <ul style="list-style-type: none"> • Update the Housing Element to meet requirements of HB 1220.
<p>4.5 Parks and Recreation Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>The Parks and Recreation element will incorporate the City’s Parks, Recreation, and Open Space (PROS) that will be completed in 2024 and identify any additional needs within the land use scenarios.</p>
<p>4.6 Capital Facilities Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>The Capital Facilities Plan must demonstrate the City can provide services in support of the City’s preferred land use plan including adequate funding. The Capital Facilities Element will include an analysis and summary of the capital facility revenues to fund improvements necessary to support implementation of the plan.</p> <p>Required Updates:</p> <ul style="list-style-type: none"> • Update the Capital Facilities plan to accommodate the preferred land use plan including capital projects and a funding plan.

Attachment 1

<p>4.7 Utilities Element</p> <p><i>Summer/Fall, 2023, Draft Spring, 2024</i></p>	<p>Update the utilities inventory as necessary along with policies to provide safe and reliable utilities to serve community needs and identify any gaps in existing and planned utilities. The Utilities Element may be combined with the Capital Facilities Element.</p>
<p>4.8 Transportation Element Coordination</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>The Transportation Element update will be led by Public Works and other consultants. Our team will coordinate with the team working on the Transportation Element update and will incorporate the update into our plan template.</p> <p>Required Updates:</p> <ul style="list-style-type: none"> • Update the Transportation Element to accommodate the preferred land use plan. • Updates to promote multi-modal transportation including level of service standards.
<p>4.9 Shoreline Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>The Shoreline Element will be updated to reflect any completed or proposed changes to the City’s Shoreline Master Program.</p>
<p>4.10 Environment & Conservation Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>The Environment and Conservation Element will be updated to reflect current conditions and policy priorities during the planning period. The WA Legislature is considering changes to the Growth Management Act that could impact the update such as adding climate resiliency as a goal and requiring cities to address climate change in the comprehensive plan. Our team will continue to monitor any legislative changes and new requirements for comprehensive plans during the process.</p>

Attachment 1

<p>4.1 Economic Development Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>An economic development element is a mandatory element for Comprehensive Plan updates under GMA but funding has not been provided by the state for implementation. Therefore, Sammamish could choose to not develop an economic development until funding is provided. There is also an exemption for “residential communities” but it is unclear if Sammamish would qualify at this time.</p> <p>Sammamish has limited areas zoned for commercial and mixed-use development. As part of considering how these areas should look and function in the future the City may want to consider how commercial development fits into the future fiscal health of the City and opportunities to meet community priorities such as expanding infrastructure, mobility options, and environmental stewardship. Investments in community priorities will require fiscal resiliency and an economic development element is an opportunity to explore these issues with the City and community. See attached grant application and scope of work.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Economic profile • Economic development goals and policies • Economic Development Element
<p>4.12 Climate Action Plan and Climate Change Element</p> <p><i>Summer, 2023, Draft Spring, 2024</i></p>	<p>See attached scope of work for the Climate Change Element</p>
<p>4.13 Draft Plan</p> <p><i>May, 2024</i></p>	<p>The draft plan will include all the elements and components within Task 4. Along with the plan elements the draft plan will include a table of contents, the new vision statement, a summary of existing conditions, a summary of what we heard from the public and how it informed development of the plan, and a detailed action strategy for implementation. The action strategy will identify the responsible department or agency, planning-level cost estimates, a timeline, and potential funding sources.</p> <p>Deliverables</p> <ul style="list-style-type: none"> • Draft plan including all plan elements • Final vision statement

Attachment 1

<p>4.14 Final Plan</p> <p><i>September, 2024</i></p>	<p>Following review of the draft plan by the City and the public comments will be addressed and incorporated into the final plan for the legislative review process.</p> <p>Deliverables</p> <ul style="list-style-type: none">• Final plan including all plan elements <p>Required updates</p> <ul style="list-style-type: none">• Implementation strategies
<p>4.15 Code Updates</p> <p><i>June, 2024~December, 2024</i></p>	<p>Framework and Code Studio will lead a policy review of the Comprehensive Plan as it relates to alignment with the Sammamish Development Code. This task will inform updates to Comprehensive Plan policies in support of future development code updates including consideration of Phase III code topics.</p> <p>Deliverables</p> <ul style="list-style-type: none">• Draft and final code updates <p>Required Updates</p> <ul style="list-style-type: none">• Code updates to align with the updated land use plan and ensure growth capacity to meet targets including for affordable housing.
<p>4.16 SEPA Support</p> <p><i>Finished at the end of February 2024</i></p>	<p>Framework will support the preparation a SEPA checklist for non-project actions with the initial draft plan.</p> <p>The City will have an opportunity to review a draft of the checklist and provide feedback for revisions prior to proceeding with the formal SEPA review process and procedures.</p> <p>Deliverables</p> <ul style="list-style-type: none">• Draft and final SEPA checklist

framework