



# PLANNING COMMISSION

## Tuesday, March 13, 2018

### Poulsbo City Hall Council Chambers

### MINUTES

Commissioner Present: Ray Stevens, Jim Coleman, Gordon Hanson, Kate Nunes, Gary McVey, Jerry Block

Staff Present: Karla Boughton, Nikole Coleman, Helen Wytko

1. Call to Order
2. Flag Salute
3. Approval of Minutes HANSON/COLEMAN all in favor
4. Modifications to the agenda  
KB: Public hearing start hearing will begin at 7pm.
5. Comments from citizens regarding items not on the agenda

Joan Hett 4th Ave NE never realized implications comprehensive plans C1 on house and living conditions. Have a wonderful view downtown. General concerns of the tone of the plan is that we use the term waterfront village throughout and I moved here in 1990 when I came here it was little Norway and then heard rumors that major developer wanted to change. Bother me because tourist attraction like Leavenworth. I have two things from the Herald in 2016 says it was voted as the best tourist attraction. American cruise line advertisement. Come here because of Scandinavian heritage. Would like to see waterfront village disappear from plan and Scandinavian heritage.

Looked at table 18.80.030 and removed maximum size for grocery store downtown. Opens up was for large Kroger's to come in. Rumor mill has it that the developer who has bought everything downtown plans on putting in a large grocery store.

In table cannot figure out what regional retail was. Confused by requirements for mixed use structures. Refer to another table for standards. Residential units must be located above...yet in the following paragraph it says that the minimum of 60% of street level shall be occupied with non residential uses. What is the other 40%?

I had trouble finding what the building height is. I don't think we want these taller buildings downtown. I like my view, I pay taxes on my view, and I think that I am contributing to the City coffers with my tax money. Hardly any parking downtown now. I have a handicap sticker. Living on fourth for me to get downtown, is very arduous. I don't go downtown because I can't find a parking spot. If we start adding residences and we don't allow residences sufficient parking, where are the tourists going to park? They bring a lot of money into this town. Final of the

concerns, build to maximum height, most downtown, depending on the tide level. Any building with underground parking is going to have to build concrete walls impermeable to water. Block water coming off the hillside of 3rd Ave. Geo hazards map you will find that my house along with everyone on 3rd and 4th lives a long a potentially geological hazard.

GM: wanted to ask a question is that appropriate?

RS: Lets wait.

#### 6. Public Meeting 2018 Commercial Code Update

KB : Wanted to make a few introductory comments. The purpose behind the update is that there has been a change in ownership and potential redevelopment interest. There has been increased interest city wide on mixed use structures and mixed use developments. We have our normal set of changes proposed for ambiguities or issues. We are proposing stricter regulations then what they currently are today for downtown height.

NC: Tonight's agenda we are going to review schedule for workshop, an overview of proposed amendments and overview of use table. Note many of the images you see in the code are preliminary. We have signed a contract with an artist to do ten of them. If you see other points where a photo would be helpful or if a graphic isn't capturing text please let us know.

Planning  
Commission  
Workshop  
March 13, 2018

# Commercial Districts Ordinance Update

## Tonight's Agenda

- Review Schedule
- Overview of Draft Amendments
- Begin Review of Permitted Use Table



## Planning Commission Review Schedule

Date	Topics
<b>March 13, 2018</b>	<b>Overview and begin discussion on Commercial Use Table</b>
March 20, 2018	Continued discussion on Commercial Use Table (including self-serve mini-storage use in C-3 zoning district); begin discussion on lot coverage and building height.
March 27, 2018	Continued discussion from previous meeting; C-1 district design standards/shopfront overlay.
April 10, 2018	Standards for the C-2, C-3 and C-4 districts; mixed-use structures and mixed-use site.
April 17, 2018	Continued discussion from previous meeting; discussion on any 'parked' elements and/or responses to questions/requests for additional information.
April 24, 2018	Wrap up and review of proposed modifications.
May 8, 2018*	Public Hearing at 7 p.m.

\* Please note date change

## Public Comment Opportunities

- **March 9, 2018** | Notice of Application with Optional DNS Issued
- **March 13, 2018** | PC workshop - 6 p.m. | Council Chambers
- **March 20, 2018** | PC workshop - 6 p.m. | Council Chambers
- **March 23, 2018** | Notice of Application with Optional DNS Comment Period Over
- **March 27, 2018** | PC workshop - 6 p.m. | Council Chambers
- **April 10, 2018** | PC workshop - 6 p.m. | Council Chambers
- **April 17, 2018** | PC workshop - 6 p.m. | Council Chambers
- **April 24, 2018** | PC workshop - 6 p.m. | Council Chambers
- **May 8, 2018** | PC Public Hearing 7 p.m. | Council Chambers
- **May 16, 2018** | City Council (CC) Workshop – 7 p.m. | Council Chambers
- **May 23, 2018** | CC Workshop – 7 p.m. | Council Chambers
- **May 30, 2018** | CC Workshop – 7 p.m. | Council Chambers
- **June 13, 2018** | CC Public Hearing – 7 p.m. | Council Chambers

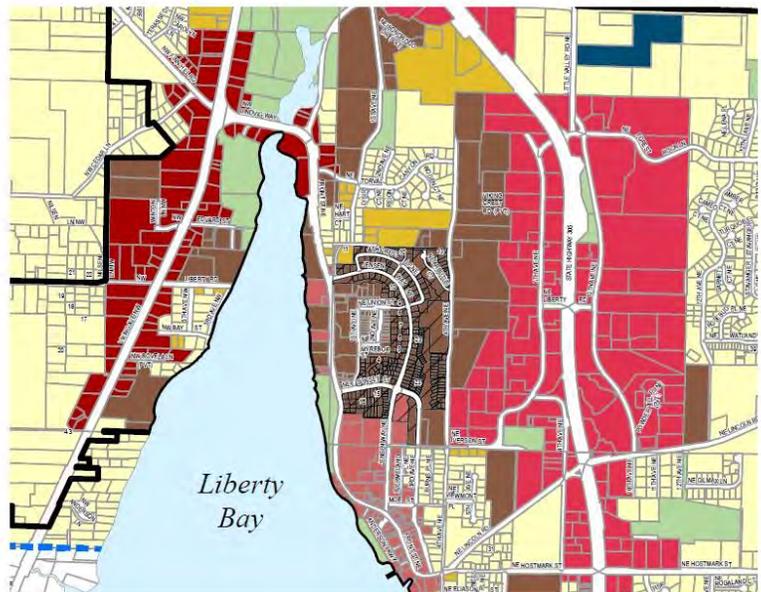
## Commercial Districts PMC 18.80

The general purpose of the city's commercial districts is to provide the necessary commercial goods and services for the Poulsbo and greater north Kitsap communities. The commercial districts provide for the location of retail sales and services, professional services and offices, food and drinking establishments, lodging, personal and health services, arts, amusement, medical facilities, educational and recreational uses among others.

The commercial designation is broken up into four commercial zoning districts on the City's Zoning Ordinance Map based on geographic areas of the city and are identified as: C-1: Downtown/Front Street, C-2: Viking Avenue, C-3: SR 305 corridor, and C-4: College MarketPlace.



- C-1 Downtown/Front Street
- C-2 Viking Avenue
- C-3 SR 305 Corridor
- C-4 College MarketPlace



RS: Please provide a copy of zoning map.

## Factors Contributing to Proposed Amendments

- Ownership change and redevelopment Downtown;
- Increased interest in mixed-use structures/development;
- Adaptation of uses due to the impact of online retail;
- Clarification or enhancement of some existing standards;
- Addressing self-storage facilities in the C-3 zoning district.



## OVERVIEW: Revisions to Commercial Use Table

Overview: spent a lot of time looking at growth of fields we provided you 3 articles tonight at some of the thing we looked at while reviewing the use table. Had discussion about how downtown wants to be a unique and diverse district. Had this discussion for all the commercial district uses, has been a lengthy process. We researched why Albertson's in Poulsbo Village has struggled to be occupied.

A comprehensive review of C-1 zone was undertaken to ensure consistency with comprehensive plan. We wanted to do a brief overview on the policies. Apparent when you reviewed this you were aware of the scale and pedestrian friendly.

## Commercial Use Table Summary of Revisions

### The Changing Nature of Retail: The Impact of Online Shopping on Cities

As consumers increasingly buy online, technology is changing the shape of our cities, reducing demand for retail space, increasing freight congestion, and leaving parking lots empty.

Jennifer Evans-Cowley | February 29, 2016, 11am PST



### US manufacturing: The rise of the niche manufacturer

By Kim Gilterson  
BBC business reporter, New York

© 20 February 2015



## OVERVIEW: C-1 Zoning District Design and Development Standards

## C-1 Zoning District: Consistency with the Comprehensive Plan



## C-1 Zoning District: Consistency with the Comprehensive Plan



*POLICY LU-3.5. In order to retain the pedestrian-friendly scale in the C-1 (Downtown/Front St) zoning district, the City's zoning ordinance shall identify **appropriate development standards for height and scale** of new development and redevelopment in this district.*

*POLICY LU-3.7. Design standards for the commercial land use designation shall be used to **continue the northwestern architectural style** of the existing commercial areas, and the **Scandinavian small fishing village scale architectural style** of the C-1 Zoning District.*

*POLICY CC-5.2. Maintain the Downtown as a primary identifying feature of Poulsbo, setting it apart from the rest of the City through **control of such characteristics as height, scale, and intensity**. The existing character of Front Street, with its two-story buildings, awnings, and store fronts located at the sidewalk, provide an appealing pedestrian scale that should be preserved.*

*POLICY CC-5.3. Encourage interspersed landscaping, **public plazas** with seating and tables, **pleasing street frontage design and colors**, and **inclusion of public art** throughout Downtown Poulsbo.*

*POLICY CC-5.7. New development and redevelopment in Downtown Poulsbo shall retain its pedestrian-friendly scale and be **limited in height to an average of 35'**.*

*POLICY CC-5.8. The City's design standards for Downtown Poulsbo should be evaluated to ensure that redevelopment in the Downtown **will retain its intimate, pleasant and pedestrian-scale character**. Height, street frontage design and colors, building design, placement of buildings, and view of rooflines (from below and above), at a minimum should be assessed.*

*POLICY CC-5.9. Encourage mixed use by allowing residential units to be located in association with commercial frontage in Downtown Poulsbo. **New mixed-use buildings shall be designed to complement the existing character and pedestrian-scale of Downtown Poulsbo, shall be limited in height to an average of 35', and have a mix of both commercial and residential uses incorporated within the building.***

## C-1 Zoning District: Proposed Amendments



## C-1 Zoning District: Proposed Amendments



*Building Design:* Revisions and enhancements to the building design standards for the C-1 zoning district are proposed. The purpose of the enhanced design standards is to meet the comprehensive plan policies above to continue the character as a small-town waterfront fishing village with Scandinavian heritage.

*Site Design:* Additional standards for new or redevelopment site features are identified, including providing for pedestrian features and connections, and hardscape features (seating areas, steps, boulders, plazas).

*Building Height:* Consistent with comprehensive plan policies, the building height for the C-1 zoning district is proposed to be limited to 35'.

*Lot Coverage:* New standards for lot coverage are proposed.

*Shopfront Overlay:* A new overlay is proposed and is intended to preserve the historical development pattern along Front Street defined by small parcels, pedestrian scale buildings, and retail and service uses. The shopfront overlay has specialized design standards for this limited area in the C-1 zoning district and requires the unique and individual 'shopfront' character be maintained.

*Mixed Use Opportunities:* Mixed use – which is the term used for when commercial and residential uses are located together either within the same building or on the same site – is proposed through mixed use structures, and for commercial zoned through lots bordered by Front Street on the west and 3<sup>rd</sup> Avenue on the east as a mixed-use site.



## OVERVIEW: C-2, C-3, C-4 Development Standards

### C-2, C-3, C-4 Standards

Building design, site and parking lot landscaping, and screening standards (trash/recycling and mechanical) were all reviewed with some amendments proposed. Additional development standards are proposed for siting of self-serve mini storages in the other permitted commercial zoning districts. Amendments to the standards for mixed use structures are also proposed.

- Revisions and consolidations of building design standards for architectural details, articulation, roof expression, exterior materials and colors.
- Revisions to landscaping standards for setbacks and parking lots.
- Clarification to mechanical screening and screening enclosures for trash/recycling facilities.
- Additional site design standards for self-serve mini storage in the C-2 and C-4 zoning districts and allowing existing mini storages in the C-3 zoning district to expand within existing property boundaries.
- Mixed-Use Structure: Inclusion of a minimum requirement for commercial square footage on the ground or street level floor.

## Upcoming Dates and Topics

Date	Topics
March 13, 2018	<b>Overview</b> and begin discussion on Commercial Use Table

Date	Topics
March 13, 2018	Overview and <b>begin discussion</b> on Commercial Use Table

PERMITTED USE TABLE

## Commercial Use Table: Retail Market

A review of Table 18.80.030 Commercial Zoning Districts Use Table was made to evaluate and respond to the changing retail market through the growth of online sales, and to include uses that may be appropriate in the commercial zoning districts. Review of uses allowed within the C-1 zoning district were completed as well, with limited locational refinement proposed.

### The Changing Nature of Retail: The Impact of Online Shopping on Cities

As consumers increasingly buy online, technology is changing the shape of our cities, reducing demand for retail space, increasing freight congestion, and leaving parking lots empty.

(Jennifer Evans-Cowley) February 29, 2015, 11:00 PM



### Can Retail Be Reinvented?

February 9, 2009, Sun #57 | Tina Flaherty

The recession is bad news for retail developers, and a recent gathering of them was rife with concern about the field and its future. But amid the uncertainty is an air of hope — and an understanding that to survive, the face of retail development must adapt.

"Retail real estate has probably lost 25-30% of its value, and 15% of the retail base is in jeopardy of closing," says Lee H. Wagman, CEO of The Martin Group. His dire

### The reinvention of Kitsap Mall

Josh Farley, josh.farley@kitsapsun.com Published: 12:21 p.m. PT Feb. 10, 2013 | Updated 1



Buy Photo  
Photo: Larry Stagner / Kitsap Sun

SILVERDALE — Even the Easter Bunny has new digs at Kitsap Mall.

Construction has been near-constant at the county's largest retail facility, purchased for \$127 million in 2013 by an ambitious real estate company. At one point, 14 general contractors were carving up 15 different spots within its sprawling, 650,000-plus square-foot layout.

The millions spent by Chicago-based *Stinson Retail Partners* improving the mall have helped reform big chunks of its 1965-vintage facade to a colorful exterior dotted with trendy restaurants and stores. Inside, amenities like charging stations, new seating, LED lighting, and new sets for the Easter Bunny and Santa Claus, have given the mall a more modern feel.

That investment has triggered a cascade of seven new restaurants, six new stores and five remodels in succession. Erin Leedham, the Kitsap Mall's general manager since 2012, told the Central Kitsap Community Council on Wednesday. It's a benefit not just to those businesses but for the whole county, she pointed out.

Additional uses are proposed in all C zones to allow for tech and IT, biotechnical, research and development, and electronics uses; light assembly and fabrication uses completely within enclosed buildings; and handcrafted artisan type products, crafts, or food processing.

## Commercial Use Table: Artisan Manufacturing and Light Assembly

### A job for life: the 'new economy' and the rise of the artisan career

More people are combining pa

### US manufacturing: The rise of the niche manufacturer

By Kim Gittleson  
BBC business reporter, New York

© 20 February 2015

Share



# Commercial Use Table: Poulsbo Village



## Commercial Use Table Shopfront Overlay

Refinement of uses allowed in the C-1 zoning district shopfront overlay, to ensure the businesses in downtown continue to provide the diverse and unique shopping experiences, products or eating/drinking opportunities not found online or at typical retail settings. Some uses are proposed to be located above or behind the primary storefront uses of retail, services and food/drink establishments.

Table 18.80.030 Commercial Zoning Districts Use Table					
USE	C-1 Downtown/ Front Street	Shopfront Overlay	C-2 Viking Avenue	C-3 SR 305 Corridor	C-4 College MarketPlace
<b>Retail Sales and Service</b>					
Auto fuel service station <sup>1</sup>	X	ⓧ	AC	AC	AC
Automobile sales, service, parts or rental establishment	X	ⓧ	P	P	P
Building with drive-through facility <sup>2</sup>	X	ⓧ	P	P	P
Building materials, garden and farm supplies	X	ⓧ	P	P	P

Commercial Use Table

Additional questions or comments about the permitted use table?



RS: General question about overlay district. Is there a reason we didn't make that a new zone? Seems like we are going to make it completely separate. Seems simpler to keep track of.

KB: Main reason is that we have through lots. Didn't want to apply to 3rd Ave, and we as a rule of thumb do not do split zoning.

GS: In terms of process, laying out the public input, what sort of opportunities has the public had so far.

KB: All of our public participation programs are letting people know what is going on. They can come in and speak, but we require public comments to be written as to make them part of the record.

NC: Table 18.80.030 specific zone classification. Review of table small artisan manufacturing make sure allowed in commercial zone. Fabrication and assembly business and IT.

As staff we get a lot of questions about Poulsbo Village and the fact that there is vacant spaces and what can staff do to help it along. We have had people inquire, and I asked people why didn't you move forward, and what can the city do? I also contacted broker for the property. They both said the city has done everything they can, and there is just some issues with the space itself. Needs some updating.

KB: Our main goal for the village is we wanted to make sure that our code was not a barrier for development and redevelopment. There are a lot of properties, and they all need to get on board with each other or have a large developer take charge. Albertsons has a lot of delayed



## Next Workshop – Tuesday, March 20 @ 6 PM

Continued discussion on Commercial Use Table (including self-serve mini-storage use in C-3 zoning district); begin discussion on lot coverage and building height.

NC: Staff would like to open discussion up to general comments.

JC: We have spent time up here on dealing with building heights. We have come across 305 non-restricted along with Viking Avenue. Are you planning on building up in those areas?

KB: The building height in all the districts is currently 35' including residential. That has been our building height since 1998. Part of who we are, but we did add in 2000 the ability to go to 45' with underground or underbuilding parking. This additional 10' is allowed in downtown, and it is being proposed in ways that were not being considered in 2000. We have a bulk and scale issues of current projects which is not what comprehensive plan, commission, or city council intended. Downtown a little different. PC can choose to talk about height for other commercial districts. Something the state legislature expects cities to deal with for growth allocation. You can deal with it during this code update, but you do not have to. We will talk about those things next week. Big item you all get to start wrestling with. Building height is being proposed to stay the same city wide except for downtown.

JC: CC7.5 on page 2 and then you go down below it and building heights, do not seem to agree with each other, am I missing something. Are we talking about two different things here.

KB: Proposal is to allow 35' with rooftop features. Standard is limited to average 35' and average is defined in definition in zoning code ordinance. We have informational brochure that describes.

RS: Please bring brochure so the commissioners can review it.

GH: Mail it out so we have some time to chew on it.

RS: I can remember when we did the height in past updates and it was hard.

GM: Would love to have some background on use of the term average. It would concern me to have 55' and 20' on the other side.

KB: Average is a way to address that we are not in a flat city.

JC: Use tables on abbreviation on P X A C I notice you have an X with an underline, what does that mean.

NC: x with underline implies new text has been added to the table. What we did was add footnote instead of having language in the table. For example, the language about limit on size of grocery stores downtown has been moved to footnote at bottom of the table.

RS: Remember seeing it in here some place definition of symbols.

KB: 18.80.030.A describes what each of those symbols are.

GH: Maybe in the foot note on grocery store size?

KB: Just to note that having footnotes is a new trend in zoning ordinance tables. It just seems to be a newer way of organizing use table, if it is not going to work for you over the next couple weeks, let us know. We were trying to identify special provisions in an organized way.

RS: And allows planners to repeat without using all the text. Just so everyone knows we go through the document line by line.

KB: To speak to that we identified specific topics for PC meeting days. Our hope would be that we can make it through organizationally. After tonight's hearing we could start on the 1st page and see how far we can go.

RS: Take 5 minute break and come back to the hearing.

BREAK

## 7. Public Hearing

RS: Bring meeting to order and start hearing for the 2018 Comprehensive Plan Amendments.

NC: We are here tonight for the 2018 comprehensive plan amendments going to do brief presentation and open up public comments.

## COMPREHENSIVE PLAN

- The Poulsbo Comprehensive Plan describes the 20-year vision for Poulsbo and how that vision will be achieved. The plan covers land use, community character, transportation, environment, capital facilities, housing, parks, recreation, and open space, economic development, and utilities. The Comprehensive Plan is mandated by the WA State Growth Management Act (RCW 36.70A).
- Major Comprehensive Plan updates are mandated by the state every 8-years. The last major update of the Poulsbo Comprehensive Plan was adopted in 2016. In-between major updates, the City considers minor amendments to the Comprehensive Plan on an annual basis.

## REVIEW PROCESS

- Deadline for Amendments | November 15, 2017
- Economic Development Committee | January 3, 2018
- City Council Reviews Docket | January 17, 2018
- Planning Department notified Department of Commerce | January 26, 2018
- Notice of Application w/Optional DNS Issued | January 26, 2018
- Planning Commission Workshops | February 13, 2018
- Planning Commission Staff Report Available | March 6, 2018
- **Planning Commission Public Hearing | March 13, 2018**
- City Council Workshop | March 21, 2018
- City Council Staff Report Available | April 4, 2018
- City Council Public Hearing | April 11, 2018

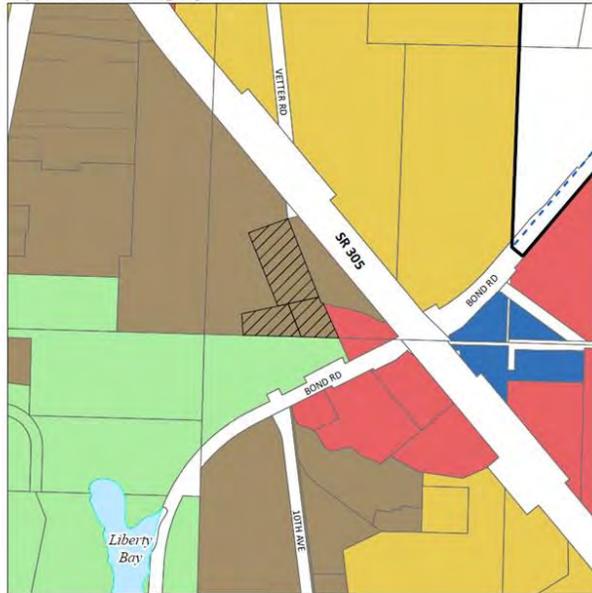
<https://cityofpoulsbo.com/planning-economic-comprehensive-plan-amendments/>

## SUMMARY OF 2018 AMENDMENT APPLICATIONS

1. Request to re-designate and rezone:
  - A 2.68-acre property located at 20831 Bond Rd NE from Residential High to Park.
  - A 1.85-acre property located at 20523 Little Valley Rd from Residential Low to Park.
2. Request to re-designate a .64- acre property located at 19589 Front St NE from Shoreline Residential to High Intensity **and** amend Poulsbo Municipal Code 16.02.240 C.2., to alleviate inconsistencies between the zoning designation and shoreline jurisdiction.
3. Text amendment to Ch. 12, the Capital Facilities Plan, to update Table CFP-4 (the City of Poulsbo 6-Year Capital Improvement Projects) to reflect the proposed projects listed in the 2018-2023 Capital Improvements Plan.
4. Text amendment to Ch. 4, Transportation, to better integrate complete streets policy, non-motorized transportation goals, and regional transportation plans.
5. Text amendment to Ch. 6 (Capital; Facilities), Ch. 10 (Utilities), Ch. 12 (Capital Facilities Plan) and Appendix B (Functional Plans) to reflect the new Solid Waste Utility Plan.

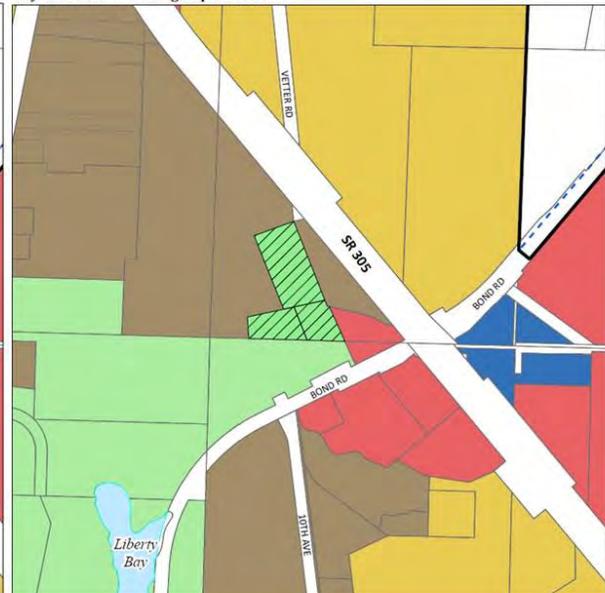
### Current Zoning

City of Poulsbo Planning Department

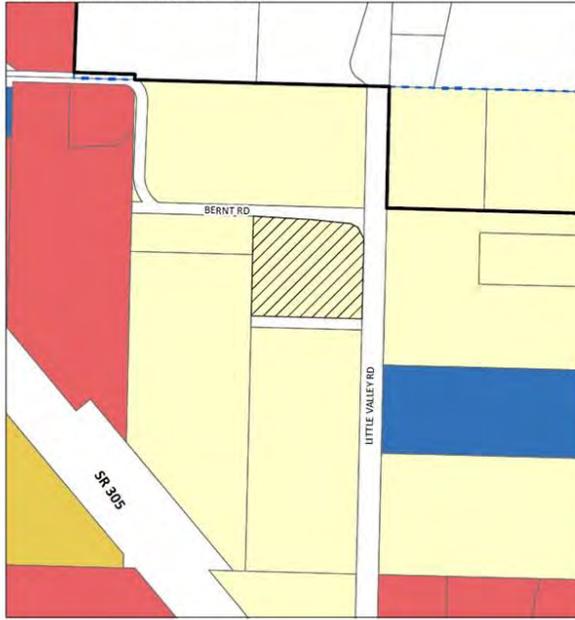


### Proposed Zoning

City of Poulsbo Planning Department



**Current Zoning**  
City of Poulsbo Planning Department



**Proposed Zoning**  
City of Poulsbo Planning Department



**Current Shoreline Zoning**  
City of Poulsbo Planning Department



**Proposed Shoreline Zoning**  
City of Poulsbo Planning Department



## 2018 COMPREHENSIVE PLAN AMENDMENTS

- Staff has evaluated the amendments and found them to be internally consistent with the adopted comprehensive plan.
- Staff has concluded that the amendments are based upon new information, change in circumstances, or due to an error.
- Staff respectfully recommends the Planning Commission offer a recommendation of approval on all five applications.

NC: Recommend approval of all amendments to city council.

RS: Any one from the public like to comment? (None) Meeting close public hearing and open public meeting.

GH: Why aren't there 6 applications?

NC: There are 5 applications that include 7 amendments to the comprehensive plan.

RS: Anyone else have anything?

MOTIONS: HANSON/COLEMAN approval of the proposed 2018 Comprehensive Plan Amendments to the City Council. Vote: all in favor.

RS: Back to the Commercial Code Update. We will skip over introduction and go to right to commercial code update. Page 1.

JB: Down on the bottom shop front overlay, to me that is confusing at that point, you show map 5 or 6 pages down. Better defined in the beginning.

KB: Locationally?

JB: Suggest moving the schematic up earlier

RS: Affected me as well, like the idea of moving map closer to the section.

GM: Where on front street?

KB: Way this is set up now is through code publishing on our webpage. There is already clunkiness on platform for conditional code. Another spot on webpage and have to refer to map. Thinking through the whole ordinance. If we were to insert, then do I need to enter that into each section? Let us think through that locational description, or moving section around.

JB: Recommend refer to schematic on page 13

GH: And define front street.

RS: Anything on else on page 1, 2?

KN: On the wording for C-3 mixed use - that almost seems to apply to all of the C zones.

KB: Great comment. Reasons why that is in there is that in the Viking Avenue which we do not propose amendments to track back, maybe it needs to be more specific development incentives. Nod to Viking Avenue incentives. Can refine that or add to all of them. We are looking for closer connections to where people live and where they work.

JC: On that same page CC5.9 are we sure we want mixed use in old downtown area.

KB: Discussed on page 5.

RS: Page 2 on table, I would like to look at every X, AC, P because this is the crux of the document.

GM: In the table on page 2 building of drive thru facility we have that not being permitted in downtown. What about the drive thru at the banks like Wells Fargo?

KB: The drive thru is legal nonconforming.

RS: Has drive thru been an issue?

KB: This is where we don't want to have fast food restaurants. We have prohibited drive thru since 2000 ordinance. If concerned about non conforming, we can pull out banks. Idea is that most of the downtown core is going to be pedestrian friendly.

RS: They don't seem to be a problem, don't want to zone something to be nonconforming.

KB: Will say that they have been nonconforming since 2000 and it has not come up as an issue.

KN: Fast food drive thru is identified under food and drink as prohibited.

RS: Is it a big deal?

KB: 2000 zoning ordinance was our big overhaul, we did another look in 2014. Everything in this chapter is up for discussion.

JB: Would it make sense to have it conditional.

KB: I think that make sense, because main issue is navigational. I would recommend coffee shop and fast food be prohibited. X to AC

JB: Can you tell me the difference between AC and C.

KB: Great question. Main difference is the review authority for an ACUP is administrative, compared to CUP which goes to the hearing examiner and more expensive. Why an ACUP is still useful is because you get the criteria and ability to additional conditioning in an easier process to go through.

JC: Page 3 marine boat sales and service. We should not allow that downtown.

KB: We have marine sales in waterfront by the lofts. Seems to be appropriate for waterfront location.

JC: We don't want them to be hauling out boats.

RS: Waterfront town and need to have facilities. This whole C district. We have 3 marinas

GH: I think they sell and not service down by the Loft.

KB: Yes and I believe we still have active fishing boats.

JC: Regional retail large size, why is Viking avenue a no?

KB: We wanted to have regional retail be located in College Marketplace. That is the place where we had our box stores. 50,000 minimum Home Depot or Lowes would need. In order not to make Safeway and Central Market non conforming we have in C 3. Smaller midsize seemed more appropriate for the size and scale of parcels on Viking Avenue. We have not been approached by anyone who wants to put a grocery store on the first floor. It is possible that they are keeping it close, but we have not been told anything. There is the opportunity through mixed use that there are going to be more people living downtown. It is possible that marina market is the only grocery store style facility. There might be smaller scale grocery to smaller residents in downtown.

GM: Back to Jim's question how much is fishline?

KB: 50,000 is close to home depot. Walmart is between 75 and 100,0000 sq ft central market is around 50,000 sq ft.

RS: In 2013 we were desperate about Viking, wondering if that is too large looking at the lot size. Wondering if second line item should really be permitted in that area. Should we go with 50,000 sq ft or less.

JC: If we are going to permit one and not allow other take one out.

KB: Are you talking about deleting 50,000 sq ft with story on 2nd floor?

GH: Back in 2013 all those car dealers were gone and there was just acreage vacant. It has all changed now.

RS: Wonder entire other are of Poulsbo developing out. Do we want to allow someone to go in and buy a couple lots?

JC: What about storage facilities, those can get pretty good size.

KB: Ray your are making some good points. One of the things we did well is that our big boxes are in one location in the city and that makes our city pretty unique. We heard that Lowes was looking for property on Viking and it would change forever, Viking Avenue incentives where you could see more interesting buildings. Path of least resistance, doesn't mean that someone will not do it. Robust market we are experiencing.

RS: Even though we enjoyed revenues from car dealers, pleasing for people who live here and behind there. Especially with online retailing happening. Don't want a big grocery store to be there and then be left empty.

KB: My recommendation is to delete intermediate second floor C3 and C4.

RS: Agree, lets keep going

GM: Curious the reason for not permitting beverage food retail mobile vending carts there. Arguing in favor of that could be add some vibrancy downtown.

KB: When this was originally brought up, there was concer of the downtown restaurants.

GM: You don't think we need the word truck in there?

KB: We can add beverage food and trucks.

KN: You mentioned they can get a temporary use permit for activity at Valholl.

HW: Valholl had a TUP which is now expired. Working with applicant on Viking to do a mobile food cart at Olmsted Nursery site on Viking Avenue.

KN: Do we maybe want to try to push it and see what kind of feedback we get. It does seem like Valholl does it in the past. People are an important part of the community and not just the shop owners.

RS: Should we put it in there that it has to be associated with a business?

KB: Tied it to special events. Viking fest 3rd of July.

GH: What happens with all the food booths for Viking Fest.

KB: Tied to special event application.

KN: I like allowing it and tying it to special events.

GM: On same page can you define food service contractor.

KB: Like Food Services of America, don't know if it is in use anymore

NC: Starbucks uses a company like that prepares the food, industrial type use trucks go out and deliver everything.

RS: I had this circle, we have shopfront no caterers or food preparation, are we are looking at Sluys who do food preparation? How do we crack that, we can say small scale?

KB: We do have bakeries above it.

RS: Thinking about artisan food.

NC: Goal would be there is some sort of store front. We can maybe tie it to a retail or cafe component. Fat Apple business model.

KN: Get rid of food preparation.

JB: So restaurant that are in shopfront overlay would also be able to cater?

KB: Delete that use. Caterers now are mostly restaurants or grocery stores. State law allows for small cottage industry. The use of a commercial space where someone prepares food as a caterer is no longer a common use.

KN: I had one question going back to the previous section, on the previous page automobile prohibited downtown and outright in C2 C3 C4.

KB: So your question is between rentals equipment and automobile. Advanced Rentals compared to Enterprise. Advanced Rentals has ACUP to check on impacts which is a little different compared to passenger vehicles. Do you want more refinement on how we distinguish that?

KN: Or maybe just equipment rental. Also questioning AC status downtown.

GM: There is a few types of businesses that I don't see listed. Liquor stores.

KB: We consider that retail.

RS: One question on page 3 we have business scientific and tech services. Page 4.

KB: We will come up with a better category for this one on page 3

JB: Conference centers, is Sons in the shopfront overlay?

NC: It is not.

RS: Page 4

KB: Introduce at top under offices. New locational on shopfront overlay. Diversity of uses that engage walking public. We spent time thinking about passive uses that are not engaging walking public like other uses are. We don't want to discourage them we want them downtown. This is new, example of this would be Toleman Kirk Law Office. He has a professional office, that type of use would need to go behind a storefront activity or above on second story. That is the only one we can think of that would be nonconforming if we made this change. That is what the 3 stands for.

NC: I also want to point out that research and development activities is repetitive.

JC: Business research and development technical services duplicating some of that?

KB: Yes we will stream line that.

JB: In that same section on the top of page 4 research development scientific. I think that you need to define those a little bit better even if but sounds like you are cleaning it up.

KB: Yes, probably strike out and keep generalized categories under new sections that we have proposed. Use tables in other jurisdictions are becoming more general to be a catchall. We wanted to be specific in dealing with some of these uses, especially with the shopfront overlay.

JB: My concern is from a P to an AC then define it a little.

JC: Under fabrication and assembly. Those are all Ps are you sure that you want them going on downtown?

RS: Way it is written administrative conditional but not shopfront.

KB: We have a new tenant contract purchaser for Fishline and the purchaser assembles guitar pickups but he does not sell them at a shopfront. He wants to work downtown Poulsbo, parts get sent to him, they put them together and ship them out. He will have his business office there. He would like to do musical rental and lessons. That would fall under assembly or light fabrication. He wants to move to build custom guitars. Thought he might have machine metal fabrication. Example of how use would get played out.

GM: Problematic, recommend change from P to AC to give us more oversight.

GH: I say leave it as P, getting down in the weeds here. No one with manufacturing is going to buy downtown Poulsbo because it is too small, hard to park.

KB: We can park it and revisit it at a later workshop.

RS: Light manufacturing. AC gives us ability to see what are you doing. filters and spray booth.

KB: That is all captured under building code.

RS: If building code covers it I don't think we need to worry about people doing that on a scale.

KN: Would there be issue with a noise.

GH: Same thing with a kid playing music in a garage.

KB: We have state standards for noise and smells. We can use SEPA as a mitigating authority as well. To distinguish if something is permitted if you meet the standards you are good. There are plenty of other codes too. Really your comfort level. ACUP extra layer of review.

GM: I would like to see AC on first two.

GH: I say P.

RS: Lets go around the table - ACs have it.

RS: Lets jump over to page 5. How about educational services. AC downtown what about scale?

KB: I proposed moving from C to AC because we have a college downtown now. While they are running the MSC component they want college level classes at facility. CUP would seem very rigorous. I hear what you are saying.

RS: I have no problem with AC in downtown which the MSC is not. I can't imagine why a college or U would go into a shopfront.

KB: I don't disagree if the model of large campuses is not what we are going to see. Interest in trying to find child care or preschool might be happening.

KN: Prohibited from shopfront or be upstairs business offices. Not looking for that in the shopfronts.

KB: Also difficulty with drop off in downtown.

JB: Yes big safety issue.

KN: X with footnote.

KB: X on shopfront and AC in other zones.

RS: A lot of people living in this area a place that they can walk there.

KB: Makes sense.

RS: Why don't we on colleges and university where it says college marketplace why wouldn't it be an outright permitted use?

GH: What about technical trade school same thing P, same with preschool make a P. C-4

KN: Why wouldn't they be C downtown, instead of ACUP.

KB: Inconsistent, we agree they should be C across the board.

RS: Health and human services animal vet. Are we concerned about people coming off the boat and having a place to take their animal?

KB: We could make it AC.

GM: Preschool/child care?

NC: Child care has additional standards. Would need to look on how we can combine those.

GH: Funeral services, I would put in some Xs C2, C3, C4

RS: Public administration.

JB: Confused, mixed use structure vs site.

KB: Mixed use site where residential and commercial on the same parcel but with different structures. Mixed use structure is commercial on first floor and residential above. We are proposing new use mixed use site. Standards further on; we will discuss that.

GM: Why would prohibit in C2, C3, C4.

KB: We have different way of handling mixed use in those zones. More details in next section.

RS: Moving on.

JC: Under residential, family daycare adult family home existing residential use. Wouldn't that be a home business.

KB: Family daycare 6 or less children 7 or more. Normally in our residential zone. In this case as you know there are sometimes residential houses in our commercial zone. Occasionally there is a SF house just gives them like a home occupation. We had it as an ACUP under shopfront overlay. People are living on second story downtown. that is the new owners plan is to convert second stories into apartments. I can ask the City attorney when can prohibit them.

RS: We can say a 3 on that one.

KB: State law prohibits us.

JC: Mixed use development permitted in C2, C3 not C4.

KB: Our thinking is our big box district and covered in the development agreement for Olhava. Mixed use structures were not contemplated as part of master plan. We do have specifically zoned areas as part of C4 I don't think the Olhava allows.

GM: Does it in the residential zone?

KB: No mixed use residential in commercial zone not the other way around. We have different provisions in residential zone through home occupations and corner stores.

GM: Master plan would have to change, should we take this up as part of this process?

KB: No not for us to change, it belongs to the developer.

RS: 3rd Ave?

KB: Mixed use site has a minimum lot size of 5 acres.

NC: Talked at length and mixed use and other concepts. We settled on mixed use site which we will get to when we get to that topic.

RS: Utilities and other public services. Electric charging stations should it be electric vehicle charging station.

JB: History behind why we in the past had C as permitting self serve mini storage. Biggest concern excluding mini storage and we are allowing other uses that are bad in my mind.

KB: Next week we will discuss thumbnail sketch, short period of time where we received 4 applications that would triple mini storage, and if they all went through, would dominate C3 corridor. Mayor concerned. Went to City Council and decided to do an interim prohibition on it. Mini storage very popular business model. I don't necessarily disagree with your assessment on other uses, but City Council did approve. We will give presentation on what City Council went through on public hearing process.

RS: Anything else anyone?

KB: We are going to bring self storage back next week. Also wanted to let you know Gary Lindsey might be here next meeting.

RS: We will pick it back up on page 7.

8. Comments from citizens - none

9. commissioner comments - none

10. Adjourned 8:56

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Ray Stevens, Planning Commission Chair



# PLANNING COMMISSION

Tuesday, March 20, 2018  
Poulsbo City Hall Council Chambers  
MINUTES

Commissioner Present: Ray Stevens, Jim Coleman, Gordon Hanson, Kate Nunes, Gary McVey, Jerry Block

Staff Present: Karla Boughton, Nikole Coleman, Helen Wytko

1. Call to Order
2. Flag Salute
3. Approval of Minutes - None
4. Modifications to the agenda  
GH: Automatic adjournment change to 9pm.
5. Comments from citizens regarding items not on the agenda – none
6. Public Meeting 2018 Commercial Code Update

RS: Open the public meeting.

KB: Introduction.

## Tonight's Agenda

1. Self-Serve Mini-Storage
2. Height
3. Lot Coverage



The review is also provided as handout in the back of the room. Info is on website and on agenda. Tonight is our 2nd Planning Commission workshop, next week we will continue with the code review of any topics from tonight that are not discussed satisfactorily. April 10<sup>th</sup> tackle the other 4 commercial districts in the City. You are here at the very beginning, great time.

## Planning Commission Review Schedule

Date	Topics
March 13, 2018	Overview and begin discussion on Commercial Use Table
<b>March 20, 2018</b>	<b>Continued discussion on Commercial Use Table (including self-serve mini-storage use in C-3 zoning district); begin discussion on lot coverage and building height.</b>
March 27, 2018	Continued discussion from previous meeting; C-1 district design standards/shopfront overlay.
April 10, 2018	Standards for the C-2, C-3 and C-4 districts; mixed-use structures and mixed-use site.
April 17, 2018	Continued discussion from previous meeting; discussion on any 'parked' elements and/or responses to questions/requests for additional information.
April 24, 2018	Wrap up and review of proposed modifications.
May 8, 2018	Public Hearing at 7 p.m.

## Introduction

**August 2, 2017:** At the Finance/Administration Council Committee, Mayor Erickson expressed concern on a number of new self-storage facilities proposed to be located within the C-3 SR 305 Commercial Corridor zoning district. This concern was reported at that same night's City Council meeting, where the consensus of the Council shared this concern. The City Council directed an initiation of an amendment to the zoning ordinance prohibiting self-storage use in the C-3 zoning district.

**August 9, 2017:** Options for amendment the zoning ordinance was presented to the Public Works Committee. The Committee reviewed the three options and directed staff to prepare an interim development regulation ordinance for the full City Council's consideration.

**August 16, 2017:** City Council considered the interim development regulation prohibiting self-storage uses within the C-3 zoning district, and after deliberation, the Council decided to take a time-out on the numerous permits the City has received for this use within the C-3 zoning district and adopted Ordinance 2017-15. The public hearing on this action was held on September 20, 2017, where the City Council took no further action, thereby keeping the prohibition in place.

The interim prohibition adopted by the City Council in Ordinance 2017-15 is established for six months, unless further extended. The City Council extended the prohibition on February 7, 2018 for an additional six months, in order for the amendment to be considered as part of the larger commercial code update.

Begin tonight with the self-serve mini storage use in the C-3 zoning district. The City's planning department received a number of permits that would have substantially increased self storage along SR 305.

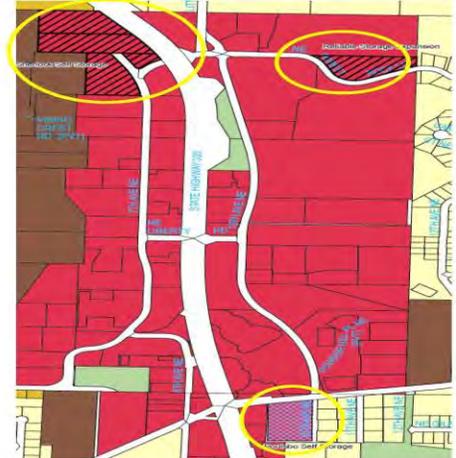
The City Council expressed concern over where the mini storage should be located within the city limits of Poulsbo.

## City Council Discussions

### Recent Pressure for Self-Storage Facilities in the C-3 Zoning District

The Planning and Economic Development Department received 3 applications for self-storage facilities in the C-3 zoning district in 2017, as well as several informal inquiries.

1. Poulsbo Self-Storage (Lincoln and 10<sup>th</sup>)
2. Reliable Self-Storage Expansion (Forest Rock Lane)
3. Sherlock Self-Storage (7<sup>th</sup> and SR 305)



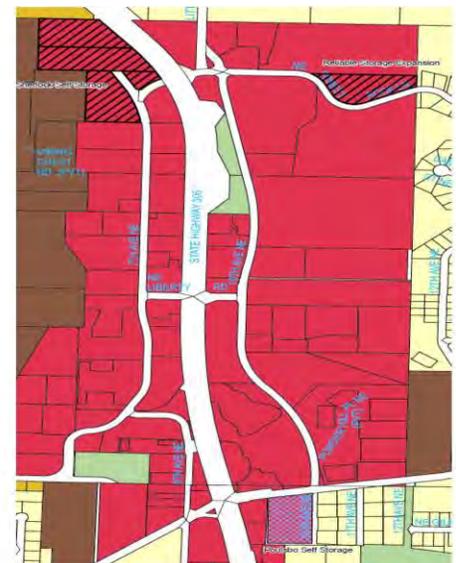
## City Council Discussions

### Self-Storage Use within the SR 305 Corridor

**Comprehensive Plan:** "The SR-305 corridor includes the commercial uses located on 7<sup>th</sup> and 10<sup>th</sup> Avenue, which parallel SR 305 on the east and west. This corridor provides most of the City's service, retail and professional uses oriented to local residents. The variety of uses in this corridor include grocery stores, pharmacies, restaurants, banks, doctor offices, professional offices, personal services and retail opportunities."

**Zoning Ordinance:** "1) Encourage businesses that offer frequently needed consumer goods and services for the local population; 2) Support a wide range of activities to enhance the SR-305 corridor as the business and financial, health services, and professional office hub of the community; 3) Ensure that projects are designed using consistent and compatible architectural design."

**August 16, 2017:** City Council discussed that the self-serve mini storage facilities appear to be a 'gap' between what was intended in the comprehensive plan and the purpose statement of the zoning district, and the actual Commercial Use Table.





When combined, 12 acres of self storage was proposed. Primary employment district, mini storages are passive commercial use and could be detrimental. Draft commercial update table. Has the 5 instead of just an X in the interim code. It is denoting what happens when you prohibit use. X makes it non-conforming and that there is no expansion. Reliable storage is asking for the self mini storage to be able to be continued without being non-conforming on the existing lot. He is asking to expand on the existing lot, the smallest one and we have proposed taking that into consideration and have provided provisions to allow them to continue. Footnote 5 says that existing self-serve mini storage shall be permitted to expand within the boundaries of their property. Confirm with city attorney that it is an acceptable request.

This was a quick summary of how we got to prohibition of self storage in mini storage district.

RS: Anyone have any questions?

GH: KB provided a good summary, had only seen bits in pieces in paper. Allow in C2 and C4 and liability to expand current boundaries self storage.

KB: To summarize Code is proposing to keep the prohibition in place. Would allow self storage in the C2 and C4 and LI.

## Draft Commercial Code Update

### Footnote 5:

"Existing self-service mini-storage shall be permitted per Section 18.80.080.I(13).

### Section 18.80.080.I (13) includes the following provision:

"Existing self-serve mini storage facilities that exist as of the date of adoption of this ordinance are permitted to expand within the boundaries of the property as of the date of adoption of this ordinance. The expansion shall be consistent with and meet all applicable standards of the zoning district as well as this section at the time of expansion."

RS: No more questions so continue.

KB: Left off on Page 7 table 18.80.040 building height and lot coverage and changes we are proposing. Have presentation to set context of what we are proposing.

## Table 18.80.040

Standard	C-1 Downtown	Shopfront Overlay	C-2 Viking Avenue <sup>1</sup>	C-3 SR 305 Corridor	C-4 College MarketPlace
Minimum Lot Area	None. Lot area shall be of size and shape appropriate to accommodate intended uses, parking and landscaping requirements.				
Maximum Lot Area	None	None	None	None	None
Minimum Front Yard Setback	None	None	10'	15'	15'
Minimum Side Yard Setback	None	None	5'	5'	5'
Minimum Rear Yard Setback	None	None	10'	10'	10'
Minimum Side or Rear Yard Adjacent to R Zone	<del>40'</del> 15'	15'	15'	15'	15'
Maximum Avg. Building Height <sup>2</sup>	35'	35'	35'	35'	35'
Maximum Building Lot Coverage	<del>100%</del> 85%	100%	50%	50%	50%

<sup>1</sup> Alternative development standards for the C-2 zoning district may be allowed through the provisions in Section 18.80.070.  
<sup>2</sup> See Section 18.150.050 for building height measurement; Section 18.310.010 for building height exceptions.

NC: Dealing with table 18.80.040 talking about height and lot coverage. We are proposing changes. Added shopfront overlay and we provided you with a map in your packet and as an exhibit in the back. Overlay showing properties on Front Street to be at a 35' limit. Only change to remove the ability to go to 45' in C1 with underbuilding parking to go to 35' total.

Standard	C-1 Downtown	Shopfront Overlay	C-2 Viking Avenue <sup>1</sup>	C-3 SR 305 Corridor	C-4 College MarketPlace
Maximum Avg. Building Height <sup>2</sup>	35'	35'	35'	35'	35'

<sup>1</sup> Alternative development standards for the C-2 zoning district may be allowed through the provisions in Section 18.80.070.  
<sup>2</sup> See Section 18.150.050 for building height measurement; Section 18.310.010 for building height exceptions.

### Chapter 18.310.010.B:

Underbuilding Parking. When a structure is proposed to include underbuilding parking in the RM, RH, ~~all C districts~~ C-2, C-3, C-4, OCI, BP and LI zoning districts, the building height limit may be increased by ten feet. The building height calculation shall remain the same as set forth in Chapter 18.150. The increased height shall be reviewed for bulk, scale and compatibility to surrounding structures, and may not be allowed if impacts cannot be adequately mitigated. The gross square footage of the building area allowed by the increased height shall be equal or less than the gross square footage of the underbuilding parking.

GM: When was it adopted?

KB: 1999 was adopted, 45' was adopted around the same time. City Hall is the only structure that has taken and not the total 45', except the Atrium which is about 50', the rest of the building is 35' to 38'. There is a lot of development pressure to utilize that 45'.

JC: I have a couple questions on chart. Why we are restricting height on C2, C3, and C4? Why are we restricting it when we have to go up anyway? Why not open up to 45'?

KB: Great for you guys to talk about it. 30' from the 50s to 1999 where it went to 35'. We have 35' in all our zoning districts including residential. If you do mixed use on Viking Ave can go to 55'.

JC: We want to encourage development, not sure want to restrict to 35'.

KB: College Market Place has master plan overlay and their developer agreements restricts it to 35'. What we were proposing that we wanted to emphasize is that we wanted to take away the ability to 45' and I think you will see why during the presentation.

JC: Bottom of this maximum building lot coverage. Why did we change C1 downtown?

NC: We will walk you through that in just a minute.

GM: Why isn't the 55' called out?

KB: Footnote number 1. Not appropriate for every project it's for mixed use development.

JC: C4 Market Place 50% when we might be able to go 60%-70%.

KB: We will go through and what lot coverage is and why we have a standard for it. 50% typical in our C Zones.

NC: We have a number of examples from all the zoning. Just a reminder yellow is entire C1 downtown zoning district, and pink crosshatch is shopfront overlay which we are proposing additional zonings. Measuring height comes up a lot. Building height per definition is the vertical distance measured from the average elevation of the finished grade at an exterior building wall or building segment to the highest point of the building wall or building segment.

# Measuring Height - Steps

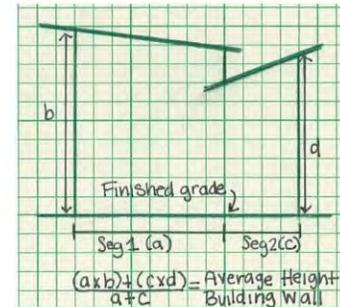
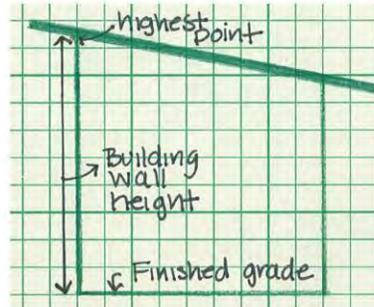
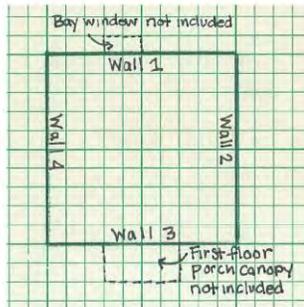
- Step 1: Determine the number of outside building walls
- Step 2: Calculate the height of each primary building wall.
- Step 3: Calculate average height of building.

For example:

- Wall 1 = 44 feet
- Wall 2 = 28 feet (average after calculating segments)
- Wall 3 = 35 feet
- Wall 4 = 32 feet

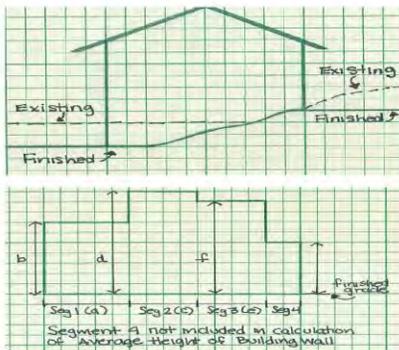
$$44' + 28' + 35' + 32' = 139/4 = 34.75 \text{ feet}$$

34.75 < 35' maximum allowed height - OK!



JB: What is the finished grade when you look at 3rd avenue with a 15' or 20' drop, is the finished grade sidewalk level?

KB: To build something that fronts 3<sup>rd</sup> Street, we would measure east side from the sidewalk to the top, then measure 15' below to the top and the other two sides and the average of all those would have to be 35' as we are proposing it now. They could do underbuilding parking and with today's code go to 45'. Front from top and the back parking area west side would be higher than 35' but all combined it has to equal 35'. All combined would be an average of 35'. The grade change is so dramatic.



## Measuring Height

**Building Height** is the vertical distance measured from the average elevation of the finished grade at an exterior building wall or **building segment** to the highest point of the building wall or building segment. The overall building height shall be calculated as the average of all building sides.

A **building segment** is when a break in the roof line, change in number of stories, or break in finished grade occurs of at least four feet. "Roof line" means the uppermost line of the roof of a building or, in the case of an extended or mansard facade, the uppermost height of said facade.

See full handout [here](#).

# Measuring Height

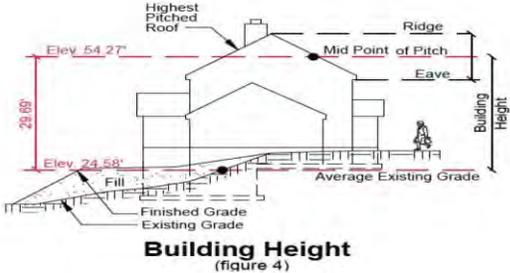
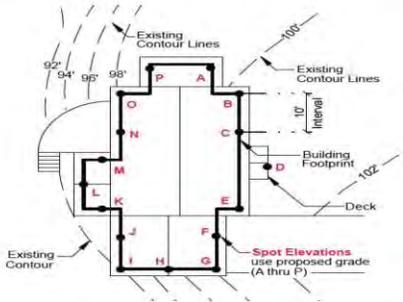
- Everett Highest point of sidewalk to highest point of roofline
- Kirkland Average building elevation to highest point of roofline

**AVERAGE BUILDING ELEVATION FORMULA**  
 (Midpoint Elevations) x (Length of Wall Segments)  
 (Total Length of Wall Segments)



# Measuring Height

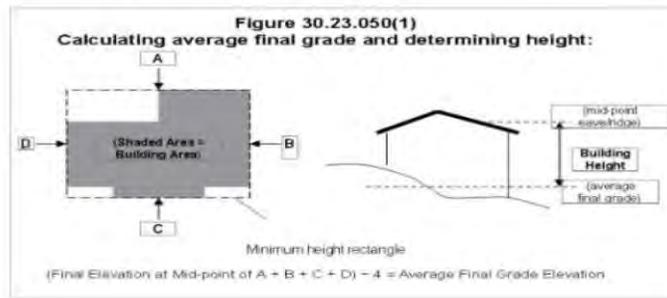
- Bellevue Average existing grade to the highest point of a flat roof or to the midpoint between the tallest eave and tallest ridge of a pitched roof



**Building Height**  
(figure 4)

## Measuring Height

Snohomish Average final grade to the highest point of the coping of a flat roof, or the deck line of a mansard roof, or to the average height of the highest gable of a pitch or hip roof.



KN: So it is a simple average, not based on 2 weighted average ability is an important piece.

NC: When we are measuring height this is to simplify it can get much more complicated. The first step is to determine the number of outside walls. Calculate height of primarily building wall. Then do the average height.

KB: At its base form, this is the methodology we use.

JC: I want to fall back to lot coverage. What is the lot coverage at Home Depot and Walmart?

KB: 50% or less just the building footprint, not impervious surface coverage. Standard for commercial zone, the footprint cannot be more than 50% of the lot.

RS: At this point we measure from finished grade. Is there concern about someone artificially changing the grade to skew the numbers?

KB: Has been a concern. Have started an administrative inspection process where we require projects to have a special inspection to make sure building height is according to plan. Previous to 1999 we had the standard which was pre-existing average grade, and that is hard to determine. We do now require building height survey during frame building inspections for buildings that we need to make sure we get right on their grade and their height.

# Height Survey

If the height of the a building is within one (1) foot of the maximum building height, surveys are required from a professional land surveyor.

**AVERAGE BUILDING HEIGHT**  
 Planning and Economic Development Department  
 300 NE Alsea Street | Portland, Washington 97130  
 www.cityofpoulsbo.com | phone: 503.835.3100

For surveyor use ONLY if a height survey is required. Instructions: Complete this form to determine the average building height of the proposed structure. This form is to be submitted with the building permit application. Include these calculations on the site plan and building plans. During zoning, the Height Survey form will be required for the Planning Inspector. Please use the [Measure Height Checklist](#) for additional information. NOTE: This form does not need to be completed by a professional surveyor. However, it is recommended.

PROJECT/PROPERTY INFORMATION:			
Date of Survey:	Parcel No.:		
Property Location:			
Description of Use/Project:			
Benchmark Elevation:			
AVERAGE BUILDING HEIGHT			
Wall 1	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 2	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 3	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 4	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Average Building Height:		Average Building Height:	

Please attach a separate sheet if additional space is needed to calculate average building height.

I certify that the above calculations represent the proposed finished grades and wall heights for the development.

Form completed by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Signature: \_\_\_\_\_

**HEIGHT SURVEY**  
 Planning and Economic Development Department  
 300 NE Alsea Street | Portland, Washington 97130  
 www.cityofpoulsbo.com | phone: 503.835.3100

For surveyor use ONLY if a height survey is required. Instructions: Complete this form prior to the Planning Inspector. This form will need to be provided to the City Inspector at the time of inspection. Please use the [Measure Height Checklist](#) for additional information. NOTE: This form is REQUIRED to be completed by a professional surveyor.

PROJECT/PROPERTY INFORMATION:			
Date of Survey:	Parcel No.:		
Property Location:			
Description of Use/Project:			
Benchmark Elevation:			
AVERAGE BUILDING HEIGHT			
Wall 1	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 2	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 3	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Wall 4	Finished grade elevation	Wall Height (ft.)	Max wall height (ft. or elevation)
Average Building Height:		Average Building Height:	

Please attach a separate sheet if additional space is needed to calculate average building height.

**SURVEYOR INFORMATION**

I certify that I measured the  finished grade and  max wall height for each primary wall. The structure  does  does not meet the original building height limit of \_\_\_\_\_ feet.

Company: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

RS: I know it has been a concern in the past and something other jurisdictions have struggled with.

KB: Truthfully at the end of day height is measured from grade to height. .

RS: Not simple as grade dirt against the building.

KB: Certainly structures that are 35' or higher have now built in an inspection to make sure that is not happening on site.

NC: Looking at other jurisdictions, wanted to include that as different ways entities building height. Measure highest point of sidewalk adjacent to highest point on roofline. Everett and Kirkland examples. Bellevue does a lot of points around the building. Ultimately in end it is a complicated calculation.

RS: Back in 90s midpoint pitch which is really complicated to do that.

KB: In the 90s we were arguing what the midpoint was so we decided to go to the peak of the roof.

NC: Way to give you an idea there is a lot of different options in how to measure height.

RS: I believe we changed it to 35' so we could go to the highest point and that we didn't have to mess around.

NC: What Karla mentioned before is if the height of the building is within 1 foot of the max building height we require official survey at time of building permit.

RS: Residential as well?

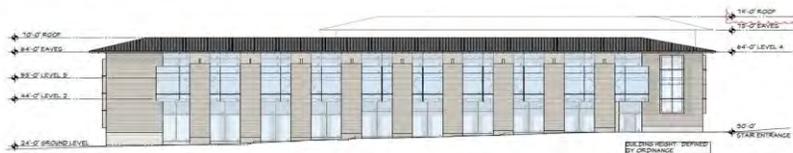
NC: Yes, and common to other jurisdictions as well. Doesn't add time just a little bit more money.

KB: Found it most useful in residential zones. This assures they are meeting the requirements.

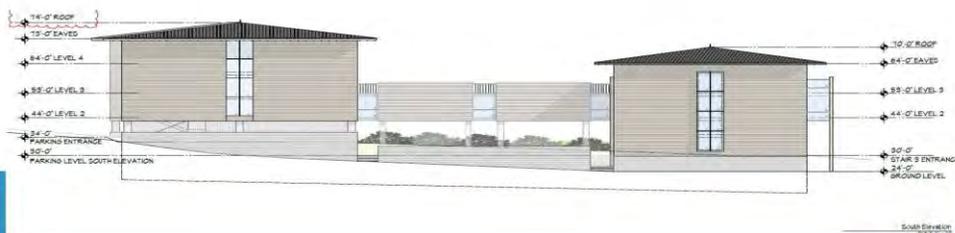
NC: Examples of proposed buildings we have. Most people are familiar with the locations. Old City Hall C1 proposed with under building parking. Large site 100% lot coverage. Site Plan approved in 2015 they have since come in for a second site plan.



Old City Hall  
C-1 Downtown Zoning  
Underbuilding Parking



2015 Proposal.  
No approved building permit.



KB: 4 stories 50'.

RS: Clarify this picture starting at 30'.

NC: This is the newest proposal of old city hall. This is not an approved project but based on their calculations they are under the average building height.





KB: This tells you what building height plus lot coverage looks like. 100% is appropriate for your shopfront because that's how it's been developed. We are suggesting that it is not appropriate for the entire C1 zoning district. We have proposed two changes to minimize bulk and mass. Maybe Viking Ave or 305 that is a conversation for the commission to have whether this type of increased lot coverage and increased height is appropriate. Comp Plan policies about maintaining downtown character and downtown scale. The reason the Commercial Code is before the planning commission is that I am not confident that the commercial code is consistent with the comp plan. Need feedback.

GM: Limit footprint for parking? 85% versus 100% is to provide for additional parking?

KB: Also to not allow for 100% coverage.

GM: Take away additional 10' for underground parking would we permit a three story apartment building if there is now underground parking?

KB: Need to provide surface parking. That is a reality to what we are proposing.

RS: Or the market pushes them to do underground parking anyway. 2 stories on top and underground parking below.

KB: Correct we have applicant who is looking at doing something similar to that today.

RS: Good discussion for us to have. We have downtown area that we like. Do we really want to see this stuffed in? Reason we did 100% downtown is we didn't want 10' spaces in between buildings meaningless.

KB: We do address where we do want to have 100% lot coverage.

RS: That fixes that. 85% does reduce scale more comfortable space.

NC: Still have to meet parking requirements and cannot currently meet parking requirements which is why it is not moving forward.

RS: Do we give any credit for people being near transit?

KB: Not at this point in time.

NC: Poulsbo Place Division 8.



Poulsbo Place Phase II  
C-1 Downtown Zoning  
Underbuilding Parking



KB: Not an active application.

NC: Just an example. Proposed as assisted living. West elevation back building is 52' scale and mass.

KN: Are these multiple separate buildings that we were considering?

KB: U shaped building.

GM: Lot coverage 100%?

KB: 80%

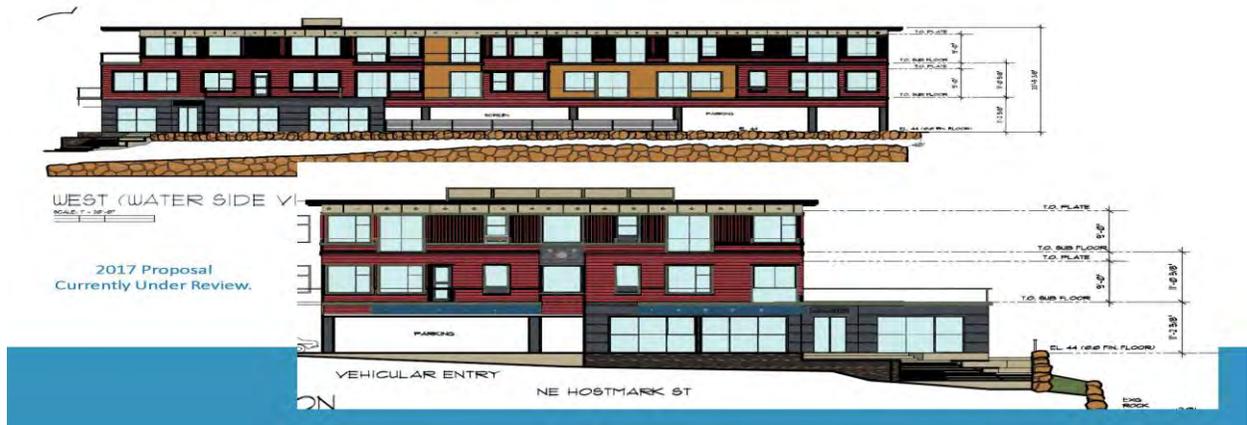
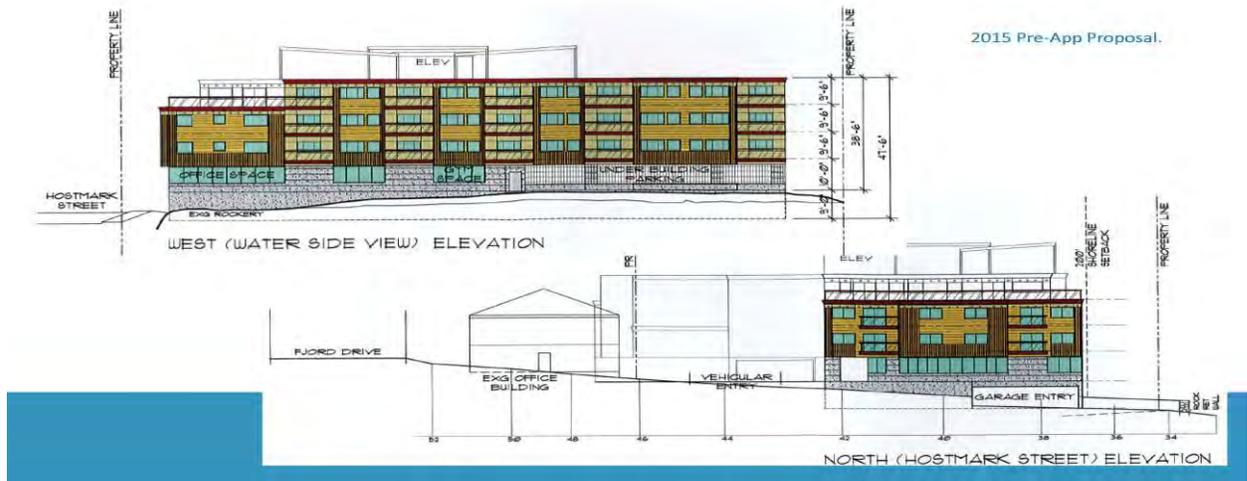
GM: Why was the project withdrawn?

KB: That proposal would need to be approved by city council, and the neighbors mobilized which and the applicants decided to withdraw their application to reconsider. Master plan overlay at Poulsbo Place requires them to stay at 35' were going to ask for amendment to go to 45', allowed in the C1 zoning district, City Council would be review authority for that.

JB: Mixed use C1 but Residential zone, why is commercial being allowed in residential?

KB: Those were specially approved by City Council as live work units. One structure, special housing type that was approved under the Poulsbo Place Master Plan.

NC: Next project is Vanaheimr, old police station. This proposal has been in the works for a while. When the first proposal came in, 2016, it was showing 48' in height with elevator shafts above the roofline. Staff has worked with the applicant at length. Have proposed changes to how tall those can go we currently do not have a limit. Project is within shoreline so it limited the height to 35'. Which they are maintaining.



KB: Couple notes on that. They do have ability today to go to 45' developer has worked with City Staff and went back and rethought the entire project, including underbuilding parking the height and density went down more than half. Considered mixed use.

NC: Comparison of other jurisdictions. Right in the middle for historic downtowns. We chose ones that we get compared to frequently.

## Comparisons Downtown Height

<b>Bainbridge Island</b>	
Central Core	35' (45' if parking underbuilding)
Madison Ave	25' (35' if parking underbuilding)
Erickson Ave	25' (35' if parking underbuilding)
Gateway	35' (45' if parking underbuilding)
<b>Gig Harbor</b>	27'
<b>Edmonds</b>	25'-30'
<b>Langley</b>	30' (35' feet with a pitched roof)
<b>Coupeville</b>	28'
<b>La Conner</b>	30'
<b>Port Orchard</b>	27' - 39'
<b>Steilacoom</b>	26'
<b>Sequim</b>	25'-45'
<b>Anacortes</b>	25'-35'

KB: Port Orchard is entertaining pilot project up to 50' for a mixed use structure, for on project at this time.

RS: One thing this doesn't tell us is how it is calculated.

KB: Langley is the one that addresses the difference between a flat roof and a peaked roof.

NC: Next example, Work Eat Drink. It is proposing underbuilding parking with 35' height. Can look very big to people. Close to the road plus design makes it look bigger.



**WORK.EAT.DRINK**  
C-3 SR 305 Zoning  
Underbuilding Parking

GM: Lot coverage?



Approved. Under Construction.



NC: 27% lot coverage because they had critical areas on the site that they had to protect, but could go to 50%. Some surface parking.

NC: Arendal apartments next example, C2 zone. 91 units multiple buildings with underground parking, they have chosen the 45' maximum height. Building on top what you see from the street on Viking.



**ARENDALE**  
Residential High Zoning  
Underbuilding Parking



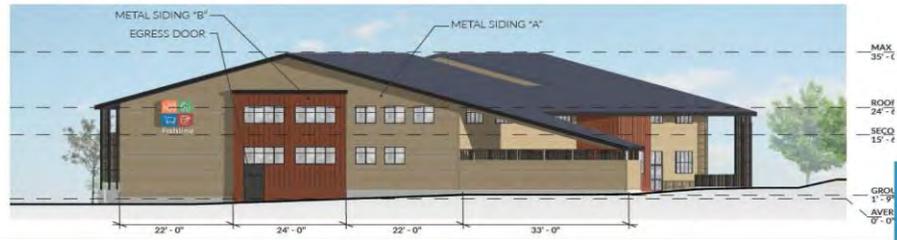
Fishline building in C2 no underbuilding parking, right up on the street. Proposed at 35'. Proposed surface parking.

**FISHLINE**  
 C-2 Viking Way Zoning  
 No Underbuilding Parking





Approved.  
Under Construction.



KB: The framing that you see at the site now is the peak of height.

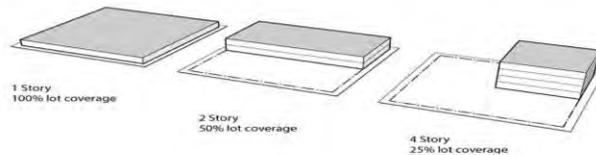
NC: Moving on to lot coverage, we are proposing shoptfront overlay 100% to maintain existing building environment. Proposing to lower rest of the C1 to 85% to reduce bulk and scale.

RS: Split on 3rd Ave? Can they maintain the property line and come back from the street to meet 85% lot coverage?

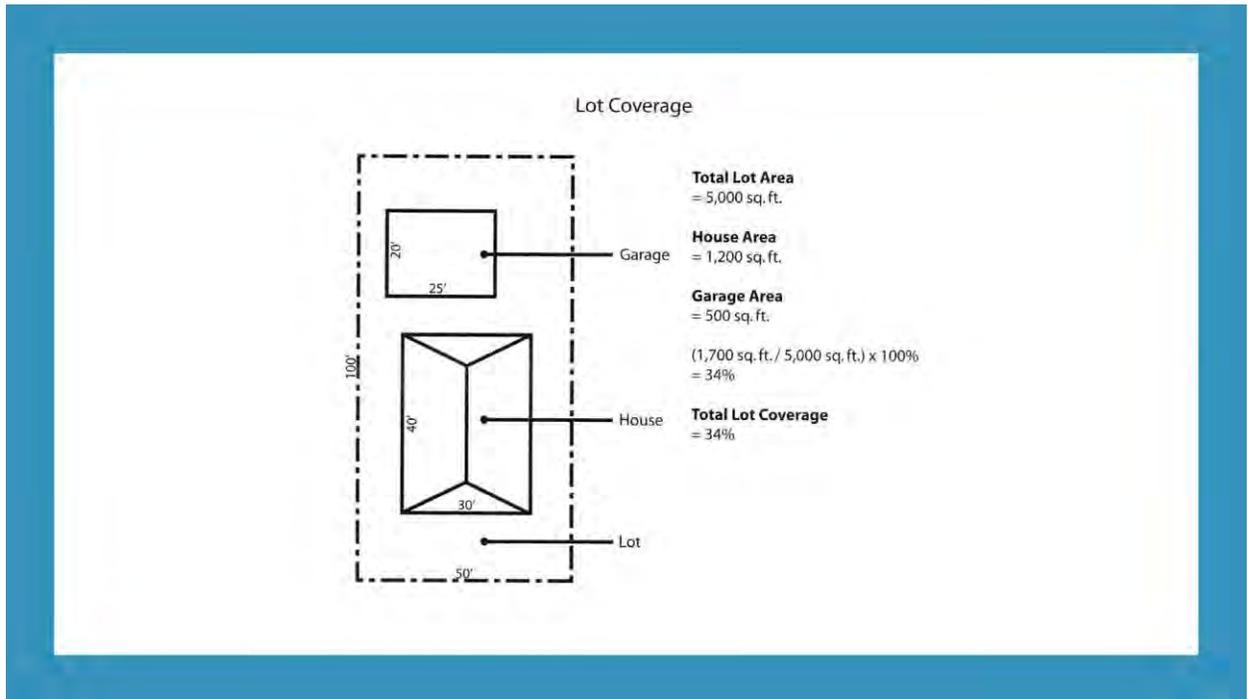
KB: Yes they could. We will be talking about that proposed area for mix use.

NC: Simple lot coverage example. Old City Hall example courtyard but underground parking so counts as lots coverage. About 85%.

### Lot Coverage







NC: Staff recommendations.

RS: Anyone have specific questions?

JC: I think 35' is okay for downtown. I don't think it is appropriate for 305 or Viking Avenue. I think the other two areas should go up to 45'.

KB: It is 35' or 45' with under building parking. Viking is 50' with under building parking.

JC: Without underbuilding parking should be 45'.

KN: More than 45' that seems really high.

JC: Still like to see it at 45' without underbuilding parking.

JB: On Front Street it appears to me that the Masonic Lodge is the tallest building facing front street maybe 35' high.

KB: You are right. Tallest structure facing front street all of 35' historic without building height survey. Gives you the flavor of what 35' building looks like on front street.

JB: Maybe just what is facing front street, just the wall that faces front street and put a limit on that. 35' appeared to be too big for front street.

KB: We would agree with that. We addressed it as requiring a step back for our third floor for all of our commercial buildings and made that more robust for the commercial shopfront.

JB: Move up closer.

KB: Idea is when you are at front street all you see as two stories. Then a third floor would be step backed. What we think would be appropriate for shopfront overlay.

NC: Page 15 for shopfront overlay.

KB: That would be an example of what we would require if we were going to keep 35' on shopfront overlay.

RS: Should you have another footnote referring to that section?

NC: Yes good point.

GH: Viking Ave, that footnote 1. I would move it someplace down by building height. Allows for increased height in C2 district mixed use structures. If we do that permitted, I think it would be logical to also add that to C3 and C4.

KB: To have that height incentive for C3. We would do it through our planned mixed-use development provision.

GH: Is the height of 40' magic number? We have talked about both need your advice on that.

KB: I think it comes down to how many floors. 10' per floor.

GH: Four story building basically.

KN: Seems to me that it is getting high along HWY 305. Side of 305 up towards schools we are abutting residential neighborhoods, and we are already allowing 45' with underbuilding parking.

GH: Already up at a higher elevation because hill goes up.

KN: Seems big to me. Few houses along Viking Heights. We haven't seen anyone want to build past 45' we are allowing. Why go further at this point.

RS: Anyone else want to jump in on that as far as areas?

GH: I can see your point for residential, but it is a small portion of that.

KB: This is the challenge for Poulsbo. Residential zoned areas are not far from commercial areas. Densities and height anywhere you turn there are residential abutting commercially zoned property. We haven't talked through height transition - we have kept at 35' for all of our zones for 50 years. If you read through public comments we received on mini storage, the one across from Safeway, has been zoned commercial for 35 years. Not acceptable for those residents. Not inappropriate to have the conversation that won't impact someone's residential neighborhood.

GH: I would just say leave it as is and move that footnote so it is more prominent relative to C2.

NC: Put footnote in both places.

JB: I agree.

RS: Okay is that good for everyone? (yes) so we will stick with what is proposed.

GM: In terms of expanding building heights in other zones, I would be supportive in C2 and C4 but not C3. Building downtown from 100% to 85%.

KB: Want the Commission to know that if you hear public comment after each meeting and want to, we can revisit the issue.

KN: I did have one more comment regarding shopfront overlay, and where it stops. We are stopping where we get to Longship Marine?

RS: Why did we stop there?

KB: That is where we lose the narrow lots. Larger parcels will develop under the C1. When you have larger parcels the building can be bigger.

RS: Seems like where the site view along north face those are small and narrow they are going to be restrained due to the shoreline.

KB: Not sure the jurisdiction goes that far into it.

NC: You could also think of it as it might constrain them in terms of what they can build. May not lend itself to the type of building they are. Types of conversation we had.

KB: Next week we get into design standards for C1 and shopfront. Trying to take a look that apply overlays where it makes sense or apply conditions to it.

RS: That is what I was looking at too. Wouldn't it make sense so if the other end develops it would be a shopfront view.

KB: A lot of these are stand alone buildings with out full lot coverage. We took out marine science center which is now the Sea Discovery Center.

RS: So close to the waterfront essentially with the old police station.

NC: Once you look at the design constraints, development was a concern for us and might cause redevelopment major problems.

KB: This can be a conversation for next week. Open to having that conversation.

RS: What is next?

KB: Public comment from citizens.

## 7. Comments from Citizens

Rosemary Bennet: Lived here 11 years. I come to love Poulsbo and love the smallness and quaintness of it and appreciate your willingness to look at height. There are wonderful, nice people here, and I have been thoroughly pleased with our neighborhood, the families that are here, the feeling of Poulsbo. In our push for building and height I appreciate your thinking of our neighborhoods on how commercial impacts residential areas. I know that there is a feeling that everything has to be bigger and higher and things that take away from quaintness of Poulsbo. This has been interesting thank you very much.

Lynn Myrvang: I wanted to thank you for allowing us to participate and share with you. Moved here in 1966 and lived in the downtown area for over 36 years. Raised my children and grandchildren on 4th Ave. Love ambiance and feel and living in the downtown area. I am proud of Poulsbo and I feel like Poulsbo is my town as well as many others. I love what Poulsbo stands for, I know that we are known worldwide so I appreciate that. For many years known as Little Norway connects us to Poulsbo's founders and forebears. You will see it in descriptions. That has been a big part of Poulsbo's identity. Iconic pictures, when you look at it across from Liberty Bay. It really looks like little Norway on the Fjord and it's just beautiful. It's important to me that we do not stop development, particularly in downtown Poulsbo. I think that it needs to happen and will happen. Things have drastically changed since 1966. Never used to have carnival at Viking Fest. Drastically changed. Do ask you to consider throughout the changes that we have sound, functional development that aesthetically fits what we want Poulsbo to represent. Do we want it to represent Little Norway? That the development and changes to the code that they fit what Poulsbo stands for and meets the upcoming needs of Poulsbo and does not reinvent it. I think part of this discussion that may help, my husband and I found out that 11 buildings were going to be for sale in downtown Poulsbo in the overlay. I contacted developer, who graciously came over to our home and I had him sit on our deck and wanted to get a feel for what he wanted to

do. He felt that architecturally that Little Norway doesn't fit to him and that he envisions it more of a northwest seaport and let little Norway phase out. I commented that Little Norway is about the roads the signs, people. Also told him it would be like him saying to me and saying he was Danish you do not look Danish. He then shared that his plan was to redo existing buildings on front street that he had purchased. His plan is to first redo some of those and then included 10-15 apartments above those. Then he plans to go to Moe street and make roads that can go down along 3rd Ave. Then his next project is to go to 3rd Ave and that he has spoken to planning department and mayor, and would put underground parking and street level parking, and above level parking to provide 102 parking spaces. Hope was to allow mixed use commercial and residential by providing more parking for the City. He figured putting in 42 two story and provide 2 and 1 and 1.5 parking spaces be giving to the City. He stated that people who live in dwelling units like this are not the kind of people who drive vehicles. My concern is do we have the parking spaces for those vehicles and do we have the transportation and ability to move people. I believe draft is going to change from 2 parking spaces to 1.5. another thing with building these underground parking spaces he has already gained approval to build on land that he does not own. If he can't he will work around it. See potential issues digging underground parking. Concerned about wall along 3rd Ave. Concerned about integrity of homes on 4th and 5th whole area up in there. With underground parking in the past allowed 10' of height. It is 35' because of averaging but that isn't really 35'. That is a concern as City Hall is 65'. He still could go 45' high. So I applaud the planning department for even considering taking that out. It isn't just about residents or overlay. I am not going to be here forever and I want it to be able to grow. Want height code to be more realistic. Its 65' and 28' here and people get completely blocked from anything that they have. Coming back to what people see when they look at Poulsbo, what will they see. Old PD department it's got at its highest peak a 45' height. Dwelling units for rent along 3rd Ave. Building that will be developed on Jensen way. Lot of structures with little downtown. Tendency to look like mini Seattle. We will lose iconic church, is that important? The other thing the 2018 commercial districts ordinance updates, proposed amendments is based on ownership change C1 downtown. Increased interest in mixed use structures and development. My concern is that the developer is getting the Planning Department to redo the code. I think the one thing that may be different that may not, we have one historic street that goes through town and we have large church sitting on the hillside. Martha and Mary and the church. It doesn't compare to other towns in terms of how the residential fits in.

Tom Curran: Resident here in Poulsbo. I have worked here as an oral surgeon since 2000. In 2010 bought on 4th with a view from water, we have good view we really like when you are on a boat there is businesses and residential. We are little red house by the church. We really wanted to fit in. We tried hard. Wanted to preserve view from bay and view across the street. Found out the water side of foundation was 3 1/4 inches sloped. Had to get foundation shored up. I am

concerned when we talked about major development downslope from us. Things shift and foundation shifts. View from water and how much development is going to affect people who live on a slope and how it affects people and their homes.

Nick Jewitt: Lived in the area for almost 40 years. Talking about managing growth. Leaving GMA out of it. About the developer were he to develop it as a single piece and it would be by Anderson Parkway be taken up by a construction project for a year or two. I like trying to keep a vision about what is happening to the town, which has begun a cruise ship lastly I want to my own interest see the Old police station conform to same standards as rest of the downtown. I think it is in the best interest of community and residents is more important than growth. Health of community if you disrupt for a year or two is really significant and this would disrupt the health. Poulsbo has struggled for years for downtown to be viable.

Brian Smith: Poulsbo resident on 4<sup>th</sup> Ave. Appreciate this laborious process and you looking out for us. We want you to know we are not anti-development and just want it done the right way and concerned about what is done primarily on 3rd Ave. For us there are two views in this City, one looking up and one looking down and it's just as magnificent. We ask you to use caution for the betterment of the entire City. Related to the height documents how can you craft a document to have 35' or higher and the fire department does not have a ladder truck, and is there a procurement process and make Bainbridge come across the bridge. I live in a house from 1929 if third goes what the pictures are going to go, individual and broken roof lines. Flat roofs create basically a solar eclipse.

Mike Myrvang: I have a concern on this height business. Walked around town about a year ago with a tape and an acme level. Came over here and was completely blown away. I don't understand the dimensions of this building. What can we do to give the public an idea of what we are building. I was just looking at one of the zoning ordinance at C2 happen to read a mitigation, building height mitigation. They talked about different heights it said there the planning director may elect to do building survey for heights that are anticipated to have significant impact for surrounding neighborhoods. If it is required it was interesting and inexpensive process to set up stakes before anything was done. Stake out buildings with balloons to let the people know what it is going to look like. Inexpensive. Averaging can lop-side things. You can design a building to average out okay to that may be high in areas. Might not be good for the City or the look. We are about our appearance. Important. Heights are very difficult. Easy way would be to balloon corners so everyone can go look. Strange but that is my take on the height issue.

RS: Points well taken, we are concerned as well as you guys.

8. Commissioner comments – None

9. Adjourn 8:12

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Ray Stevens, Planning Commission Chair



# PLANNING COMMISSION

## Tuesday, March 27, 2018

### Poulsbo City Hall Council Chambers

### MINUTES

Commissioner Present: Ray Stevens, Jim Coleman, Gordon Hanson, Kate Nunes, Gary McVey, Bob Nordnes

Staff Present: Karla Boughton, Nikole Coleman, Helen Wytko

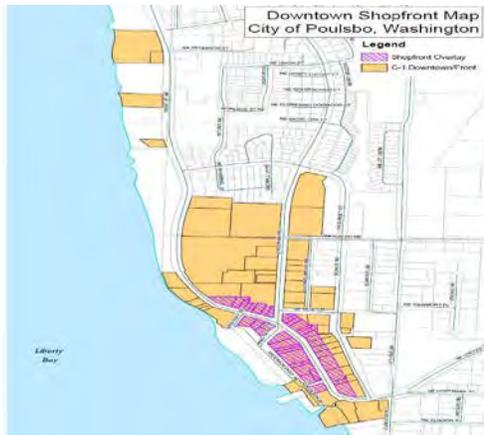
1. Call to Order
2. Flag Salute
3. Approval of Minutes - None
4. Modifications to the agenda  
GH: Automatic adjournment change to 9pm.
5. Comments from citizens regarding items not on the agenda – none
6. Public Meeting 2018 Commercial Code Update

RS: Open the public meeting.

KB: Continuing weekly workshop going over the proposed amendments to our commercial zoning chapter. We are on our third workshop. Page 7 site and design standards for Front Street and the C1 Downtown.

NC: Walk through handouts. Available on our website for the public. We will be providing you public comment as we go along. Tonight you received the comments from Jerry Block since he can't be here tonight or the 10<sup>th</sup>. You also received public comments that were submitted via the NOA and SEPA public comment period which ended on March 23<sup>rd</sup>. We also had another comment come in yesterday will have another set of public comments up until the night of your public hearing, we'll keep adding to that. You were provided with tonight's PowerPoint as well.

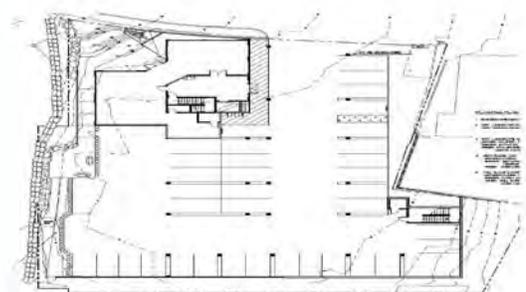
Tonight's agenda focuses on the C-1 Downtown design standards. Front Street primarily but extends beyond that. We have spring break so on April 10<sup>th</sup> will get back into the design standards for the other commercial zoning districts and continue up until the May 8<sup>th</sup> public hearing. We talked last week about extending the shopfront overlay. After we go through design standards we can bring that up again.



Projects can often meet the dimensional standards but perhaps not quite where we want it to be. We wanted to be sure our purpose and introduction really represented what we think C1 is or should be to capture and maintain C1. Even if a building meets dimensional standards, it might not be “Poulsbo”. Downtown is a feeling you have, but architecture and style are hard to describe.



- Store fronts with individual identity.
- Authentic to heritage and character.
- Architectural features that create visual interest.
- Appropriate height and bulk.
- Roof forms with focal points and detail.
- Creatively concealed rooftop equipment.
- Landscaping and hardscapes that unify site design.





# What is Site Design?

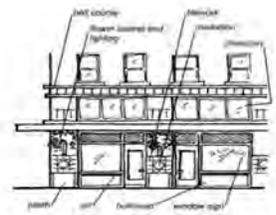
- Building location (close to sidewalk or setback)
- Parking location
- Vehicular access
- Pedestrian access
- Connections to adjacent lots
- Lighting, art, landscaping, hardscape, etc.

What makes the area unique. Not an easy code to try and maintain what we have.

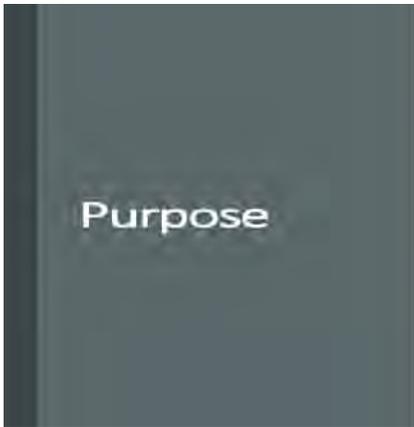


## Big Picture

- Public plazas, forecourts, seating areas, etc.
- Prominent corners
- Appropriate scale, smaller storefronts
- Limiting blank walls
- Transparency
- Rooftop expression
- Canopies
- Lighting
- Screening
- Building materials and color
- Variety of architectural features
  - Small town waterfront village
  - Scandinavian heritage
  - Eclectic



How the C1 is written is all of downtown and then specific code related to Front Street properties. Have specific code related to Front Street.

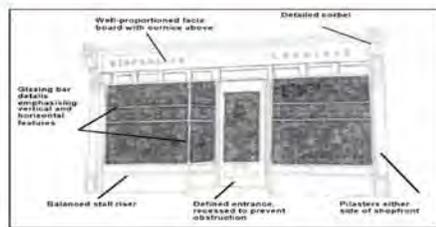


It is important to consider the impact new or refurbished shopfronts will have upon the wider streetscape and overall character of downtown.

The development pattern and individual small shopfront character shall be maintained.

Street-facing building facades... provide unique elements and avoid homogenous or repetitive design elements.

## Key Elements



- Shopfronts – 11'-16' tall and 10' wide
- Pedestrian oriented – clear view and direct access
- Base, body and top organization
- Recessed entries
- Detailed doors
- Materials and color
- Signage
- Types of uses

Examples shown of images in the code. They are placeholders, we have an artist reworking some of them so if you see an element isn't captured, please let us know. Pictures help our story. Again after we go through the design standards it's important to have the conversation again of the shopfront overlay.



The emphasis of architectural elements, such as windows, balconies, and entries that create a complementary pattern or rhythm, dividing the buildings into smaller identifiable pieces.

RS: We will start on page 7, any specific comments?

JC: Rooftop equipment. What does it mean to be concealed?

KB: Primarily from the street front. Want to require more thought be put in by the developer. Have additional standards for mechanical equipment. Difficult to fully screen a grade change.

BN: I wanted to talk about height.

KB: Height was discussed last week. We are proposing to retain 35' as height limit for the C1 downtown. Eliminating ability to go to 45' with underbuilding parking for the C1 totally and C1 downtown.

BN: Underground down in that area would be a challenge with the water down there. What I was thinking of is taking downtown and row of businesses west side of front street. Everything on the other side of the street, east side, giving them the option of 45' so you are playing with the land. Ones on the water are going to be low. As you start climbing up the hill, you start growing in height, everyone behind you has that option too. My issues are we are going to have at least 2 or 3 businesses that have exercised the right of 45' with underground parking. If we start changing it, we will end up with a hodgepodge that of downtown Poulsbo. I have an issue we have fought building heights 25+ years on this board and it always seem to change.

RS: What I would recommend, is why don't we table that we can sit down at the end of this and talk about building height and any other hot topics too.

KB: Reminder we have 2 workshops scheduled in April the 17<sup>th</sup> and the 24<sup>th</sup> that have been designated for you to talk about these hot topics. Last week commission left it with staff recommendation. Have the rest of this workshop series and public input and comments and take it as the last meeting what the commission wants to recommend.

BN: So it was left up to staff recommendation for building height?

KB: The staff recommendation was to take away the additional 10' for underbuilding parking and leave the building height at 35' for the C-1 zoning district.

BN: That's tabled now though right?

RS: Nothing is done until we hit the gavel.

KB: I would just say we will have minutes of the meetings available shortly. We have received public comment and written comment on the building height at the end we'll revisit.

BN: Only going to get one shot of that downtown, at least in our lifetime, we've got to do it right.

RS: Would like to think about this and talk about it at the end. Out of all of the issues I think that is the trickiest one.

Continue on with Design Standards Page 8

JC: The overlay area I am not in favor of underground or underbuilt parking. We do not want people pulling out into Front Street downtown.

GS: Are you talking about overlay district only?

RS: Did we have anything specific to parking in overlay?

KB: Access needs to be consolidated. Having too many access points off of Front street?

JC: Too many access points off of Front Street.

NC: We did talk about automobile access off Front. If someone is required to have parking, but their only access is on front, we have to allow access on Front or don't require parking. Hard to write language that meets all those potential situations.

JC: It shouldn't be down there in that section.

KB: We do have statement on drive lane access for the shopfront overlay.

JC: Shouldn't have it because what is under there today. A lot of fill went in there at one time.

NC: Is the issue more with underground or access from Front?

JC: Under grade I would not attempt in that overlay.

KB: We are talking about on page 8 #A2.

RS: I think he is talking about is the difficulty of dealing with that in the overlay area.

BN: I want to go on the record saying we need to do everything we can to provide as much parking as we can downtown Poulsbo. We need to do whatever we can to provide parking which means being creative. There are lots of modern things to overcome all the issues that Jim and I have seen. Parking is vital to the success of downtown. We have to be cautious about putting too many restrictions on parking.

RS: People developing downtown, do they get credit for offsite parking or do they have to provide parking on their site?

KB: Parking standard for downtown - if you are changing from commercial to commercial use no parking change required. If commercial to residential additional parking required. Expanding up to 1500 sq. ft. no parking is required. If you are expanding 1,501 sq ft. or more you must supply parking for that additional square feet. If you are developing including demo and rebuilding need more parking. It can be on or offsite. Is the only zoning district we allow for offsite parking. All the new construction proposals are providing parking onsite for their use. Bob, balancing needs

part of the art and crafting of development regulations. Our goal to require parking completely and fully for new development in the C1 zoning district.

GH: Where is chapter 18.120 in my book.

KB: Is not in there 18.120 is design review chapter.

GH: Illustration at bottom of the page print is small.

NC: Will get bigger, trying to save paper.

RS: Page 9.

GM: Why change "from where feasible" to "wherever possible". I don't understand the nuance.

KB: When we were reviewing the downtown what makes it unique and special, felt pedestrian areas important. Was to encourage that we want to see this in every opportunity. Developers argue back on feasibility part. Whenever possible means you can do this.

GM: Positive take and stronger language.

RS: Does make sense to change, because you could argue feasibility is cost.

JC: On page 9 2.a what does strong corner, strong building form, what do you mean by that?

KB: That building is oriented toward the corner. More Ice Cream building example.

RS: And it has worked. Page 10?

KN: I was wondering if we have defined redeveloped elsewhere strongly enough. Is it a dollar value trigger or percentage?

KB: The way we would define this is if it needs a building permit or triggers design review.

RS: What triggers design review?

KB: Any change in the façade, more than paint.

GM: I think there should be more clarifying language.

RS: Page 12?

GS: Use of the word forecourt, never seen that word, means courtyard or square, correct?

KB: Use is new to this ordinance. Synonymous slightly to courtyard. Decided to describe it in an illustration. Different from courtyards. Using all of them as options but introduce forecourt like

the magnolia tree by Sogno Di Vino. Nuancing the whole idea of court yard and pedestrian seating.

KN: Page 13 item 5 question bulb out from sidewalks. Don't want it to interfere with bike traffic.

NC: For the whole City Hall project they are proposed, on street parking in between those two bulb outs.

KB: They must provide additional right of way to accommodate that. Would need to be larger properties.

GM: Item 4 make "where ever possible" instead of "feasible"?

KN: Page 14 D.9 we want colors to be muted or earth tone?

KB: Good question for color for downtown. That is our standard citywide color pallet. This is the one part of town where we have colorful buildings, brighter pastel colors. Want to retain earth tone for larger structures like City Hall. Don't think that would fit to be a brighter color. What we were trying to do is provide ability to have both in the shopfront overlay. Just for shopfront overlay.

GH: What you are saying is the muted colors are for shop overlay only?

KB: They are for City wide but other colors might be appropriate like the pastel colors. Part of the eclecticism and visual interest of downtown.

GH: I like the bright color and not muted colors.

KB: Think that is Kate's question.

NC: Think about whether you want more language or leave it more open. Want some ability to say it doesn't fit in.

GH: My opinion remove muted.

RS: Sentence is so prominent.

GM: Didn't read that you couldn't do something brighter, that you have options with the next sentence.

KB: Like to have the option of both. Colors are an important piece of downtown. Need to have ability to say it is beyond the scope of downtown. We can rework that so that there is no hierarchy.

RS: Yes.

BN: Give the people a chance but have language to be able to strike out.

GM: Two points on this page should be “a typical design”. On #10 so if somebody builds it with something out of concrete block and covers it with façade is that a problem?

KB: We can reword concrete block as primary façade.

GM: Yes because it would read like you wouldn't allow concrete buildings.

BN: Page 11 we haven't gotten away from sign code, shouldn't we just refer to sign code.

KB: Going back to what Nikole said signage is unique, hanging signs are bigger collective part downtown. In sign code in other commercial code downtown is the only place you see the hanging signs that in combination with their sign package. Should acknowledge hanging signs are important piece of design elements when you look at downtown Poulsbo.

RS: Anything else, 14, 15?

JC: #15 on page 15 Confusing, broken up a little bit more. What do we want? 3<sup>rd</sup> ave looking down what are you are asking for?

NC: We are asking that the rear facades should be given consideration, not just the frontage on Front St. Important piece from 3<sup>rd</sup> Ave. Need elements that tie into what the rest of the building looks like.

BN: Finish four walls and not just 3?

KB: We are acknowledging they don't need to have as many design elements as the face on Front.

RS: Anything else?

KB: You are done for what we programmed for today. We thought this would be a good time to talk about adding parcels to the shopfront overlay. Wanting to include parcels on the north and south side.

RS: When I look at the North end of town run into Sons of Norway, we have shopfronts why wouldn't we cover that area as well? As far as south end of town, generally the same thing. Where gas station and fish and chips place used to be. Why not have an overlay on that. Make sense for that to develop into more of a downtown area.

BN: I like your idea on north end to go up to the residential where the church used to be.

RS: They don't have to do anything unless they are developing to a certain degree.

KN: One thing is the lot coverage is the 85% to 100% small lot it makes sense. But compounding pharmacy is a big lot, they are going to be in the shoreline. That is the part I would not like to lose by extending the shopfront overlay.

NC: Pharmacy - Meeting those requirements, the way that property is oriented I question whether you could make it work.

RS: If they sell the pharmacy and a new developer buys it they should follow the shopfront overlay. Such a prominent spot as you come into town.

GM: Mr. Chariman are you supportive of the 100% lot usage?

RS: Looking at the design, they would still have to get that parking. It seems like cutting it off at this point, it is still part of the downtown.

JC: Same thing with south end as you go up to the old church. A lot of years ago problems with the high bank. Area may not be able to do a lot of development there.

GM: I understand the concern about the 100% lot coverage, I would rather retain downtown shopfront character. If someone wants to come in and build 100% I don't see that as a bad trade off to trying to maintain the character.

KB: One thing we can do to find the middle ground. If you wanted to apply the shopfront, we could put in that shopfront that parcels of a certain size or larger they go to 85%. We want to take a pause on some of the larger lots that are using 100% lot coverage mass and size.

Consensus: Yes, redraw that.

KN: And talk about it on the 24<sup>th</sup>?

RS: I can respond to stuff for the 17<sup>th</sup> if you provide it to me ahead of time.

KB: Confirm that you would like us to highlight the identified parcels to the north and all the parcels on the south?

RS: It's an overlay.

JC: Do we want to talk about Jerry's comments. Sign code better definition page 14 item 11.

KB: We will reference definition.

JC: He would like to limit street facing façade from 25' to 35'.

KB: We did talk a little bit about that last week. Idea of third floor on the shopfront overlay to be required to be stepped back. Step back on the 3<sup>rd</sup> floor is required, 8'. We did include a proposal to increase to 10'. Masonic building at the end of Front is the closest building to the full 35'. Step

back requirement be even more robust for visual experience on Front Street. We are proposing that is how 3<sup>rd</sup> floors get addressed on front street. We can add Jerry's comment to the building height.

RS: In preparation for that can you give us the height for some of these buildings. Where does the step back occur? At what height?

KB: Commission we ended on Page 15 and dealt with the overlay. We can continue on or we can stop discussion and take public comment.

RS: The pace we are going feels appropriate.

KB: There is a lot to do when we meet back in 2 weeks have proposed some new design standards and landscape standards. This is the time we will talk about mixed use structures and the mixed use site.

RS: These areas are not as critical as the look we are trying for exactly. Downtown is so sensitive. I think unless anyone disagrees that the pace we are going is okay.

JC: C2 and C3 won't be as bad.

RS: Now open it to Public Comments:

Joan Hett: I live overlooking the downtown area so I'm very concerned about what the changes you are planning. I talked to you a couple weeks ago about my concerns. We are losing little Norway throughout this document. Everyplace that I look is waterfront village with a Scandinavian flavor. I can point to millions of waterfront villages, we are different and we would like to stay different because it's what this town is. I really encourage you to see if we can't get Little Norway back into this document. I take exception to your comment that you can go to 45'. Those of us that live above the town are going to lose a whole lot of our views. We pay substantial dollars in real estate taxes for that view and we live there for that view. I encourage you to think if your going to take that away from your residents because we are just as important as the commercial buildings downtown.

Brian Smith: Homeowner on 4<sup>th</sup> Ave. Height limits. I have a photo that I got from the historical society that shows that wall on 3<sup>rd</sup>. Who owns the wall? Measured and it's 11' to 15'. Why would we allow the height on 3<sup>rd</sup> for calculating structure height? Our own documents say you can't use fill for calculations?

Mr. Nordnes: I took exception to going to 45' for those who live on that side of town we are going to lose a lot of our view. We pay substantial dollars on our real estate tax because of the view and we live there because of the view. Do you really want to take that away from the residents? We are just as important as downtown.

Lana Swan: My husband and I moved here between 6 or 7 years ago. Came from Virginia to visit friends and fell in love with Poulsbo. Live on Fjord want to thank you all for all the work and detail you did. We have a unique treasure here. When people talk about Poulsbo their face lights up. I would like you to think about as you go through this I think you need to keep little Norway. We go to lunch at the Sons of Norway. As you go through this for the people for love Poulsbo as it's unique treasure to keep the idea of Viking city in mind and brings tourists? We need more parking outside of downtown. I volunteer at 2<sup>nd</sup> Seasons and we moved. I am talking just about downtown front street and behind it. My husband and I also kayak. It is a beautiful little village. We should do it with vision and care. If you can keep that in mind because we are special.

Lynn Myrvang: I live on 4<sup>th</sup> Ave and I love downtown. I have lived there 40 years. One of the things I heard tonight is the muted earth tone color scheme. What about things like muted blue, is that a muted earth tone. Graduate those together that are really close to the overlay that are not in it. Muted tones and then colorful area. I really appreciate discussion overlay and moving it North and South. How much smaller everything was downtown. Needs to grow. What if Son's of Norway moves to the other building. We used to dance there, and the Son's can get a hair and move somewhere else. Also, could encourage developers to think of smaller shopfronts and so we don't then all of a sudden have huge developments. Shoreline it changed, I don't know if it could legally or not. Relying on shoreline rules but including it potentially in overlay would be a good way to cover your basis. Sign clutter I have talked to mayor. When I am downtown it can be difficult to maneuver. Something to think about. When you are talking about the overlay. Picturing the development that is going to be coming in the south end. The building is going to be dwarfed. I have tried to look at it for a view as a tourist that goes through Poulsbo and ends up stopping. Massive building and cute shops. Wondering if there is flow there have big building like that. Thank you for what you do, the more I listen the more I appreciate you.

KB: Next meeting April 10, 6pm

7. Commissioner Comments

KN: One favor I can't read this I like the two slides per page.

8. Adjourn 7:34 pm

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Ray Stevens, Planning Commission Chairman



# PLANNING COMMISSION

## Tuesday, April 10, 2018

### Poulsbo City Hall Council Chambers

### MINUTES

Commissioners Present: Ray Stevens, Kate Nunes, Gordon Hanson, Bob Nornes, Gary McVey, Jim Coleman

Staff Present: Karla Boughton, Nikole Coleman, Helen Wytko

- 6:00 PM
1. Call to Order
  2. Flag Salute
  3. Comments from Citizens

Jean Charters – I speak to you as a member of the Poulsbo Historical Society. I serve as a customer service volunteer as well as a librarian for the Poulsbo Maritime Museum. I want to thank you all for your service and your dedication to the community and residents who reside here. As volunteer I have had an opportunity to speak to a variety of people who come here by various modes of transportation. They have wonderful things to say about the community. They want to learn more about culture and family history.

Poulsbo's heritage is beautifully detailed in the book *The Spirit of Poulsbo*, was written by Judy Driscoll and urge you browse the pages of this remarkable work that documents our history as you contemplate the future of the downtown historic district in Poulsbo. You will find the book in both the maritime and heritage museum as well as Library. I invite you to join a walking tour of historic downtown, offer fascinating insight into the hard work and dedication it took to the early settlers to develop the enticing and eclectic community that today draws visitors from around the world. I have for you informational brochures about walking tour and asked Judy Driscoll to facilitate walking tour specifically for Commission and Planning Department. She said she would be happy to take you out on a walking tour at a time that is convenient to all of you. All it takes is a call to the heritage museum.

Rita Hagwell - I have lived in Poulsbo for 46 years. Today is the 20<sup>th</sup> anniversary for the Northern Ireland treaty. If London England is out of the treaty and Ireland isn't. Thank you senator Mitchell. That is my heritage and I never thought I would face racism as I have in this city. I



wanted to show Marelaine Lane after Miss June attack couldn't handle it. He said to me you are family. And if you look on this paper this original sign was pulled down by the maniac. Ran out to the woods. Someone in the city tried to make it up, this is the sign I had to put up. It has been constant harassment. I live with John Johnson Brad Watts and I am the one they wanted to have open space. Sued Johnson Hartman came up. Go ahead and I will go to jail for contempt of court and my husband was dying and I had to give input bottom of the Hartman would not respond. You can see there in the back. Asked the City to come and tell I am under the Americans with disabilities act. Now that I have lights I can go to my brothers party and family. Asked police person and she said nope. Letter to Mrs. And Mr. Hartman. Asked Diane Lenius and City would not let them come up. You will see why you have an old map and you can see old water rights, asphalt that we spent much money and power pole. Want it to fall apart so they can bring in the sewer. Years ago I talked to Jim Groh he said to me I am Poulsbo and we can do anything we want. We don't want to know when the planning comes down to it that Marelain Lane isn't going to become their sewer. I am going to fight that. They are trying to take my land and take up all my buildings so I can be their central park. Letting you look at all of this so you are prepared and I do have a lawyer. Only hope he is a wartime consideiarty and they will not admit that the top part of Maralaine belongs to me. They are trying to get rid of me and my lane.

#### 4. Approval of Meeting Minutes – NONE

#### 5. Commercial Code Update

RS: Open the Public Meeting

KB: we are picking up on page 15 where we left off at our last meeting on March 27<sup>th</sup>. Nikole has overview of what we are talking about tonight and then we can start our page by page review.

NC: Get started tonight on the building design, landscaping and site standards for the C2, C3, C4 commercial zoning districts. Give overview and get into the additional standards as well.

Proposing that we could take off next week and meet on the 24<sup>th</sup>. Updated City Council review schedule.



## Tonight's Agenda

1. Standards for the C-2, C-3 and C-4 districts.
2. Mixed-use structures.
3. Mixed-use site.



## Planning Commission Review Schedule

Date	Topics
March 13, 2018	Overview and begin discussion on Commercial Use Table
March 20, 2018	Continued discussion on Commercial Use Table (including self-serve mini-storage use in C-3 zoning district); begin discussion on lot coverage and building height.
March 27, 2018	Continued discussion from previous meeting; C-1 district design standards/shopfront overlay.
<b>April 10, 2018</b>	<b>Standards for the C-2, C-3 and C-4 districts; mixed-use structures and mixed-use site.</b>
<del>April 17, 2018</del>	<del>Continued discussion from previous meeting; discussion on any 'parked' elements and/or responses to questions/requests for additional information.</del>
April 24, 2018	Discussion on any 'parked' elements and/or responses to questions/requests for additional information.
May 8, 2018	Public Hearing at 7 p.m.



## City Council Review Schedule

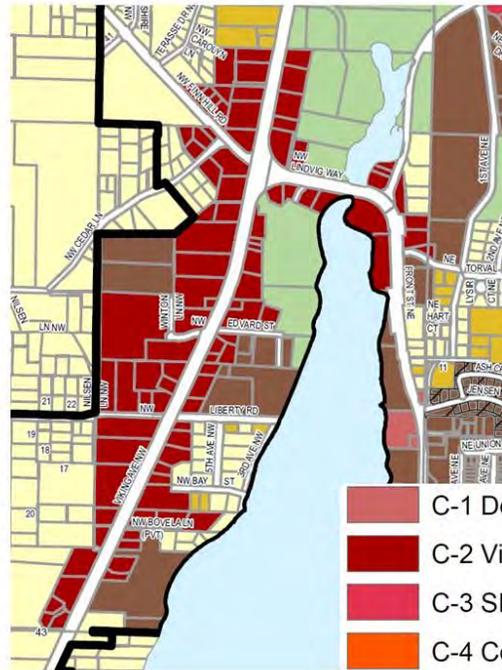
Date	Topics
April 25, 2018	Economic Development Committee
May 16, 2018	Workshop
May 23, 2018	Economic Development Committee
June 6, 2018	Workshop
June 13, 2018	Workshop (if needed)
June 20, 2018	Public Hearing at 7 p.m.

### C-2 Viking Ave

1. Encourage commercial uses and activities that depend upon safe and efficient access to major transportation routes.
2. Provide a compatible mix of office, commercial and residential uses.
3. Allow for residential and mixed-use projects to increase the opportunities for people to live, work, shop and recreate within walking distance.
4. Ensure that projects are designed using consistent and compatible architectural design.



## C-2 Viking Ave

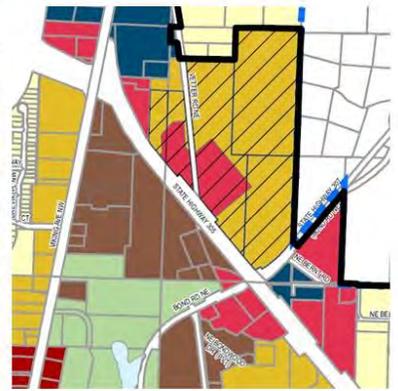
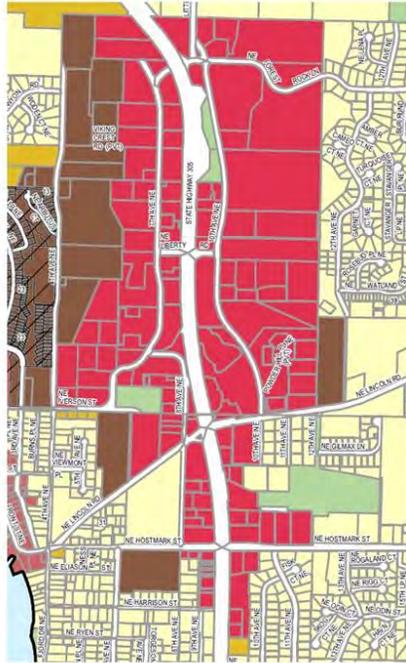


## C-3 SR 305

1. Encourage businesses that offer the frequently needed consumer goods and services for the local population.
2. Support a wide range of activities to enhance the SR 305 corridor as the business and financial, health services, and professional office hub of the community.
3. Ensure that projects are designed using consistent and compatible architectural design.



C-3  
SR 305



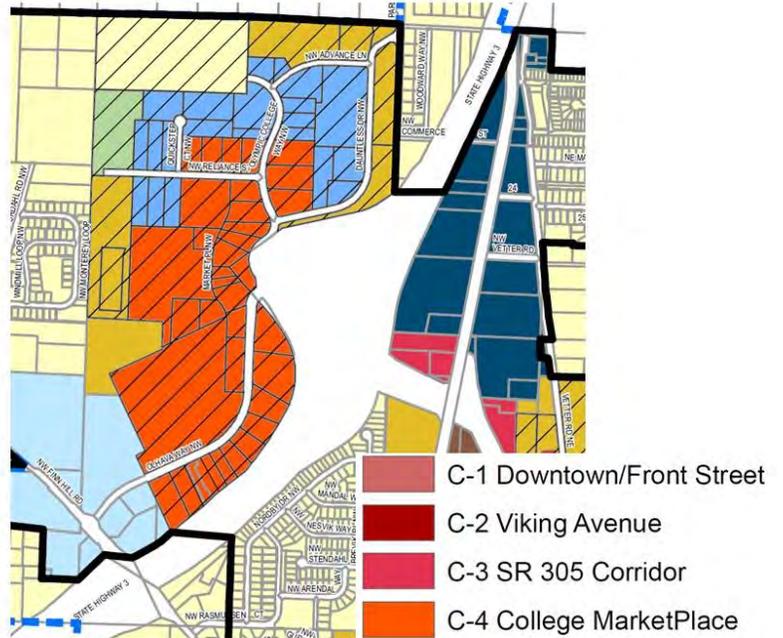
- C-1 Downtown/Front Street
- C-2 Viking Avenue
- C-3 SR 305 Corridor
- C-4 College Marketplace

C-4  
College  
Marketplace

1. Provide the appropriate location within the city for big-box, large-scale, and national chain retailers.
2. Encourage businesses that depend on convenient vehicular access from major transportation corridors.
3. Support businesses that offer consumer goods and services for the regional population.
4. Ensure development is consistent with the approved master plan and developer's agreement.



## C-4 College Marketplace



NC: Now we will get into design standards and landscaping. Staff has been trying to beef up the purpose statements to help us as we do our reviews and we have added language.

## Purpose

The C-2, C-3, and C-4 zoning districts serve as both local and regional commercial centers and the building design and landscaping shall utilize techniques which reduce the scale of large buildings and is responsive to existing site conditions. Building design shall reflect a **Northwest Lodge** and/or **Craftsman** style through architectural elements, streetscape features, landscaping, artwork, lighting, and signage.



## Building Design

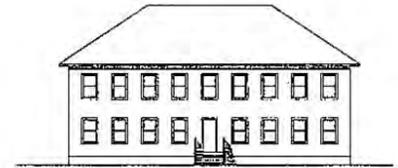
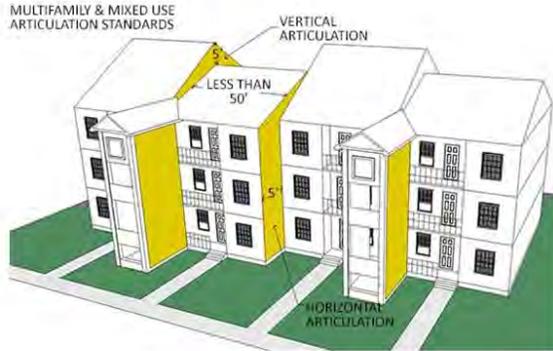
- Architectural Details
- Articulation
- Horizontal Definition
- Roof Expression
- Primary Entrance
- Weather Protection
- Upper Level Setback
- Exterior Materials
- Color



Example of a residence facade on the third floor that is stepped back and does not align with a zoning code. The second floor opens in the back to comply over the sidewalk. The stepped back, secondary building does not encroach the street.

## Definition: *Articulation*

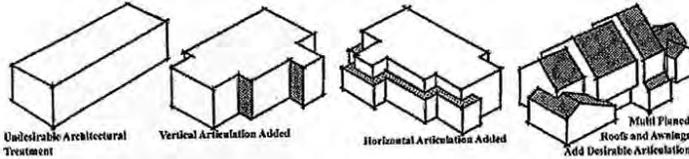
The emphasis of architectural elements, such as windows, balconies, and entries that create a complementary pattern or rhythm, dividing the buildings into smaller identifiable pieces.



Unacceptable

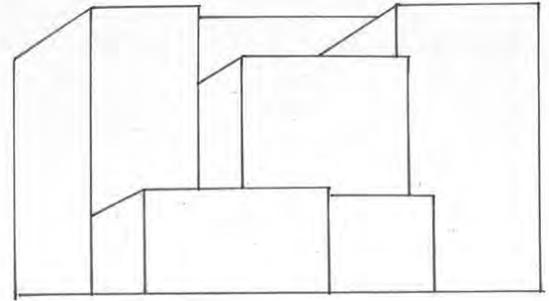
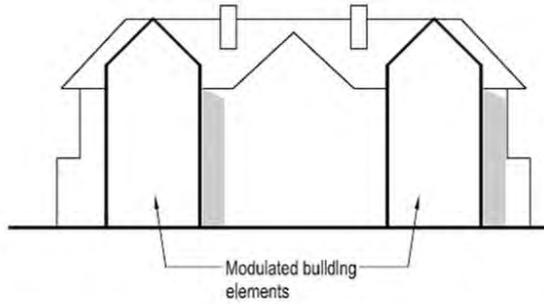


Acceptable



## Definition: *Modulation*

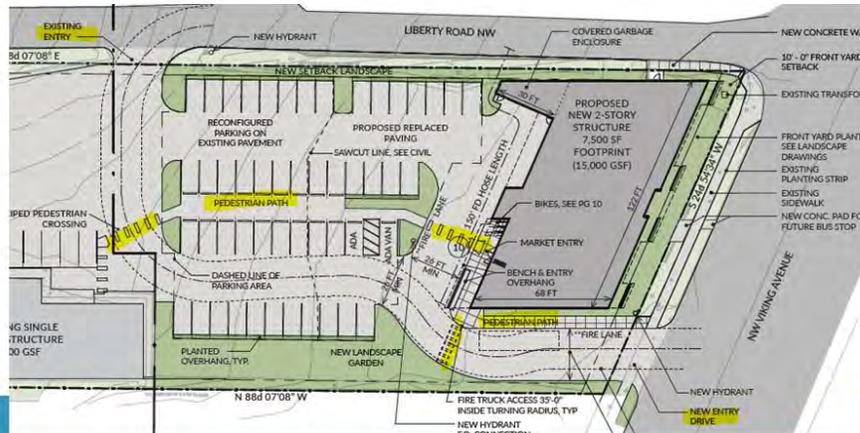
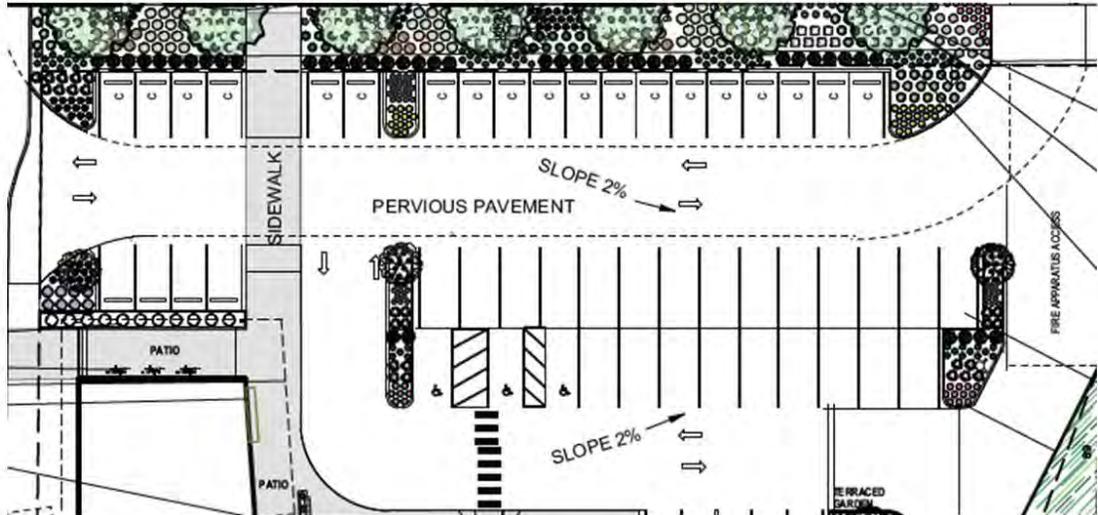
Modulation is a stepping back or projecting forward of portions of a building facade within specified intervals of building width and depth, as a means of breaking up the apparent bulk of a structure's continuous exterior walls.



## Site Landscaping

- Required Overall Site Landscaping
- Setback Landscaping
- Street Trees
- Parking Lot Landscaping
- Building Perimeter





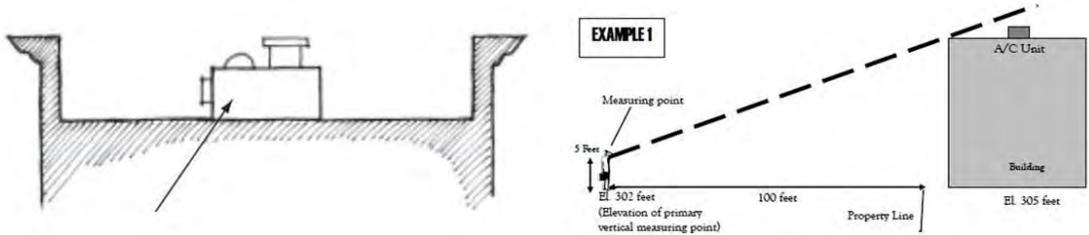
# Circulation and Access

Pedestrian and Vehicular

Fishline on Viking which is being constructed. How are cars coming in how are they interacting with pedestrians. Looking at all those elements when reviewing a project. Rooftop and ground

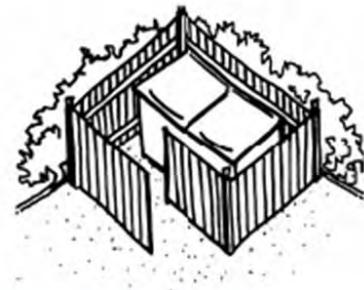
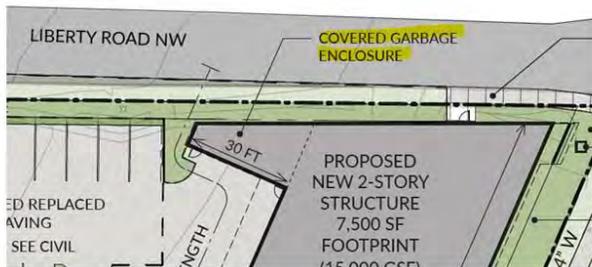


level mechanical equipment whether be by parapet or setback enough in the building so you can't see it from street level.



## Mechanical Screening

Moved to 18.80.080



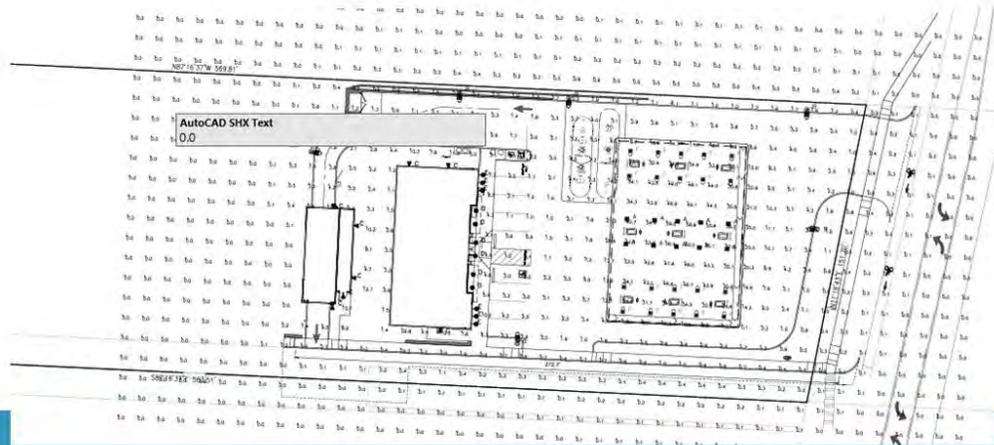
## Trash & Recycling Screening

Moved to 18.80.080



How can PW get to it safely and be able to maneuver. Also, is it screened or landscaped.

Move lighting section to additional standards so it applies to all of the commercial zoning district. Get a photometric plan and look at lumens to make sure that light isn't spilling over to adjacent properties. Also look at design of light fixtures.



## Lighting

Moved to 18.80.080

NC: staff has not recommended changes to infill and redevelopment district.



## Infill and Redevelopment Incentives in C-2

*No Staff Recommended Changes*

### Purpose

- Alcoholic Beverage Sales.
- Bed and Breakfasts.
- Mobile Vending Carts.
- Clubs, Lodges, Places of Worship.
- Child Care Center.
- Drive-Through Businesses.
- Screening.
- Mini-Storage.
- Outdoor Storage.
- Service and Gas Stations.
- Schools.
- Lighting.

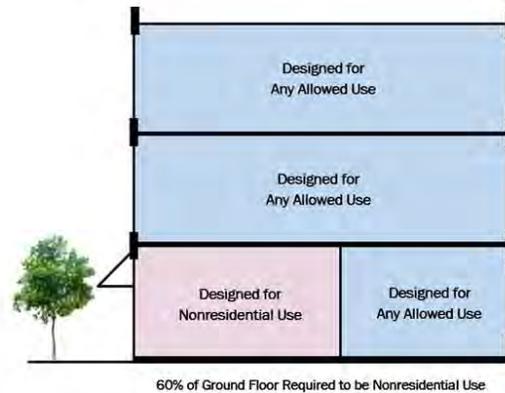


Proposing that 60% of the ground floor be used for commercial services. We have been getting postage stamp sized proposals. Want to have commercial space that is viable long term. Currently don't have any standards for how much commercial has to be provided in a mixed use structure.

New concept we have proposed is mixed use site, only presented in the C1 zoning district for through lots on Front Street and 3<sup>rd</sup> Ave.

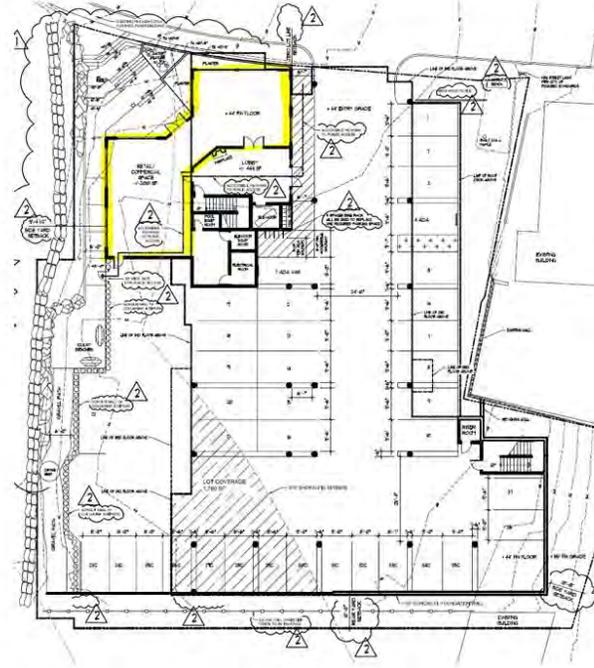


- c. The following standards shall apply to the street level floor (see 18.80.050.D(13) for mixed-use structures in the Shopfront Overlay):
  - i. A minimum of 60% of the street level ground floor gross square footage shall be occupied by nonresidential uses. These uses shall be oriented to the primary street.
  - ii. Parking shall not be located on the street level floor unless an intervening permitted use is provided between the street and the parking.



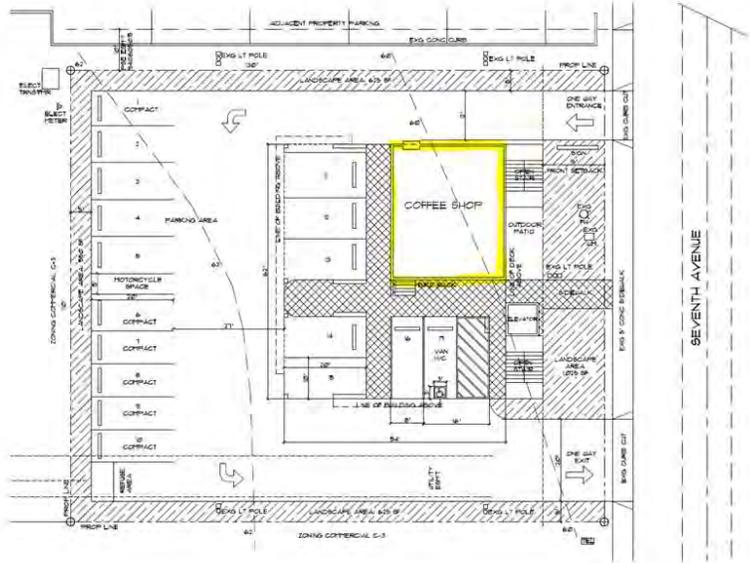


# Mixed-Use Structure



Proposed coffee shop on 7<sup>th</sup> Ave provided in mixed use structure. Provide a more interesting pedestrian environment.

# Mixed-Use Structure







## Planned Mixed-Use Development (PMUD)

*No Staff Recommended Changes*

NC: We have had this in our code for mixed use residential consistent with zones. We are also not getting a lot of projects with two bedroom units. 1 and ½ seems appropriate for downtown and the proposals we are getting.

GH: What is a hospitality suite?

NC: Space for residents to rent for when their family comes to stay. Becoming popular in urban areas. Like a hotel room. Only rented by residents in that building for parents to stay.



## Off-Street Parking and Loading

### C-1 Zoning District

Residential: one space per studio/one bedroom dwelling unit; ~~two~~ one and a half spaces for a two or more bedroom dwelling unit.



## Sign Standards

*No Staff Recommended Changes*

RS: Begin our review on page 15 and work our way through it.

KN: 18.80.060.a.1 questioning why we need to say public streets and other publicly visible areas. Seems redundant to me to identify it as publicly visible.

KB: Example for CVS while in general is how all 4 building sides are publicly visible at some point. If it is a street or parking area, what we worked with them on is the back side where they have a drive through window. It has some but not full architectural articulation. Building with backside where delivery that backside does not get the same architectural treatment. Hierarchy of where we want to see the most articulation, modulation, attention to color, attention to detail.

RS: We are defining façade.

KB: If it is a building that is publicly visible like old city hall you have to treat all sides, because there is no backside to it. Gives us ability to determine which sides are not publicly traveled or seen from the street.

KN: What if you are right next to someone's backyard? As a resident you are not going to be keen on having a blank wall in front of you.



KB: At the mini storage on 10<sup>th</sup> that was across from residential houses. They were required to do architectural treatment on all four sides.

RS: The backside of Albertsons building is an example of how that would be applied, not needing a whole lot.

KN: I am okay with leaving it I wish there was a little more on if your in someone's backyard.

KB: Is your concern is if it is adjacent to residential?

KN: Yes.

KB: We can definitely reword that.

GH: Do we need to define architectural interest.

KB: More robust sentence with examples below.

RS: 15 16 17. I think in previous versions we talked about using numbers instead of letters.

KB: Yes talked about in land division ordinance. We always start with numbers but the contractor we use, Code Publishing, they change it all back to written numbers. Protocol they use.

RS: Other question on number 8, if I read through this, this is almost telling them what they have to use. I don't know if that is our intent that they have to use masonry on the bottom. Reads as a requirement that these are the things they have to have on their building.

KB: Do you not want it to say that?

RS: There should be some articulation.

NC: Recommend masonry be located on the bottom?

RS: For example so we are not dictating that every building have masonry on the bottom. We are not a theme town and that would be too much.

RS: Page 18 conflict between letter b and letter e. In b stone real or cultured. In e you have to use something locally sourced.

KB: I am presuming your comment is to continue to allow cultured stone.

RS: Correct.



JC: 9.a the colors you described are straight forward is what you shall use. Is that really what we want to do because we had a discussion in the C1 zone. Did you really take a good look at it and decide that is how you want to dictate color schemes.

KB: Yes.

GH: I am in favor of getting rid of the entire color section.

KB: As you all know we did not have design standards until we received 1998 Hollywood Video and Al's Auto Supply which spurred design review board. What is deleted under a – c. all we are really doing is adding robustness in that the colors are the same earth toned. Access colors have to be limited to 2" inches in width which is the most significant decreasing from 4" these are essentially what we have been working on for years. We don't have DRB any more, it was resolved a few years ago. All design review goes to staff.

Bring forward to PC and can arbitrate the design if necessary. Colors for downtown we did recognize they are different and acknowledge part of eclecticism and makes sense on smaller shopfront. Buildings would be painted their corporate colors. Corporate entities are always going to come in with white and their corporate color. As the planning director I would advise you not to. Allowing for organic color scheme and corporate to be allowed through signage.

BN: We had some issues too on DRB particularly on Viking Way. We had issues with Ford and had to make some concession and it was proposed to us that they were not going to do it if they couldn't paint their corporate colors. We must be cautious of not dictating. Have a handle and have a say in it but it is a fine line. We can't paint color to our liking totally. Can't have uproar of that we had with the video store.

KB: We use this color language from City of Gig Harbor. When we were updating this section, we took as a template. Adding the roof color. If you want to go back to what we were using we certainly can.

GH: Maybe delete the word limited.

GM: I support the language as is.

KN: I am okay with it as presented. I did like the muted pastels and sands.

BN: I agree with Gordy's approach that should be shall is about should be.

GM: Will this cause enforcement problems?

KB: Totally. I do recommend that we need to say what we mean and not suggestions.



NC: Walmart example wanted to use corporate bright blue and orange pick up if we didn't have the language we do have.

KB: They wanted to paint the whole façade bright blue and bright orange, not going to happen because of what we have in the code.

KN: Master plan helped on that too.

KN: I am good with the new language.

RS: Anyone else want to jump in.

JC: If that is what they want that is fine.

RS: I think that they should keep the new language.

GH: This says you cannot use white for your building.

NC: I think Kate was suggesting adding back in the muted colors and pastels.

Consensus: Yes

RS: Page 19

GH: 5.a parking lots with more than 10 spaces shall be landscaped. I don't understand why little strips in parking areas are useless and doggie dumping areas and I don't see the benefit.

RS: I know that it is hard to keep them up in some parking lots. I do see a few of them that are done nicely.

KB: Parking lot landscaping is a really important part. It provides visual breaks in of asphalts, it provides pedestrian connections, softening of asphalt area, can provide shading during the summer. Place where you want to go park your car. Can be incorporated into stormwater design with LID opportunities and treatment areas. Aesthetically and overall site cohesiveness I wouldn't want to lose the requirement that landscaping is a part of all of our parking areas.

GH: Thinking about C2 Viking Way. James Lumber. Sales, gas, coffee. All small places and you start taking away they are going to lose their parking and their parking is important for them. Red Apple is another example, where it wouldn't be fair to them. Viking Way businesses.

KB: Current standard I would agree with you about red apple and some of the other properties that have shallower parcels.

RS: Have to move forward.



JC: Only if I have more than 10. Does that number need to be increased that have some of those parking areas on Viking?

NC: A lot of this new effort is we haven't been overly impressed with some landscaping we have seen and we don't want high quantity, we want quality.

KB: Existing requirements, clarifying that 5% of your parking lot has to be landscaped.

HW: James Lumber parking one space per 500 sq. ft. so no less than 25 spaces anywhere on the site.

BN: It gets neglected which is my biggest issue with parking lot. Doggie dump and pathway short cut. Never sees fresh bark and that is too bad. To me it is wasted when it starts looking like that and detracts. You have to have bump outs I think asphalted or concreted dividers would be better than grass areas.

NC: One of the elements we are requiring is more trees. Hardscape instead of a bush. Gig harbor has a development which looks nice to have a tree and a couple boulders.

BN: I think there is appropriate occupancies. Maybe hardscape, I agree.

NC: Does the rest of the Planning Commission agree about hardscape?

KN: Something we can do in the last paragraph to encourage stormwater and LID design. That is something we should be doing in our parking lots no matter what.

KB: Those are required to be maintained, those don't get to be neglected.

KN: One more thing on page 19, retention of trees. I question why we are only saying that for C3.

KB: Tree retention in zoning code we were adding that in there it is part of this particular zone east of 10<sup>th</sup> Ave. one particular ridge area. Tree retention should be incorporated as part of their landscape design.

KN: Out of curiosity why not?

KB: Tree retention more easily incorporated into residential. For commercial we get this as our landscaping requirements and encourage that existing vegetation to be incorporated as part of their landscaping. Healthy robust works within the whole site. Felt it was comp plan policy in 2009 area that hides Forest Rock Hills because of swath of trees along this very distinct area.

RS: Page 20. Page 21 C3 this is in the infill area which we are not changing. On page 7 this is saying if I look in c2 setback. We are not actually reducing we are keeping it at 15'.



KN: Saying to take it out?

RS: Fear of writing details in a paragraph when it should refer to a chart. Have to make sure we catch all those or refer to a chart.

KB: Reduction is for rear yard to 5'. We will go through that.

RS: Anything else on page 21, 22, all the old language, 23?

GH: Section 8 parking Viking Avenue frontage. Building burned down are they not required to put the parking in front of the building. I think they should be allowed to park in front of building. Virtually all parking for smaller is in front.

KB: This section is specific incentive and it does not preclude developing under the standards we just went through. This is a special section that is only a developer's option and not required. If you want to develop under commercial mix use.

RS: Anything else 23, 24, c beverage food retail vending carts. My concern is food trucks. Is a food truck defined under vending cart.

KB: We do consider food trucks under this provision.

RS: I think they should be specifically called out. Proximity to restaurants. Next page add food trucks again. Add word "adjacent" 3 insert adjacent commercial building. They should be next to it. We do have to help support our businesses.

GM: Language you want adjacent and associated?

NC: Brewery wants to have a hot dog cart at their entrance, they couldn't do that. Is that what you are intending?

RS: Concern is that they have food truck instead of supporting business. I think if someone sets something out it should be associated and adjacent to that business.

KB: Your input is important. Why don't we take a look at food trucks. Specifically not identified. Not considered permanent at all. This section deals with trucks who roll away.

NC: Maybe it would be worth separating carts and trucks out at this point.

KB: That is what we had everyone doing coffee carts and those are not really around anymore. Maybe it needs refreshing to address today's trend.

BN: They have moved inside. I think we should provide some language.



RS: Not saying that they are all bad but they need to be appropriate.

KB: City Council concern too. Similar sentiment that we need to support restaurants in town and why they chose not to deal with food trucks.

KN: Who is responsible for getting the permit? They have a variety of food trucks that come. Rainy Daze applying for food truck does it go with business or food truck.

NC: Will address concerns.

RS: 25.

JC: d.2 what do you mean by last sentence unless no other access is available to the site?

BN: Giving them an exemption.

KB: There are times when there is peak traffic coming and going from the site. You are going to want traffic coming out onto higher volume streets.

GH: Page 24 18.80.080.A is this redundant from state. Do we need that or are we reinforcing it.

KB: Been in zoning code for 30 years we can strike it. Standard state separation requirements.

GH: b.1 bed and breakfast no more than 10 rented rooms. Arbitrarily picked 10 or some other rule?

KB: Worked on this the bed and breakfast primarily located in Residential zone.

BN: Seems high.

GH: Agree

BN: May want to look into it kicking it over to a hotel or motel. State fire Marshall.

KB: Would not consider it a hotel because it is in residential zone.

NC: Dealing with commercial zone.

NC: Seems appropriate for commercial. Talking about residential next year so we can come back to that one.

RS: 26, 27,

NC: Number 9 storage facility operating hours. 7-9 seems reasonable for everything. This is the commercial zone.



RS: Totally agree.

GM: Number 6 residential quarters do we need to put a limit on it. Seems pretty broad to me.

RS: Do we ever see anything like that?

NC: No.

BN: How about wording it singular instead of plural.

RS 27, 28, 29

GM: Typo 13 page 28 last sentence. As the this section. Also J.2.c.i minimum of 60% figure struck me as low. Is this a standard you took from somewhere else?

KB: One of our main amendments that we are proposing for your consideration. Mixed use structures were not permitted until 2009 when Comp Plan updated and mixed use was identified as a new land use tool. We spent a lot of time thinking about how it looks. Commercial and residential very strict on uses.

What we did in 2013 is we put together PMUD in C2 and C3 zones. What we set forth is that in all of our commercial zone is where non-residential on 1<sup>st</sup> floor and residential. Sat for many years and now mixed use structures became very interesting and because market is supporting residential uses and not so much commercial uses. What we are seeing is apartment buildings coming into our commercial zone with minimal commercial square footage. When we looked at bulk, scale, and height, we showed you mixed use structures that had minimal amount of commercial. We wanted to crack that because we felt there was an erosion in our commercial zoning district or primary use of structure is residential and is that what we want to see?

Mixed use is supported by comp plan and market. Currently no minimum requirement how much should be commercial. Parking and other uses started to delve into mixed use and sort of a puzzle. In private sector they are very difficult to finance. Other larger communities you see mixed use structure. See first hand. We spent time talking among ourselves and what we are struggling to find is the right balance on what we want to see on the first floor. Rents that commercial tenants gather versus residential uses. And how banks finance. City of Issaquah hired an economist to figure out why mixed use wasn't happening and bears out what we are hearing out anecdotally. City encourage is let them do residential on first floor or decrease parking requirements. We didn't know right way to attack it. I feel that we should have commercial component of some 60% non-residential uses. 40% to be residential. 60% doesn't have to be all commercial. It could be parking. Need you guys to wrestle with this and to tell us are you okay with nominal commercial uses in a mixed use structure or is it going to be more.



Today's market not financeable and we would not see mixed use structures in the city. What some jurisdictions have been doing conversion option. Build 1<sup>st</sup> floor to commercial space building code and parking, but allow residential. Begs the question is that ever going to happen. This was our attempt to find a middle ground with flexibility to allow residential.

Second piece. Is the density implications of mixed use structures. What we have found is that we will be experiencing highest density in mixed use structures because we don't have a density cap. Density is managed by parking and height when we have projects that utilize 45' height we are seeing maximization of site and higher densities. Mixed use has in are for downtown. Vanaheimer parked it and stayed 44 du/ac density. Old city hall 112 du/ac. Maximizing site efficiency. Poulsbo has been very careful about density. This is something new. Wanted to highlight those two things. You all may say what we have done is fine, but wanted to take opportunity for what mixed use structures would mean.

GM: How is lobby space calculated a fitness center?

KB: Consider a non residential use because it is subordinate. Bare minimum to start conversation.

RS: The one thing with Growth Management Act is to be efficient. On some levels compressing people would be okay because it does maximize space. I know we have been getting pressure to go up rather than go out. Does ask the question of 3 or 4 story apartment building across the street. Is that Poulsbo?

BN: I think it is, I think it is the future. This town isn't what it was 60 years ago and I don't want to see it back like that. There's problems that come with that. You deal with it and manage it. I think it is a good opportunity for people who are going to make this town successful are the people who live and work here I think it is a neat deal. We struggle with density which has all been in the residential area, this is brand new and I think we have to shoot high. It's a trend throughout the area.

JC: I agree that is the way we are heading.

RS: The other thing to keep in mind is that not only do people live here but they consume as well. Relying only on tourists or people who go to the ferry is dangerous because it doesn't sustainably support Poulsbo. Get traffic and impact but not population to support it. Large lots are nice to live on. To have a base population to support our businesses isn't a bad idea either. Compressing them to downtown is not really what we want. I think if we can get them into other districts like what we are talking about like on Viking Avenue is that bad? I don't think so because they support the area. People do have to have affordable places to live.



GM: I support mixed use and I think it will support vibrancy to downtown. I reacted to 60% downtown in shopfront overlay. Seemed a little bit askew if you could have apartment at street level.

KB: This provision is not for the overlay. It's for the C1 but not the shop overlay.

NC: Made same mistake earlier today, will clarify that.

KB: What I would like to do is clarify what we would consider non residential uses. 40% can be residential or parking etc.

GM: Sounds like we need to be a little flexible.

KB: What I am seeing and hearing is that we need to provide flexibility on first floor. If we want mix use structures in the City.

GH: Parking on the first floor. As being non residential. If that converts to business use the parking goes away are you short parking spaces for the building?

KB: Yes and limits availability for conversion.

GH: if parking on first floor went toward overall parking and converted to non residential then you would be deficient for the minimum amount of parking for the spot. Is there a way to require minimum parking requirement for commercial? Would it be enough if they converted to non residential.

KB: You bet they can go through all of that. Then we would take a look at that change of use sufficient parking on site. You do that at change of use permit for land use purposes and building purposes. We are requiring parking matrix right now.

GH: Mixed use on Viking Way near Liberty Shores?

KB: Intend to use the whole first floor as commercial space. Have eight apartments. My second question are you interested in pursuing something to similar to what the City of Bremerton has for future conversion.

NC: What Bremerton allows is street frontage to be residential but it has to be constructed to commercial standards. So it can be converted at a later time.

KB: Without this provision they would not have been able to finance the project in Bremerton.

GH: Do they have any of those built.



BN: I am good with it why not. It is all brand new and the trend.

KB: We have some things we have to be careful about. Employment for jobs are found in our commercial zones. Not arguing against this, just asking the question. This is the balancing act. Our commercial zones do need to be available to provide jobs for future residents and businesses.

RS: I would feel more comfortable for conversion if our residential zones were built out. As it is now we have residential property for development. Provide for lifestyle for both ways. Having all of our high density residential in commercial zones will preclude people to expand into high density zones, don't want to get too carried away. Some sort of a limit on it. Reason why we have different zones easily cross over into a different zone doesn't seem right

BN: I look at it as convenience and opportunity. Market will dictate development and opportunity. Giving developers make it so restrictive you are giving them options, this will get the development off the ground to build. Boot them out and make it commercial. The structure is set for that.

JC: Question for mixed use structures. Under J.2.a conflicts b.2 conflicts going to have to adjust this so that 100% is set up for commercial and you can use entire area for parking if you want.

KB: Right now residential only on first floor or above. If we want to provide flexibility to what happens on that first floor then that's what we propose for c. We need direction from planning commission. This is the conversation we wanted to have direction to see mixed use structures allowing for flexibility we can delete 60% and describe what can happen on 1<sup>st</sup> floor. We will get small commercial uses and those things that support residential building. I'm hearing you support mixed use structures, okay with flexibility of first floor but don't go crazy.

JC: 1<sup>st</sup> floor should be all commercial.

KB: Are you okay with uses that support residential use?

JC: Yes, but shouldn't have piece of residential unit. Residential should be all up from there.

RS: Jim is talking about no residential on first floor, 60% commercial 40% other uses such as parking.

KB: If you want to stick with no residential on the first floor we would recommend getting rid of c and addressing it under a. Then we can say what other uses we accept and doesn't preclude them. Leave the way that the acknowledgement that this is okay. We are going to see parking



and uses that support apartment building. Not going to see 100% residential, if you're okay with that.

RS: It's an obvious end game around our code. High density apartments outside residential zone. Intent for mixed use. Now we are seeing apartments. Either we write it in there that we can do high density residential in this area or we do something else. Get the most you can out of a piece of property. I don't have a problem with that because of affordability. High density building in an area.

KB: That's why I provided you density numbers. Some of the higher ones in the County.

RS: This conflicts with what I initially said not a bad thing to allow higher density in some areas because there is a need for more affordable housing and support commercial structures but how many do we do. Allow every single piece of property to do a mix use?

GH: You could limit the number to I would be in favor of c2 and c3 or will end up with more apartments in our commercial zone then apartment zones.

KN: And we won't have space for new business and restaurants.

RS: What if you said you can do it but had to maintain apartment level densities.

KB: Think there is a place for mixed use downtown. Option to put a density on these mixed use structures. What I expect we will here is that it will not be financially feasible. Right now we limit density by height and parking.

RS: Increase more than 14 so more feasible to do. Industry there are fads that happen there are certain types of structure that happen. Don't want there to be no commercial space left because they are all apartments.

NC: Karla and I look at it from different points of view. I look at it highest densities closest to our services is a positive thing. I think that is where our highest densities should be. If you look around city at the zoning map, there isn't a lot of viable multifamily property left. Which is why you are seeing commercial, is easier than building on a slope with critical areas in a RH zone. A lot of ways at looking at density downtown. Potentially bring back. Look at zoning map. A lot of our commercial zones are adjacent to commercial and not multifamily.

RS: Table it.

GM: It would be nice to have what I hear us saying is we are supportive of mixed use and want to put some sort of limitation on its have some clear options on how we can do those limitation with what is feasible.



RS: I agree with that. Bremerton comparison is there is a level of desperation that they have. Trying to bring city back and doing a pretty good job of doing that and I don't think we have that level of desperation.

KB: We will regroup and make this one of our parked items. See what we can come up with to provide option. Tough subject, every community different. Wrestling with all the things we have been wrestling with.

RS: Move on to page 29.

GH: K. 8 outdoor space should be larger or not at all. Consider when we go to mixed use.

RS: Page 30. Lighting new?

NC: Moved it here so that it applies to all of our commercial zones.

RS: Page 31, can you double check development standard setbacks. Page 32 , page 33, page 34, page 35, 36, 37, page 38 last page.

JC: Question about exception to building height. Where do we have barns and silos in the City?

KB: Only in outlying areas eventually annexed into the city. Or silo as architectural feature.

JC: We don't have those so we do we need it in here?

KB: Fine if you strike it.

Consensus: Strike it.

RS: Do you happen to have a list of things on the docket.

KB: Yes took some time to look at the list of what we parked. Height - revisit height along the shopfront overlay and height in general, step back requirement for downtown, and talk about mixed use again.

BN: Weren't we discussing on overlay zone on expanding?

KB: You already decided with understanding we would come back with standard for larger lots they would be unable to do 100% lot coverage.

We scheduled two meetings for parked elements we are proposing we cancel next week's meeting to put all of our information together. We will provide to you no later than Friday the 20<sup>th</sup> a revised draft. Have a chance to look over on 24<sup>th</sup> and will be prepared to present info for consideration on height, reminder for proposed stepbacks, hopefully options for mixed use



structure. After that meeting incorporate any changes then start preparing for the public meeting on May 8<sup>th</sup>.

## Planning Commission Review Schedule

Date	Topics
March 13, 2018	Overview and begin discussion on Commercial Use Table
March 20, 2018	Continued discussion on Commercial Use Table (including self-serve mini-storage use in C-3 zoning district); begin discussion on lot coverage and building height.
March 27, 2018	Continued discussion from previous meeting; C-1 district design standards/shopfront overlay.
<b>April 10, 2018</b>	<b>Standards for the C-2, C-3 and C-4 districts; mixed-use structures and mixed-use site.</b>
<del>April 17, 2018</del>	<del>Continued discussion from previous meeting; discussion on any 'parked' elements and/or responses to questions/requests for additional information.</del>
April 24, 2018	Discussion on any 'parked' elements and/or responses to questions/requests for additional information.
May 8, 2018	Public Hearing at 7 p.m.

### 6. Comments from Citizens.

Tom Curran: My wife Lonnie and I live 1883 4<sup>th</sup> Ave. 2 ½ years ago went to duplex with a smaller and a two bedroom unit. Now it is great our daughter Marissa lives independently where she can go shopping or to work. My daughter has a place to live and rental income. Our architect working with the City on the matter of street parking on 3<sup>rd</sup> really quickly we thought about and we live in Poulsbo and parking is a real problem. See people doing loops on Front to find parking spaces. Not a safe place for pedestrians . Why is city considering lowering from 2 parking spaces to 1 and ½, has there been any good survey where adults in this community are using cars less. I'm aware in Seattle younger people are riding bikes. And reading from demographics has remained relatively constant population makeup are not changing that much. Things have not changed so much . I don't really think so I wager most of the people in this room are going to be driving. More than one adult there is more than one car involved . Densely populated areas you near public transportation. I don't see it working here. If by wishful thinking we say it will we will just be seeing inadequate parking and I strongly recommend two parking spaces for multi bedroom units.



Rita Hagwell: And I have lived in Poulsbo for 46 years but I am hoping Planning Commission considers the west side. I am concerned about new building going up and I am sure I myself has experienced really bad things they said I didn't want the City and guess who pays I pay for the drain all that stuff is coming now and I had to put lights there and had to paint all that red. Then I had to hire liberty bay I can go out and walk out. Made a view not cheap to bring in a bulldozer and I pay for the drain it is very strange. Hope you can consider 20 acres Brad Watts and 20 acres John Johnson all about. City said sewer in wrong place proved it was not and City had to pay me back for 2 inspections. Someone broke my French door. Smaaladen tried to help and don't know if it is that one person who keeps walking on Viking don't want Marelaine lane I went to school at state Univeristy in NY had privledge Ukraine and when they took over communism and there was nothing personal and that's why people make glove and hats and shoes. Womens fantastic and really skilled. Put it up going to Mr. Robbs house I have Mr. Robb stay in the county and we are putting that sign right over their someone changed the papers did away with Marelaine lane. And keep going up to wrong place. Named after daughter 8 year old in the 80s showed her and talked to her and right outside door. Had to get my attorney back of my land but city decided to take 400ft but don't trust the city and don't want them to bother me. I called ecology and wrote to ecology. You have to talked to Poulsbo and know why they did it. 400ft of my land up in smoke. From my attorney 400ft buffer stolen. Put trail on my land and there is a trail under my carport and see my land to Poulsbo. Love to see a trail on the mayor's farm. Do not want people on my land 2<sup>nd</sup> growth 100 year old. West side do not want people going up on trails. In the godfather wartime consiliary. Go to supreme court with me. But who wants to spend already \$20,000 to Haney it is not anyone's money who works here. Trails off my land put land and leave my 400ft alone. Don't intend especially if those people are coming to development. Looks like it is the other side of the tracts but there are some fascinating things there.

Joan Hett: Live on 4<sup>th</sup> Ave directly above downtown. Like to thank you for concern of our future development and I would like to again address topic of slope stability on the east side of 3<sup>rd</sup> from Hostmark to Moe Streets. I mentioned this concern in a letter. I am here again to ask you to really pay attention to our concerns. I live directly behind Fishline building. Several years ago Vern Strand had desire to expand parking and started to excavate area behind the Fishline building. I know something started happening on the three surrounding properties including ours. Vern headed our cries and he stopped digging. If you stand on my deck today you can see we have saucer shaped indentations down to the Fishline building. Doris Harvey, she and the Rassmussen daughters had noted that the slope is much steeper than when they first lived there. In 2006 or 2007, that winter, we had a massive mudslide that flooded fishline building. City discovered they owned section of that land fortunately for Doris so they built a huge retaining wall which you can see between Fishline and the brewery. Clay on top of glacial till. Please consider not having any underground structures built along 3<sup>rd</sup> Ave. We are terribly afraid



of damage to cause or homes to start moving. As you kind of gathered, we have community group and they asked me to talk about trees. I think they asked me to do this because I serve on the Poulsville Tree Board and have a PhD in Botany. Section 18.80.040 has a section on landscaping in the C1 zone.

We respectfully ask that you consider defining landscape more precisely. Maximum height of trees is a concern for people along 4<sup>th</sup>, cause our views would be impacted by the height and width of trees. Street Tree ordinance 16.24 in nearly all portions of it in referring to street trees in particular. Poulsville Master Tree Plan. Increase residential and commercial property value. Matrix for street tree designs. NE Hostmark to 6<sup>th</sup> Ave which I assume covers 3<sup>rd</sup> Ave. All the trees are listed are considered small and reach a height of 30' we would like to see landscaping removed from the sentence and define it with its own sentence with reference to master tree plan. Also suggest after listening to talks tonight that might be true of all commercial zones. Thank you for listening, your dedication.

Michael Brown: Principal in Sound West Group and President in FPH Construction. Mixed use zone components suggest that you look really hard at the conversion option. Economic request would like to leave you with some numbers in order to support the debt service new commercial quality rental rate at about \$18 a sq ft. rents on front street rents are \$12, 15\$ sq ft. If allowed to do residential and make sure convertible make sure we have access for services in order to make it a viable conversion. If you mandate that too much space commercial it will not be built because it is not economically feasibility

Charlie Wenzlau: Working on a restoration project what I wanted to talk to you about tonight is a specific concern. Have been working with the planning department. The proposed changes to the C1 zone along 3<sup>rd</sup> Ave are being reconsidered to allow develop more of a commercial nature. Support more appropriate transition and role single family new guidelines will allow potentially sit on grade like row house type look. We have an unusual condition if you see project site that is directly across the street from here. Half of it in 3<sup>rd</sup> street zone and also part of what currently is the mixed use zone. We are in a bit of a pickle because we are trying to support goals for 3<sup>rd</sup> street. When in circumstance where you have a corner building that sits along 3<sup>rd</sup> Ave that starts to work into commercial district. Do we have the option to let that corner site partake in the new rules for 3<sup>rd</sup> Ave and if so can it be 100% residential or are we trying to put a mixed use building on the corner. Not really shopfront zone. Not desirable for commercial or retail perhaps give the choice of participating in the new 3<sup>rd</sup> Street guidelines or as C1 mixed use.

Brian Smith: I live on 4<sup>th</sup> Ave. When it comes to new development, view still matters each path into Poulsville offers guest and residents view. Iconic view from west whether sailing in or in almost every art gallery it is even in the local bookstore. There is the larger than life Viking at



Viking Way and the Grand Kirk beautiful view of Olympics and bay. There is also a view the other way. Look at the marinas, bay and sunsets, I would ask you all these views mentioned will be affected. Consideration of significant view scape shall be evaluated.

Arguably the most impacted in 4.c planning direct may request, and I strongly recommend same language, require a view survey. A section on page 9 peak dormers and visual access to the shoreline.

Not going to enforce roofline this is what 35' looks like in for some neighbors it would be worse. Reason to not sell out the past. Please also remember the old adage be careful what you wish for. At that point we will own them forever we will be little Norway with big problems. Perhaps 3<sup>rd</sup> Ave is not many homes historic that are committed to reconsider. Just don't do it.

7. Commissioner Comments

8. Adjourned 9:09

DRAFT



# PLANNING COMMISSION

## Tuesday, April 24, 2018

### Poulsbo City Hall Council Chambers

### MINUTES

Commissioners Present: Ray Stevens, Kate Nunes, Gordon Hanson, Jerry Block, Gary McVey, Jim Coleman

Staff Present: Karla Boughton, Nikole Coleman, Helen Wytko

- 6:00 PM
1. Call to Order
  2. Flag Salute

#### 3. Comments from Citizens

RS: Comments from Citizens including items on the agenda.

Joan Hett: Thank you for all the hard work. If someone could define under grade parking? It's included in 18.80.050 and again in 18.80.K.9. It is my understanding that underground parking is not allowed in C1 and I would like to know how these are different. To me under grade means you're digging.

Charlie Wenzlau: I'm an architect from Bainbridge Island. I introduced myself to you two weeks ago with Mike Brown talking about the project we are working on in old town Poulsbo. This is an aggregation of a number of the properties that Marion Sluy previously owned. We are interested in discussing a zoning challenge that we are facing with our project site being in two different zones. The project site we area that we're working in is composed of what we're calling the south parcel which has an aggregation of three separate buildings and it runs from Front Street back to 3<sup>rd</sup> Avenue. And then you'll see off to the other side the north parcel an aggregation of approximately four different parcels which sits directly across the street from City Hall. As I understand it the south parcel is now allowed horizontal mixed use whereas when we get to the north parcel as I understand it that is within what's the traditional C1 zoning where mixed use must be vertical such that housing is only allowed directly above commercial. This highlights in yellow, the two different building footprints that we're looking at, we're actively working with staff on these now, we're in the very early stages of the planning process. We're engaged with the City on the 3<sup>rd</sup> Avenue street design. The building that's along 3<sup>rd</sup> Avenue is currently proposed as a purely residential building and this is allowed because it's contiguous with parcels along Front Street. The parcel on the corner that sits at 3<sup>rd</sup> and Moe we would like



to see that be also a similar type of building where it is allowed, to have ground floor residential. Its primary frontage is along 3<sup>rd</sup>. Once we are done with the project aggregation we will have this through lot concept from Front to 3<sup>rd</sup>, but we don't at present. I'm trying to do this quickly as an overview of a real time situation as we're working with some really good code changes. What I want you to look at is the lower of these two drawings which is the view from Moe Street. This reflects the grade condition that you're all familiar with outside the building with the steep street. And if in this original design we had commercial on the lowest floor of the building but as you can see that lower floor becomes the second floor as the grade sweeps down the hillside.

What I wanted to illustrate is an alternative approach we could take to enliven that façade if it were to be entirely residential on main floor level. Would be able to give each of the residential units entrances along the street level. Our request for you to consider is that this corner site should enjoy the same horizontal mixed use zoning concept as we're allowing further up the street on 3<sup>rd</sup>. Thanks a lot I really appreciate all the work you and the staff are doing on this, it's good stuff.

Mike Brown: Principal in Sound West Group. Would like to echo what I said two weeks ago. Not just for the properties that we're involve with but for anybody that wants to undertake a project in the zone, that you carefully consider the convertibility issue. That maybe you don't foreclose on the idea of residential of residential versus commercial but it's an either or with the potential of conversion to commercial at such time it makes sense.

#### 4. Approval of minutes - 3/13, 3/20 and 3/27.

JB: 3/13 last page halfway down change it to "biggest concern excluding mini storage is we are allowing other things that are just as bad in my mind". Kind of clarifies what I said.

COLEMAN/NUNES – Minutes of 3/13 approved with JB amendment – all in favor

COLEMAN/NUNES – Minutes of 3/20 – all in favor

COLEMAN/NUNES – Minutes of 3/27 – all in favor, 1 abstention (JB)

#### 5. Public Meeting 2018 Commercial Code Update

RS: Any issues from previous workshop.

NC: Brief summary of where we are at in this process. We have some new folks in the audience to briefly get them caught up. For tonight's agenda we will talk about the overview of the process up until this point and then review of the two parked items from the last four workshops which include height and mixed use. The Planning Commission received a memo discussing those two items and that was also added to our website last Friday as well.



## Tonight's Agenda

Overview of Process to Date

Review of Parked Items (Height and Mixed-Use)



DK



## Review Process to Date

<b>March 2, 2018</b>	Initial Release of Draft Commercial Districts Ordinance Update
<b>March 9, 2018</b>	Issue Notice of Application/Optional DNS
<b>March 13, 2018</b>	Planning Commission Workshop No. 1
<b>March 20, 2018</b>	Planning Commission Workshop No. 2
<b>March 27, 2018</b>	Planning Commission Workshop No. 3
<b>April 10, 2018</b>	Planning Commission Workshop No. 4
<b>April 20, 2018</b>	Issue Planning Commission Notice of Public Hearing
<b>April 24, 2018</b>	Planning Commission Workshop No. 5

<https://cityofpoulsbo.com/commercial-code-update/>

NC: We started with the initial release on March 2<sup>nd</sup> and since then we had our notice of application release on March 9<sup>th</sup> and then we've had four workshops starting on March 13<sup>th</sup>, the last one we had on April 10<sup>th</sup> and here we are tonight April 24<sup>th</sup> for our fifth workshop. The process doesn't stop after Planning Commission we have our hearing for the Planning Commission scheduled for May 8<sup>th</sup> which means that the staff report will be available May 1, 2018. And then we move on to the City Council review process, the Planning Commission is a recommending body to the City Council. Planning commission will make a recommendation to City Council. The City Council has three workshops scheduled and their public hearing is scheduled for June 20<sup>th</sup> assuming that all the dates continue to work out. We have more information on the website, have been updating any documents and power points we add all the information the next day or two. You can also stop by the second floor of City Hall.



## Review Process Moving Forward

<b>April 25, 2018</b>	Economic Development Committee Meeting (summary will be provided)
<b>May 1, 2018</b>	Planning Commission Staff Report Available
<b>May 8, 2018</b>	Planning Commission Public Hearing
<b>May 16, 2018</b>	City Council Workshop 1
<b>May 23, 2018</b>	Economic Development Committee Meeting (summary will be provided)
<b>June 6, 2018</b>	Issue City Council Notice of Public Hearing
<b>June 6, 2018</b>	City Council Workshop 2
<b>June 13, 2018</b>	City Council Staff Report Available
<b>June 13, 2018</b>	City Council Workshop 3 (if needed)
<b>June 20, 2018</b>	City Council Public Hearing

<https://cityofpoulsbo.com/commercial-code-update/>

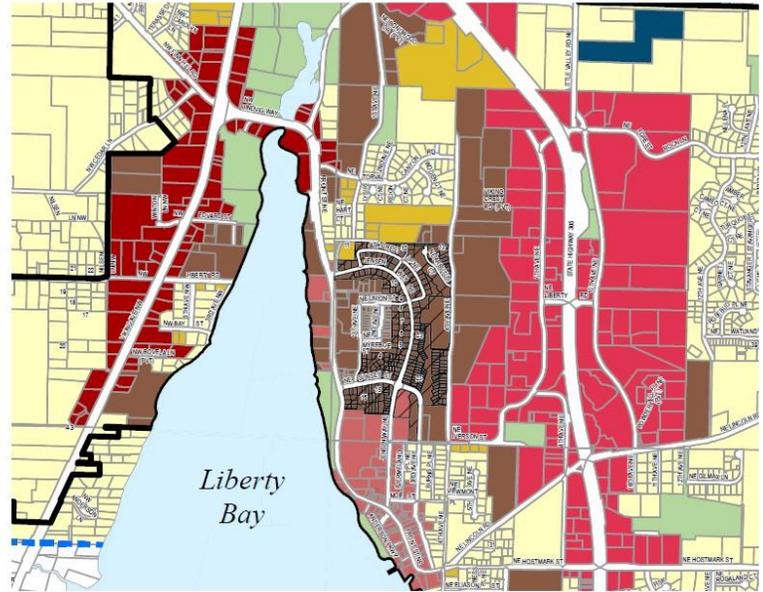
## Commercial Districts PMC18.80

The general purpose of the city's commercial districts is to provide the necessary commercial goods and services for the Poulsbo and greater north Kitsap communities. The commercial districts provide for the location of retail sales and services, professional services and offices, food and drinking establishments, lodging, personal and health services, arts, amusement, medical facilities, educational and recreational uses among others.

The commercial designation is broken up into four commercial zoning districts on the City's Zoning Ordinance Map based on geographic areas of the city and are identified as: C-1: Downtown/Front Street, C-2: Viking Avenue, C-3: SR 305 corridor, and C-4: College MarketPlace.



- C-1 Downtown/Front Street
- C-2 Viking Avenue
- C-3 SR 305 Corridor
- C-4 College MarketPlace



NC: A summary of the Planning Commission review. Reminder we are looking at commercial zones which include C1 Downtown, C2 which is Viking Avenue, C3 which generally along the SR 305 corridor and C4 which is our College Market Place Olhava.

## Factors Contributing to Proposed Amendments

- Ownership change and redevelopment Downtown;
- Increased interest in mixed-use structures/development;
- Adaptation of uses due to the impact of online retail;
- Clarification or enhancement of some existing standards;
- Addressing self-storage facilities in the C-3 zoning district.



## Systematic Review of Staff Proposed Amendments

- Overview staff presentation.
- Page by page review of draft.
- Parked items that required additional time.
- PC amendments = red underline and ~~strikethrough~~.

NC: When we got started on this there were a number of factors contributing to this work that led us to this point.

NC: First parked item is height.

## Overview of Height

- Current height limit for ALL zones is an average of 35 feet.
- This height is measured from finished grade to the peak or highest point of the structure and is the average of all four sides.
- Update in 2000 provided for an additional 10 feet of height when underbuilding parking is provided.
- Staff proposed to remove the 10 foot height bonus for the C-1/Downtown zoning district.
- At the March 20, 2018 workshop, the Planning Commission concurred with the staff recommendation, but also asked for additional information and wished to bring the issue back for final discussion.



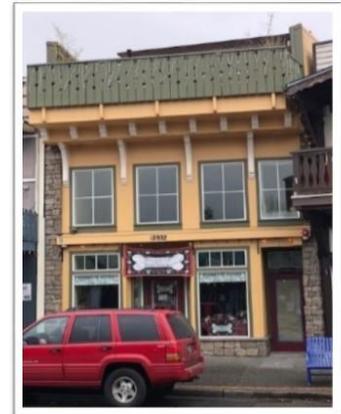
NC: Gary Lindsey who is a local resident and developer helped us measure buildings downtown.



Tickled Pink storefront is 18'



Crimson Cove and Tizley's is 27'



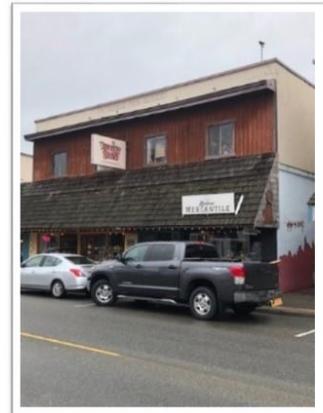
Boomer's Pet Boutique is 25'



Masonic Lodge is 38'



"Red" building is 34'



Myrebow Block is 27'



Background we provided when we had this discussion back in March provided policies identified in the Comprehensive Plan. Staff, PC, and CC have been thinking about these concepts for a while and most recent version was adopted in 2016.



*POLICY LU-3.5. In order to retain the pedestrian-friendly scale in the C-1 (Downtown/Front St) zoning district, the City's zoning ordinance shall identify **appropriate development standards for height and scale** of new development and redevelopment in this district.*

*POLICY CC-5.7. New development and redevelopment in Downtown Poulsbo shall retain its pedestrian-friendly scale and be **limited in height to an average of 35'**.*

*POLICY CC-5.8. The City's design standards for Downtown Poulsbo should be evaluated to ensure that redevelopment in the Downtown **will retain its intimate, pleasant and pedestrian-scale character**. Height, street frontage design and colors, building design, placement of buildings, and view of rooflines (from below and above), at a minimum should be assessed.*



## Comparisons Downtown Height

<b>Bainbridge Island</b>	
Central Core	35' (45' if parking underbuilding)
Madison Ave	25' (35' if parking underbuilding)
Erickson Ave	25' (35' if parking underbuilding)
Gateway	35' (45' if parking underbuilding)
<b>Gig Harbor</b>	27'
<b>Edmonds</b>	25'-30'
<b>Langley</b>	30' (35' feet with a pitched roof)
<b>Coupeville</b>	28'
<b>La Conner</b>	30'
<b>Port Orchard</b>	27' - 39'
<b>Steilacoom</b>	26'
<b>Sequim</b>	25'-45'
<b>Anacortes</b>	25'-35'



NC: What you see in the draft that was provided April 20<sup>th</sup>, and is the staff recommendation.

Standard	C-1 Downtown	Shopfront Overlay	C-2 Viking Avenue <sup>1</sup>	C-3 SR 305 Corridor	C-4 College MarketPlace
Maximum Avg. Building Height <sup>3</sup>	35'	35' <sup>4</sup>	35' <sup>5</sup>	35' <sup>5</sup>	35' <sup>5</sup>

<sup>1</sup> Alternative development standards for the C-2 zoning district may be allowed through the provisions in Section 18.80.070.  
<sup>2</sup> Alternative development standards for a PMUD may be allowed through the provisions in Section 18.80.090.  
<sup>3</sup> See Section 18.150.050 for building height measurement; Section 18.310.010 for building height exceptions.  
<sup>4</sup> See Section 18.80.050 D.14 for upper level setback requirement.  
<sup>5</sup> See Section 18.80.060 A.7 for upper level setback requirement.  
<sup>6</sup> Lots over 15,000 square feet in size shall have a maximum lot coverage of 85%.

Chapter 18.310.010.B:

Underbuilding Parking. When a structure is proposed to include underbuilding parking in the RM, RH, ~~all C districts~~ C-2, C-3, C-4, OCI, BP and LI zoning districts, the building height limit may be increased by ten feet. The building height calculation shall remain the same as set forth in Chapter 18.150. The increased height shall be reviewed for bulk, scale and compatibility to surrounding structures, and may not be allowed if impacts cannot be adequately mitigated. The gross square footage of the building area allowed by the increased height shall be equal or less than the gross square footage of the underbuilding parking.

NC: The second parked item is mixed use.



Mixed use – locating residential units within commercial zoning districts either within a commercial structure or on a commercially zoned site – is a planning concept that was first introduced in Poulsbo in the 2009 Comprehensive Plan Update.

Within the past months, the PED Department has received several mixed-use structure applications, where the distribution of uses caused some concern of whether the mixed-use structure standards remain relevant.

At the April 10, 2018 PC workshop, two issues were discussed:

1. What uses should be allowed on the first floor; and
2. What density of residential units is appropriate.



## Uses on the First Floor - Options

1. Require commercially permitted uses only on the first floor.
2. Require commercial uses on the first floor along street frontage, and other uses can be allowed behind. Other uses may include those that support the residential uses, such as exercise rooms, lobbies, community rooms/meeting spaces, hospitality suites, and parking.
3. Require commercial uses on the first floor along street frontage and allow other uses (as defined above) and allow residential uses behind.
4. Allow conversion space by requiring first floor to be constructed and parked to commercial standards but allow for residential use until market demand supports commercial use.
5. Make no requirement for any commercial space and allow full-residential structures in the C zones.



## ◀ Density - Options

1. Allow setbacks, parking, lot coverage and height of the zoning district to determine number of residential units allowed (current standard).
2. Establish proportionate standards for how much the building square footage can be utilized for commercial use and residential use.
3. Provide a maximum density in C-1 zoning district.
4. Provide a maximum density in C zoning districts for mixed use structures that utilize 45' height bonus.



NC: Not in the current draft. Add additional language to allow staff to address on the amount of commercial space to be required.

KB: This is what we are recommending the PC. Still require some type of non-residential use along the first floor of building (professional offices, entertainment, food and beverage) oriented towards street frontage. Behind these spaces on first floor allows support uses to the residences. From those options that we presented in the staff memo and in slide, we landed in the middle leaning towards more restrictive side. Still recommending no residential on the first floor. You have received written and oral testimony for more flexibility.

NC: Recommend requirement we felt like this was redundant as it was identified in the mixed-use structure sections. Public hearing May 8<sup>th</sup>.

## Staff Recommendation

### 18.80.080 J. Mixed-Use Structure.

1. Purpose. Mixed use structures allow for placement of a mix of commercial and residential uses in a single building. Mixed use structures are intended to allow for efficient use of land and public services in an urban setting; encourage convenient access between employment, services and residential opportunities; and increase development alternatives.
2. A mixed-use structure shall contain at least two complementary, integrated, or mutually supporting uses (such as offices, retail, professional services, food and beverage, entertainment, public service and residential).
3. New mixed-use structures shall have the following standards:
  - a. Residential units must be located above allowed commercial uses (residences may not be located at street/ground level or below). However, uses accessory to the residential, such as lobby, fitness center, storage, community room and other accepted uses, may be located on the first floor (street level), and shall generally be located behind the street level commercial uses. Number of residential units shall be limited by the mixed-use structure's required development standards (lot coverage, height, parking and setbacks) for the underlying zoning district.
  - b. The mixed-use building shall be designed to look and function as an integrated development and encourage pedestrian travel between uses and adjacent buildings.



- c. Buildings should be located adjacent to the primary street or immediately behind a public or semi-public space, such as a forecourt, plaza, or an outdoor seating area.
- d. Commercial uses located on the ground floor shall have a prominent entrance facing the primary street, provide use and activity presence along the street frontage, and be designed to clearly define it as commercial space.
- e. Compatible with the height, massing, setback and design character of surrounding uses shall be considered in mixed use structure design.
- f. e.-At least one outdoor activity feature shall be provided for the mixed-use building, including but not limited to courtyards, delineated gathering spaces, or seating areas. These areas must be paved and landscaped.
- g. d.-Private or shared open space shall be provided for each of the residential units, such as a private outdoor balcony or rooftop deck, and shall be provided at a minimum of thirty-eight square feet per unit.
- h. e.-On-site pedestrian circulation that links the public street and the primary entrance to the structure or residential units shall be provided. When the pedestrian circulation crosses driveways, parking areas and loading areas, it must be clearly identifiable through use of different paving materials.
- i. f.-Existing residential units in a mixed-use structure in the C zones may continue without meeting the standards above.

RS: Lets go around the table. We have a big document we reviewed and have changes in it.

GM: I have one question regarding the various mixed use options. That is the suggestion that we allow on the first floor for construction so that it can be designed for commercial use but to allow residential use in the beginning until market condition changes. I am wondering if other cities have been using this. Who determines at which date this transition occurs? Is this up to the building owner? Are there any other stipulations?

RS: That is if we choose this option that staff is not recommending.

NC: Some have sunset dates. Try to rent this space for a year and then you can use as a residential space. A few different ways that is seemed to be used. Would depend we can set that up flexible or not.

RS: What do we think about the recommendation from staff regarding mixed use changes?

GH: I concur with staff's recommendation for mixed use. Still confused about Moe Street.

RS: One question I have we talked about parking could be a use. Does that mean they can have all parking on the first floor and that would be their commercial use?

KB: The way I would administer # 2 is to say that there must be some type of commercial use oriented towards the street and then they could do under parking behind it. The inclusion of



number 2, from our definition section it does identify that we are anticipating some type of commercial use on the first floor and we are providing more explanations of what can occur. Idea is that we can have commercial spaces personal services food and beverages. Other uses for residents like parking occur behind.

RS: Previous explanation includes parking, we would have to make sure we understand.

KB: under A we should say parking can be allowed but not as the primary use.

RS: Do we specifically want to address Moe Street?

KB: New proposed revision in the code section. Right now, we only contemplate vertical mixed use. We do allow for some horizontal through the planned mixed use for 5 acres or larger. No one has utilized that. New provision contemplating residential facing 3rd Ave eastward can be appropriate transitional use between the shopfront overlay downtown and the residential low zoning district 4<sup>th</sup> Avenue and beyond. This area that is being contemplated is the back of buildings and is only designated for this area of town. It envisions row townhouses that will utilize that grade to have under building parking but not underground parking. And would have their street frontage for the residential units facing 3<sup>rd</sup> Avenue with their front doors but parking below so not garage doors facing 3<sup>rd</sup> Avenue. Those are the design standards. What you have been requested to consider is a corner lot on Moe and 3<sup>rd</sup>, who is also under the same ownership as those other properties as Mr. Wenzlau showed. These are proposed code standards, they have not been adopted at this point in time. Our conversations are if these were adopted how would they apply, these are proposed standards. Whether they will be adopted is City Council's decision. We believe that the mixed use site is an appropriate transition use between commercial downtown and residential low density so we are suggesting that as part of our draft. Corner lot the way currently written, would allow for some residential units to face 3<sup>rd</sup> Avenue. For the Moe Street side that would fall under the mixed use structure piece. What they are asking for is to consider the whole corner lot under that mixed use site provision that is only applying to the through lots down at the south parcel.

Hostmark and 3rd Avenue is another potential. When we write code we have to look at all applications of it not just a specific site. What is being requested is that horizontal mixed use be considered for these corner lots meaning full residential could be constructed there with no commercial use.

GH: Are there any others that would possibly?

KB: These provisions are specific to 3<sup>rd</sup> Avenue, only for those two corner lots if that's how we wanted to write it for corner lots. Through lots from Front Street to 3rd Avenue that you have a grade conducive to under building parking with small townhome type development on 3rd



transitional use that makes sense commercial and low density residential. In the planning world most intensive to less intensive to least intensive. Not being applied at this time.

RS: At this time the piece of property on Front Street and this piece of property those are tied together?

NC: Currently not tied together could do a boundary line adjustment and combine them.

RS: In essence they're creating a Front Street to 3<sup>rd</sup> Street lot is that correct? On the South Parcel. Go all the way through. Parcel on the back not part of the same parcel.

KB: Under same ownership so they have option to do a boundary line adjustment.

RS: Typical for somebody to create so it falls into a different zone?

KB: To clarify all under the C1 zone. What that was an option to qualify under the mixed use site which specifically identifies through lots. Certainly if you recommended changing, you wouldn't need to do that through lot configuration.

RS: I just wanted to make sure.

JB: Slide above north parcel going east there is a small portion is that also part of that north parcel?

KB: It is ROW, not usable. We are looking at what 3<sup>rd</sup> Ave could be if developed. Red dashed line is parcel boundary.

GM: When you talk about other parcels along 3<sup>rd</sup> may take advantage of this you mentioned 3<sup>rd</sup> and Hostmark.

GM: Conceivably you could have a residential building at 3<sup>rd</sup> with no entry from Hostmark, is that correct?

KB: Don't know about entry but yes.

RS: This one would be significantly more difficult.

KB: For parking purposes grade along 3<sup>rd</sup> and Front.

JB: Wholeheartedly agree they are two different things. I don't know what traffic is doing downtown but that is a concern.

RS: Not sure how they would be able to do it.

KB: You can put locational criteria in there but zoning ordinances don't usually speak to one site.



RS: What is the advantage of having commercial space on that corner. We have brewery and City Hall. Essentially that is a commercial street. I am not totally convinced commercial is a bad thing in that area.

KB: Another way to address it is to go back to mixed use structure piece. If you are open to this idea in the staff memo, setting similar to downtown where you have synergy with residential, commercial uses. Larger cities in transit areas close to where people can walk and grab a cup of coffee downtown. We are concerned about fully allowing residential uses on first floor because we want to see commercial in commercial zone. We need square footage for jobs and services. If you believe downtown poses a different environment than say 7<sup>th</sup> Avenue or 10<sup>th</sup> or Viking you could allow for residential uses on the first floor in the C1 district only but not in the other C zoning districts.

NC: But not in shopfront overlay.

KB: Started in small configuration which only captured our existing shopfronts today, the PC expanded it because you were thinking about having shopfronts to continue on. If you wanted to allow for residential on the first floor in the C1 zone then I would recommend we go back to the original configuration of the shopfront overlay. Because it captures in some of those larger parcels where a mixed use structure could occur. Instead of addressing the Moe Street 3<sup>rd</sup> Avenue through the mixed use site you could capture it through the mixed use structure. We would allow for residential units in the we decided going through Sons of Norway and up the street.

Requested to consider corner of Moe street and 3<sup>rd</sup> Avenue a different way the draft is suggesting. Way to address that is through the mixed use site or mixed use structure.

RS: I hate to fight against the market because it does dictate what will happen. If we have a high vacancy rate of commercial structures then there is a problem. But if we move all the residences into commercial space, why do we have zoning? Original intent of mixed use was mom and pop. What does this do to our allocation? We have zoned for our allocation and zoned shift does that mean we are going to be able to have large lots again in Poulsbo?

KB: Under GMA we are required to take a population growth allocation and have to demonstrate to the state that we can accommodate that population. The City has been in same UGA since 1998 because we haven't realized allocation and we achieved higher density of land. If we start allowing for flexibility in mixed use structures and we start seeing market support resident in commercial zone. Largest lot we can have is a 1/4 of acre 10.980sqft. Larger lots would be a nice addition to our city because the only ones we have are older lots. To answer your question, it would have an impact on our GMA allocation. We would have to forecast how mixed use would be a piece of how to accommodate our population allocation. Did want to go back to commercial uses and purpose of C zones. Started with the changing of retail market with online. No one



knows the future of commercial brick and mortar. We don't really know what is going to happen with our commercial spaces. We are getting interest up in College Market Place and Olhava, Viking Avenue starting to come back and 305 about the same. I can't predict but that we need to keep commercial zoning for the market to be able to respond to that. Should we keep or limit mixed use structures for downtown synergy that mixed use is kind of about. It is hard to find the right balance.

NC: Seattle designates pedestrian street that has to be commercial, but usually do live work. We get a lot of residential only buildings in commercial districts there right now, they have a need for housing.

KB: And you have mixed use where commercial on the first floor can't be leased but the residential units above are rented. Difficult to weigh all the variables.

JC: I think we should go along with recommendations. I don't think we have an easy answer.

RS: One thing we have to remember there is going to be need to have some commercial use. If all we have is very high density residential they are going to have to drive someplace to get to work.

GM: Of we followed staff recommendations for mixed use at this point. There is still some flexibility on a project by project basis?

KB: If a project came in that was a mixed use structure the proposed language would be no residential on first floor, some type of commercial on the first floor, but there would be ability to have other uses that are supportive of residential structure.

GM: No residential on first floor.

KN: I was wondering if for these sites, that might be a situation where we want to have convertibility so for those particular types of sites built out to commercial standards and reviewed 5 years or as market changes. As we have more vibrant more economically viable.

JB: I agree with that too. Live work as a use. This property where City Hall is was that always commercial?

KB: Commercial for southern portion and RL in northern portion. Government administrative allowed in RL zone with CUP..

NC: Are you looking for recommendation to look at potential options for C1 zone, not shopfront, or unique sites for potential?



KN: I was thinking just those couple corner sites. Through lots we were already covered with something that made sense there.

RS: I am not opposed to Kate's idea of letting those two lots be convertible. I think we would be safe on the Hostmark side. That is going to be difficult to park, plus grade changes and access.

KB: There is a consensus we would include in mixed use site section and leave mixed use structure piece staff recommendation and address corner lots in Third Avenue.

GM: Want convertibility with specific language. How long a period of time and how that decision on converting it and when is handled.

RS: Is there is a way to tie it into commercial vacancy rate in the area.

KB: Yes, we will research it. This is the direction you need. Something similar to you must demonstrate first there is not a commercial market or allowing for the convertibility with specific parameters on how long or how a property would demonstrate that?

GM: I think it could be based on time or market conditions open to either.

KB: What I think I've heard from the PC is mixed use structure that the staff recommendation as presented is acceptable, look at mixed use site for the corner lots. For height, concurred with our recommendation keep 35' as the base height City wide and to delete the 10' height bonus for under grade parking for the C1 district. To answer the question we use underground and undergrad interchangeably. Surface parking but designed for layer of the first floor to be above it. As it turns out we have underbuilding used by police force, we have under grade parking for the garage main garage. Point is that you would not get the bonus height. If a designer or developer could still design structures that used under building or under grade parking but they wouldn't get the additional 10' in height. Clarify and confirm with PC that you have not changed your concurrence about proposed amendment or if you wanted to change height in any other way.

JC: Have you done a survey on all of our zones on what commercial structures are vacant and what commercial land is available for development

KB: No, I did not commission an analysis.

JC: Is that something that should have been done?

KB: Helpful but we do not have the budget for it.

RS: Back to height to we concur?



(consensus yes).

RS: Does anyone have any other questions. We have a little bit more work on mixed use.

KB: Confirm shopfront overlay area as proposed. Address those corners through shopfront overlay which has additional design and siding standards. Confirm this is the configuration you like.

RS: This last one on the north end what is that last piece? The condos and Grand Kirk. Not sure that needs to be included. Transition into other buildings. The corner of King Olaf Way and Front Street include area in between.

KB: We have a nail shop and vacancy there yes or no for that parcel. Delete Grand Kirk.

(consensus yes)

KB: Southward we included the Marine Science Center, the Pharmacy, the old police station and the office building on the corner do you concur you want those included?

RS: Yes.

KB: Thank you, where we go from here, in a week from tonight we will have our staff report available , public hearing on May 8<sup>th</sup>. In that staff report we will summarize revised draft and discussion tonight. Include recommendation for conversion options for the two corner lots on Third Avenue.

RS: We would have that review at the public hearing?

KB: You would have that review at the public hearing. PH is on revised draft, PH will be public testimony on that draft. At the close of the hearing upon your deliberations any additional modifications you determine appropriate can be identified during your deliberations any additional modifications you determine are appropriate. You will direct staff through your motion what those amendments would be. Capture all of that and send to City Council. What they would look at is original draft plus all revisions. They will have their first workshop on May 16<sup>th</sup>.

GH May 8th 7pm?

KB: Yes 7pm.

GH: Are we going to go through any revised draft items?

RS: Yes.



GH: Page 6 childcare center we deleted it in all categories.

KB: Added it under education on page 5 preschool and childcare centers are being combined.

RS: I have a couple of small ones too.

KB: Let's check in with food trucks too.

RS: On page 3 isn't a TUP a separate use. Change from 4 to 5.

KB: Okay

RS: Page 7 footnote 3. Should that be referring to shopfront section rather than repeating language.

KB: We keep the footnote in but refer them to later on.

RS: Page 15 number 14 the first red 25 height mark. Should the word foot be in there?

KB: Yes.

RS: Page 25 mobile food trucks is a new section?

KB: Yes.

RS: I Liked all of it but, where it says placed in existing parking lot take up no more than three parking spaces. Should add language that it does not obstruct traffic or other business uses.

KB: Okay.

RS: Last section for food truck, add the word "each" business day page 25 2.b.4.

KN: One comment on food truck. 2.b.i one truck per parcel is allowed. Seeing that as one truck at a time or one food truck ever?

NC: Clarify to be one truck at a time.

GM: Page 14 4 provided when possible. I thought we changed that to "whenever possible". Seems a little stronger. I thought there was another reference we changed to that as well.

KB: I think you are right.

RS: I did say you changed the number of parking spaces to 2.

KB: Changed parking from 1 ½ to 2 consistent across the entire code.



RS: Anybody else?

KB: We did take a little liberty we inserted reference to master street tree plan and tried to emphasize Scandinavian heritage stronger. It is not our intent to change that and is a part of who we are. What we took from public comment that we received.

#### 6. Comments from Citizens.

Brian Smith: Want to start with a thank you, as a citizen of Poulsbo and historical society, you are engaged informed and invested in the rewriting of this code. Thank you for preserving Scandinavian heritage. Thank you for master tree plan important to our group. Thank you for recommending we maintain two parking spaces and we feel you are listening. There are seven vacant retail spaces in the shopfront overlay. Not sure adding residences in those mixed use helps business supply. If we add more commercial space too many vacant fine line between looking like a vibrant town and what appears to be a dying town. Commercial pilot who flies to Asia, they forecast huge growth and their big residential businesses. We do have unique preservable historical districts. Can new development help us do this? Probably, can't fight it all. Get confused when developer donates to our auction but wants to take down 2nd oldest building and one of the City's oldest trees. Please consider that in downtown Poulsbo without preserving the past in the future, there will not be much past to preserve.

Lynn Mervang: I would like to thank you for all your hard work, thoughtfulness of decisions. You have something at stake in this. Appreciate Little Norway was included in document. There is a Little Norway invitational coming. I would like to ask you to consider what is appropriate when thinking about the mixed use in the C1 area. Right now we have building on Jensen way with 70 plus units and Vanaheimr that has 25 units with hospitality units. Moe street residential units. Developer would like 42 units on 3rd Avenue and 10 to 15 in shopfront and shopfront overlay. We already have about 105 and adding another 42 units and we are thinking shopfront with all this residential around it. Is that the best use of the C1 District. Would it be good to put residential somewhere else and put commercial use in that area. In light of that i was thinking about what should change in the shopfront overlay. Things have changed for that potential. Right now it is residential but including it in that. Ask you to reconsider that also.

#### 7. Commissioner Comments.

KB: I will be contacting the historical society about the walking tour and would like that before the public hearing. Reaching out to them for as many of you that can attend we will have a special notification. No decisions can be made during meeting for informational purposes. We will notice that we will be doing this. Work on commission.



RS: One question. Seems like there is a billboard on Highway 305, advertisement for Liberty Bay Auto.

KB: We will take a look at it. Billboards are prohibited or off premises signage. We will have code enforcer look into it.

8. Adjourn 7:38

DRAFT