

**City of Poulsbo
PLANNING COMMISSION**

Tuesday, May 1, 2012

MINUTES

MEMBERS PRESENT

Jim Coleman, Gordon Hanson, Bob Nordnes, Kate Nunes, Ray Stevens, James Thayer

MEMBERS ABSENT

Stephanie Wells

STAFF

Karla Boughton, Consultant, Alyse Nelson, Edie Berghoff

GUESTS

none

1. CALL TO ORDER

Chairman Stevens called the meeting to order at 6:00 pm

2. FLAG SALUTE

3. APPROVAL OF MINUTES OF MARCH 27 AND APRIL 10, 2012

MOTION: Nunes/Coleman. Move to approve the minutes of March 27, 2012.

3 for, 2 abstain, 2 absent

MOTION: Coleman/Hansen. Move the minutes of April 10, 2012 be approved.

5 for, 2 absent

4. COMMENTS FROM CITIZENS – none

5. 2012 DRAFT ZONING ORDINANCE – Workshop and Discussion –

Continued from April 24, 2012

Karla Boughton, Consultant, noted discussion ended at Accessory Structures on page 74 of the draft document.

Chairman Stevens apologized for sending out an errant email, noting that the interpretation of 'action' noted in law was decision and motion and that the intent of the email was for discussion. However, discussion and deliberation are included in the term 'action' as identified by the State Attorney General.

It is appropriate for Commissioners to request information from staff in an email exchange; however, no discussion should occur between Commissioners outside the workshop and hearing process. As requested staff will bring back the Old Town Study after the draft Zoning Ordinance has been reviewed, to discuss the historical town boundary lines and potential boundary lines of the old town area. The email which generated some discussion will be brought forward as an exhibit at the time of further discussion of the Old Town Study.

Commissioner Nordnes arrived at 6:08 pm

18.70.070 Additional Standards and Provisions for R Zoning Districts, I. Detached Accessory Structures – 1) reasons that sections I. and J. Detached Garages, are 14 feet and 25 feet height limit respectively address detached garages being built at a larger scale than the primary residence and maintain the subordinate structure intention of the code; 2) 25 feet height allows a two story structure; 3) should lot size limits be relative to height limits on a sliding scale; 4) 800 square feet is per accessory structure; 5) current regulations limit accessory structures by 800 sq ft and setback requirements; 6) storage sheds 120 sq ft or less and 14 feet high or less may be built closer to the property line; 7) sum of all buildings on a property must meet lot coverage allowed; 8) this section applies to lots smaller than ¼ acre or less in size, allowing for larger lots which have existing barns; 9) is 14 feet the correct height given the pre-fabricated sheds available on the market; 10) if boats and RV's are parked in a structure is 14 feet sufficient; 11) garage, carport, and shop are discussed under J. Detached Garages; and 12) 800 sq ft is too large.

18.70.070 Additional Standards and Provisions for R Zoning Districts, J. Detached Garages – 13) includes garages, covered vehicle storage, and carports; 14) J. 3. may create legal non-conforming detached garages; 15) J. 3. is intended to make the garage smaller in scale than the primary residence; 16) consideration of corner street side yard setbacks in relation to J. 3.; 17) Snowberry Bungalows would not meet the street-garage-yard setbacks, if J. 3. were applicable; 18) garages should not be the dominant structure on a property; and 19) increased setbacks are required for alley access garages over 15 feet height.

18.70.070 Additional Standards and Provisions for R Zoning Districts, L. Guest House – 20) limit to 25 ft height limit for the same reason as detached garages; and 21) remove the ¼ acre lot area reference.

Commissioners continued noting that: 22) detached ADU's should also be limited to 25 feet in height to maintain the subordinate structure and use on lots.

Staff clarified the differences between 18.70.070 M. Home Business and N. Home Occupation with: 23) home business and home occupations both require business license from the city; 24) business has no visitors, no employees, intended for the self employed; 25) occupation has visitors, may have one outside employee at any time in addition to the owner; 26) if there is no Unified Business Identifier (UBI) with the state then no city business license is required;

18.70.070 Additional Standards and Provisions for R Zoning Districts, M. Home Business – 27) current code provides that if commercial deliveries are no more than twice per week, and no clients or customers visit the home, then exempt from the home occupation requirements; 28) contractors working from home, landscapers and builders for example, are required to keep materials, equipment, etc enclosed or shielded from streets and neighbors; 29) should there be a list of home business uses and home occupation uses; 30) home business does not have customers, non-resident employees, clients, and signs; 31) business example: a property owner manufactures an item such as wood working or fishing flies, which are taken to a retail business for sale, and only raw materials are brought on site by the same property

owner; and 32) add no offsite impacts such as noise are permitted to occur.

18.70.070 Additional Standards and Provisions for R Zoning Districts, N. Home Occupation – 33) N. 6. number of visitors per day is limited; 34) hours of operation are discussed under N. 15. on page 78 of the draft; 35) concern that N. 12. indicates garage sales are exempt, when some sites have perpetual garage sales; 36) some jurisdictions do regulate garage sales; 37) if number of garage sales per year are restricted in code, code enforcement would be on a complaint basis as staff will not be looking for garage sales and counting number by address; 38) regulate with not to exceed 6 garage sales per year; 39) contractors and landscapers should be listed in permitted or prohibited uses list; 40) if contractors have morning job staging at their house and parking cars on site, then a Home Occupation Permit (HOP) is required, if staging occurs at another location then no HOP is necessary; 41) business example: a property owner parks a large landscaping truck in plat RV storage area, loads tools in that and other trucks which come, and if all employees are relatives, then all but one employee must be part of the household; 42) N. 11. only one HOP per parcel is allowed, however, additional home business is allowed; 43) only one HOP is allowed on a parcel with an ADU; and 44) N. 14. kennel or stable, boarding should be added to the prohibited list.

18.70.070 Additional Standards and Provisions for R Zoning Districts, O. Household Pets – 45) does breeding on or off-site make a difference, and should pet breeding be listed as a permitted use; 46) based on prior direction of Commission, staff will clarify appropriate section for puppy raising concern discussed previously; and 47) chicken coops are addressed under livestock and poultry on page 79 of draft.

18.70.070 Additional Standards and Provisions for R Zoning Districts, P. Infill Residential Incentives – 48) this is from current code with minor modifications; 49) front yard will be same as in other zone; 50) differences with other lots in RL are 20 not 25 ft to front of garage, side yards are the same, rear yard is 5 feet unless adjacent lot is built on, lot size minimum is 5,000 sq ft, and P. 2. e. addresses past neighborhood concern of scale providing lots less than standard size are lower lot coverage of 45 percent; 51) where this will be used in the city, and in old town; 52) no requirement to match appearance and/or architectural style; 53) map in Old Town Study shows which lots may be subdivided based on lot size; 54) if no Old Town Overlay, some standards may be placed in this section to direct what will be built; 55) meaning of compatibility of structures; 56) quantity of homes limited to short plat development of 4 lots in current code; 57) could require staff review of architectural renderings a treat this like a mini Planned Residential Development (PRD); 58) infill lots sometimes used for short plat and sales of vacant lots; 59) infill is to help with Growth Management Act (GMA) requirements to provide opportunities for a variety of residential types; and 60) old monster houses are now historical mansions.

18.70.070 Additional Standards and Provisions for R Zoning Districts, Q. Livestock and Poultry – 61) current standards are Q. 2. a. and b. large and small livestock; 62) primary idea is to address the trend towards urban agriculture; 63) Q. 2. d. poultry and rabbits is directly from City of Seattle; 64) use adult in this section for consistency with household pets section; 65) pot bellied pigs are included with miniature livestock; 66) compliance with Conditions, Covenants and Restrictions (CCR) is the responsibility of the property owner;

67) pet licenses are regulated under 6.02.060 under City Clerk Authority; and 68) poultry and rabbits are limited to combined total of 4.

18.70.070 Additional Standards and Provisions for R Zoning Districts, R. Live/Work Units – 69) Office Commercial Industrial (OCI) zone business and employment section is carried over into the residential section with live/work units; 70) HOP is not required because this is a different business model; 71) licensing is as a normal business; 72) new units would be regulated under this section; 73) maintain residential focus in residential zone; 74) live/work has more employees, larger area dedicated to business, and no limitation on visiting customers when compared to HOP; 75) parking requirements are greater with live/work than HOP; 76) intent is to cast a wide net and capture potential business models; 77) section not applicable to apartment homes conversion; 78) is 3,000 sq ft large enough for the combined uses; 79) should there be a list of permitted and non-permitted uses; 80) enforcement of owner occupancy as business grows; and 81) owner or employee must live on site.

Discussion continued with: 82) HOP, live/work, and neighborhood commercial are three similar types of business models with subtle differences; 83) the three uses are on an intensity scale; and 84) Commission requested development of a single section or table to show the commonality and distinctive differences of the three.

18.70.070 Additional Standards and Provisions for R Zoning Districts, S. Manufactured homes – 85) clarification of the definition/description of foundation requirements; 86) mobile homes are built before 1976 and not approved by the Department of Housing and Urban Development (HUD), manufactured homes are built after 1976 with approval seal from HUD; 87) definitions section clarifies modular, mobile, and manufactured home; 88) manufactured homes may be placed on legal lots; 89) mobile homes may be placed in parks; 90) legal requirements under the Fair Housing Act allows for placement of manufactured homes on any lot in the city; and 91) innovation occurring in manufactured housing design and construction may lead to more sited on standard city lots in the future.

18.70.070 Additional Standards and Provisions for R Zoning Districts, U. Neighborhood Commercial – 92) review of Commissioners prior comments for revision; 93) matching building use, design, and size on nearby properties; 94) allowing larger buildings on larger lots; 95) the designation requirements must fit for the whole city; 96) is 5,000 sq ft too limited for the RM and RH zones; 97) other uses such as churches are permitted without size limits; 98) provision of shopping in the local area may not be realistic for a community the size of Pousbo; and 99) Commission agreed to keep provisions as is, with the addition of architectural design standards.

18.70.070 Additional Standards and Provisions for R Zoning Districts, V. Recreational vehicles, watercraft and utility trailers – 100) current regulation is no parking in right of way, and if no RV storage provided in plats then no street parking in plats; 101) sight obscuring requirements for parking/storage on private property; 102) use as a temporary dwelling in limited specific circumstances; and 103) Commissioners requested current regulations be retained.

18.70.070 Additional Standards and Provisions for R Zoning Districts, W. Schools – 104)

architects should have the ability to determine lot coverage for schools; 105) lot coverage is important because there is an ease of permitting for addition of portables and other small buildings proposed after the initial construction of a school building; 106) 50 percent lot coverage is based on underlying RL zone; 107) if lot coverage percent is removed from this section, then it would be dependent on underlying zone requirements; and 108) current lot coverage of school properties which includes the fields and school and accessory buildings on one lot.

18.70.080 Parking – 109) live/work unit parking is calculated like multi-family attached units plus employees and uses being proposed; 110) parking calculations are rounded up to the next whole number if a portion of a parking space is determined in calculating project parking needs; 111) compared to single family detached which requires 2 spaces per unit; 112) manufactured home parking compared to cottage housing parking; and 113) school parking capacity is modified slightly from current code.

18.70.090 Signage – 114) the residential section signage is a new section; 115) current sign code has not been updated since the 1970's except the commercial section was modified in 2003; 116) current code has no standards for signage in residential zones; 117) section is modeled after City of Gig Harbor; 118) lighting of signs is important consideration especially in residential areas; 119) intent is to match sign requirements to zone; 120) commission determined to review residential signage after commercial signage review to allow for comparison.

Ms. Boughton provided a historical perspective of sign code changes in 2003. In 2003 the commercial signage proposal in all districts was free standing monument signs 12 feet in height above grade as reviewed in chapter 18.80.130 (B) on page 117 of the draft document. Owners in the Viking Avenue commercial district requested the code be changed back to 30 feet with reader board signs allowed, and Council granted that request. Current commercial proposal is to go back to the 2003 proposal of 12 feet monument signs city wide.

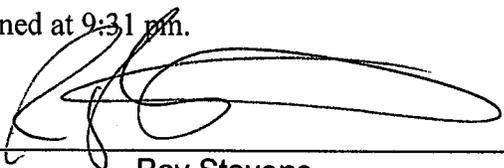
Commissioners then discussed: 121) at the time of redevelopment a new sign is required; and 122) typically now re-facing of a sign is done and this would mean replacing of a sign is required.

6. COMMENTS FROM CITIZENS - none

7. COMMISSION COMMENTS – none

Scheduled next meeting is on Tuesday, May 8, at 6:00 pm.

The meeting was adjourned at 9:31 pm.



Ray Stevens
Chairman, Poulsbo Planning Commission