

Planning Commission Roles, Responsibilities, and Bylaws Review & Update



Evan Fischer & Kellye Hilde
Community Development
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Roles and Responsibilities

Planning Commission reviews and advises the City Council on policies, programs, incentives and regulations involving the community development of the City.

- Reviews the City's Comprehensive Plan and subarea plans
- Long-range planning documents
- Land use ordinances and regulations

Work Planning

- City Council directs work programs through Council retreats, biennial budgets, and the legislative process
- City Councils and the Sammamish Municipal Code dictate which items come before the Planning Commission
- If the City Council does not need Planning Commission review on an item, the Commission will likely not see that item

Meeting Materials

- Published Friday before the meeting
- Due to busy workloads, presentation materials are usually prepared right up to meeting date
- If possible, send questions or comments to staff in advance so they can be addressed during presentation
- Always feel welcome to follow up with staff with any questions

Reopening Public Meetings

The City is planning to reopen for in-person public meetings April 2022.

- All public meetings will be a hybrid of virtual and in-person for Planning Commissioners
- At this time, we don't know if doors will be open to public – more updates to come shortly
- For up-to-date information, please visit www.sammamish.us/cityhall/

Tips for Successful In-Person Meetings

- Get to City Hall early – allow time to get in the building, logged in and connect to virtual meeting
- Dress appropriately
- Be patient as we transition back to in-person and learn best approach for conducting hybrid meetings

Bylaws Review
