

**City of Poulsbo  
PLANNING COMMISSION**

**Tuesday, May 29, 2012**

**MINUTES**

**MEMBERS PRESENT:** Gordon Hanson, Kate Nunes, Ray Stevens,  
James Thayer, Stephanie Wells

**MEMBERS ABSENT:** Bob Nordnes, Jim Coleman

**STAFF PRESENT:** Karla Boughton, Consultant, Alyse Nelson, Planner, Debbie Nau

**GUEST:** Shane Skelley

**1. CALL TO ORDER**

Chairman Stevens called the meeting to order at 6:02 pm

**2. FLAG SALUTE**

**3. MODIFICATIONS TO AGENDA - None**

**4. APPROVAL OF MINUTES OF – November 29, 2011 and April 24, 2012**

Motion by Jim Thayer to approve Minutes of November 29, 2011 with correction of Jim Thayer as (JT) not (JM) and approval of April 29, 2012

Second; Gordon Hanson

In Favor: 5 Absent: 2

Returning to page 120,

**Business and Employment Zoning Districts 18.90.020 Purpose**

Chairman Stevens begins workshop noting the memo sent by Karla Boughton Consultant on May 23, 2010 was appreciated; it helped to highlight the differences in the purpose statements between OCI, BP and LI, also the changes that were made in 2010 to the Zoning Regulations. The concern from Commissioners is how others interpret the zoning districts.

Karla stated the purpose statement is the best place to clarify any confusion of the differences between districts, with BP meant to serve only the Olhava Master Plan area with larger lots and development. OCI is intended for the smaller size parcels with mixed-use buildings.

Discussion of the BP zone established at the time of conception of the Olhava Master Plan. OCI is the new, multi use business beginning in the Finn Hill area. (1) (page 120)

B. Add reference of association between College Marketplace and Olhava Master Plan.

**18.90 Business and Employment Zoning Districts (page 121 –Table 18.90.030)**

Commissioner's consensus is to incorporate memo #3 dated May 23, 2012, language into the Purpose Statements on page 120 and to leave Use Table 18.90.30 as written.

**18.90.040 Development Standards** (page 124) (2) bottom of table, minimum setbacks when; tie to top of table on page 125 - this may move in final draft, noted.

**18.90.050 Site Planning and Design** (page 125) (3) Consultant incorporated changes from earlier discussions into redline draft.

**Setback Landscaping** (page 126) (4) A.2.5 Delete the word un-modulated.

**On-site Pedestrian Circulation** (5) B. 2 Discussion of primary walkways within business and commercial sites. Consensus is to leave as written.

**Building Design Standards** (page 127-128) (6) Lengthy discussion on new section: zoning districts, location, guidelines, color, facades, landscaping, building heights, screening, and reflective measures are incorporated into the standards. Green building is encouraged and supported in some districts. Design review is required for all commercial building regardless of zoning districts. (7) C.1.b terminus: wall/roof caps; square, box type, (8) Add parapets to options in C.1. (9) All the types, of listed options in C.1 are included in total building height. (9) Add reference to photos for examples.

**18.90.060 Performance Standards** (page 128) (10) B. Consultant to check agency name for regulation of emission. (page 129) (11) I. Add reference to Department of Ecology (DOE).

**18.90.070 Residential Uses** (page 129-130) (12) Live/Work Units; B.7 Consultant to research the International Building Code (IBC) for occupancy and related employee limit.

**18.90.080 Adult Entertainment Facilities** (page 131) (13) C.1 Facilities are limited to Light Industrial Zones (LI) discussion included the distance and separation, allowing 2 or more within the district. (page 132) (14) E.3. Change numbering sequence to include 4. (15) E.4. An adverse secondary effect mean there are studies to show the legal standard and gives authority to regulate.

**18.90.090 Medical Marijuana** (page 133)

Chairman Stevens points to the similar restriction and use of section 18.90.080 suggesting other zoning districts such as OCI as this section is related to a medical need facility not an entertainment facility.

Consultant gives brief recap of discussion with City Attorney relating that a dispensary is illegal, at this time in the State of Washington. It's being challenged legally and modifications to section 18.90.090 may need to be amended in the future.

Alyse Nelson, Planner for the City provides reference to the Moratorium imposed within the City for the past year with the need for regulations. RCW 69.51A.085 and RCW 69.51A.100 references Collective gardens and Qualifying patient services, also provided as exhibits for the discussion. (16) C. Consultant will check with City Attorney to delete the 500 feet separation requirement. (17) Check on the secondary impacts. (18) D. Add Security Plan including proposed fencing and lighting to the Site Plan requirements. (19) (page 134) E.6. Delete the 500 feet.

Consensus from Commissioners is to leave in LI remove separation requirement and allow in OCI, as an administrative conditional use if City Attorney concurs, require additional site plan requirements.

**18.90.110 Signage Standards** (page 135) (19) A. Add the word maximum 50 square feet. (20) (page 136) Maximum 15' in all zones except 12' in downtown core.

**18.90.130 Administration** (page 135) (21) Remove entire section.

**18.100.020 Table Park District Uses** (page 137) (22) Define concession stands, limits commercial use (23) Consultant to clarify permitting process, adding language for temporary concessions.

Discussion continued including (24) building lot coverage in relation to community or recreation centers, government building zoning, definition of Parks, standards for parking requirements within parks, encouraging shared parking, and the Master Park Plan.

**18.110 Master Plan Overlay** (page 139) (25) Consultant introduces reorganized section adding code for the application requirements, additional amendments for changing ownerships and redevelopment, for the process to be consistent with other zones. Poulsbo Place redevelopment zoning district zoned renamed to Multi-family and commercial. (page 141) (26) 5. Add specific reference as to what type of Engineer. Consultant will clarify information, with City Engineer.

**18.110.060 Development Standards** (page 142) (27) C.1 Delete numbering, adding second paragraph. (page 143) (28) Clarify for residential and public amenities. (29) D. Consultant to re write to include language stating the benefits to the community and city including visual effects. Remove not be harmed, add will be improved.

**18.110.070 Criteria for Approval** (page 143) (30) B. Innovative Planning techniques allows for negotiations, keeps flexibility, and allows staff to have ability to define innovation within Master plan and Planned Residential Developments (PRD)'s permits.

**18.110.100 Subsequent Development** (page 144) (31) A.2 Re-work paragraph, add submittal requirement for a site design and architect plan.

**18.110.120 Amendment of Approved Master Plan** (page 145) (32) A. Consultant will add language to section, for dissolving a Master Plan Development.

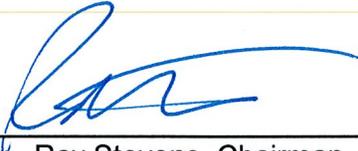
Discussion on agenda items for June 5, 2012 beginning with Design Review Section 18.120 page 146

**5. COMMENTS FROM CITIZENS** – None

**6. COMMISSION COMMENTS:** Commissioner Wells, will be absent June 5, 2012 – attending her commencement from UW, she obtained a Masters Degree in Nursing.

Commissioners and staff gave congratulations.

Meeting Adjourn: 8:51 PM



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Ray Stevens, Chairman  
Poulsbo Planning Commission