

**City of Poulsbo
PLANNING COMMISSION**

Tuesday, June 05, 2012

MINUTES

MEMBERS PRESENT: Jim Coleman, Kate Nunes, Robert Nordnes, Ray Stevens, James Thayer

MEMBERS ABSENT: Stephanie Wells, Gordon Hanson

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

GUEST: Wendy Clark-Getzin, Kitsap Transit, Shane Skelley

1. CALL TO ORDER

Chairman Stevens called the meeting to order at 6:04 pm

2. FLAG SALUTE

3. APPROVAL OF MINUTES of May 1, 2012

Motion: Commissioner Thayer moves to approve minutes of May 1, 2012 as amended (Page 4 item 76 change wording to: intent is to, item 96 change: to 500 feet).

Motion 2nd: Commissioner Coleman
- In favor: 4 for, 2 absent, 1 abstains.

4. COMMENTS FROM CITIZENS - None

5. 2012 Draft Zoning Ordinance – Workshop and Discussion:

Continue from May 29, 2012 - beginning on page 146

Chairman Stevens asks Consultant Boughton for introduction - update.

18.120 Design Review (page 146) Section III General Development Regulations will be expanded with additional photos and illustrations in the final draft. Section III replaces the Design Review Board in Title 2 of the PMC; identifies the regulations tied to a Land Use or Building Permit. The Planning Director now has the approval authority, and has the ability to ask for a recommendation from the Planning Commission. The section will also cross reference with zoning districts.

18.120.020 Applicability (1) A. Paragraph does not include interior remodel of existing buildings.

Commissioners discussed, in length, the requirements for schools and private schools with the Design Review process. Consensus was to (2) A.1 Remove the words "except

schools”.

18.120.050 Building Design Examples (page 149) (4) Include a picture of City Hall for example of offsets and underground parking. (5) Replace the picture of the Nelson Building with a current picture of awnings, showing the new business, to demonstrate what can be done with an existing building. (page 152) (6) E. Expand the illustration, show a dimensional view. (7) Expand and add requirements to each section. (page 153) (7) F. Discussed color during the May 29, 2012 workshop, consensus was to add reference to color in each section and Building Step-backs.

Consultant reiterated the Planning Director's ideals and methods of the each section and the goal of the Draft Zoning Ordinance to compile the information in multiple areas, allowing for efficient use by staff and the public.

Discussion ensued of sections E. (page 152) and F. (page 153) (8) Commissioners agree that E. and F should be removed from 18.120.050 Building Design Examples adding them to the Standards in each zoning section. (9) Examples of the pictures should go into zoning chapters. (10) Step-backs will be added to definitions. (11) Illustrations of measurements will be moved to page 171, 18.150 Measurements.

18.125 Essential Public Facilities (EPF) (page 154) (12) Consultant states this is a new section, as recommend by the City Attorney. (13) Local and regional regulations identify only the process, which is a Conditional Use Permit. (14) EPF is defined in the RCW-WAC. (15) Local schools are not considered to be an EPF. (16) Consultant to re-write section for better understanding of legal terminology.

18.125.040 Siting and Expansion of State and Regional Essential Public Facilities (page 155) (17) A.1 Re-numbering of section (18) B.1 Public Hearings must be held regardless of the review authority. (19) Add note in use tables, in all sections, referring to this section, assuring applicant goes through the siting process, and confirm it is permitted in all zoning districts. (20) Should the applicant not go through the State process then the local process is applied.

18.125.50 Criteria for Approval of Essential Public Facilities (page 155/156) (21) EPF cannot be limited to specific areas. (22) B. Consultant to check with City Attorney on separation requirement, Commissioner agree to remove separation requirement section B. based on City Attorney's recommendation.

18.130.030 Landscaping Plan Requirements (page 158) (23) New requirement; that the landscaping plan be completed by a certified professional landscaper (24) add to requirement words; or by approval from the Planning Director. (page 159) (25) Combine E. and M. into one sentence

18.130.050 (page 160) (26) A.2 high grade is defined in the American Standard of Nursery Stock.

18.13.080 Fencing and Retaining Wall Standards (page 162) (27) Consultant highlighted issues for discussion – Standards are new, no standards in current code with the exception of height of fence within the building regulations and

sight distance – sight obscuring. (28) Possible decorative wall in commercial zones.

18.130.090 Street Trees (page 162) (29) A. Consultant to define all development projects and add language to clarify. (30) The Tree Board and the Parks Director are the first points of contact, when a tree, within the city becomes too big or is considered a hazard. (31) The City Tree Arborist will provide a letter of comment to the Planning Commission in regards to section 18.130 for consideration.

18.130.100 Water Conservation (page 163) (32) 18.130.100 is a new section in the Zoning Ordinance. (33) A. Replace language with current commercial and zoning districts acronyms - designations. (34) B. Add Xeriscape to definitions.

18.140 Parking and Loading (page 165) (35) CB.2 Add the word; spaces, to second sentence; vehicle parking spaces.

18.140.030 General Provisions (page 166) (36) Add reference to ADA parking spaces the requirements are located in the Building Code (IBC) International Building Code. (page 167) (37) G. Planning Commissioners discussed off street angle parking. Consultant will clarify wording of section, parking lot/parking spaces. Add to the title; Off Street 18.140 Parking and Loading on page 165.

18.140.040 Design Standards for Surface Parking Area (page 168) (38) Add language for lighting from B in 18.140.50 (39) Compact spacing is going from 25% to 40% minimums. (40) A.2 re-word paragraph. (41) A.3 Consultant to clarify information and add photos/illustrations. (42) C. spell foot and inches rather than symbols or symbols rather than typed text – change throughout document to be consistent and ease of reading.

18.140.060 Design Standards for Bicycle Parking Areas (page 169) (43) Planning Commission agree to have consultant to research ratios; minimum two or one per twenty parking stall or determined by Planning Director. (44) Discussed the possibility of a project adding a covered bike rack to reduce one parking stall requirement, also capture in ratios research.

18.150.20 Measuring Minimum Requirements (page 171) (45) Consultant to reword section, in regards to the fractional results above .5 and below .5. (46) Adding building set-back.

18.150.50 Measuring Building Height (171) (47) Definitions changed apply to this section.

8:15 PM Chairman Stevens states the agenda items have been met and discussion of what will be on the agenda for the next meeting. Commissioners

agree to start on page 173 section 18.160 Nonconformities.

6. Comments from Citizens:

Wendy Clark-Getzin – Introduces herself as Kitsap County Transit's Land Use Planner and notes to Commissioners that Kitsap Transit has a project on hold/pending technically complete with Alyse Nelson, Planner for the City. Her focus is on the Light Industrial Zoning Requirements. Setbacks, heights and color of building requirements in the LI Zones are intense and suggest a restriction only for buildings within the zoning area, which you can see. Page 160 B.1 Suggests including a definition of non-mechanically compacted soil –she interpreted it to mean soils to support new landscaping. Page 161 Certified Landscaper - agrees with wording of section with the exception of professional engineer. Insurance performance device of two years is too long and suggest tying it to the Certificate of Occupancy for the building permit which is one year. Pg 162 B. would like to see a distinction between land uses and type of barbed wire. Pg 163 B. Rain gardens (xeriscape) should be attached to a project of low impact development with tree credits applied toward the landscaping requirement. Parking on site agrees with section, suggests greater ratios of compact and ride share stalls to help reduce parking requirements. Page 169 E. Instead of wheel stops, consider paint and striping. F. Porous materials for surfacing seemed unclear as to the direction of the section. Suggests skateboard requirements. Ms. Clark-Getzin thanked the Planning Commission.

7. DIRECTORS REPORT: None

8. COMMISSION CONCERNS: None

Meeting Adjourn: 8:31 PM



Ray Stevens, Chairman
Poulsbo Planning Commission