



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

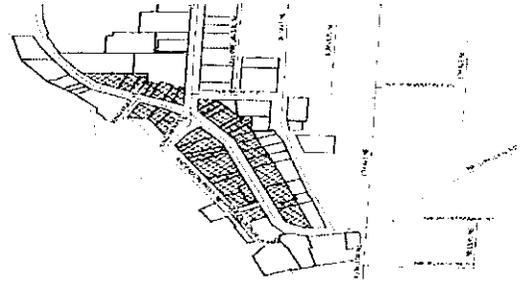
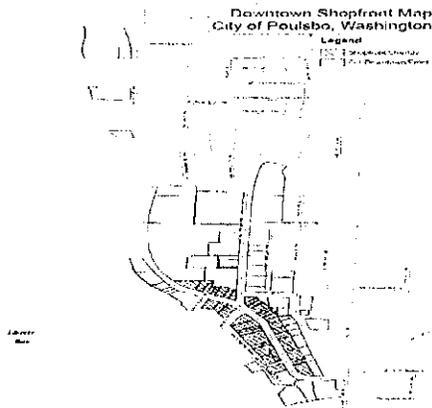
1. Call to Order
2. Flag Salute
3. Approval of Minutes - None
4. Modifications to the agenda
GH: Automatic adjournment change to 9pm.
5. Comments from citizens regarding items not on the agenda – none
6. Public Meeting 2018 Commercial Code Update

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 10th. You also received public comments that were submitted via the NOA and SEPA public comment period which ended on March 23rd. 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 10th will get back into the design standards for the other commercial zoning districts and continue up until the May 8th public hearing. We talked last week about extending the shopfront overlay. After we go through design standards we can bring that up again.

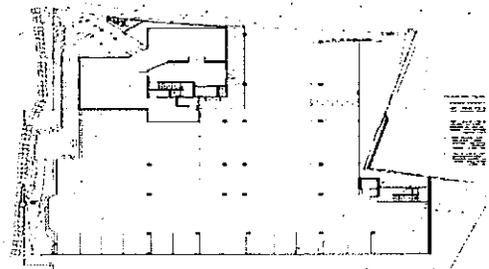


Projects can often meet the dimensional standards but perhaps not quite where we want it to be. We wanted to be sure our purpose and introduction really represented what we think C1 is or should be to capture and maintain C1. Even if a building meets dimensional standards, it might not be "Poulsbo".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

Overall Design Standards

- 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.

SITE DESIGN



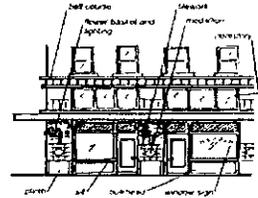
What is Site Design?

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.

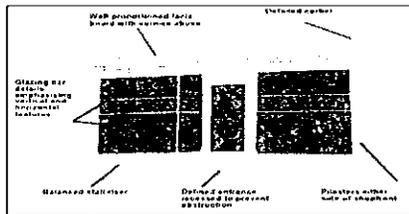
Purpose

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.

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.

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 17th and the 24th 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? 3rd 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 3rd 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 24th?

RS: I can respond to stuff for the 17th 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 3rd 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 3rd 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 4th Ave. Height limits. I have a photo that I got from the historical society that shows that wall on 3rd. Who owns the wall? Measured and it's 11' to 15'. Why would we allow the height on 3rd 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 2nd 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.

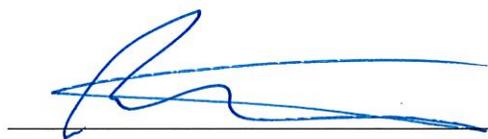
Lynn Myrvang: I live on 4th Ave and I love downtown. I have lived there 40 years. One of the things I heard tonight is the muted earth tone color scheme. What about things like muted blue, is that a muted earth tone. Graduate those together that are really close to the overlay that are not in it. Muted 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



Ray Stevens, Planning Commission Chairman