

# The Planning Commission Cookbook Series, Vol. II

- *The PC Café: Roles & Responsibilities*
- *Hungry for Knowledge, Pt. 1: Reviewing CPAs*
- *Hungry for Knowledge, Pt. 2: Reviewing Land Use Code Amendments*
- *Recipes: Wilburton Vision Implementation*
- *The PC Café: Public Hearings/Hours of Operation*



CITY OF BELLEVUE PLANNING COMMISSION  
FEBRUARY 14, 2024

# The PC Café: the Chef

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Fact-finding and act as citizen advisors to the City Council.

Not a substitute for the City Council and serve at the pleasure of City Council.

Holds public hearing, creates legislative record, applies decision criteria, and recommendation to the City Council.

Understand difference between policy and Land Use Code (regulations).



# The PC Café:

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The PC does not represent the public, only elected officials represent the public.

- Review Staff Recommendation carefully;
- Deliberate on Staff Recommendation;
- Listen to and consider public testimony; and
- Allow every Commissioners' voice to be heard before voting.

Department Director, not PC, directs operations of Department



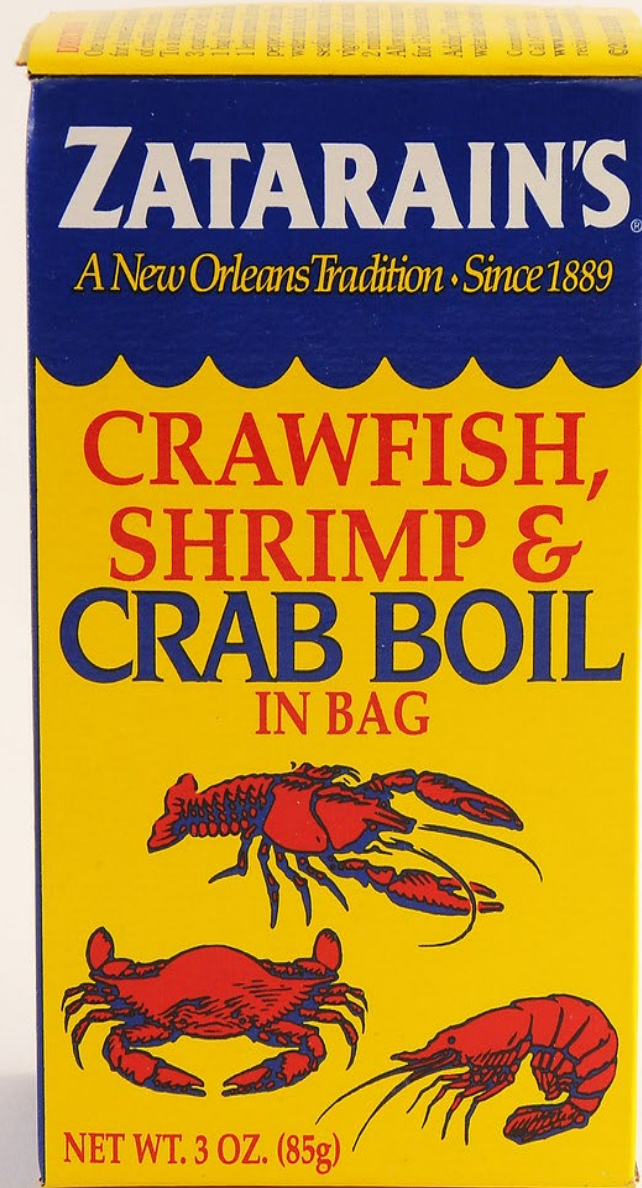


# The PC Café: LUCA Gumbo

What is the  
Land Use Code?

What's in the  
Land Use Code?

What is the PC  
Chef's primary  
role & essential  
ingredient?



# LUCA Gumbo: Essential Ingredients

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*LAND USE DISTRICTS (ZONING);  
DEVELOPMENT STANDARDS;  
PERMITS, PROCESSES & APPEALS;  
ADMINISTRATION*



# The PC Café: the Recipe for Success

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LUCA decision criteria:  
LUC 20.30J.135.

The City may approve or approve with modifications a LUCA if:

- A. Consistent with the Comprehensive Plan; and
- B. Enhances the public health, safety or welfare; and
- C. LUCA is not contrary to the best interest of the citizens and property owners of the City of Bellevue.



The Essential  
Ingredient =

LUC 20.30J.135.A:

The LUCA is  
consistent with the  
Comprehensive  
Plan.

“Can’t make the  
LUCA gumbo  
without the roux!”







## Not too spicy!

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Criteria B and C are essential ingredients in the City Council's recipe, not the Planning Commission's recipe!

Council has found, through the adoption of the Comprehensive Plan, that the Plan serves the public health, safety, welfare and best interest of the public.

“Thus, keep your eye on the roux!”



# Understanding the Chef's Role & Playing to Your Strengths

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PLANNING COMMISSION,  
COMPREHENSIVE PLAN &  
LUCA

PRINCESS CAKE: MARZIPAN  
& RASPBERRY JAM

Ensure the Land Use Code Amendment is consistent with, and implements, the Comprehensive Plan.



# Consistency with the Comprehensive Plan is required

CONSISTENCY W/COMP PLAN =  
COMPATIBLE WITH W/COMP PLAN



GMA & CITY OF BELLEVUE  
REQUIREMENT

Growth Management Act



Regional Planning in King  
County



Local Planning:  
Comprehensive Plan



Local Planning:  
Development Regulations

# Compatibility with the Comprehensive Plan is critical

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## DETERMINING COMPATIBILITY

Co-exist in a stable fashion without unduly negatively impacting the plan

similar to:

Not being in conflict with

*If you add pepper to strawberries, it transforms their flavor to that of candy. They become sweeter, richer, and more vibrant.*

## STRAWBERRIES & PEPPER





# Summary

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SUBLIME!!

Consistent with the comp plan if:

1. It's not in conflict with; and
2. Advances or assists moving forward goals, objectives, policies, land uses, densities and intensities.

OF SUCH EXCELLENCE, GRANDEUR,  
OR BEAUTY AS TO INSPIRE GREAT  
ADMIRATION OR AWE.



# Peach Cobbler

Lynda  
Halsstead  
rev. by Me

1 c. sugar

1 c. Milk

1 c. Flour

2 1/2 tsp Baking Powder

Pinch of salt

A little nutmeg

1 stick of butter

1 bag frozen peaches

Melt butter in 8x11 pan.

Mix all other ingredients except fruit. Pour into melted butter. Lay fruit on top.

40 min at 350°.

## Recipes

# Wilburton Vision Implementation

# Ingredients

- Draft Comprehensive Plan policies for Wilburton
- Draft Land Use Code amendments for Wilburton
- General Comprehensive Plan policies
- Environmental review, DEIS, and FEIS
- CAC recommendations as baseline
- City growth, affordable housing, equity, and sustainability
- Staff expertise
- Public comment/stakeholder input





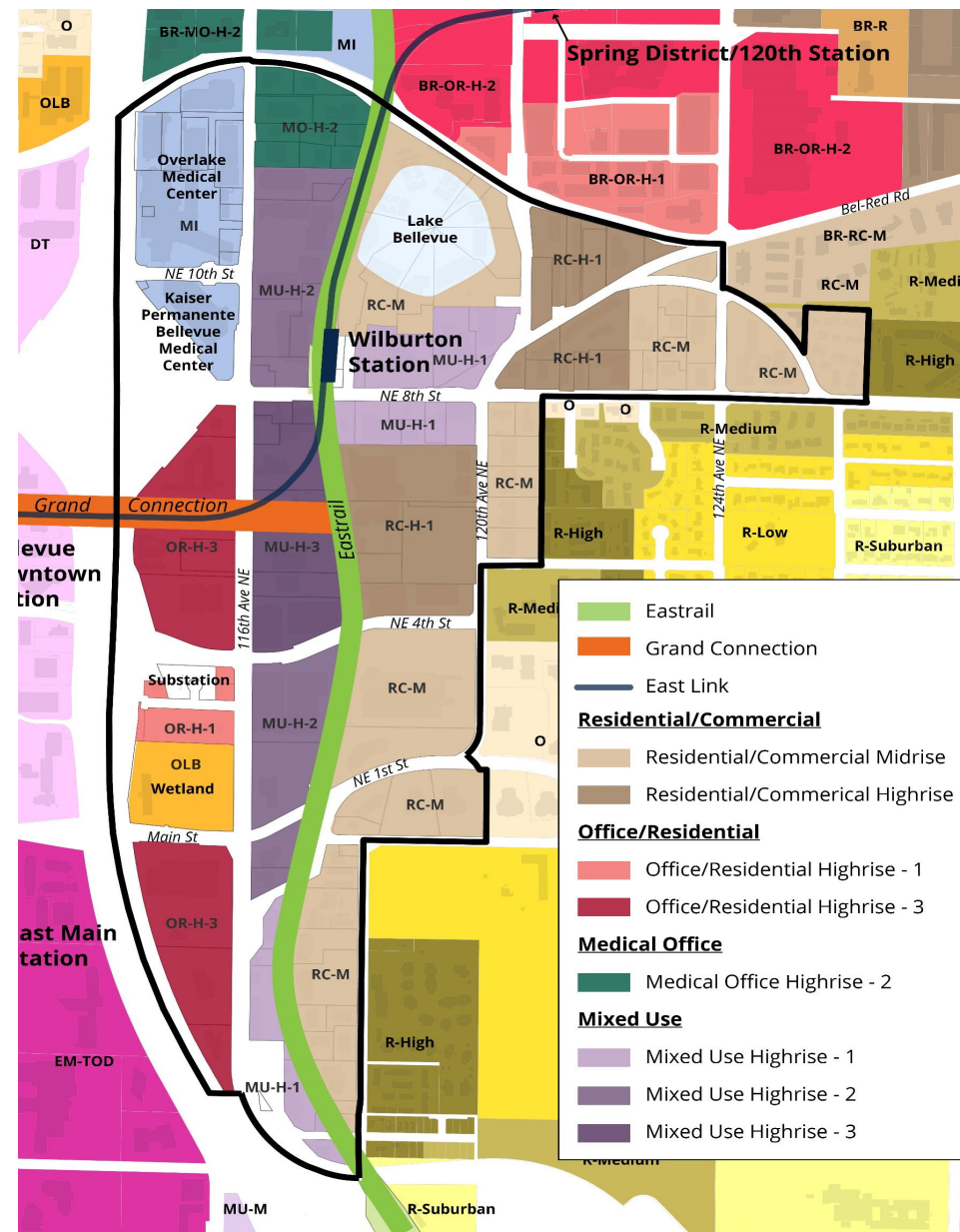
# Step 1: Combine and sift (in Study Session)

- Combine ingredients.
- Sift through DEIS, FEIS, CAC and Staff Recommendations, City Growth (sift).
- Set aside.



# Example: Zoning

1. Preferred land use alternative selected in summer 2023
2. Establish Comp Plan Land Use Designations (growth strategy) informed by FEIS findings
3. Land Use Districts will be based on selected growth strategy
  - Will not be Wilburton-specific



*EIS Preferred Alternative for Wilburton*

# Example: Development Regulations (LUCA)

- Wilburton LUCA being drafted to carry out City priorities identified in Comprehensive Plan policies
- Structure of LUCA will take different approach than previous initiatives
  - Downtown, BelRed, East Main, etc. have their own specific standards, definitions, and processes in Chapter 20.25 LUC
  - Wilburton regulations will be housed throughout LUC
  - Intended to standardize, simplify LUC

City of Bellevue  
LAND USE CODE

October 2023

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Preface

Chapter 20.10 Land Use Districts **Revised**

Chapter 20.20 General Development Requirements **Revised**

General Requirements

Word Index **Revised**

Chapter 20.25 Special and Overlay Districts **Revised**

Part 20.25A Downtown **Revised**

Part 20.25B Transition Area Design District

Part 20.25C Office and Limited Business (OLB) and Office and Limited Business 2 (OLB 2) Districts

Part 20.25D BelRed **Revised**

*Note: Entire LUC not shown.*



## Step 2: Whisk additional ingredients

- Hold a public hearing and consider oral and written public comment.
- Mix to ensure that all comments are considered.
- Combine.
- Check to ensure freshness.



# Step 3:

## Bake

- Evaluate draft comprehensive plan policies for consistency with LUC 20.30I.150; and
- Thereafter, check internal temperature =

Is draft LUCA consistent with and compatible with Comprehensive Plan (LUC 20.30J.135.A)?



# Wilburton LUCA Schedule

- Policies will be reviewed alongside implementing regulations
- Study sessions 2-4 will be sorted by three (3) topic areas
- Two (2) public hearings needed:
  - Policy Amendments (first)
  - Land Use Code Amendments

PC Study Session	Topic Area
1	Land Use Designations & Future Land Use Map (w/ CPPU)
2	Transportation, Streets, Blocks
3	Site Organization, Buildings, Design
4	Land Use, Incentives, Housing
5	Public Hearings
<b>Additional Meeting</b> (if needed)	Recommendation to Council



# Serve and enjoy!

Serve recommended Comprehensive Plan policies and Land Use Code amendments to the City Council.

For best results, serve while fresh.



# The PC Café: Public Hearings

- Provides a forum to obtain public comment/input on CPA or LUCA.
- Public testimony should address the CPA or the LUCA.
- Planning Commission gathers public input prior to transmitting recommendation to the Council.



- Planning Commission role during public hearing is to listen to and consider public comment and act as fact-finder for the City Council.
- However, Planning Commission may sometimes make recommendations that are unpopular with the public, or even the City Council.

# The PC Café: Walk-ins Welcome!

Public meetings are governed by the Open Public Meetings Act.

The public is often allowed to participate in public meetings, but public participation is not always required by state law.

On the other hand, when the Planning Commission schedules a public hearing, the public hearing is required by law.







# Read the Book!

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- ❖ History, Creation, Powers & Duties (PC Manual, p. 2)
- ❖ Roles & Responsibilities & Procedures (pp. 3-6, 13-15, 23-33)
- ❖ City Organizational Charts and Dept. Overviews (pp. 19-21; *see also* BCC 3.44.020 (DSD) & 3.45.020 (CD))
- ❖ Amendments to the Text of the Land Use Code (PC Manual pp. 11-12, 21, 34, 76)
- ❖ Code of Ethics (pp. 58-71)





## In Closing

*"One cannot think well, love well, sleep well, if one has not dined well."*

- *Virginia Woolf*

(following a Wednesday night meal at the PC Café)