

City of Poulsbo

PLANNING COMMISSION

Tuesday, March 29, 2016

MINUTES

Members Present

James Thayer (JT), Bob Nordnes (BN), Ray Stevens (RS), Gordon Hanson (GH), Jim Coleman (JC), Shane Skelley (SS)

Members Absent

Kate Nunes (KN)

Staff

Karla Boughton (KB), Charlie Roberts (CR), Diane Lenius (DL), Helen Wytko (HW)

1. Call to Order
2. Flag Salute
3. Approval of Minutes – THAYER/HANSON Coleman abstain
4. Modifications to Agenda – NONE
5. Comments from Citizens – regarding items not on the agenda – NONE
6. Public Meeting
Draft PMC Title 14.04 Transportation Concurrency
Staff: Roberts

Poulsbo Municipal Code Title 14.04 Transportation Concurrency is a new section of PMC to accommodate development and level of transportation service. New chapter codifying concurrency for new development. Mandated by GMA, which provides flexibility in implementation. Modeled after similar cities. Set up as a two step process which is dependent on size of development and the trip bank and its available capacity. Larger projects need to look at their impact intersections. 300 average daily trips triggers large development categorization.

SS: What is average?

CR: For a single family house, 10 trips per day.

JT: Trip?

CR: One car leaving and coming back is 2 trips.

BN: 300 average, where did we get that number from?

CR: Cities use PM peak which translates into more advanced breakdown. We split the difference and simplified.

BN: I know that number will be brought up and is going to be challenged. I bring that to attention so we know how we came to these numbers.

CR: Organization of Draft Title. Concurrency means adequate transportation facilities or strategies needed to maintain the City's adopted level of service standards on any roadway or at any intersection are available when impacts of development occur, or that a financial commitment is in place to complete the facilities or strategies within six years. LOS is different for different intersections. We want D or E to maintain concurrency.

KB: Those LOS are in the level plan.

CR: We have some LOS F such as Lindvig and Bond Rd where there is no reasonable fix. Another one is Noll Rd and Hostmark St. City has required improvements. Example of Mountain Aire where they had to put in a left turn lane, a 4 way stop, and complete frontage improvements.

Background goal is to make sure development fits with the transportation plan. Catch more intense use and fix LOS F. Trip bank is based off of total number of trips the traffic engineer set up in the 20 year model. Growth is available. Reserve trips not built, but can take away available capacity.

Spreadsheet available to track trips and what trips are available to take. System implemented to prevent the City from allocating more trips than what is available. Reserve chunk trips, similar to what we do for water.

DL: 14.04 clarifies the way we are consistently operating and codifies it.

CR: Process clearly identified in Figure 14.04.060 Concurrency Evaluation Flow Chart.

Draft 14.04 was released March 14, 2016 and the Notice of Application was issued March 25, 2016. This is the first Planning Commission review. There are two more scheduled if needed, and the Public Hearing is scheduled April 26, 2016.

RS: Any questions?

JC: 300 new ADT based, based number on single-family. What drives an apartment complex?

CR: 6 or 7 per unit instead of 10 per house per day. It is in the manual.

JC: Do they need to be included?

DL: We will direct the applicant to the manual.

JC: What about LOS at intersection that intersects with the State Highway?

DL: State is responsible. They are also looked at differently. For every development we send to State development review engineer.

KB: State is exempt from our LOS under GMA.

JC: We should add that.

JT: Did you say you send all to state?

DL: If significant.

JT: Would that block certification?

DL: Not necessarily, Crystal View for example was sent to County who has their own requirements. Other jurisdictions can require conditions of approval for our projects.

BN: City is usually more restrictive than State and County.

RS: We should not mix in the County with our ordinance.

KB: Concurrency does not apply to State.

JT: How are more congested areas factored?

DL: We asked consultant about zones and we were advised not to. Apparently it gets too complicated.

JT: How about area where you have a bunch of little projects? Multiple developments will have an impact.

DL: That is one of the reasons we hired a consultant. Their model included vacant property and cumulative development. They included max population, employment, and commercial development as well. Developments over a large threshold will be asked to do an individual TIA.

KB: Does not save a developer to do many multiple small developments, would cost them more money. Not worth the time an expense to get out of a TIA.

RS: Right now we meet concurrency because of traffic impact fees and TIAs. We have been doing all these functions, what is different?

CR: It codifies our process. It was also one of the items our insurance agency audits.

KB: GMA has specific regulations. We have not had them codified, but have been doing them.

RS: Threshold if needed it?

JT: Then contractors would stay under.

RS: What happens if happens if economy is sitting and not moving forward? What stage will you get reservation and when do you have to move forward?

KB: 5 year expiration on approved plat, reservations set up to expire at the same time.

DL: It is set up so when a preliminary plat is approved, the reservation is made. They must pay at time of building permit.

KB: Impact fees are different. State in 2015 adopted deferral system.

CR: Left open fee which has to be adopted by City Council. Could be \$50-\$100 for staff time.

RS: Is preliminary plat approval the appropriate time for reservations?

JT: What if you charge and others back out?

RS: How do prevent a second market in reservations. Plat would be more valuable if trips are already reserved and would block out competition.

DL: Valid concern if we were tied at capacity, but we are only at 50%.

BN: Not a hot commodity.

KB: We are on a 6 year cycle. Capacity gets reviewed and trip bank is recalibrated.

CR: If 50% of capacity is reserved then we review.

DL: We have 55,000 available trip capacity.

RS: Where we are at on units we have about 4,500 people.

KB: At some point we have to increase our growth density, building height, etc. and make changes to functional plans. Some intersections are LOS E.

JT: Are there are degrees of F.

GH: When a project is proposed does it make a difference where the trips go to, directions, or where it is physically located?

DL: Bank is for entire town. Trips distributed evenly and a TIA hones in exactly where development is.

GH: What was Mountain Aire Required to do?

DL: Traffic improvement fee and physical upgrades.

CR: The traffic improvement fee was \$2,700 per single family house.

BN: That was on top of the frontage improvements?

CR: Yes.

BN: How was that determined?

DL: Look at capacity and cost of funding. We come up with a number and divide by trips.

KB: Work to get to that number is on website. Came after Comprehensive Plan from SEPA to GMA fees. 50/50 the City pays for.

DL: Record of traffic impacts helps us secure grants.

RS: Start at page 2.

JC: Average daily?

DL: ADT tied to specific location (roadway).

JT: Is that different?

DL: Yes.

JT: Would make clearer to say total City roadway.

JC: Background traffic that comes through and not associated.

CR: Take out pipeline development.

RS: Page 3?

JT: On concurrency test at top LOS standard, does that define what you want defined?

KB: Yes, and it is also defined in capital facility plan.

CR: As adopted by the Comprehensive Plan.

JC: Trip generator at bottom, is this synonymous with total use capacity?

CR: Yes term used in transportation plan. Defined it for use, in functional plan as well.

KB: Change that to correct, as included in Poulsbo Comprehensive Plan functional plan as appendix.

RS: Page 4?

JT: 14.04.043, will ADUs fit into exemption?

RS: Yes, could an ADU trigger a TIA?

CR: They are exempt.

GH: I think they should be included.

KB: ADU cannot exceed the size of a single family.

JT: There should be a fee at minimum.

KB: Or we could exempt them out.

RS: ADUs were implemented to create affordable housing; we should not add a fee.

RS: They are a Type II Permit?

KB: They are a tool to accommodate growth and population. Either Type I or Type II depending on size.

JC: What if we get more ADUs?

KB: ADUs must be owner initiated. We do not get that many applications for them.

RS: They should be excluded.

JT: Okay.

BN: With the zoning code, we do not have trips that come to the house like deliveries.

CR: If they have regular deliveries they would have a home occupation and we mitigate with that permit.

RS: Page 5?

JT: Number 4?

CR: Idea if you buy a property you have to get a certificate, but if you are buying into a plat, you do not need to because it was already approved and trips reserved.

DL: Help us manage reservations.

RS: So account for the miscellaneous projects.

CR: Yes, and prevents double counting.

RS: What about current development? In my mind they have already paid traffic impact and made improvements.

CR: Number 5 exemption for previous and already adopted developments.

DL: There is an effective date.

JT: Subsection 0.40 item B, what if current LOS is F?

RS: Law prevents us from making us improve above existing LOS. Can they adversely

affect LOS F?

JT: Are there levels of F to distinguish and enforce F?

KB: Talk to City Attorney on Friday, Hearing Examiner proposed SEPA to identify as F+ or F-, but that is not a real term.

JT: Reword B if you cannot change LOS of intersection.

CR: I am rereading B and I am not sure if it meets what our intent is. We will change so that it focuses on mitigation.

RS: Mitigation is my question.

DL: Has to meet LOS standards.

RS: So D could drop to E? I thought we could not decrease current level?

JT: Can drop as long as meets standard.

KB: Identified in A and B of .040

RS: How to deal with background traffic's impact, .050 B.2

JT: Do you really care?

RS: Yes, could decrease capacity available for City.

DL: Michael Bateman does traffic counts and people let us know when they feel their roads are busy.

JT: What can the City do?

KB: We don't have unanticipated development dumping into the City. If you look on our zoning map, we are protected around City limits. We do have commuters that enter.

DL: We are growing faster than what is around us.

RS: Page 6?

RS: Stuck on 300 ADT .060 A.1. If there are 300 average daily trips, then we require?

CR: Intent that if there is more than 300 ADT, anything less is not under scrutiny.

RS: Concern that last developer gets stuck with responsibility of TIA. Is there some sort of mechanism in place?

DL: Yes, when we do the model for improvements, we compare 20 years of potential development.

KB: Nature of how timing is. As long as we are doing a good job with transportation

planning, that's what we can control.

BN: Are latecomer agreements still available.

CR: Yes and they are currently being used.

GH: How long are they good for?

KB: Transportation 10 years, sewer 15 years.

RS: Explain latecomer.

DL: When a developer builds something of benefit to others, new people have to pay them back. Vetter Road is an example where the improvements were assigned proportionally and new development is subject to that fee.

JT: Initial developer has to pay up front.

BN: Good to have threshold as long as defensible.

KB: We can always make amendments.

RS: Page 7 is flow chart, page 8?

JT: Same thing with the LOS F for .070 B.2

SS: Page 8 reservation under D which continues to page 9. Does that relate to if a plat had divisions? Could they sell off their reservations to a neighboring plat?

KB: No they could not.

RS: Issue would be developer would have to pay with own TIA, if I was landowner, I would do a pre plat immediately and make those reservations part of the sale.

RS: Page 9.

JT: Appeals, right now engineering can deny?

KB: Yes, applicant can appeal decision. Type I permit.

JC: I understand the last time City Council reviewed appeal.

KB: Type I and II permits are administratively approved. They can be appealed to the HE for his decision with an open record. Then his decision can be appealed to City Council with a closed record. Then it can move on to superior court.

RS: Page 10?

KB: We have two more workshops scheduled.

JT: Not a lot to go over.

KB: Keep date on April 26, 2016 for Public Hearing.

7. Comments from Citizens: None

8. Commissioner Comments

JT: Ridiculous stop signs like the one in the middle of 4th Avenue.

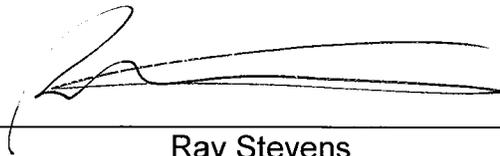
DL: Put in for speeding.

JC: Will be out the next couple weeks for treatment. Not available to make meetings.

RS: Sandwich board signs throughout town, official complaint from the Planning Commission.

KB: I will relay your formal complaint to the mayor.

9. Adjourned 9:04 pm

A handwritten signature in black ink, appearing to read 'Ray Stevens', is written over a horizontal line. The signature is fluid and cursive, with a large initial 'R'.

Ray Stevens
Chairman, Poulsbo Planning Commission