

Planning Commission Regular Meeting Minutes

Wednesday,
November 18, 2015
7:00 p.m. to 9:00 p.m.
Town Hall Meeting Room

Note: The Action Minutes represent a summary of presentations given and actions taken.

1. **Call to Order (7:00)** Acting Chair Boykin called the meeting to order at 7:00 p.m.

2. **Roll Call (7:00)**

Planning Commission Members Present

Mr. Frank Boykin – Co Vice Chair
Mr. Chris Barrett
Mr. Diogenes Xenos
Mr. Tony Paulson
Mr. Morry Stafford

Planning Commission Members Excused

Mr. Cliff Quisenberry – Chair
Mr. Steve Smith – Co Vice Chair

Staff Present

David Swindale, Planning and Development
Services Director
Jeff Boers, Principal Planner
Becky Metcalf, Project Assistant

3. **Approval of Minutes (7:00)**

MOTION: by Commissioner Stafford and seconded by Commissioner Barrett to approve the minutes of November 4, 2015 as submitted. Motion passed.

4. **Public Comment (7:02)**

There being no public comment on any item not appearing on the agenda, Acting Chair Boykin closed the Public Comment section of the meeting.

5. **Discussion: Housekeeping Amendments (7:02)**

Principal Planner Boers summarized proposed amendments. Commissioners proceeded to review the discussion draft code amendments as distributed in the agenda packet.

Discussion ensued regarding a proposal Commissioner Stafford made regarding transition landscaping and transition overlay requirements.

- Transition landscaping and transition overlay standards should be consistent in how they apply landscaping buffers between residential and commercial uses
- Commissioner Stafford feels that special privilege is being granted to property in the NC zone, where there is no requirement for level 1 landscaping. Staff will do further research on this topic, and also look at other properties that may be impacted.

Commissioners reviewed the housekeeping code amendment draft included in the agenda packet beginning with page 1, initially focusing on sections that had been revised since the previous draft had been reviewed. Discussion covered the following topics:

- The possible need to revise FAR standards to reflect the proposed change in how floor area would be calculated in the floor area definition, from being measured from interior wall to interior wall to being measured from exterior wall to exterior wall. Staff will analyze further and provide a recommendation.
- Definition of "kitchen" needs to be further refined. The definition of a dwelling unit should also be reviewed.
- No objection was noted regarding including a paragraph on page 11 illustrating how base densities and minimum lot sizes are established and compare.
- A provision to allow mechanical equipment in required side and rear yards subject to a 5' setback. Two commissioners agreed with the suggested text provided by staff whereas two commissioners would like to see wording added to refer to noise requirements. Information from Seattle notes that it is difficult to install some types of mechanical equipment in compliance with noise standards when located close to a property line. Director Swindale stated that the noise caused by this equipment can be addressed through the City's noise ordinance.
- On page 14, item 19.45.070, clarify the language as far as the yard location for fences. It was suggested to add the word "setback".
- Changes in 19.45.030 and 19.45.090 are intended to place most information regarding density in 030 and information on lot sizes in 090.
- Regarding off-street parking requirements based on employees, it would be better to define as employees "per largest shift" rather than total number of employees.

6. Staff Comments (8:53)

Director Swindale reported that Council adopted the 2015 Comprehensive Plan update and consistency amendments to development regulations at their November 16th meeting. Both will be submitted to PSRC and the State Department of Commerce. Some capacity calculations were removed from the Comp Plan document and will be submitted to PSRC at a later time in a separate analysis to demonstrate consistency with growth targets.

Based on the short work week before the next Planning Commission meeting, the Commission elected to cancel the December 2nd meeting and meet again on December 16.

7. Commission and Liaison Comments (8:59)

Commissioner Platt congratulated staff on the adoption of the Comprehensive Plan by the City Council.

8. Adjourn

MOTION: by Commissioner Xenos seconded by Commissioner Barrett to adjourn the meeting. Motion to adjourn was approved unanimously. (9:01)

Submitted by:

Becky Metcalf, Project Assistant
Community and Economic Development

Approved as submitted: December 16, 2015