



AGENDA

City of Clyde Hill

Planning Commission Meeting

Thursday, May 28, 2026

6:00 PM

Hybrid

Page

1. CALL TO ORDER

- 3 - 5
- 1.1. Information regarding Revised Rules of Order & Public Participation
[Hybrid Meeting Notification](#)
[Virtual Meeting Login Information 5-28-26 - Planning Commission Meeting](#)

2. ROLL CALL

3. APPROVAL OF MINUTES

- 7 - 9
- 3.1. Approval of the February 26, 2026 Planning Commission Meeting minutes.
[2-26-26](#)

4. NON AGENDA PUBLIC COMMENTS

- 4.1. Opportunity for brief comments to the Planning Commission regarding any topic, including items listed on the agenda. Additionally, attendees are welcome to provide comments without waiting for the designated section on the agenda.

Members of the public will generally be limited to a maximum of three minutes for their public comments (not Q&A).

5. DISCUSSION ITEMS

- 11 - 27
- 5.1. Crime Prevention Through Environmental Design (CPTED) Overview
[CPTED](#)

- 29 - 30 5.2. Critical Areas Ordinance Revisions
[CAO Revisions Staff Report](#)
- 31 5.3. City Administrator Update
[City Administrator Update](#)

6. OTHER BUSINESS

- 6.1. FYI re: June Planning Commission Meeting, **Thursday, June 25 @ 6:00 PM**

Future agenda topics may include:

- TBD

7. ADJOURN



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Operating In A Hybrid Environment

“What is a hybrid environment?” It is a mixture of in-person and remote (telephonic or computer-aided) attendance and this will be how City Council and other meetings will occur. People may attend using whichever option(s) they desire.

Attendees are requested to adhere to the following:

1. Public comment allows the public an opportunity to speak about issues pertaining to Clyde Hill community and City business only. This is a limited public forum, which means that the Council can limit the topics for discussion. Typically, persons will be given three minutes to address an issue, but the Council may, on occasion, increase or reduce that time for all participants.
2. Please refrain from the use of clearly offensive language/remarks or visuals (e.g. racist content) - failure to do so may result in immediate removal from the meeting.
3. If you are attending remotely and wish to speak, please use the “Raise Hand” feature - if you are unable to do so, please ask for permission to speak and the Chair/Mayor will then recognize your request in the order it was received.
4. Please identify yourself prior to speaking - members of the public should indicate their name and if they are a resident of Clyde Hill.
5. If you are attending remotely, do not use the following features:
 - a. Transferring files (“Transfer” feature)
 - b. Annotating on screen images (“Annotate” feature)
 - c. Making emoji gestures (“Reactions” feature)
 - d. Make written statements (“Comment/Chat” feature)
6. If you are attending remotely, please remain muted unless/until you speak
7. If you are attending remotely, please refrain from attending meetings in locations with significant background sound and/or inappropriate settings
8. If you are attending remotely, please note that video is optional

Last Updated: June 9, 2022



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Planning Commission Meeting May 28th @ 6:00 PM

Microsoft Teams [Need help?](#)

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Meeting ID: 280 956 031 871 475
Passcode: BG6cr7Bs

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MINUTES
City of Clyde Hill
Planning Commission Meeting
February 26, 2026
6:00 PM
Hybrid

COMMISSION PRESENT: Jared Wheeler
Ashley Eckel
Spencer Hamlin
Rob Aigner

COMMISSION MEMBERS
EXCUSED: Steven Kim

STAFF PRESENT: Public Works Director Anderson
Deputy Clerk Dill

1 CALL TO ORDER

- a) Information regarding Revised Rules of Order & Public Participation

Commission Chair Wheeler opened the meeting of the Clyde Hill Planning Commission on Thursday, February 26, 2026 at 8:00 PM

2 ROLL CALL

3 APPROVAL OF MINUTES

- a) Approval of the January 22, 2026 Planning Commission Meeting minutes.

By motion of Mr. Hamlin and second by Mr. Aigner, the Commission approved the minutes from the January 22, 2026 Planning Commission meeting. The vote was unanimous (3-0). Ms. Eckel abstained from voting due to being absent from the January meeting.

4 NON AGENDA PUBLIC COMMENTS

- a) Opportunity for brief comments to the Planning Commission regarding any topic, including items listed on the agenda. Additionally, attendees are welcome to provide comments without waiting for the designated

section on the agenda.

Members of the public will generally be limited to a maximum of three minutes for their public comments (not Q&A).

Public comment by Mr. Baker wanting clarification on how the topic of the Trees - View and Sunlight Obstruction Code 17.38.50 was on the agenda of the Council and Planning Commission.

Planning Commission Chair Wheeler responded by stating that Council asked that the Planning Commission review this section of the code for any recommendations.

Planning Commission member Mr. Hamlin made a public comment as a resident of Clyde Hill; that he would like to place some attention to updating the City's Living Hedge Code.

5 DISCUSSION & ACTION ITEMS

a) Consistency and Predictability for Residents Discussion

Planning Commission Chair Wheeler presented memo document on this topic which was followed by a discussion on how the Planning Commission is to assist in reviewing city code and how to move forward with recommendations to City Council.

Public Works Director Anderson added to the discussion on what city staff is working on with the Mayor on City codes and code enforcement.

Planning Commission members stated they would like to ask City Council for a list of City code items to focus on and bring recommendations on.

b) Review Trees - View and Sunlight Obstruction code 17.38.050 - 17.38.090 - Hearing and Findings of the Hearing Examiner for consistent and equitable treatment of outcome and cost allocation by the Hearing Examiner to the complainant and tree owner.

Planning Commission members had a lengthy discussion/review on View and Sunlight Obstruction code 17.38.050 - 17.38.090 - Hearing and Findings.

Resident Mr. Baker made a public comment on the discretion of the Hearing Examiner.

By motion of Mr. Aigner and second by Ms. Eckel the Planning

Commission voted that the sections of code that the City Council asked to have reviewed are sufficiently well written and not in need of adjustment at this time. The vote was unanimous (4-0)

c) Planning Commission Rules of Procedure

Planning Commission members had a brief discussion about Rules of Procedure, all voicing no changes are needed.

By motion of Mr. Hamlin, second by Mr. Aigner the Commission approved by vote to not make any changes to the Rules of Procedure. The vote was unanimous (4-0).

d) Elect Planning Commission Vice Chair

Commission member Aigner nominated Commission member Hamlin as Vice Chair, second by Ms. Eckel. The vote for Mr. Hamlin being elected as Vice Chair was unanimous (4-0).

6 OTHER BUSINESS

a) FYI re: February Planning Commission Meeting, **Thursday, March 26 @ 6:00 PM**

Future agenda topics may include:

- TBD

7 ADJOURN

Planning Commission Meeting was adjourned at 7:58 PM

Crime Prevention Through Environmental Design (CPTED)

OFFICER I. JENNINGS



CPTED Defined

A crime prevention philosophy based on the theory that proper design and effective use of the built environment can lead to a reduction in the fear and incidence of crime, as well as an improvement in the quality of life.

When to start...

- Now
- In the design phase, before a school, park, business or residence is built.
- CPTED can be successfully used to retrofit an existing environment

Involved Parties

- City Planners & Building Inspectors
- City Public Works and private maintenance & landscaping crews
- Police Departments
- Property & Business owners
- School officials

Involved Parties (cont.)

- **Normal Users:** People you desire to be in a certain place (property owners, customers, students...etc.)
- **Abnormal Users:** People you do not desire in that place (criminals, trespassers)
- **Observers or third parties:** People who have to be in that place to observe the human function, or perform a needed task (landscapers, delivery drivers)

CPTED Strategies

- **Natural Access Control** means controlling access to a site. People are physically guided through a space by the strategic design of streets, sidewalks, building entrances, and landscaping.
- **Territorial Reinforcement** is the use of physical attributes that express ownership such as fencing, pavement treatments, signage and landscaping.

CPTED Strategies (cont.)

- **Natural Surveillance** is the placement of physical features, activities, and people in a way that maximizes visibility
- **Maintenance** allows for the continued use of a space for its intended purpose. Serves as an additional expression of ownership. Prevents reduction of visibility from landscaping overgrowth and obstructed or inoperative lighting

How is CPTED utilized?

- Lighting
- Landscaping
- Public art
- Walls & fencing
- Traffic control devices
- Architectural design

Natural Access Control

- Celebrated entry way
- Bushes along 98th, traffic bollards



Walls & Fencing

- CPTED compliant vs employee preference
- See through, lines of sight



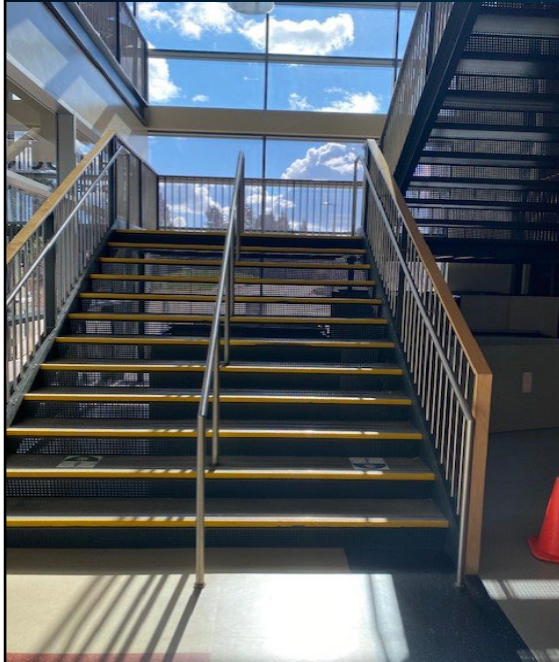
Territorial Reinforcement

- City ownership, Welcome to Clyde Hill rocks
 - Signage at nature preserve
 - CHPD insignia



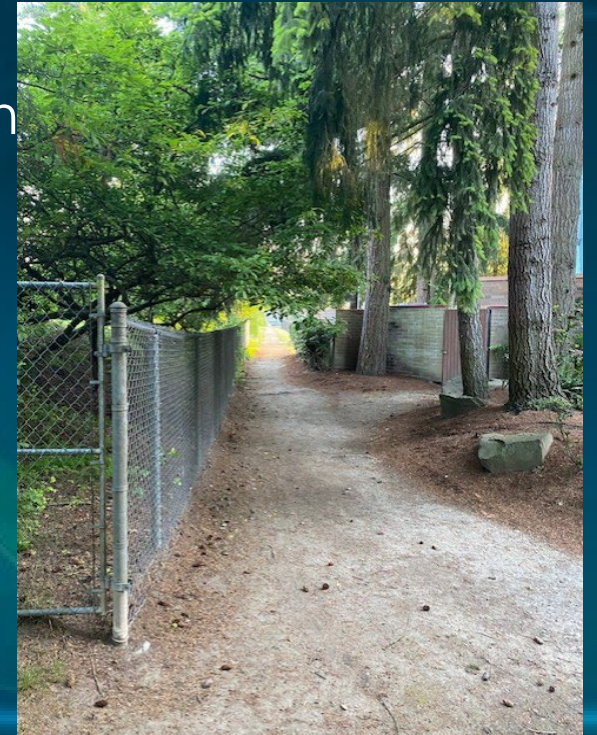
Natural Surveillance

- Positives
 - Clear lines of sight on path at tennis courts
 - Chinook staircase, metal mesh



Lighting

- Chinook, cutoff & LED
- Tennis courts & path lighting
- Sacred Heart, glare and light pollution



Maintenance

- Vegetation adheres to the 2ft/6ft rule
 - Graffiti gets painted over



Areas in need of attention

- Vegetation in front of City Hall, 2ft/6ft rule
 - Lighting at tennis courts & park
- Signage at entrance to city shops & park



Public Art & Community Engagement

- Mural on the side of City Shops
 - Signal and power box art
- Fitness court [National Fitness Campaign | Building Healthy Communities Across America](#)



- Promotion of free libraries
 - Food truck festivals
 - National Night Out



What is next?

- After utilizing CPTED strategies, **Target Hardening**
 - Upgrade locks
 - Heavier doors
 - Keycard/pass code entry
 - Bars on windows
- Increasing police presence



Date: May 28, 2026
From: Kevin Anderson, Public Works Director
Subject: Critical Areas Ordinance Revisions

Summary

Our planning consultant, BHC, has revised the format of the Critical Areas Ordinance (CAO) to address problems with the original draft CAO document identified by City Council and the Planning Commission. Once the Planning Commission approves of the revised CAO, it will undergo a final legal review and be sent to Council for adoption.

Background & Analysis

The City is obligated to adopt a Critical Areas Ordinance (CAO) and had an original deadline of December 31, 2025. Creation of the draft CAO included a considerable amount of work and coordination including multiple reviews by the Planning Commission and Council as well as State Departments of Ecology and Fish and Wildlife. Feedback from the Planning Commission and Council has been that the original draft is unnecessarily long and complex and needs to be simplified.

Key concerns identified by the Planning Commission and City Council included:

- Excessive length and redundancy
- Lack of clarity for residents
- Administrative complexity
- Unclear allocation of responsibility (City vs. applicant)
- Need for better integration of supporting materials

The City's goal is to produce a CAO that is:

- Legally compliant with Washington State law
- Clear and predictable for applicants and staff
- Efficient to administer
- User-friendly for all stakeholders

The specific scope of work for BHC included the following tasks:

A. Simplify and Restructure the CAO

- Consolidate redundant provisions
- Organize code for clarity and usability
- Reduce length without weakening protections and maintaining legal defensibility

B. Add Clarifying Language Regarding Responsibility of Applicants

- Clarifying additive language that the Critical Area Inventory Map prepared by Raedeke Associations is only a guide, and that it is the responsibility of applicants to verify that critical areas or the relevant buffers do or do not impact the proposed development

- Clarify that applicants have the ability to challenge whether the mapped (either from Raedeke Associates or from other sources) critical area actually exists on or near the subject development areas

C. Update and Finalize Implementation Tools

- Align implemental tools (e.g., FAQs, Developer Checklist, Process Flowchart) to the revised CAO.

In reviewing the revised CAO, Commissioners should focus on the following questions:

- Did the revised CAO sufficiently address the scope items identified above of condensing, simplifying, and clarifying the ordinance?
- Were there any revisions that negatively impacted the content of the ordinance?

Requested Action

Should the revised CAO be acceptable to the Planning Commission:

- Motion to APPROVE Ordinance as drafted (or with the following amendments...)

References & Additional Resources

[Revised draft CAO](#)

[BHC memorandum](#)

[Original draft CAO \(Sep. 2025\)](#)



Date: May 28, 2026

From: Heather Thomas-Murphy, City Administrator

Subject: City Administrator Update

Summary

Staff will be sharing an update with the Planning Commission on Planning Commission and City Council coordination efforts, as well as current status and next steps anticipated for the Comprehensive Plan.

Staff Recommendation

Staff are recommending that members of the City Council and Planning Commission, as well as relevant staff, take an online course called the “Short Course on Local Planning” offered by the Department of Commerce. This is tentatively scheduled for Tuesday, September 22 at 6 p.m. and will be done remotely and independently. More details are linked below.

Requested Action

For the Planning Commission to discuss and provide input on topics provided.

References & Additional Resources

[Short Course on Local Planning – Washington State Department of Commerce](#)