

**City of Poulsbo  
PLANNING COMMISSION**

**Tuesday, May 22, 2012**

**MINUTES**

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

**MEMBERS ABSENT:** Bob Nordnes

**STAFF PRESENT:** Karla Boughton – Consultant, Alyse Nelson, 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 April 14, 2012**  
Motion to approve as written: Thayer/Colman – 6 approve, 1 abstain
5. **COMMENTS FROM CITIZENS - None**
6. **2012 Draft Ordinance Workshop and Discussion**

Continued from May 15, 2012

Karla Boughton, consultant presented where the workshop ended at the last meeting (May 15, 2012) on page 112.

The Commissioners deciding to return to the beginning of **Section 18.80.100 Off-Street Parking and Loading Standards in the C-1 zoning district**, (page 111). Additional review and discussion of information that was presented by staff Alyse Nelson, Planner, Exhibit K –Downtown Parking Advisory Committee Final Report dated October 2010 and Exhibit L –David Evans Parking Management Strategy dated October 2008 will be included as reference in discussion.

Alyse presented some history of the LID-11 Anderson Parkway and King Olaf parking lots that were created in downtown with the existing local business partially funding those parking lots. This process provided enough parking at that time, and thus no parking requirements were required for new buildings, expansion of existing business or change of use projects in the

downtown area. In 2007 an application came in of significant size, a commercial development project with two to three floors of residences above. Some onsite parking was provided for the commercial use but their expectation was to use the King Olaf parking lot for the residential portion which would create a burden for other smaller business and commercial uses in downtown. The emergency ordinance adoption was drafted to create parking standards for downtown and is still in effect today with some modifications; smaller redevelopment up to additional 1,000 square feet would not trigger additional parking and larger projects above 1,001 square feet would be required to provide onsite parking.

Alyse continued with regards to the Parking Study by David Evans and the Parking Committees explaining both had similar recommendations of increasing parking supply, decrease lot space size, parking garages and existing enforcement but neither group looked at regulations as a method.

Commissioner's discussion then continued to include; (1) Parking enforcement. (2) Visitors and direction of where the parking is located. (3) Adding parking time limit on existing signs. (4) Employee parking—shared parking with other business. (6) Impact fees and mitigation alternatives. (7) fee-in-lieu of parking. (8) The need to provide a technical analysis on the parking demand and supply. (9) A.3 change sentence; delete a maximum; add an additional 1,000 square feet. (10) C.1 (page 112) Consultant to consolidate with C.2. (11) C.3 Staff recommends leaving section within the zoning regulations; it is designed as an incentive. (12) Under building parking concern of increased building height of 45 feet in downtown. (13) Shoreline Master Program has limited the height restriction to 35 feet within the 200 foot areas, which includes parts of the downtown core. (14) E. Add to the permitted uses, reference a page number or table page number.

**18.80.110 Off-Street Parking and loading Standards I the C-2, C-3 and C-4 zoning districts (page 112)** (15) A.3 (page 113) discussed having a minimum of five spaces. (16) A.12 Define 2 spaces includes garages. (17) A.14d (page 114) Consultant to research information of parking ratios for colleges.

**18.80.120 signage Standards in the C-1 zoning district**

Wall Mounted Signs (page 114) (18) A.1 Add the word maximum behind 30 square feet and the word maximum 50 square feet. (19) (page 115) A.3 Consultant to re-word paragraph, façade, define roofline, no billboards. (20) A.7 remove last sentence. (21) Review building sign code – reference what is “painted building identification”.

Free Standing Signs (page 116) (22) B. Extensive discussion of Signage standards in C-1 district; lowered height from 30 feet to 12 feet to be consistent with other zones within the city, non-conforming signs and the impacts, sunset clause and adding the definition of monument sign.

**18.80.130 Signage Standards in the C-2, C-3 and C-4 zoning districts (page 116)**

Commissioners discussed in length the height of signage in C-2, C-3, and C-4 comparing to the C-1 zoning district. Commissioners agree to recommend -12 feet in height in downtown core, 15 feet in all other zoning districts –possibly include a sunset law, and incentives to bring in new development for Viking Avenue. Consultant to research program for sunset codes/laws, and discuss with Attorney and Planning Director. (23) Add reference to the neon signs, is it a sign or part of the building design. Add Reference temporary signs in C-1, C-2, C-3, C-4, and in R-zones. (page 118) (24) 4.a Signs maybe placed in the front yard setback – incorporated with the landscaping.

(page 119) (25) D. New section – Automobile service centers signage. D.2 Consultant to research square footage amount in the last portion of sentence regarding canopies.

Commissioners had agreed to review, for comparison of the commercial to residential section. **18.70.090 Signage –beginning on (page 86)** (26) (page 87) in the table of signage-typo in Schools, under the type and area of sign, last sentence add word the. (27) Consultant to research limit to luminous.

**18.90 Business and Employment Districts (page 120)** Consultant introduced the new section on page 122, bottom of use table – Auto Fuel Service Station (28) clarify maximum of six pump wording, is this a twelve fueling station, 250 square feet per pump is the maximum of 1500 square feet. (29) The section is meant to be used for the smaller gas only limited of convenience store development working with property for economic development.

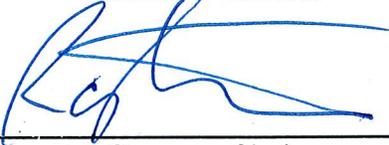
Discussion continued reviewing the purpose statements to the Table 18.90.030 (30) page 121 Switch the 2. to 3. (31) Add \*\*note to first item in table to reflect the storage of equipment is in the LI section. (32) Change Software engineering from P to X in the LI and \*\* note in the AC. (33) Add definition of Commercial Convenience and Commercial Retail. (34) Under Manufacturing –Electrical component change to AC in OCI. (35) Some discussion of changing of the column order on all pages of table (BP, OCI, LI) including the changes to the purpose order. (36) Storage yards/office in OCI is 10,000 square feet or less and larger than 10,000 square feet will be in the LI district.

Ms. Boughton relates to the Planning Commission, there is no Industrial use allowed in Poulsbo. SEPA is a tool under the purpose statements which can be utilized to mitigate: noise, odor, heat and omissions.

Consultant refers to statement from citizen on collective gardens and information from City attorney for review of RCW sections, to be handed out in packet for next meeting May 29, 2012. Also continue discussion of the table 18.90.030 (page 123)

Adjourn 9:04 PM

Chairman Stevens



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Ray Stevens, Chairman  
Poulsbo Planning Commission