

**City of Poulsbo
PLANNING COMMISSION**

Saturday, April 14, 2012

MINUTES

MEMBERS PRESENT

Jim Coleman, Gordon Hanson, Kate Nunes, Ray Stevens, James Thayer, Stephanie Wells

MEMBERS ABSENT

Bob Nordnes

STAFF

Karla Boughton, Consultant, Alyse Nelson, Edie Berghoff

GUESTS

Mayor Erickson

1. CALL TO ORDER

Chairman Stevens called the meeting to order at 9:01am

2. FLAG SALUTE

3. COMMENTS FROM CITIZENS – none

4. 2012 DRAFT ZONING ORDINANCE – Workshop and Discussion –

Continued from April 10, 2012

Mayor Erickson thanked the Commission for all the work they are doing on the document, and indicated positive feedback from the community.

Karla Boughton, Consultant, indicated discussion ended on page 58 of the draft with 18.70.050 the next section for review. If residential discussion is completed today continuation with commercial may occur. Included with memorandum to Planning Commission dated April 3, 2012 is the Old Town Study by Mark Hinshaw. The Old Town Study should be included in this update process if Commissioners feel it is appropriate. Alternatives for incorporating the Old Town Study are included with the memorandum. This is the process to create an overlay for the old town area if there will be one. Staff has information to present when Commissioners discuss old town.

Discussion: Commission discussion began with 1) should the RL section be reviewed before the potential old town overlay is determined; 2) boundaries of old town; 3) old town zoning district would apply to RL zone residential buildings; 4) some large homes were being built at the time the study was prepared; 5) Comprehensive Plan Update in 2009 included the study being incorporated into the development standards discussion; and 6) concurrence that staff presentation of old town information will be at the end of RL discussion today.

18.70.050 Development Standards in RL Zone – 7) revised front and rear yard setbacks indicated in Table 18.70.050; 8) if front setbacks are reduced, there should be review process and approval; 9) exception or variance would be the existing options for review; 10) possibly ‘step back’, where second floor is smaller, or design regulations required for reduced front setback through an AC process based on specific issue such as lot shape; 11) design regulations will require specific criteria for an AC process exception, or have a minor variance process; 12) there are exceptions for residential in use now; 13) RM and RH have ‘step back’ allowances in place now which might also work for RL; 14) must except out flat roofs; 15) narrow row homes which are narrower than the depth of the front yard; 16) exceptions will be reviewed for specific situations; 17) should the city review design; 18) simple and clear is easier to understand and administer; 19) design review is limited to new construction; 20) limited number of lots in old town; 21) concern design regulation is more confusing to public and more expensive to review; 22) what is the problem being solved with design review and ‘step back’ regulations; 23) consensus to keep current code front and rear setbacks; and 24) existing code exception for smaller lots with neighboring lots with smaller setbacks.

18.70.050 Development Standards in RL Zone, C. Lot Averaging – 25) smallest lot is 5,000 sf and largest lot is 10,890 sf or ¼ acre; 26) three distinct lot size ranges to be mixed up in a designed neighborhood; 27) lot averaging is new to RL zone; 28) variety of lot sizes in a standard plat provided with lot averaging; 29) step between Planned Residential Development and straight plat; and 30) number of distinct lot size ranges should vary based on number of lots in plat.

10 min break

The workshop resumed with a staff providing old town information and documents for discussion. Commissioners and staff discussed: 31) homes built which caused community concern were built in the 2000 to 2003 time period; 32) a recommended boundary for the ‘old town’ is indicated in grey on page 3 of the LMN Architects Old Town Study by Hinshaw; 33) the area is characteristically 1 to 1 ½ story bungalow style homes; 34) the study did not recommend including waterfront homes; 35) map on page 3 of the study, the grey area is one old town boundary option for Commissioners to consider; 36) staff provided an article “Not a Permanent Trend” from the February 2011 Builder web publication discussing ‘monster homes’; 37) the question is does Poulsbo have the same problem now, or was it a problem then; 38) photos of new construction provided by staff; and 39) Building Permit data in the old town area, 2006 to present, includes 9 additions, 11 deck, 8 garage/carport, 3 porch/entryway improvements, 6 reroofs, 1 interior, and 2 basement.

Staff continued with: 40) old town does not have Homeowners Association and therefore must rely on city standards; 41) concern expressed over view protection which is regulated by setback and lot coverage; 42) detached structures are of concern in old town; 43) same concerns may apply to all RL zone; 44) limit detached, or subordinate, structures to 25 ft height where lots are 10,890 sf (1/4 acre); 45) options are to solve the problem city wide, or designate old town area and utilize code modifications; 46) does old town merit being a national heritage area with specific code such as limiting the second story to 75% floor area

of the first floor; 47) smaller upper floor addresses scale issue; 48) limiting upper floor area may not make sense to apply city wide; 49) old town study indicates buildings are 1 to 1 ½ stories and character and scale concerns could be addressed; 50) discussion should include what is the perceived problem of the area and can we address that in standards; and 51) ADU discussion may impact the whole city.

Commissioners continued discussion with: 52) is there a 'McMansion' problem in Poulsbo; 53) Poulsbo is perceived as a quaint village by many visitors; 54) the study is a few years old, and are the issues the same; 55) applying overlays can be isolating; 56) concerns show up when a project is proposed; 57) diversity of housing is one identifying feature of old town; 58) question of preference to have a garage with ADU on top with 35 feet height limit or if 25 feet height limit having separate garage and ADU structures; 59) if there is an overlay proposed, would a special notice to the neighborhood be warranted; 60) when architecture is good, the home size is not a concern; 61) what is good for old town is probably good for all of Poulsbo; 62) question is how to regulate preferences; 63) are old town concerns a continuing problem; 64) even at 25 feet detached structures may be taller than existing houses; 65) height and lot coverage are the controlling factors limiting larger homes; 66) eclectic variation is one of the great points about old town; 67) development looks like it was done one or two at a time; 68) concern is if multiple homes removed and new subdivision built up with all identical looking homes; 69) public input process needs to be time limited for this process to proceed in a timely manner; 70) clarification options for definitions of garage, ADU and detached structure; 71) how much design requirement review is city willing to take on; 72) is there a small residential area that is special enough to force special review; 73) historical designation for homes in Poulsbo; 74) National Register has many requirements; 75) Old Town Study reviewed status and no homes qualify for national or state recognition; 76) an overlay designation for the area would make a Poulsbo heritage area that may merit special development standards as initially determined during the Comprehensive Plan process; and 77) heritage area would apply to the exterior of homes, not interior.

Discussion continued with: 78) page 4 of the study has 7 recommendations, 5 of them are external to the structure; 79) recommendation #2 is current code, # 1 will be covered during ADU discussion, and #3-7 are applicable to old town; 80) most effect would be #7; 81) main issues is scale addressed by limiting height, decreasing lot coverage, and reducing upper story area relative to first floor; 82) recommendation #7, reducing upper story area, is the most difficult to apply city wide; 83) minimum roof slope of 5/12 pitch is difficult at 25ft building height; 84) all new homes must have pitched roof; 85) height is not the issue, scale is; 86) straight up walls are less expensive to build; 87) reducing upper story area to 75% of first floor is expensive requirement; 88) is the Old Town Study still applicable; and 89) would accessory structures and second floor regulations be applicable to whole city or overlay.

Commissioners then discussed: 90) PC Memorandum from Ms. Boughton, dated April 3, 2012, includes a document titled 'Old Town Poulsbo Residential Alternatives for Planning Commission discussion and consideration' with 3 alternatives.

MOTION: Wells/Hanson Move to do nothing, keep Draft Zoning Ordinance as is, and recommend deletion of Policy CC-6.1 and related narrative text from the Comprehensive Plan.

Discussion continued with: 91) it is a neighbors prerogative to build a larger or taller home even if it blocks view; 92) reducing the upper story area should not be a city wide requirement; 93) request for number of existing ADU in the old town area; 94) request clarification of number of lots which could be subdivided in the old town area; 95) not everything applicable to old town is applicable to all of Poulsbo; and 96) it is premature to make this decision.

Call for question: 3 for, 3 against, 1 absent

Commissioners concurred that conditions have changed and there is not enough information at this time on which to base a determination. Continuing to proceed through the Zoning Ordinance with the discussed concerns in mind and then revisit to determine if there are some specific recommendations for the old town area that are not applicable to RL zone city wide.

Staff summarized that the Commission discussion and vote have been the discussion at the city since the study was produced and why there has been limited action on the Old Town Study. Noting the question is if Commissioners are concerned enough over what has happened in the past 10 years that if the trend continues, or transition from older to newer houses continues, does that raise enough concern to create a special heritage area of the city to identify and impose special development regulations for that area only?

The question was raised if it is possible to have some type of a forum to revisit the Old Town Study with the public.

Commissioners determined to table the old town discussion for later review.

Mayor Erickson addressed the Commission observing that everyone who lives in a neighborhood believes their neighborhood is special; noted that distinct covenants exist for most neighborhoods, but not for the old town area; questioned if the area has special features which need to be protected with special designations; and observed the timeline is 30 years out – what should be in old town then.

18.70.060 Development Standards in RM and RH zones – 97) no changes are proposed in table 18.70.060; 98) non-residential examples in the zones are places of worship, lodge, school, animal hospital, medical dental office, and professional offices; 99) minimum lot area for single family detached at 4,000 sf is to incentivize developers to build multi-family as one of a variety of housing types in the city; and 100) cottage homes are alternative to 4,000 sf lot.

18.70.060 Development Standards in RM and RH zones, B. Special setbacks between residential buildings with more than two attached units – 101) ‘special yards’ in B. 2. relates

to yards noted in B. 1.

18.70.060 Development Standards in RM and RH zones, C. Recreational Amenities – 102) Review Authority is dependent on type of permit; 103) amenities are maintained by owner or homeowners association; 104) two types of recreation space are required, communal space all residents share, and private space for each unit; 105) minimum 48 sf must be used as private living space and is exclusive for each unit; and 106) should storage space be required for each unit.

30 minute break for lunch

18.70.060 Development Standards in RM and RH zones, D. Landscaping, Site and Building Design Standards – 107) D. 5. walls might exceed 35 ft height from building on a slope or underground parking which provides additional building height; 108) D. 3. street trees are placed at time of street development, or for a development prior to Certificate of Occupancy; 109) developers bond for roads and utilities; 110) timing of landscape installation is discussed in landscaping section; 111) D. 5. non-living material is bark; 112) D. 6. a. definition of pathway is a hard surface not a sidewalk or trail; 113) pathways are hard surface or pervious pavement located between building and street; 114) need to indicate ADA accessibility on pedestrian ways;

Discussion continued with building design standards on page 64 of the draft: 115) D. 8. a. i. examples are provided at time of design review; 116) staff reviews design on a case by case basis; 117) written requirements for design are difficult; 118) D. 8. a. iv. window trim should be scaled to fit façade; 119) design review chapter, beginning on page 146 of draft document is revised to include photographs, and provides a manual for architectural review; 120) D. 8. a. ii. examples of visual terminus to top of building; 121) current code does not have design standards for multi-family; 122) comparison to commercial design standards on page 100 of draft; 123) commercial design materials section and review in place for few years; 124) residential design is slightly more restrictive than commercial; 125) in design materials use, intent is for single family blending to multi-family blending to commercial blending to OCI and industrial; 126) multi-family is two or more materials required with examples of desired materials provided; 127) articulation and architectural interest is important; 128) 3 guiding principles are no flat roofs, no long blank walls, and avoid bright colors; 129) color is a personal choice; 130) color standards same for all regulated zoning districts; 131) the draft document does not propose regulating single family home colors; 132) encourage developers of larger buildings to include articulation and color, and provide visual interest in multi-family housing development; 133) D. 9. outdoor storage and trash – applies to dumpsters not individual garbage cans; 134) D. 11. massing, setbacks and other methods may be used to mitigate impacts where RL abuts RM and RH; and 135) D. 9. a. RV's must be in designated parking area which is screened.

08.70.070 Additional Standards and Provisions for R Zoning Districts, A. Accessory Dwelling Units – staff provided a list of recent ADU permits and photographs of properties with internal and separate structure ADUs (Exhibit H). Commissioners discussed: 136) it is difficult to determine where the ADU is in some of the photos; 137) a Conditional Use

Permit is not required to locate an ADU into an existing structure; and 138) ADUs have been tracked since 2001.

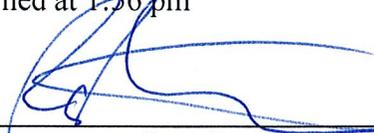
Staff requested consideration of adding additional meetings or starting all meetings earlier. Commissioners concurred adding May 1 to the schedule, and beginning all Zoning Ordinance meetings at 6:00 pm.

5. COMMENTS FROM CITIZENS - none

6. COMMISSION COMMENTS – none

The next meeting is scheduled for April 24, beginning at 6:00 pm. Discussion will begin with 18.70.070 A. Accessory Dwelling Units.

The meeting was adjourned at 1:56 pm



Ray Stevens
Chairman, Poulsbo Planning Commission